

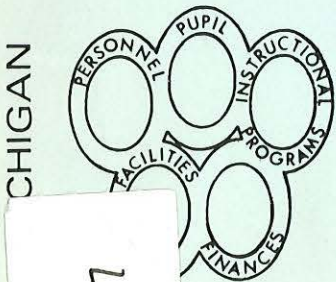
III. Midwestern States
Educ'l Info Project

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DOCUMENTATION SUPPLEMENT

• COLORADO • ILLINOIS • NORTH DAKOTA • SOUTH DAKOTA • OHIO •



MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT (PL 89-10 TITLE V, SECTION 505)

• KANSAS • IOWA • MISSOURI • MINNESOTA • WISCONSIN • • •

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MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT
P.L. 89-10, TITLE V, SECTION 505



MSEIP DOCUMENTATION
SUPPLEMENT

STATE OF IOWA DEPARTMENT OF PUBLIC INSTRUCTION
DES MOINES, IOWA
JULY, 1970

MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT
P.L. 89-10, TITLE V, SECTION 505

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PREFACE

"What Is Past Is Prologue"

The Midwestern States Educational Information Project (MSEIP) will terminate officially in 1970 with the completion of fiscal reports. The Project was a combined research effort of state educational agencies (SEA's) to develop an integrated information system. The organizational structure of the Project was significant in that an active working relationship was established between the Federal Government, SEA's, and local school districts.

The MSEIP was funded in 1966 by the U.S. Office of Education under Title V, Section 505, of the Elementary and Secondary Education Act, designed to strengthen state agencies.

The MSEIP Documentation Supplement is basically what the title implies. It was developed to supplement the original handbook. The Supplement starts with an Overview of the MSEIP Data Control System which explains many of the techniques used in the system, but only in limited detail. It contains chapters on each subsystem and the header file, complete with general comments, specific comments about certain data items, collection forms, instructions, and file layouts. The Supplement should be used with the Documentation and not in lieu of it. Although many publications and materials have been disseminated by the Project, the permanent and complete set of needed documentation for an implementing state should include:

- . MSEIP Documentation, June 1969
- . MSEIP Supplement, July 1970
- . MSEIP Program Specifications, Volume I, June 1970
- . MSEIP Program Specifications, Volume II, June 1970
- . MSEIP User's and Operator's Manual, June 1970
- . MSEIP Program Source Statements (magnetic tape), July 1970

I personally believe that the objectives and functions of the Midwestern States Project have been completed. The Project has been extremely useful through its existence. Many of the results of the Project are in use in state educational agencies today. However, no one state has a fully automated integrated information system. This will come into existence as states continue to plan and as resources become available.

The MSEIP has served its purpose. What is needed now is for the state agencies and the people responsible for the management of education, the SEA's and their staffs, to commit themselves to the task before them. The MSEIP Data Control System is not a perfect system, nor has it stood the test of time. However, it will serve as a starting point for implementation and it will lend itself to modifications that are imposed upon it. As other concepts are developed - such as USOE Handbook II and VII, PPBES of the Research Corporation of the Association of School Business Officials, the Belmont Project, and many others, they need to be incorporated into

an integrated information system such as the MSEIP Data Control System. As these concepts are developed and implemented and as SEA's provide the initiative and leadership for information systems in the future, the MSEIP goals and objectives will continue to be achieved.

If the words of Edmund Burke may be borrowed and paraphrased, "The only thing necessary for education systems (MSEIP) to fail is for good men to do nothing." "What is past is prologue" so, good men - step forth!

James E. Mitchell
MSEIP Director
July, 1970

ACKNOWLEDGEMENT

The Midwestern States Educational Information Project (MSEIP) is people. People from all phases and levels of education in this nation. These people were extremely helpful and contributed to the development of the Project. Much appreciation is due members of the many working committees: Policy, Coordinating-Liaison, State Coordinators, Facilities, Finance, Instructional Programs, Personnel, and Pupils. Representatives of the committees and the chief state school officers of the participating state agencies have given most generously of their time, knowledge, and judgements. Besides these people, the Project Director wants to acknowledge the dedicated effort of the Project liaison people in the U.S. Office of Education, Project consultants, the ARIES Corporation whose staff developed the technical system, the state superintendents and their respective staffs in the administrating state (Iowa) and the demonstration state (South Dakota), and his co-workers on the Project Central Staff, past and present.

J. E. M.

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OVERVIEW OF THE MSEIP DATA CONTROL SYSTEM

The purpose of this overview is to provide the various levels of management with an explanation of the operational and functional features of the MSEIP Data Control System. It consists of a general overview of the entire system. It identifies and explains the purpose and the significant details of each important module of the system. This overview is a condensed version of the introduction to the MSEIP Program Specifications of the Data Control System. It is used here to provide general information to those that desire a little knowledge, but have no desire to tackle the two-volume set.

In Section I, the general design of the system, functions performed by the system, cross-references from the records of one file to the records of other files, characteristics of the records of the MSEIP System, hierarchical data structures, and the technique of threaded lists will be discussed.

In the remaining sections, the purpose and the significant details of each of the three modules of the Data Control System are included.

SECTION I. General System Design

The general design of the system is set forth in the MSEIP Documentation. Briefly stated, the MSEIP Data Control System is an integrated educational information system consisting of three control modules: Index/Linkage, Maintenance and Reports. These three modules encompass and integrate the data items of the five commonly recognized educational information areas: personnel, instructional programs, pupil, facilities and finance.

A sixth file, referred to as the Header File, is also integrated into the system. The data items of the Header File are not collected from a recognized educational information area. They are the data items which are selected by a particular implementing state.

Functions Performed by the System

The system will accept the records of a file, edit them, insert into them the linkages by which other records are retrieved, create the system directory and load the records and the directory on a disk subsystem. Subsequent to this initialization, the system will, on command, produce reports described by the user, maintain the files (add a record, delete a record and change a record) and add one or more files to the data bank. The system will respond to commands entered on keypunched cards and to commands issued by installation application programs. Records of the files may be entered by keypunch cards or by card images on magnetic tape,

The system will retrieve any particular record, all records or any subset of records of a file. When more than one record is retrieved, they will be retrieved in logical sequential order. When records are retrieved, one file is designated

as the primary file. As each record of the primary file is retrieved, the system will optionally retrieve records from other files which contain information complementing that of the record of the primary file.

Cross-References Between Files

The general design of the Data Control System as described in the MSEIP Documentation specifies particular cross-references between the records of the files. These cross-references constitute an important aspect of the MSEIP Data Control System.

Each activity assigned an individual is identified in the personnel record of that individual. Detailed information of each such assigned activity is contained in a record of the Instructional Programs File. The individual's personnel record is cross-referenced to each of the required activity records by means of link addresses. In the case being discussed, each link address is the exact location at which a required activity record is stored in the data bank.

Each activity record of the Instructional Programs File is to contain cross-references to: 1) the personnel record of the individual assigned to the activity; and 2) the instructional space record of the Facilities File which describes the space in which the activity is offered.

Each Instructional Space record of the Facilities File is to be cross-referenced to the activity record of each activity conducted in that space.

Characteristics: Records of the MSEIP System

The characteristics of the personnel record of an employee designated as a professional-educator are typical of the records described in the MSEIP Documentation. An abbreviated chart of such a record is shown in the figure below.

| Data Items | Description | Size | |
|---------------|----------------------------------|------|--|
| 1 | County-District Code | 7 | Professional Record: |
| 2 | School (organization) Code | 3 | |
| 3 | Social Security Number | 9 | |
| | | | |
| 27 | Accident Record | 6 | Professional- Educator (Abbreviated) |
| 32 | Certificate Held | 2 | |
| | | | |
| 36 | Grades Authorized By Certificate | 4 | |
| 37 | Field/Area/Service Authorized | 2 | |
| 38 | Subjects Authorized | 4 | |
| 39 | Position Title | 2 | |
| | | | |
| 46 | Section Number | 2 | |

The MSEIP Documentation contains the definition, the type and size of each data item of the record. The record may be regarded as three records. The first record contains data items 1 through 27; the second - data items 32 through 38; and the third - data items 39 through 46. The first record contains those data items which appear in the file but once for an individual. The second record contains a set of data items that are repeated for each certificate awarded the individual whose social security number is in field 3 of the first record. The set of data items of the third record are repeated for each activity assigned the same individual.

Hierarchical Data Structures

A hierarchical structure of a file system is the superior-inferior relationship between the many records of a file system. When the file system is originally constructed, a logical relationship is established between records at different levels of the hierarchy.

The superior-inferior relationship between two records may be described by calling the superior record the MASTER and the inferior the DETAIL.

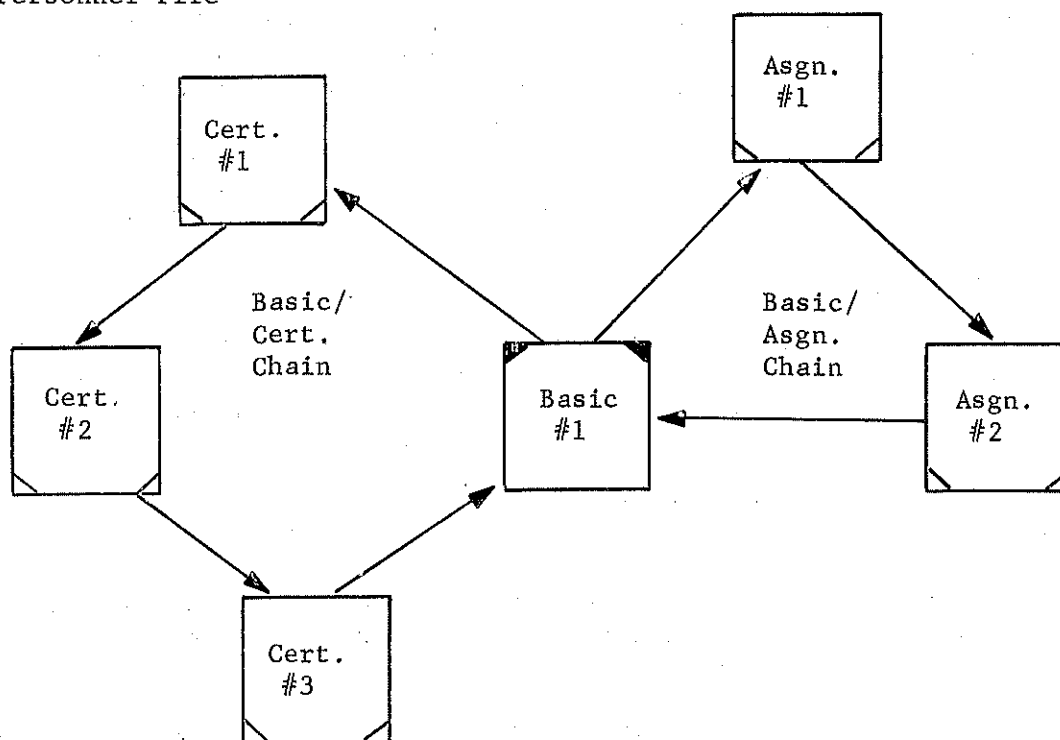
Superior-inferior relationships are established between the records of two contiguous levels of the structure. A detail record, therefore, may also be the master of records of the next lower level.

Relating this description to the subject of personnel records, we may designate the basic personnel record as the MASTER of both certificate and assignment records.

Each logical master-detail relationship may be visualized as a chain of records. The master record is linked to the first detail record by entering the address of the detail record in the master record. In the same manner, the first detail is linked to the next detail record until all detail records are linked. The address entered in the last detail record is zero to indicate that it is the last detail of the master-detail chain.

The figure on the next page is a graphic illustration of the chains. The basic personnel record is linked to each first detail record. The last detail record of each chain contains a zero to indicate that it is the last detail record of the chain.

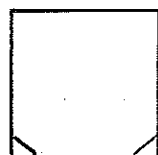
Hierarchical Data Structure
Personnel File



Legend:



Master Record



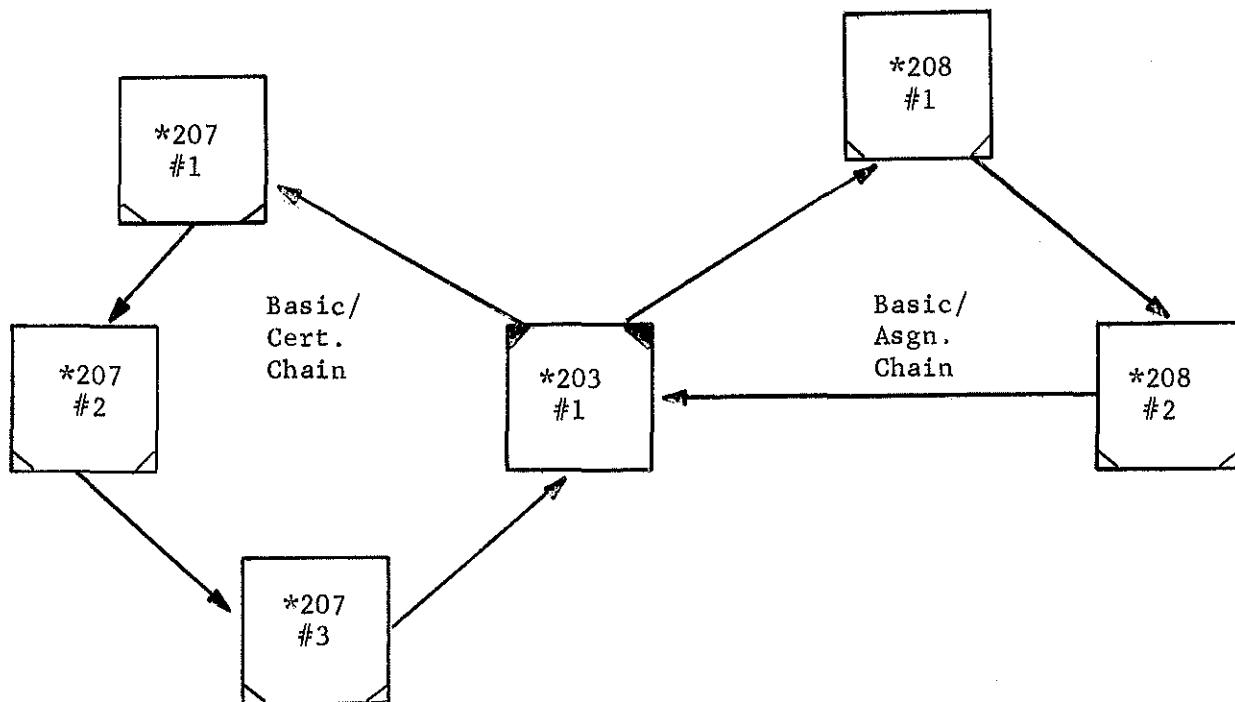
Detail Record

Threaded List Technique

The term Threaded List is applied to the technique of linking records by means of addresses.

The chains shown in the figure on the next page are the same as those of the previous figure with the exception that an identifying number has been entered in the blocks representing the records. The number 203 identifies the basic personnel record, 207 identifies a certificate record and 208 an assignment record.

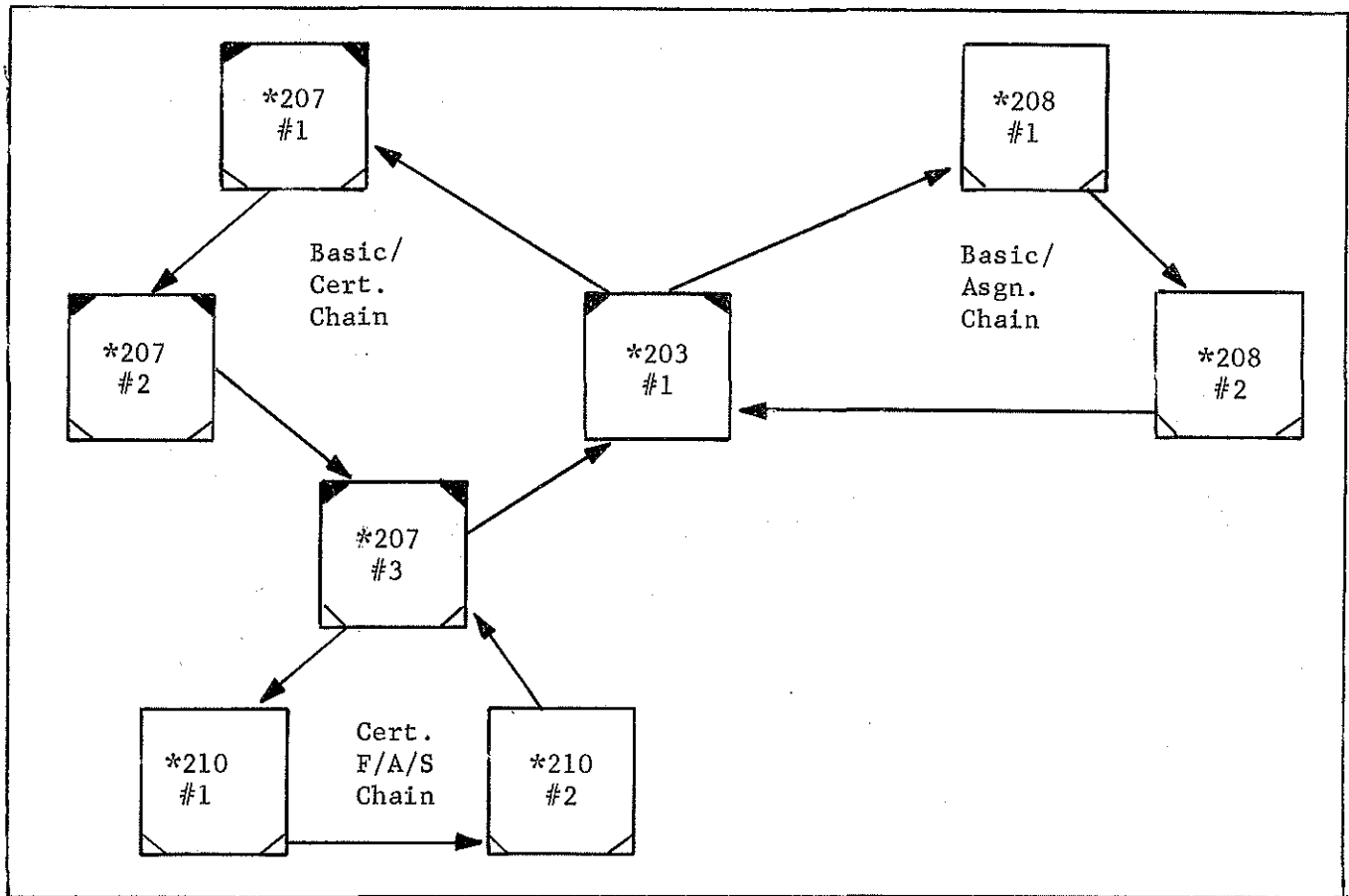
Threaded List
Personnel File



The certificate record with data items 32-38 may be the storage space required for certificate records which may be reduced by, in some states, a number of Fields/ Areas/Services and subjects may be authorized by one certificate.

| Data Items | Description | Size |
|---------------|----------------------------------|------|
| 32 | Certificate Held | 2 |
| 36 | Grades Authorized By Certificate | 4 |
| 37 | Fields/Areas/Services Authorized | 2 |
| 38 | Subjects Authorized | 4 |

The certificate record would appear as shown above except that fields 37 and 38 would be repeated as many times as required. The master-detail relationship may be applied in this case as shown in the next figure on the following page.



The hierarchial structure may be depicted in tabular form as shown in the figure below.

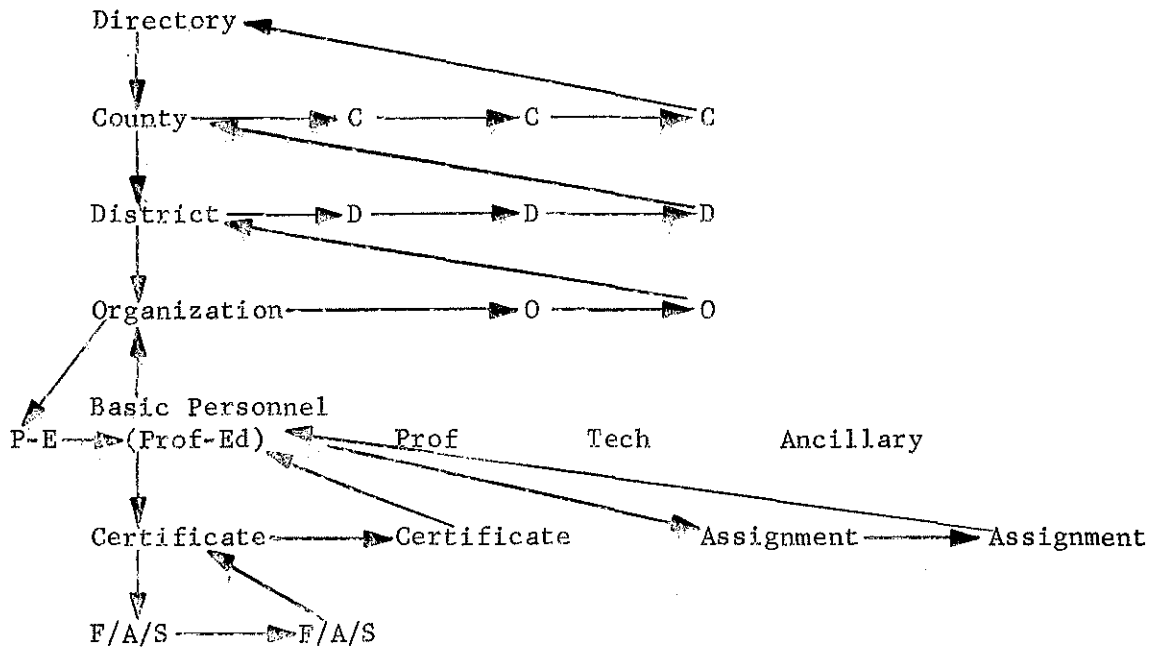
Hierarchial Structure: Personnel File

| No. | Record | | Master of Record | | Detail of Record | |
|-----|-----------------|--------|------------------|-----|------------------|-----|
| | Name | Type | Name | No. | Name | No. |
| 203 | Basic Personnel | Master | Certificate | 207 | | |
| | | | Assignment | 208 | | |
| 207 | Certificate | Master | F/A/S | 210 | | |
| | | Detail | | | Basic Personnel | 203 |
| 208 | Assignment | Detail | | | Basic Personnel | 203 |
| 210 | F/A/S | Detail | | | Certificate | 207 |

The Certificate Record in the figure above illustrates the previous statements that superior-inferior relationships are established between the records of two contiguous levels of the structure and that a detail record may also be the master of records of the next lower level.

The hierarchial structure devised for the MSEIP file structure is contained in Appendix D of the MSEIP Program Specifications, Volume II. The record sequence for each of the six files is contained in Appendix E.

A schematic diagram is used below to illustrate the conceptually organized personnel file under the conditions described:



The Directory contains the address of each county record. One may regard it, the directory, as the master of county records. Complete chains are depicted for but one county, one district, one organization, etc. The illustration should aid one to understand the method by which records may be added to the file. The thread is simply broken in the proper place in the appropriate master-detail.

Personnel File

County Code Record
 District Code Record
 Organization Code Record
 Basic Personnel Record, Prof-Ed (Prof)
 Basic Personnel Record, Technical (Ancillary)
 Certificate Record
 Assignment Record Prof-Ed/Prof (Technical/Ancillary)
 F/A/S Record

Instructional Programs File

County Code
District Code
Organization Code
Activity Record

Facilities File

County Code
District Code
Vehicle Record
Site Record
Use of Site Record
Building Record
Instructional Space
Service Space
Adjunct
Use of Instructional Space

Pupil File

County Code Record
District Code
Organization Code
Category One Data Items
Category Two Fixed-Length Data Items
Course Information
505, 506 and 508 thru 520

Header File

County Code Record
District Header
Organization Header
District Building

SECTION 2. The Index/Linkage Module

The programs which comprise the Index/Linkage Module are separated into two sections. The File Build Section contains 19 programs. The Retrieval Section contains 23 programs.

The design of the data control system utilizes a modular concept which allows the individual programs to be used in different combinations to accomplish the various tasks. Any program which is utilized in more than one manner is contained within this module. It could be referred to as the module of common functions.

In addition to providing control and common functions, this module performs these major functions of the Data Control System: Initial File Creation, Reorganization of the Files and Add A File.

There are eighteen programs involved in Initial File Creation. They may be divided logically into three groups. In the first group are those concerned with the command to the system, the editing of the records of the file(s) which are to be entered into the system, the writing of card images and record stubs on tape. In the second group are the programs concerned with the creation of the link addresses which are to be inserted into records so as to create master-detail chains and cross-references from the records of one file to records of other files. In the third group are the programs involved in the process of converting the card images of records to the required disk format, inserting link addresses into the records, creating the directory and loading the records and the directory on the disk. The control program is, of course, a member of each of the three groups.

Since this is an overview of the Data Control System with the objectives of explaining the operational and functional features of the system and simultaneously identifying and explaining the purpose and significant details of each module, the attention devoted to the various programs within a module will vary considerably.

The programs of the first group are: Control Program, Input Edit and Create Record Stubs.

Records of the files may be introduced into the system as keypunched cards or as card images on magnetic tape. Input Edit tests each data item to determine that its value is valid. When an incorrect value is detected, the record of which the data item is a part will not be accepted into the system; an error message is printed which indicates the error and the particular data item and record at fault. Even though an error is detected in a record, the remaining data items of the record will be edited to determine if there are other errors.

After all records in the input stream have been edited and if one or more errors have been detected, the system will not continue to the next phase of Initial File Creation. The user has the opportunity to correct the records in which errors were detected and enter them again. It should be noted that on the second (or later) entry, only the records previously not accepted need be entered.

Record Stubs contain the minimum data items required to identify each record which has been written on the Card Image file created by Input Edit.

The second group of programs consists of the Control Program, Disk Assign, Space Allocator, Assign Disk Subroutine, Create Triplets, Swap Links and Sort Interface.

It should be noted that record stubs are in the same prescribed sequence within each file as the records they represent. The length of each record is known. The combinations of records which constitute logical records are known. The link addresses required for both master-detail and cross-references are known.

The rules which govern the assignment of logical records, i.e., sets of records of the files that are to be treated as an entity, to physical records of the disk are known.

At this time, the exact locations on the disk to be assigned to the various files are not known. They will be determined after all records have been assigned storage locations relative to the base address of the file of which they are a part. A short example will help clarify this point.

If the Facilities and Instructional Programs Files are to be loaded on the disk, the first county record of the Facilities File will be assigned to relative record number 1 of the Facilities File. The assignment of disk addresses to the remaining records of the file will be effected following the rules previously established. In the same manner, disk addresses will be assigned to records of the Instructional Programs File. The system will then type a message to the operator. The message informs him of the amount of storage required for each of the files. The operator assigns the required amount of disk storage to the files by means of the operating system. Relative record 1 of the Facilities File therefore remains a valid address in the storage area allocated by the operator to the Facilities File.

An example will be used to describe the technique by which the link addresses are created and readied for insertion into records.

An activity record, as previously explained, is to have the address of the personnel record of the person assigned that activity. It is also to have other addresses but in this example only the address of the personnel record will be considered.

A short, three-part record referred to as a triplet is created when the record stub representing a personnel record is processed. The three parts are used to identify the particular record (record type and social security number), the disk address assigned to the personnel record, and data fields into which could be stored the address of another record. In this example, the third part of the triplet will be unused. The triplet is stored on magnetic tape for later use.

When records of the Instructional Programs File are processed, triplets are also formed. The three parts of the record are the same as those for the personnel record: identification of the record it represents (to include the social security number of the individual assigned to the activity which is a data item of the activity record); the disk address assigned to the activity record and data fields into which the address of the personnel record of the individual assigned to the activity will be stored. These triplets are also stored on magnetic tape.

After the record stubs of all files which are to be loaded on the disk have been processed, the triplets are sorted. Using the social security number and file number as keys in the sort will cause the triplet created for the personnel record to precede the triplet created for each activity assigned to the individual with that social security number.

The disk address assigned to the personnel record (which is a part of the triplet formed for the personnel record) is copied into the data fields of each triplet from activity records with the same social security number.

The triplets are now sorted using the file number and the disk address assigned to the record represented by the triplet. They are now in exactly the same sequence as the records they represent.

Control is now passed to the third group of programs; those which convert the card images of records to the required disk format, insert the link addresses into the record, create the directory and load the records and directory on the disk. The control program and nine other programs are members of this group. Six of the programs are those which build the records of the six files.

Their names follow the same pattern as Build Personnel Record. The remaining three programs are: Create Record Indexes, Build Directory, and Disk Load.

Input to this group of programs are the Card Image and Triplet Files created by the first and second program groups respectively.

When the card images of the activity records are processed, the triplets (which, once again, are in the same order as the activity records) are available. In terms of the example, the triplet provides two essential addresses. First, it has the disk address assigned the activity record. Second, it has the disk address assigned the personnel record of the individual assigned to the activity. Although oversimplified, the example illustrates the method by which master-detail chains and cross-references are created.

At this point, a short discussion of the general format of all records of the files is an order. Every record in the files has four parts: a Record Status Code, Link Address, Record Name Value and the data fields of the record.

The Record Status Code is a one character field which serves two purposes. First, it identifies the record by means of a code value. Second, it is used to indicate that a record has been deleted. The Delete Bit is the most significant of the eight bits of the System 360's one character byte. If the value of the Record Status Code is greater than 127, the record has been deleted.

Every record in the system has at least one link address. This ever present link address contains the address of the next record of the same type as the record in which it is located and which is in the same master-detail chain. Regardless of the number of link addresses in a particular type of record, the ordering of the link addresses is the same. The first is the link address just discussed, to the next same type record. The next group of link addresses are those which contain the addresses of the detail records in which stored. These are in ascending numerical order. The third, and last group of link addresses are the addresses of records of other files. These also are in ascending numerical order according to the record type number of the record addressed by the link address.

The set of link addresses of a record are also referred to as the Record Index of the record.

The third part common to every record is the Record Name Value which follows the link addresses. The number of characters required for the Record Name Values of records varies from two to nine. They are described for all records of the files in Appendix F of the MSEIP Program Specifications, Volume II. The remaining fields of the records are data fields prescribed by the MSEIP Documentation Handbook.

The disk storage requirements for the Directory are determined in the same manner as are the storage requirements for records of the files. When the second group of programs is processing record stubs, the appearance of a record stub representing a record, the address of which must be entered into the Directory, is recorded. The sum total of such appearance is converted into a total storage requirement which is displayed on the console typewriter to the operator at the same time as the storage requirements for the files.

The second major function of the Index/Linkage Module is Reorganization of the Files.

This may be occasioned by a massive updating of the records of the files, the addition of one or more files to the system, or the fact that extensive maintenance operations performed on the files has decreased the efficiency of retrieval operations.

The reorganization occasioned by the addition of one or more files will be treated as the third major function of the Index/Linkage Module. The reason for reorganization about to be described will, therefore, be immaterial.

In order to reorganize the files, a group of programs of the Index/Linkage Module not previously mentioned must be used. These programs are involved with the retrieval of records from the files.

As described in the opening paragraphs of this manual, the Data Control System will retrieve any particular record, all records or any subset of records of a file. When more than one record is retrieved, they are retrieved in logical sequential order. When records are retrieved, one file is designated as the primary file. As each record of the primary file is retrieved, the system will optionally retrieve records from other files.

Programs involved in the retrieval process which will be identified in this discussion are: Retrieval Control, Edit Command, Directory Decoder, I/O Control, Reformat and Linkage Trace. The seventeen programs subordinate to Linkage Trace will not be identified.

Unload Disk is the program used by the Index/Linkage Control Program to effect the initial actions of reorganization.

Unload Disk generates, for each file stored on the disk, a retrieval command which states that all records of the file be retrieved. The command is passed to Retrieval Control which, using Edit Command, verifies that it is valid. Retrieval Control then causes the Directory Decoder to obtain the address of the first record of the file.

Linkage Trace is called by the Retrieval Control program and the command and the address of the first record are passed to it. Linkage Trace uses the link addresses stored in the various records and the I/O control program to retrieve records in logical sequential order. Records which have been deleted are not passed to Unload Disk as are the active records of the file,

Records are reformatted by the Reformat program and passed to Unload Disk in the data return area by Unload Disk.

A record passed to Unload Disk is converted to the same card images as were used to enter the record into the system.

The card images are then processed through the steps previously described under Initial File Creation.

The third major function of the Index/Linkage Module, Add a File or Files is simply a combination of the first two major functions. The Unload Disk program and the retrieval functions are utilized to put the existing files back into original card image format. The file or files to be added are then combined with the existing files and are processed as described for Initial File Creation.

SECTION 3. File Maintenance Module

The File Maintenance Module consists of two programs. In addition, most of the programs in the Index/Linkage Module are utilized to perform the maintenance functions of Add a Record, Delete a Record, and Change a Record.

The first group of programs involved in Initial File Creation and described in the Index/Linkage Module are used to edit the cards which describe the records requiring maintenance. The File Maintenance program Delete and Change is then used to process the output of the edit process. This program utilizes the retrieval programs of the Index/Linkage Module to retrieve, change, delete and re-write the updated records and verifies that records to be added have the necessary master records in the file.

The records to be added to the files are subsequently processed by the second group of Initial File Creation programs in the Index/Linkage Module. This output is then processed by the second File Maintenance program, Add and Link. This program writes the added record in the Overflow File. The control thread which connects the records within a file will be broken at the point where the record should logically be located and the thread passed through the added record.

SECTION 4. Report Module

The report module developed for the Data Control System is a generalized reporting system which generates actual tables and reports directly from the files. It is not the type of system which generates programs to produce reports. The Report Module will be responsive to planned periodic reports as well as special one-time reports through specification forms provided by the user. The retrieval

programs in the Index/Linkage Module are utilized by the Report Module for retrieval purposes. In addition to the specification forms which describe reports to this module, the user will specify, thru a command card, which records are to be considered and the retrieval sequence.

By the use of specification forms introduced by the user, the Report Module will extract the specified data items necessary to create a report, arrange the data in an efficient sequence and proceed to perform the necessary arithmetic operations to produce the reports that fit the user's design.

The reports can be in two basic designs or formats:

1. Detail Listing Reports - this function will list selected data items from selected records on a one-for-one basis, i.e., each line of the report represents a selected record from the MSEIP data files. The capability exists to produce summary lines (sub-totals and totals) of up to six levels on selected columns. It is possible to produce a report consisting of only the summary lines. There are four variations of this type of report depending on the arithmetic operations necessary to produce the print fields.
2. Statistical Analysis Tables - specified data items from the MSEIP data files may be distributed into a table consisting of 1 to N dimensions as specified by the user. The items displayed in the report may be combined to develop averages, percentages, a count of occurrence or any combination of arithmetic operations designed by the user. Columnar totals are available and selected cross-footing totals may be obtained.

The Report Module of the Data Control System is capable of processing more than one separate report in one pass of the data file provided all reports require the same record types. These reports can be any combination of Detailed Listing Reports or Statistical Analysis Tables. A single report cannot contain both types of reports due to the variance in format. The total number of reports that can be processed in one pass is dependent on the number of parameter cards required to describe the reports.

The Report Module is composed of three Program sections and utilizes the standard IBM Sort package. The three program sections in the sequence of execution are Edit Section, Extract Section, (Sort), and Summary Section.

Edit Section

The input to the Edit Section consists of the report specification forms. The function of the Edit Section is to edit each form for required information and perform cross-reference checks between forms describing each report. If any required information is missing or in error, error messages detailing the errors will be printed and the report affected will not be processed. The reports that are found to be free of errors will have a sample page of the report printed. This allows the user to check the correctness of the format before proceeding with the production of the actual reports.

The output of the Edit Section includes tables and specifications required by the Extractor Section and the Summary Section. The Edit Section contains a total of ten programs.

Extract Section.

The Extract Section of the Report Module is comprised of three programs and utilizes the Retrieval Section of the Index/Linkage Module. This Section utilizes the Retrieval Command, supplied by the user, to request the retrieval of records from the data files. As each selected record of the data file is processed, records are produced for the Summary Section under control of the tables and specifications produced by the Edit Section. Each output record contains only that information which is pertinent to a particular report.

Summary Section

The Summary Section of the Report Module performs the user specified arithmetic operations on the extracted, sorted data and prints the report under control of the specifications produced by the Edit Section. The Summary Section consists of two programs.

SECTION 5. Equipment and Software Requirements

The Data Control System is designed to be implemented on the following equipment:

IBM 360/40 with 128K bytes of memory

IBM 2314 Disk Pack and/or IBM Data Cell

Four IBM tape units

IBM card reader

IBM on-line printer

The following software is required:

COBOL Compiler, Level E - Release 17

BAL Assembly Program

IBM Sort Package

Disk Operating System (DOS)

HEADER FILE District and Organization

The header is the repository for a limited amount of pertinent data concerning a school district and each organizational unit within the district. These data are the type that is usually needed when each of the subsystems is processing its files, but is not usually collected and stored by a specific subsystem. Header data may be summary data from a file that are needed by several subsystems. The header is also the principal entrance into the indexes for a district and its organizations. The header consists of a group of data concerning the district in composite, as well as groups of data specific to each organizational unit in that district. The items in the MSEIP Header are only suggestions; states implementing the system will determine their specific header data. The description of these items will not be as definitive as the descriptions of the data files because exact specifications of the header data and index items are dependent on implementation requirements (Table 1).

Table 1. HEADER FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

| Record Number | Name | Number of Cards | Number of Characters | Master Record to | Detail Record to |
|---------------|-----------------------|-----------------|----------------------|------------------|------------------|
| 100 | County Header | | | 101 | Directory |
| 101 | District Header | 8 | 528 | 102,103 | 100 |
| 102 | Organizational Header | 3 | 218 | | 101 |
| 103 | District Building | 1 | 22 | | 101 |

The specific items listed in the MSEIP Header should not dictate, but only guide an SEA in their selection of header data. These items were designed considering two factors: 1) to demonstrate the capability and advantage of a header; and 2) to select the items meaningful to South Dakota. Therefore, these items, definitions, and codes may not meet the requirements of other SEA's. The Header File is a "stand-alone" file and, hence, changes will not require significant systems effort.

Specific comments are not considered needed for each item of the District Header but these suggestions are submitted for consideration:

- a) The district header should contain data reflecting a community profile or demographic characteristics

- b) Ungraded and/or special education students enrollment should be incorporated in the Header File
- c) The building name (item 43) is carried in the header because it was not included in the Facilities File. This is the only place a building name can be linked to a building number.

In the Organization Header (starting on page 26), the only comments are directed to site (item 6) and building (item 7) numbers. The system is not designed to allow multiple sites and/or buildings to be carried with a specific Organizational Unit. One has three alternatives: 1) change the system to allow multiple responses; 2) do not collect it at all; or 3) enter zeroes (or initiate some other code) to indicate the organization occupies more than one building. The third alternative was used for demonstrative purposes in South Dakota.

DATA COLLECTION FORM
DISTRICT HEADER DATA

2. County Code _____ 3. District Code _____
8. District Name _____
9. Address _____

13. District Telephone Number _____
Area Code Number
14. Superintendent's Name _____
Last Name First Name Middle Initial
15. Number of Years in Current Position _____
17. Assessed Valuation of the District _____
18. Area of the District (in square miles) _____
19. Type of School District Organization _____
20. Organization of the Education Program _____
21. Total Number of Staff Members: Professional _____
Technical/Ancillary _____
22. Type of State Accreditation _____
24. Total Fund Levy, in Mills: General Fund _____, Capital Outlay _____,
Special Education _____, Bond Redemption _____
25. Bond Indebtedness (as of July 1, 1969) _____
27. School District Census (as of November 1) by age
0 _____, 1 _____, 2 _____, 3 _____, 4 _____, 5 _____,
6 _____, 7 _____, 8 _____, 9 _____, 10 _____, 11 _____,
12 _____, 13 _____, 14 _____, 15 _____, 16 _____, 17 _____,
18 _____, 19 _____, 20 _____.
29. Total Number of Students in the District by Grade.
K _____, 1 _____, 2 _____, 3 _____, 4 _____, 5 _____,
7 _____, 8 _____, 9 _____, 10 _____, 11 _____, 12 _____.

DATA COLLECTION FORM (Page 2)
List All District Buildings

| 39 | 40 | 41 | 43 |
|-------------|--------------------|------------------|------------------|
| Site Number | Building Number | Building Unit | Name of Building |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

INSTRUCTIONS FOR
DISTRICT HEADER

1. RECORD TYPE - 101
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. FILLER - 000
5. RECORD CODE - 1
6. CARD NUMBER - 1
7. FILLER - 0000000
8. DISTRICT NAME - enter the name of the district.
9. STREET ADDRESS - street address of the district's administrative offices.
10. CARD NUMBER - 2
11. CITY - name of the city in which the district's administrative offices are located.
12. ZIP CODE - zip code for the city in which the district's administrative offices are located.
13. TELEPHONE NUMBER - telephone number complete with area code of the district's administrative offices.
14. SUPERINTENDENT'S NAME - full name of the superintendent of schools for the district.
15. NUMBER OF YEARS IN THIS POSITION - number of years the superintendent has occupied this position.(excluding the current year).
16. CARD NUMBER - 3
17. ASSESSED VALUATION OF THE DISTRICT - the total assessed valuation of agricultural and non-agricultural property within the district.
18. AREA OF THE DISTRICT - total area of the district to the nearest tenth of a square mile.

19. TYPE OF ORGANIZATION - enter the appropriate code for the type of school organization represented by this district, as coded below:

- | | |
|--|--|
| 1 - Independent School District | 6 - Superimposed District |
| 2 - Common School District | 7 - Unorganized County Independent School District |
| 3 - County Independent School District | 8 - Unorganized County Common School District |
| 4 - County Common District | |
| 5 - County High School District | |

20. ORGANIZATION OF EDUCATION PROGRAM - indicate by the appropriate code the organization of the educational programs of this district.

- | | |
|--------------|-------------------------|
| 1. K-6, 6 | 5. 6, 6 |
| 2. K-6, 3, 3 | 6. 6, 3, 3 |
| 3. K-6, 2, 4 | 7. 6, 2, 4 |
| 4. K-8, 4 | 8. 8, 4 |
| | 9. Other, specify _____ |

21. NUMBER OF STAFF MEMBERS - indicate the number of professional and the number of technical/ancillary staff members to the nearest tenth of full time equivalency.

22. TYPE OF ACCREDITATION - indicate by the appropriate code the type of accreditation of this district:

- 1 - First Class District
- 2 - Second Class District

23. CARD NUMBER - 4

24. TOTAL FUND LEVY, IN MILLS - right justify a five-digit entry which indicates the millage to two decimal places.

25. BOND INDEBTEDNESS - right justify the total bond indebtedness to the district to the nearest dollar.

26. CARD NUMBER - 5

27. SCHOOL DISTRICT CENSUS, BY AGE - enter the total school district census by age.

28. CARD NUMBER - 6

29. SCHOOL DISTRICT CENSUS, BY AGE - continued

30. CARD NUMBER - 7

31. TOTAL NUMBER OF STUDENTS IN THE DISTRICT, BY GRADE - enter the total number of students in the district by grade.

32. CARD NUMBER - 8

33. TOTAL NUMBER OF STUDENTS, BY GRADE - continued

- 34. RECORD TYPE - 103
- 35. COUNTY CODE - a three-digit code supplied by the SEA.
- 36. DISTRICT CODE - a four-digit code supplied by the SEA.
- 37. FILLER - 000
- 38. RECORD CODE - 2
- 39. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.
- 40. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.
- 41. UNIT CODE - the original building and all additions as coded below:
 - 0 - Original Building
 - 1 - First Addition
 - 2 - Second Addition, etc.
- 42. FILLER - 0
- 43. BUILDING NAME - the name assigned the building by the local district.

FILE LAYOUT - DISTRICT HEADER

| | | | | | | | | | | | | | | | | | | | | | | |
|-------------|---|---|-------------|--|---|---------------|--|--|----|--------|---|----|-----------|----------|--------|---|---|---|---|---|---|----|
| 1 | | | 2 | | | 3 | | | | 4 | | | 5 | 6 | 7 | | | | | | | |
| Record Type | | | County Code | | | District Code | | | | Filler | | | Rec. Code | Card No. | Filler | | | | | | | |
| 1 | 0 | 1 | | | | | | | | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | | 3 | 4 | | 6 | 7 | | | 10 | 11 | | 13 | 14 | 15 | 16 | | | | | | | 22 |

[illegible]

Diagram illustrating four data structures (10, 11, 12, 13) with their respective fields and sizes:

- 10**: Card Number (15)
- 11**: City (38)
- 12**: Zip Code (43)
- 13**: Telephone Number (53)

14

| Superintendent's Last Name | | | | | | | | | | | | | | |
|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | |

15

| First Name | | | | | | | | | | | | | | | M.I. |
|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------|
| | | | | | | | | | | | | | | | |

54
69
70
77
78

| <div style="margin-bottom: 5px;">16</div> <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Card Number</div> <div style="text-align: center; padding: 10px 0;">3</div> </div> <div style="text-align: center;">15</div> | <div style="margin-bottom: 5px;">17</div> <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Assessed Valuation of the District</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; border-bottom: 1px solid black; text-align: center;">Agricultural Property</th> <th style="width: 50%; border-bottom: 1px solid black; text-align: center;">Non-Agricultural Property</th> </tr> <tr> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> </tr> </table> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 23 31 32 40 </div> | Agricultural Property | Non-Agricultural Property | | | <div style="margin-bottom: 5px;">18</div> <div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Area of the District</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> <td style="border: 1px solid black; text-align: center;"> </td> </tr> </table> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 41 45 </div> | | | | | |
|---|--|-----------------------|---------------------------|--|--|---|--|--|--|--|--|
| Agricultural Property | Non-Agricultural Property | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

FILE LAYOUT - DISTRICT HEADER (cont.)

19

| |
|----------------------|
| Type of Organ. |
| |

46

20

| |
|---------------------------|
| Organ. of Ed. Prog. |
| |

47

21

| Number of Staff members | | | | | | | | | | | |
|-------------------------|--|--|--|--|--|---------------------------|--|--|--|--|--|
| Professional Staff | | | | | | Technical/Ancillary Staff | | | | | |
| | | | | | | | | | | | |

48

53

54

59

22

| |
|-------------------------------|
| Type of Accred- itation |
| |

60

23

| |
|----------------|
| Card Number |
| 4 |

15

24

| Total Fund Levy, in Mills | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|--|--|--|---------------------|--|--|--|--|----------------|--|--|--|--|-------------------|--|--|--|--|-----------------|--|--|--|--|
| General Fund Ag. | | | | | General Fund Nonag. | | | | | Capital Outlay | | | | | Special Education | | | | | Bond Redemption | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |

23

27 28

32

33

37

38

42

43

47

25

| Bond Indebtedness | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

48

56

26

27

| |
|----------------|
| Card Number |
| 5 |

15

| School District Census, By Age | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------|--|--|--|--|---|--|--|--|--|---|--|--|--|--|---|--|--|--|--|---|--|--|--|--|---|--|--|--|--|
| 0 | | | | | 1 | | | | | 2 | | | | | 3 | | | | | 4 | | | | | 5 | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

23

27 28

32

33

37

38

42

43

47

48

52

24

27

| School District Census, By Age (continued) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|---|--|--|--|--|---|--|--|--|--|---|--|--|--|--|----|--|--|--|--|--|--|--|--|--|
| 6 | | | | | 7 | | | | | 8 | | | | | 9 | | | | | 10 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

53

57 58

62 63

67 68

72 73

77

28

29

| |
|----------------|
| Card Number |
| 6 |

15

| School District Census, By Age (continued) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|
| 11 | | | | | 12 | | | | | 13 | | | | | 14 | | | | | 15 | | | | | 16 | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

23

27 28

32

33

37

38

42

43

47

48

52

DATA COLLECTION FORM
ORGANIZATION HEADER INFORMATION

2. County Code _____ 3. District Code _____ 6. Site Number _____
4. Organization Code _____ 7. Building Number _____
8. Building Unit Code _____
10. School Name _____
11. Address _____

13. School Telephone Number _____
Area Code Number
14. Principal's Name _____
Last Name First Name Middle Initial
15. Number of Days in Session _____
16. Total Number of Staff Members: Professional _____
Technical/Ancillary _____
18. Total Number of Students by Grade (in this organization)
- K_____, 1_____, 2_____, 3_____, 4_____, 5_____,
6_____, 7_____, 8_____, 9_____, 10_____, 11_____,
12_____.

INSTRUCTIONS FOR
ORGANIZATION HEADER

1. RECORD TYPE - 102
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.
5. RECORD CODE - 3
6. SITE NUMBER - the number of the site on which the organization houses its administrative office.
7. BUILDING NUMBER - the number of the building in which the administrative office of the organization is housed.
8. BUILDING UNIT CODE - the original building and all additions as coded below:
 - 0 - Original Building
 - 1 - First Addition
 - 2 - Second Addition, etc,
9. CARD NUMBER - 1
10. SCHOOL NAME - the name by which this organization is referred to locally.
11. STREET ADDRESS - the street address or Post Office Box number of the organization's administrative office.
12. CARD NUMBER - 2
13. TELEPHONE NUMBER - the area code and telephone number of the administrative office of the organization.
14. PRINCIPAL'S NAME - the full name of the administrative head of this organization.
15. NUMBER OF DAYS IN SESSION - the total number of days this organization is in legal session.
16. TOTAL NUMBER OF STAFF MEMBERS - the total full time equivalency number of professional and technical/ancillary staff members, to the nearest tenth of full time equivalency.
17. CARD NUMBER - 3
18. TOTAL NUMBER OF STUDENTS - the total number of students, by grade, administered by this organization.

FILE LAYOUT - ORGANIZATION HEADER

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | |
|-------------|---|---|-------------|---|---------------|---|-------------------|----|-----------|-------------|----|-----------------|--|-----------------|----------|----|----|--|----|----|--|----|
| Record Type | | | County Code | | District Code | | Organization Code | | Rec. Code | Site Number | | Building Number | | Bldg. Unit Code | Card No. | | | | | | | |
| 1 | 0 | 2 | | | | | | | 3 | | | | | | 1 | | | | | | | |
| 1 | | 3 | 4 | | 6 | 7 | | 10 | 11 | | 13 | 14 | | 15 | | 17 | 18 | | 20 | 21 | | 22 |

[illegible]

Diagram illustrating the structure of the first three fields:

- Field 12:** Card No. (1 byte, value 2)
- Field 13:** Telephone Number (10 bytes)
- Field 14:** Principal's information (25 bytes)
 - Principal's Last Name (15 bytes)
 - First Name (8 bytes)
 - M.I. (2 bytes)

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------------|-----------|-----------|-----------|----|----|--|--|-------------|--------------|---------------------|--|--|----|----|----|----|---|-------------|---|----|--|-----------------------------------|--------------|-----------|-----------|-----------|-----------|--|--|--|--|--|----|----|----|----|----|----|----|--|----|----|--|--|--|----|--|
| 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Number Days In Session</td></tr> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td style="text-align: center;">58</td> <td style="text-align: center;">60</td> <td></td> </tr> </table> | Number Days In Session | | | | 58 | 60 | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Total Staff</td></tr> <tr> <td style="width: 50%; padding: 2px;">Professional</td> <td style="width: 50%; padding: 2px;">Technical/Ancillary</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center;">61</td> <td style="text-align: center;">65</td> </tr> <tr> <td style="text-align: center;">66</td> <td style="text-align: center;">70</td> </tr> </table> | Total Staff | Professional | Technical/Ancillary | | | 61 | 65 | 66 | 70 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Card No.</td></tr> <tr><td style="text-align: center; height: 40px;">3</td></tr> <tr><td style="text-align: center;">22</td></tr> </table> | Card No. | 3 | 22 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Total Number of Students By Grade</td></tr> <tr> <td style="width: 20%; padding: 2px;">Kindergarten</td> <td style="width: 20%; padding: 2px;">1st Grade</td> <td style="width: 20%; padding: 2px;">2nd Grade</td> <td style="width: 20%; padding: 2px;">3rd Grade</td> <td style="width: 20%; padding: 2px;">4th Grade</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center;">23</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">30</td> <td style="text-align: center;">31</td> </tr> <tr> <td style="text-align: center;">34</td> <td style="text-align: center;">35</td> <td></td> <td style="text-align: center;">38</td> <td style="text-align: center;">39</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">42</td> <td></td> </tr> </table> | Total Number of Students By Grade | Kindergarten | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | | | | | | 23 | 26 | 27 | 30 | 31 | 34 | 35 | | 38 | 39 | | | | 42 | |
| Number Days In Session | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 58 | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Professional | Technical/Ancillary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 61 | 65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 66 | 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Card No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Number of Students By Grade | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kindergarten | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 26 | 27 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 | 35 | | 38 | 39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

18

| Total Number of Students By Grade (continued) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----|----|-----------|----|--|--|-----------|----|--|--|-----------|----|--|--|-----------|----|--|--|------------|----|--|--|------------|----|--|--|------------|--|--|--|
| 5th Grade | | | | 6th Grade | | | | 7th Grade | | | | 8th Grade | | | | 9th Grade | | | | 10th Grade | | | | 11th Grade | | | | 12th Grade | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43 | | 46 | 47 | 50 | 51 | | | 54 | 55 | | | 58 | 59 | | | 62 | 63 | | | 66 | 67 | | | 70 | 71 | | | 74 | | | |

FACILITIES FILE

The MSEIP Facilities Subsystem contains data items about the physical properties of school facilities. It defined and interpreted specific categories of data needed by local, state, and national agencies about sites, buildings, spaces, equipment, and vehicles. The file structure includes the following records (Table 2): 1) Site Records - consists of the location, size, use and other general characteristics of a given site; 2) Building Record - there is a building record for each building unit which will be associated with the preceding site record; 3) Space Records - there is a space record for each space within a building unit. These records will also contain the adjuncts and built-in equipment in that space, and 4) Vehicle Record - there is one record for each district owned or leased vehicle.

The Facilities data file is much more static than the other subsystems. Care must be taken in the original collection of data to construct this file since there will be little need to change or update the records.

Table 2. FACILITIES FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

| Record Number | Name | Number of Cards | Number of Characters | Master Record to | Detail Record to |
|---------------|---------------------|-----------------|----------------------|------------------|------------------|
| 400 | County | | | 401 | Directory |
| 401 | District | | | 402,403 | 400 |
| 402 | Vehicle | 1 | 42 | | 401 |
| 403 | Site | 2 | 117 | 404,405 | 401 |
| 404 | Use of Site | 1 | 27 | | 403 |
| 405 | Building | 4 | 304 | 406,407 | 403 |
| 406 | Instructional Space | 2 | 128 | 408,409 | 405 |
| 407 | Service Space | 1 | 44 | 409 | 405 |
| 408 | Use of Instr. Space | | | | 406 |
| 409 | Adjunct | 1 | 33 | | 406,407 |

Site Record

The site record is designed to collect and maintain data items on every site used for educational purposes. This is true whether or not the site has any improvements (buildings, etc.). Sites that are used by a district, but owned by another agency may be included in the system; however, a state may want to make the decision on this matter. It is the MSEIP philosophy that any site used by the district - playgrounds, parks, farms, etc. - should be included in order to show what is available to the district (ownership can be shown in the record).

At one time, it was the MSEIP's intent to maintain the site record by units or additions. A separate record would be maintained in the system each time a site was altered after all transactions that changed the site, its cost, and dates of acquisition or disposal. This, however, becomes difficult depending on when and where buildings and additions to buildings are constructed. Therefore, the site record is now a current record of the total site which is updated as transactions are made.

Prior to collecting site data, one should consider the fact that some data may not be available on some of the older sites owned by school districts. Thus, decisions should be made in advance of data collection - what to do in these cases. One must also consider the building records when making decisions about the site record and vice versa.

The number on the site collection form for record type, record code, and card number are important for the data input format. These codes are necessary for file sequencing and it is recommended that they appear on the collection form in order that they not be omitted during processing.

The following discourse is for the purpose of commenting on specific data items, by number and name, in which they appear on the collection form. If a data item does not appear below, it should be concluded that no special comments were appropriate.

2. COUNTY CODE: Unique three digit code assigned to the county. It may not be important to group districts by counties in some states, therefore, this position field would allow a state to group and code by regions, areas, legislative districts, etc.

3. DISTRICT CODE: Unique four digit code assigned to a school district. Thought should be given to this numbering system depending on the type of districts in a state. For example, a state which has elementary districts, secondary districts, unit districts, etc. may want to assign these different types of districts a specific range of numbers, whereas a state with only K-12 districts may want to assign the number alphabetically. Thought should also be given to skipping specific numbers when being originally assigned so as new districts are established, they may be fit in the proper position.

4. SITE NUMBER: Although no specific recommendation has been made as to the uniqueness of the site number, it must be unique within a district and should not change even as sites (and/or additions) are bought and sold. A state may want the site numbers unique within the state, however, a three digit code would not suffice for this purpose. It would be desirable to have the site and building number relate to each other, but this is not always possible since a site may have none, one, or several buildings.

8-9. The fourth word in both of these definitions should be replaced with the word - number.

11. APPRAISED OR ESTIMATED CODE: There are two responses: 1 = Appraised; 2 = Estimated. In order to eliminate confusion it is suggested that number one be changed to "Formal Appraisal" and number two to "Estimated". There seems to be some problem about whether the administrator of a district can accurately appraise the property or site. By inserting "Formal Appraisal" it seems to indicate that some outside agency should make this appraisal.

12. APPRAISED OR ESTIMATED VALUE: Since cost data on sites purchased by a district many years ago or obtained free does not reflect the value of the site, the current value is requested. This is a six digit number to record the value or amount to the nearest whole dollar. This item should be updated as appropriate.

13. AREA OF SITE: Updated as additions or deletions are made. Area is recorded to the nearest tenth of an acre.

14. COST OF IMPROVEMENTS: Updated as improvements are made. Amount is recorded to the nearest whole dollar.

20. SITE LOCATION: This item is a problem because the same data may not be available on every site. One should consider the use of this item before making the decision what to collect or even if to collect. Since it is usually the building location one is interested in and the building address is located in the building record, it seems realistic that this would influence what to collect or even if to collect the item at all. This item is a 35 character field and does extend the size of the record.

31. USE OF SITE: This is another item that should come under close scrutiny before collecting. It depends whether or not the site has a building(s) and if it's the site or building that is of interest. The kind of building and services provided within a building are collected in the building record. This item is more important to know the use of sites per se or sites without buildings. The present MSEIP system is designed to allow multiple selection of the codes for this item. The number of selections are not limited to four which appear on the sample collection form; one merely has to use the next line down to enter more uses (the left part of this same line should be left blank). Because of this flexibility, however, it lends itself to inefficient design of the card input format as well as inefficient use of file storage.

In order to gain compatibility between this item, "Type of Supporting Services Facility", and the "Kind of Building" as found on the Building Record, the following additions should be made to this listing: 23 = Bus Garage; 24 = Stadium; 25 = Storage; 26 = Barn.

| | | | | | |
|-------------|---|--------|--|----------|--|
| 1 | | 2 | | 3 | |
| Record Type | | County | | District | |
| 4 | 0 | 3 | | | |

DATA COLLECTION FORM
SITE RECORD

This form developed for MSEIP
demonstration in South Dakota

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO -
MICHIGAN -
MSEIP
KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN -
NEBRASKA -
MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|----------------|----------------|---------------------------------------|-----------------|------------------------------|-----------------|------------------------|-------|---------------------|-----|---------------------------|---------------|----------------|----------------|-------------|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|----|----|----|----|
| 4 | | 5 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | | 19 | | 20 | | 21 | | 25 | | 31 | | | | |
| Site Number | Record Code | Card Number | Appraised or Estimated Value | Area of Site | Cost of Improve- ments | Cost of Site | Date of Acquisition | | Date of Disposal | | Ownrshp Card Number | Site Location | Record Type | Record Code | Use of Site | | | | | | | | | | | | | | | | | | | |
| | | | | | | | Year | Month | Year | Mon | | | | | 01 | 02 | 03 | 04 | | | | | | | | | | | | | | | | |
| 11 | 13 | 14 | 24 | 25 | 26 | 27 | 32 | 33 | 37 | 38 | 42 | 43 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 24 | 25 | 26 | 60 | 1 | 3 | 14 | 26 | 27 | 28 | 29 | 30 |
| | 1 | 01 | | | | | | | | | | | 404 | 2 | | | | | | | | | | | | | | | | | | | | |
| | 1 | 01 | | | | | | | | | | | 404 | 2 | | | | | | | | | | | | | | | | | | | | |
| | 1 | 01 | | | | | | | | | | | 404 | 2 | | | | | | | | | | | | | | | | | | | | |
| | 1 | 01 | | | | | | | | | | | 404 | 2 | | | | | | | | | | | | | | | | | | | | |
| | 1 | 01 | | | | | | | | | | | 404 | 2 | | | | | | | | | | | | | | | | | | | | |
| | 1 | 01 | | | | | | | | | | | 404 | 2 | | | | | | | | | | | | | | | | | | | | |

INSTRUCTIONS FOR
SITE RECORD

1. RECORD TYPE - 403
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.
5. RECORD CODE - 1
6. FILLER - 000
7. FILLER - 0
8. FILLER - 0000
9. SUBRECORD CODE - 0
10. CARD NUMBER - 01
11. APPRAISED OR ESTIMATED CODE - this code designates how the value of the site was determined.
 - 1 - Appraised
 - 2 - Estimated
12. APPRAISED OR ESTIMATED VALUE - this amount is expected to be the current value of the site according to the best available information.
13. AREA OF SITE - a five-digit number showing the total number of developed and undeveloped acres in a site unit (original and all additions) to the nearest tenth, including areas occupied by buildings, walks, drives, parking facilities, and other improvements to the site.
14. COST OF IMPROVEMENTS TO SITE - a five-digit code showing the cost of a site improvement including the contract amount for contract work and salaries and other expenses for work done by district employees, plus any other expenses connected with any initial installation or extension of a site improvement. It also includes the cost of any special assessments against the school district for capital improvements on or off the site, such as streets, curbs, and drains on or adjacent to the site, and any easements involved.
15. COST OF SITE - a five digit code that indicates the cost of a site as maintained in the records of the owning unit. It is the actual cost to that district.

16. DATE OF ACQUISITION - the year and month in which the owning school district consummated the transfer of ownership of the land. If dates are unknown they should be estimated. For leased or rented property, the dates are those on which the lease or rent begins.
17. DATE OF DISPOSAL - the year and month in which each piece of land in a site was sold or otherwise disposed of so that the school district no longer retained it for any purpose.
18. OWNERSHIP OF LAND - ownership of land is shown on a record form with a designation selected from codes below:
- | | |
|-----------------------|----------------------------|
| 1 - District Owned | 4 - Other Public Ownership |
| 2 - Municipally Owned | 5 - Nonpublicly Owned |
| 3 - Authority Owned | |
19. CARD NUMBER - 02
20. SITE LOCATION - the location of each site should be listed. This may be done in one of two ways as described. If a site has a postal street address this is sufficient. If, however, a site does not have a postal address then the legal deed description will suffice.
21. RECORD TYPE - 404
22. COUNTY CODE - a three-digit code supplied by the SEA.
23. DISTRICT CODE - a four-digit code supplied by the SEA.
24. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.
25. RECORD CODE - 2
26. FILLER - 000
27. FILLER - 0
28. FILLER - 0000
29. SUBRECORD CODE - 0
30. DETAIL NUMBER OF THE SITE RECORD - a consecutive line number assigned to each entry which will indicate the total number of uses of each site.
31. USE OF SITE - instructional and supporting services - the use of a site is shown by indicating the type of plant or building located on it, or, if the site is vacant, the purpose of which it is used.

A supporting services facility is a piece of land, a building, or part of a building that services more than one school plant or is not a part of any given

school plant. In some instances, a facility which is definitely part of one school plant may also be used by pupils from another school plant. For example, a high school cafeteria may also be used by pupils from a nearby elementary school plant. Such a facility would not be classified as a supporting services facility, but would be accounted for as part of the school plant by which it is used the major portion of the time.

The type of school plant on a site or under construction on a site is shown on a record form with a designation selected from the following codes (multiple uses if desired):

- | | |
|--|--------------------------------|
| 01 - Elementary School Plant | 04 - Community College Plant |
| 02 - Secondary School Plant | 05 - Combined Secondary School |
| 03 - Combined Elementary & Secondary School Plant | & Community College Plant |

The type of supporting services facility on a site or under construction on a site is shown on a record form with a designation selected from the codes below (multiple uses if desired):

- | | |
|--|----------------------------------|
| 07 - Administration Building | 16 - Public Library Building |
| 08 - Instruction Building | 17 - Playground Building |
| 09 - Pupil Transportation Building | 18 - Community Services Building |
| 10 - Maintenance Building | 19 - Investment Building |
| 11 - Warehouse | 20 - Other Building |
| 12 - Food Services Building | 21 - Vacant Site in Use |
| 13 - Student Dormitory | 22 - Miscellaneous Educational |
| 14 - Living Quarters for Professional Personnel | Site |
| 15 - Living Quarters for Service Personnel | 99 - Other Site |

FILE LAYOUT - SITE RECORD

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|--|----------------------|---|--|------------------------|----|--|----|----------------------|--|----|---------------------|----|----------------------|----|----|-----------------|----|------------------------|--|--|--|-------------------------|--|--------------------------|--|
| 1 Record Type 4 0 3 | | | 2 County Code | | | 3 District Code | | | | 4 Site Number | | | 5 Rec. Code 1 | | 6 Filler 0 0 0 | | | 7 Fill. 0 | | 8 Filler 0 0 0 0 | | | | 9 Sub-Rec. Code 0 | | 10 Card Number 0 1 | |
| 1 | 3 | | 4 | 6 | | 7 | 10 | | 11 | 13 | | 14 | 15 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|----|----|----|--|----------------------------|----|----|----|----|---------------------------------------|----|----|----|--|----------------------------|--|--|--|--|--|--|--|--|------------------------|
| 11 App. Est. Code | 12 Appraised or Estimated Value | | | | | 13 Area of the Site | | | | | 14 Cost of Improvement to Site | | | | | 15 Cost of the Site | | | | | 16 Acquisition Date Year Month | | 17 Date of Disposal Year Month | | 18 Own. of Land |
| 26 | 27 | 32 | 33 | 37 | | 38 | 42 | 43 | 48 | 49 | 52 | 53 | 56 | 57 | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|----|-------------------------|----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 19 Card Number 0 2 | | 20 Site Location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|---|--|-----------------------|---|--|-------------------------|----|--|----|-----------------------|--|----|----------------------|----|-----------------------|----|----|------------------|----|-------------------------|----|----|--|--------------------------|--|-----------------------------------|--|-----------------------|--|
| 21 Record Type 4 0 4 | | | 22 County Code | | | 23 District Code | | | | 24 Site Number | | | 25 Rec. Code 2 | | 26 Filler 0 0 0 | | | 27 Fill. 0 | | 28 Filler 0 0 0 0 | | | | 29 Spb-Rec. Code 0 | | 30 Detail No., Use of Site | | 31 Use of Site | |
| 1 | 3 | | 4 | 6 | | 7 | 10 | | 11 | 13 | | 14 | 15 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | |

Building Record

The building record is designed and intended to collect building data by the unit or addition. Spaces are provided on the sample collection form for the original building and up to three additions. These data are maintained in the system by building unit. Thus, it is possible to differentiate between part of a building built in 1900 and an addition to the building added in 1970. This is especially important when one considers the characteristics of buildings and additions and the types of spaces in each. There is no question that this procedure complicates the system and the data collection techniques, but after much committee deliberation, it was decided to be necessary if the information produced from the data is going to be meaningful.

One could certainly be overwhelmed by the number of data items requested by each building unit. A state will again want to specifically examine its needs and uses of these items before collecting data. However, one should also realize that these data are basically "one-time" items - that is, they rarely need updating after the original collection, except of errors and updating for building alterations or remodeling. Items that are not needed by an individual state can merely be omitted from the collection form without changing the field sizes or positions. Space would be saved for omitted items in the file and they could be entered later.

It should also be noted that the name of the building is not carried in the building record; however, the building number and name is carried in the district header portion of the file.

As a state implements the building record, it should be aware that certain items - dates, costs, etc. will not be available for old buildings. In fact, even though a number should be assigned to each building, perhaps a state might only collect most of the items on buildings constructed after a given year.

The fixed positions or fields on the illustrated building collection form (eg. record type, record code, card number, etc.) are necessary to the input data format for file sequencing. It is recommended that they be included on the collection form in order to assure the inclusion when processed.

2. COUNTY AND DISTRICT CODE: See Site Record, page 30.

4. SITE NUMBER: See Site Record, page 31.

6. BUILDING NUMBER: Although no specific recommendation was previously made by the MSEIP as to building numbers, it should be of concern by a state educational agency. The three digit field in the MSEIP is designed to be unique within a district and thereby combining the county-district code with the building number, it would be unique within the state. However, this may not be convenient or meet the needs of all users of the system; therefore, a unique building number within a state might be desirable.

An implementing state should consider giving each building a unique number (hence, the three digit field would have to be increased). It is felt that this is

especially true, and will become more critical in the future, when one considers the complexity and confusion between a "school" (an organization of an administrative head, staff, and pupils) and a "building" (an attendance center). It is not the purpose here to go into a lengthy discussion of these terms, but one must not ignore the differences when collecting data and implementing a system. The matter is further complicated by the fact that various combinations exist - a "building" may house one, two, or more "schools" and yet a "school" may be located in one, two, or more "buildings". If considerations of the site are added to the discussion, it becomes even more complex.

The resulting decision, fortunately, is more clear than the discussion - buildings should be assigned a unique number by the state agency and the local districts cooperatively. Consideration should also be given the year or grades housed in a building. This item is not asked in the MSEIP building record, but can be obtained through the Instructional Programs file by summarizing the courses offered. However, this is time consuming and inefficient so if one decides it is necessary to know what grades are housed in a building, perhaps the item should be added to the system. The real problem stems from the fact that our traditional terminology - elementary, middle, junior high, secondary, etc. are not well defined, e.g. knowing that a building is an elementary building does not tell what grades are in the building.

15. DATE OF DISPOSAL: This field would, of course, be blank until the building is sold or razed. When this date is entered, it should key the system to eliminate the record or transfer it to a historical file depending on the desire of the users. The data about a building could be entered into the system at any desired time - when contracts are let, when construction is completed, final acquisition, or when classes start. Perhaps it should be entered from the specifications when contracts are let and then reports could be made available of facilities under construction.

18. KIND OF BUILDING: This item is intended to collect the primary function of the building. For regular schools, 01 - Instructional Building should be coded, whereas the other codes are for other specific buildings. Other choices can be added as needed by a state agency. It should be noted that this item and item 61 could be combined by adding all the choices of item 66 in place of 01 - Instructional Building (of course the codes would need to be renumbered). To maintain the compatibility with the Site Record, the following responses should be added: 13 = Barn; 14 = Public Library Building; 15 = Maintenance Building; 16 = Playground Building; 17 = Community Services Building; 18 = Investment Building.

19. MOBILITY OF BUILDING: This item is not well defined. The intent is quite clear, but acceptable definitions are not in consistent use for buildings classified as temporary and portable, but set on temporary/permanent foundations. No solution is offered for the portable (temporary) classrooms - when does a classroom become a building and vice versa? Do they receive building numbers, or are they additions or spaces? A state should specifically define these terms in advance and benefits might be received from the previous effort made by the State of Kansas.

27. STRUCTURAL SYSTEM: This item as stated cannot be collected since one cannot report about all walls (being load bearing) at the same time. Some walls are likely to be non-load bearing while others could not be. This item would probably be more appropriate to the space and the space record than to the building. It could be moved to the space record and deleted from the building record.

28. APPRAISED OR ESTIMATED CODE: Should read 1 = Formal Appraisal; 2 = Estimated.

29. APPRAISED OR ESTIMATED VALUE: This definition should read as follows: "The amount entered in dollars is expected to be the current value of the building according to the best available information. This might be a formal appraisal, a consensus of local authorities, or an estimate made by the superintendent."

30-42. COST DATA: In the MSEIP System the cost data is requested for each contract and/or service. However, in some states that may not be possible, available, or desirable. Therefore, these data should be revised to meet state requirements. This is especially true for items 37, 40, and 41 - heating, plumbing, and ventilation - which may be grouped into one sum and labeled "Mechanical". The total cost item is added as a validity check or to use if individual costs are not available.

50. It is suggested that the current codes do not allow for the variety needed to determine the Extent of Cooling within a single structure. Therefore, the following codes are proposed:

- 0 = No cooling
- 1 = Entire building cooled
- 2 = Instructional section cooled
- 3 = Part of the instructional section cooled
- 4 = Administrative section cooled
- 5 = Part of the administrative section cooled
- 6 = Instructional section and part of administrative section cooled
- 7 = Administrative and part of instructional section cooled
- 8 = Part of instructional section and all of administrative section cooled
- 9 = Other

In the second category in this item, Type of Cooling System, add the code: 0 = No cooling system.

55. TELEVISION SYSTEM: Add the code 0 = None available.

56. SOURCE OF HEAT FOR HEATING SYSTEM: This item is intended to collect the method for the primary heating source. If a secondary source is desired another similar item would have to be added.

62. TYPES OF SUPPORTING SERVICES IN BUILDING: This item has proven to be misunderstood by most people completing the building record. It is intended to mean district-wide services and not just for the one building. The value of the item is questionable.

66. TYPE OF SCHOOLS IN BUILDING: This item should perhaps seek what grades are in the building rather than the type or organization since there may be only a part of an organization (school) in a building or there may be two or more organizations in a building. See comments for items 4 and 18 in this record.

| 1 | | | 2 | | | 3 | | | |
|-------------|---|---|-------------|--|--|---------------|--|--|--|
| Record Type | | | County Code | | | District Code | | | |
| 4 | 0 | 5 | | | | | | | |

| 4 | 5 | 6 |
|-------------|----------|-----------------|
| Site Number | Rec Code | Building Number |
| | 3 | |

11

DATA COLLECTION FORM
BUILDING RECORD

This form developed for MSEIP
demonstration in South Dakota.

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO



MSEIP

MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

| 7 | | 10 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | | 19 | | 20 | | 21 | | 22 | | 23 | | 24 | | 25 | | 26 | | 27 | | 28 | | 29 | | 30 | | 31 | | 32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|-------------|------------------|---------------------|-------|-------------------------------|-------|------------------|-------|---------------------|-------------|------------------|----------------------------|--------------------|-------------|---------------|---------------|----------------|-----------|--------------|-------------------|------------------------|------------------------------|--|----------------------------|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Building Unit | Card Number | Wall of Building | Date of Acquisition | | Date of Construction Contract | | Date of Disposal | | Number of Elevators | Fire Rating | Kind of Building | Mobility of Bldg. of Bldg. | Ownership of Bldg. | Card Number | Exterior Wall | Floor Framing | Interior Frame | Roof Deck | Roof Framing | Structural System | Appraised by Est. Code | Appraised or Estimated Value | Cost of Architectural and Engineering Services | Cost of Built-in Equipment | Cost of Educational Consultative Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Year | Month | Year | Month | Year | Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 24 | 35 | 01 | 02 | 63 | 04 | 65 | 06 | 67 | 08 | 69 | 10 | 71 | 12 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 00 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 00 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 00 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 00 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 |

[illegible][illegible]

INSTRUCTIONS FOR
BUILDING RECORD

1. RECORD TYPE - 405
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. SITE NUMBER - the number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.
5. RECORD CODE - 3
6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.
7. BUILDING UNIT NUMBER - the original building and all additions as coded below:
 - 0 - Original Building
 - 1 - First Addition
 - 2 - Second Addition, etc.
8. FILLER - 00000
9. SUBRECORD CODE - 0
10. CARD NUMBER - 01
11. ADDRESS OF BUILDING - legal street address of the building
12. AVAILABILITY OF BUILDING - the extent to which a building is available for occupancy, selected from the following codes:
 - 1 - Available for Complete Occupancy
 - 2 - Available for Partial Occupancy
 - 3 - Abandoned for Occupancy
13. DATE OF ACQUISITION - year and month in which the owning school district consummated the transfer of ownership of an existing building or the acceptance of a new structure.
14. DATE OF CONSTRUCTION CONTRACT OF BUILDING - year and month the construction contract for the building unit (original and all additions) was signed with the contractor.
15. DATE OF DISPOSAL - year and month building was sold or otherwise disposed of.
16. NUMBER OF ELEVATORS - number of elevators installed for the purpose of conveying passengers to different levels within a building.

17. FIRE RATING - use the codes listed below:

- 1 - Fire Resistive Building
- 2 - Semi-Fire Resistive Building
- 3 - Combustible Building
- 4 - Mixed Construction

18. KIND OF BUILDING - use the codes listed below:

- 01 - Instruction Building
- 02 - Central Heating Building
- 03 - Central Cooling Building
- 04 - Central Cooling and Heating Building
- 05 - Student Dormitory
- 06 - Living Quarters for Professional Personnel
- 07 - Living Quarters for Service Personnel
- 08 - Stadium
- 09 - Field Building
- 10 - Food Service Building
- 11 - Bus Garage
- 12 - Warehouse
- 99 - Other Building

19. MOBILITY OF BUILDING - use the codes listed below:

- 1 - Permanent Building
- 2 - Portable Building

20. OWNERSHIP OF BUILDING - use the codes listed below:

- 1 - District Owned
- 2 - Municipally Owned
- 3 - Authority Owned
- 4 - Other Public Ownership
- 5 - Nonpublicly Owned

21. CARD NUMBER - 02

22. EXTERIOR WALL - construction materials that form the composition of the exterior wall. Codes:

- 1 - Wood
- 2 - Masonry - built-up construction or combination of building units of such materials as clay, concrete, or stone, set in mortar or masonry cement.
- 3 - Metal
- 4 - Panel Wall - a non-bearing wall built between columns in skelton construction and wholly supported at each story. (Called curtain walls - glass, gypsum, etc.)
- 9 - Other

23. FLOOR FRAMING - construction materials that form the framing of the floor. Codes:

- 1 - Wood Framing - wood joints supporting wood subfloor and a matched wood finished floor.
- 2 - Concrete on Grade
- 3 - Wood on Steel - wood subfloors supported by girders running between columns.
- 4 - Concrete Slab on Steel Framing
- 5 - Concrete Slab on Concrete Framing
- 6 - Steel on Steel
- 9 - Other

24. INTERIOR FRAME - (division walls) - construction materials that form the framing of the fixed interior walls. Codes:

- 1 - Wood Frame
- 2 - Masonry
- 3 - Metal
- 9 - Other

25. ROOF DECK - that portion of the roof construction to which the roof covering or roofing is applied and through which the loads on the roof are transmitted to the girders, frames, etc. Codes:

- 1 - Wood
- 2 - Other Combustible Materials
- 3 - Metal
- 4 - Other Noncombustible Materials

26. ROOF FRAMING - construction materials that are used in the framing of the roof. Codes:

- 1 - Wood
- 2 - Steel
- 3 - Concrete
- 9 - Other

27. STRUCTURAL SYSTEM - (bearing walls and materials) - the support of the building made up of interdependent parts in a definite pattern of organization. The principal structure of the building is described below.

System (first position under structural system)

- 1 - Load Bearing Walls - side of a room or building connecting the floor and ceiling or foundation and roof in support of the roof. Supports horizontal load in addition to its own weight;
- 2 - Non-Load Bearing Walls

Materials (second position under structural system)

- 1 - Steel - type of construction in which the load of the building is carried on a steel framework.
- 2 - Concrete - type of construction in which the load of the building is carried on a reinforced concrete skeleton or framework.

- 3 - Laminated Wood - frame of heavy beams for support; solid or made in layers of pressed wood.
- 4 - Wood - that type in which walls, partitions, floors, and roof are mainly of wood.
- 5 - Other - other materials that make up the principal structure of the building.

28. APPRAISED OR ESTIMATED CODE - this code designates how the value was determined.

- 1 - Appraised
- 2 - Estimated

29. APPRAISED OR ESTIMATED VALUE - this amount is expected to be the current value of the site according to the best available information. It might be a formal appraisal, a consensus of local authorities, or an estimate made by the superintendent.
30. COST FOR ARCHITECTURAL AND ENGINEERING SERVICES - the cost of architectural plans, drawings specifications, legally-required plan approval, topographical surveys, test borings, and other surveys made in the preparation of building plans, including salaries of school district architects assigned to the project. Costs for preliminary studies made prior to the fiscal year in which definite authority was received to proceed with construction are not capitalized and, therefore, not included under this account. Fees, if any, paid to architects for writing specifications for movable equipment are not included here.
31. COST OF BUILT-IN EQUIPMENT - cost of equipment built into the building. This would include equipment that is an integral part of the building and permanently attached. Items collected about Built-In Equipment are the description, number of units, date acquired, and total cost.
32. COST FOR EDUCATIONAL CONSULTATIVE SERVICES - the cost for consultative services rendered in connection with the construction of a building that are aimed at fitting a building to a school's educational program and are not classifiable under Cost For Architectural and Engineering Services and Cost For Legal Services. Costs for such services rendered prior to the fiscal year in which definite authority was received to proceed with construction are not capitalized, and, therefore, not recorded under this account.
33. COST OF ELECTRICAL CONTRACT
34. COST OF FISCAL SERVICES FEES - cost of services rendered by financial consultants in evaluating the financial resources of the district, the increase in millage rates on the proposed bond issue, preparing brochures for educational purposes during the bond issue campaign, preparing bond sale brochures which give the financial status of the district, rating the bonds, then evaluating the bond market condition, and, after the bids are in, evaluating and rating the interest rates.
35. COST OF GENERAL CONTRACT - general construction contract plus extras to the contractor and less credits.

36. CARD NUMBER - 03
37. COST OF HEATING CONTRACT
38. COST OF LEGAL SERVICES - the cost for legal services rendered in connection with the construction of a building, including salaries of school district legal personnel assigned to the project. Costs for legal services rendered prior to the fiscal year in which definite authority was received to proceed with the construction are not capitalized and, therefore, not included under this account. Fees for legal services in connection with a bond issue are not recorded here.
39. COST OF MISCELLANEOUS SERVICES - costs incurred in connection with the construction and acquisition of a building that are not classifiable under Contract Cost of Building, Cost For Legal Services, Cost For Architectural and Engineering Services, or Cost For Educational Consultative Services; such as advertisements for contracts, expenses connected with the sale of bonds, and building permits.
40. COST OF PLUMBING CONTRACT
41. COST OF VENTILATION CONTRACT
42. TOTAL COST OF BUILDING
43. ADEQUATE WATER SUPPLY FOR FIRE PROTECTION -
- 1 - Yes
 - 2 - No
44. HEAT-SMOKE DETECTION SYSTEM -
- 1 - Yes
 - 2 - No
45. NUMBER OF AUTOMATIC SPRINKLER HEADS
46. NUMBER OF CALL BOXES
47. NUMBER OF FIRE ALARM BOXES
48. NUMBER OF FIRE EXTINGUISHER STATIONS
49. NUMBER OF FIRE HOSE CABINETS
50. COOLING SYSTEM -

Extent of Cooling System - use the following codes:

- 1 - Whole Building Cooled
- 2 - Instructional Section Cooled
- 3 - Administrative Section Only
- 9 - Other - all other cooling of spaces that are not classified above

Type of Cooling System - use the codes listed below:

- 1 - Central Cooling System
- 2 - Local Zone Cooling System - using two or more cooling units, each for a separate part of the building
- 3 - Individual Cooling Units - a system consisting of room or space coolers in each room to be cooled

Ventilating System in Building (Type) - select the principal system used and code as listed below:

- 1 - Window Ventilation
- 2 - Gravity Ventilation
- 3 - Mechanical Exhaust Ventilation
- 4 - Mechanical Supply Ventilation
- 5 - Total Mechanical Ventilation

51. CARD NUMBER - 04

52. COMMUNICATION SYSTEM IN BUILDING - use the codes below:

- 1 - Telephone System - telephone in each classroom
- 2 - Speaker System - speaker in each classroom
- 3 - Combination Speaker-Telephone System
- 4 - Program System - system having mechanical or electronic time signal devices at necessary stations in a building
- 5 - Code Call System - system having call stations at strategic locations in the building to call personnel by means of sound, light, or other signals

53. EMERGENCY ELECTRICAL SYSTEM - a lighting system installed for emergency use in case of failure of the main electrical system -

- 1 - Yes
- 2 - No

54. SOURCE OF MAIN ELECTRICAL SYSTEM - use the codes listed below:

- 1 - Municipal Source
- 2 - Private Source
- 3 - Total Energy

55. TELEVISION SYSTEM - use the codes listed below:

- 1 - Television Receiving System
- 2 - Program-Oriented Provisions
- 3 - Both Origination and Receiving

56. SOURCE OF HEAT FOR HEATING SYSTEM - use the following codes:

- | | |
|---|-----------------|
| 1 - Wood | 4 - Oil |
| 2 - Coal | 5 - Electricity |
| 3 - Gas, including natural and liquid petroleum | 6 - Heat Pump |
| | 9 - Other |

57. TYPE OF HEATING SYSTEM -

First Code Position

- 1 - Central
- 2 - Local Zone Heating

Second Code Position

- 1 - Radiators and Convectors
- 2 - Unit Ventilators
- 3 - Gravity Warm Air Furnace
- 4 - Fan Blast or Forced Air
- 5 - Radiant Panel
- 6 - Split System
- 7 - Room Fired Heaters

58. OWNERSHIP OF SEWAGE SYSTEM - use codes listed below:

- 1 - School District
- 2 - Public
- 3 - Private

59. SEWAGE TREATMENT AND DISPOSAL SYSTEM - use codes listed below:

- 1 - Public System
- 2 - Open Lagoon System
- 3 - Septic Tank System
- 9 - Other

60. SOURCE OF WATER - use codes listed below:

- 1 - Municipal Water System
- 2 - Drilled Well
- 3 - Dug Well
- 9 - Other

61. AREA OF BASEMENT - the area in square feet of all floors that are below grade level on all sides and having standing room of at least 6 feet 6 inches.

62. AREA OF DISASTER SHELTER - size in square feet of the area that has been designated as a disaster shelter.

63. GROSS FLOOR AREA OF BUILDING FACILITY - the sum of the areas on all floor levels which have a clear standing head room of 6 feet 6 inches regardless of their use.

64. NUMBER OF FLOORS (STORIES) OF BUILDING - total number of floors in the building.

65. RATED PUPIL CAPACITY (applicable only to building designed for use as instructional buildings) - the pupil capacity of a building as rated by the architect, superintendent, or other persons. This should be based on regular day, single sessions.

66. TYPES OF SCHOOLS IN BUILDING - use the codes listed below, use combinations when necessary.

- 01 - Elementary School
- 02 - Junior High School
- 03 - Incomplete High School
- 04 - Four Year High School
- 05 - Senior High School
- 06 - Junior-Senior High School
- 07 - Undivided High School - a secondary school, served by one faculty and one principal, that includes more than four grades
- 08 - Vocational or Trade High School
- 09 - Community College
- 10 - Special School for Exceptional Children
- 11 - K-12 School
- 99 - Other

67. TYPES OF SUPPORTING SERVICES IN BUILDING - supporting services consist of activities of a school district that are not limited to one school plant. Use the codes or combinations of codes as listed below:

- 01 - Administrative Services
- 02 - Instructional Services
- 03 - Pupil Transportation Services
- 04 - Maintenance Services
- 05 - Warehouse Services
- 06 - Food Services
- 07 - Student Dormitory
- 08 - Living Quarters for Professional Personnel
- 09 - Living Quarters for Service Personnel
- 10 - Public Library Services
- 11 - Playground Services
- 12 - Community Services
- 13 - Investment Building (acquired for investment purposes)
- 99 - Other

[illegible]

| | | | | | |
|---|---|---|---|---|---|
| 30 | 31 | 32 | 33 | 34 | 35 |
| Cost of Architectural & Engineering Services | Cost of Built-In Equipment | Cost of Educational Consultant Services | Cost of Electrical Contract | Cost of Fiscal Services Fees | Cost of General Contract |
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| 41 45 | 46 51 | 52 56 | 57 62 | 63 67 | 68 74 |

FILE LAYOUT - BUILDING RECORD (cont.)

| | | | | | |
|----------------|-----------------------------|---------------------------|--------------------------------------|------------------------------|------------------------------------|
| 36 | 37 | 38 | 39 | 40 | 41 |
| Card Number | Cost of Heating Contract | Cost of Legal Services | Cost of Miscellaneous Services | Cost of Plumbing Contract | Cost of Ventilation Contract |
| 0 3 | | | | | |
| 24 25 | 26 31 | 32 36 | 37 41 | 42 47 | 48 53 |

| | | | | | | | | |
|------------------------|------------------------|------------------|----------------------------------|-------------------|--------------------|-----------------------------|----------------------|-----------------|
| 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
| Total Cost of Building | Fire Protection System | | | | | | Cooling System | |
| | Adeq. Water | Ht./Sm. Detec | No. Automatic Sprinkler Heads | No. Call Boxes | No. Alarm Boxes | No. Exting. Guisher Sta. | No. Hose Cabinets | Ext. of Sys. |
| | | | | | | | | |
| 54 61 | 62 63 | 64 67 | 68 69 | 70 71 | 72 74 | 75 76 | 77 78 | 79 |

| | | | | | | | | | | | |
|----------------|----------------------------------|---------------|----------------|-------------|--------------|------------------------|---------------|-----------------|------------------|-----------------------------|----|
| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 |
| Card Number | Elec. & Comm. System in Building | | | Heat System | | Sew. Dis. Water Sup. | | | Area of Basement | Area of Disaster Shelter | |
| 0 4 | Communication System | Emer. Sys. | Source Sys. | TV Sys. | Sou. Heat | Type of Heat System | Owner Sys. | Treat. Disp. | Sou. Water | | |
| | | | | | | | | | | | |
| 24 25 | 26 29 | 30 31 | 32 33 | 34 35 | 36 37 | 38 39 | 43 44 | 48 | | | |

| | | | | | | | | | | | |
|--|---------------------------|-------------------------|----------------------------|----------------------------------|-------|-------|-------|--|--|--|--|
| 63 | 64 | 65 | 66 | 67 | | | | | | | |
| Gross Floor Area of Building Facility | No. Floors of Bldg. | Rated Pupil Capacity | Type School in Bldg. | Types of Supp. Serv. in Building | | | | | | | |
| | | | | *01 02 03 04 | | | | | | | |
| | | | | | | | | | | | |
| 49 55 | 56 57 | 58 62 | 63 64 | 65 66 | 67 68 | 69 70 | 71 72 | | | | |

Space Record

The space records are designed to allow every space to be identified by number and described by certain data items according to the type of space. All space records are controlled and sequenced by a series of identifying codes - county, district, site, building, and building unit. Every space that is to be individually accounted for must be assigned a number; however, spaces that are considered adjuncts in a space do not need a number. State and local officials should work cooperatively in assigning a proper numbering system for the spaces in a building.

Originally the MSEIP System collected data on administrative-instructional spaces and service spaces on the same form, but because of the differences in the items desired about each, two separate forms are illustrated.

The following comments for specific data items refer to the one listed and numbered on the Administrative and Instructional Space form.

The fields - record type, record code, subrecord code, card number, are important to the input data format and file sequencing. It is recommended that these appear on the collection forms in order not to be omitted during processing.

7. BUILDING UNIT: The building unit for each space should be entered as to where the space is located. See the Building Record for a discussion of this item.

11. NAME/TYPE OF SPACE: During the collection of data for the demonstration, it was discovered that many types of spaces were not named or properly assigned to allow people to select adequately.

In order to allow for more flexibility, it is suggested that instructional and administrative spaces be coded in the 40 and 50 range, service spaces be moved to the 60 and 70 ranges, and circulation spaces from 80 to 99. This would allow for additional expansion of the administrative spaces, service spaces, and circulation spaces. The following lists contain suggestions of spaces that might be added to the present list.

Instructional Spaces:

- | | |
|-------------------------|--|
| 27 = Laboratory Science | 44 = Business Manager's Office |
| 28 = Music, Band | 45 = Board of Education Room |
| 29 = Music, Vocal | 46 = Assistant Principal's Office |
| 30 = Music, Practice | 47 = Assistant Superintendent's Office |
| 31 = Planetarium | |

Service Spaces:

- | | |
|--------------------------------|---------------------------------|
| 60 = Cafeteria (or lunch room) | 65 = Janitor's Office |
| 61 = Shower Room | 66 = Janitor's Closet (storage) |
| 62 = Teachers Room | 67 = Fuel Room |
| 63 = Toilet Room | 68 = Maintenance Room |
| 64 = Boiler Room | 69 = Elevator Machine Room |
| | 79 = Other Service Space |

Circulation Spaces:

80 = Covered Entry Way
81 = Inside Foyer
82 = Lobby Area
83 = Inside Corridor

84 = Outside Corridor
85 = Covered Passageway Outside Building
86 = Single Direction Stairway
87 = Double Direction Stairway
99 = Other Circulation Space

15. AREA OF WINDOWS: This item is one of concern. It is not an easy one to obtain and is usually at best an approximation. It is also doubtful if it really gets to the problem. Knowing there are windows is one thing, but knowing the extent of light from them that can be controlled is another.

16. LIGHTING: In collecting this item, one should realize that light meters are not commonly found in all districts or buildings. Also the procedures for measuring - open shades, bright sunlight, artificial lights on, bright spots, dark spots, should be made as consistent as possible. Several readings should be taken and then averaged.

17. WALL FLEXIBILITY: See item 27, Building Record, page 40. It is here, if at all, load bearing walls might be considered.

21. BUILT-IN EQUIPMENT: The built-in equipment record was designed to identify the equipment placed in a space that would differentiate the space from a regular instructional space (classroom) - science laboratories, reading language laboratories, business machine rooms, homemaking, shop. Whereas, one could conceive that it would be important to relate the kind and amount of equipment to pupil learning, it must also be realized that collection of these data create extreme hardships on state and local officials. Therefore, it is doubtful if a state would assign a high priority to this record until higher priorities were fully operational. Due to limited MSEIP resources, card 02 was not included in the data collection for the demonstration in South Dakota; this eliminated all data regarding built-in equipment.

34. TYPE OF ADJUNCTS: The following changes should be made to clearly define types of adjuncts found in modern buildings.

Change:

06 = Conference Room (office, preparation work) to Counselor's Suite
17 = Lounge (Counselor's Suite) to Laboratory

Add:

| | |
|-----------------------------|-----------------------|
| 33 = AV Viewing Room | 37 = Preparation Room |
| 34 = General Office | 38 = Stage |
| 35 = Maintenance Room | 39 = Storage Room |
| 36 = Paint (finishing) Room | 40 = Waiting Room |

SPACES RECORD
This form developed for MSELP
demonstration in South Dakota

MICHIGAN

[illegible]

INSTRUCTIONS FOR
ADMINISTRATIVE AND INSTRUCTIONAL SPACE

1. RECORD TYPE - 406
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.
5. RECORD CODE - 3
6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.
7. BUILDING UNIT NUMBER - the original building and all additions as coded below:
 - 0 - Original Building
 - 1 - First Addition
 - 2 - Second Addition, etc.
8. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.
9. SUBRECORD CODE - 1
10. CARD NUMBER - 01
11. NAME/TYPE OF SPACE - select the appropriate code for the space described:

Instructional Spaces

- 01 - Agriculture
- 02 - Art
- 03 - Auditorium
- 04 - Cafetorium
- 05 - Commercial (typing, etc.)
- 06 - Gymnasium
- 07 - Gymnatorium
- 08 - Home Economics
- 09 - Kindergarten
- 10 - Laboratory, biology
- 11 - Laboratory, chemistry
- 12 - Laboratory, language
- 13 - Laboratory, physics
- 14 - Laboratory, reading
- 15 - Library
- 16 - Media Center
- 17 - Multipurpose
- 18 - Music

- 19 - Regular Classroom
- 20 - Shop, agriculture
- 21 - Shop, electrical
- 22 - Shop, metal
- 23 - Shop, wood
- 24 - Shop, general
- 25 - Special for Exceptional Children
- 26 - Study Hall
- 39 - Other Instructional Space

Administrative Spaces

- 40 - Guidance Space
- 41 - Health Services
- 42 - Principal's Office
- 43 - Superintendent's Office
- 49 - Other Administrative Space

12. DIMENSIONS OF THE SPACE - length, width, and height of the space, to the nearest foot.
13. FLOOR LEVEL - the floor level on which the space is located as coded below:
- | | |
|------------------|------------------------|
| 0 - Basement | 3 - Third Floor |
| 1 - First Floor | 4 - Fourth Floor, etc. |
| 2 - Second Floor | |
14. AIR CONDITIONING - use codes listed below:
- | |
|---------|
| 1 - Yes |
| 2 - No |
15. AREA OF THE WINDOWS - the square footage of windows in the space.
16. LIGHTING - average number of footcandles at desk level.
17. WALL FLEXIBILITY - use codes and definitions listed below:
- | |
|---|
| 0 - Does Not Apply (fixed walls) |
| 1 - Operable, a wall that can be opened and closed readily; for example, folding or sliding walls |
| 2 - Demountable, a wall that can be demounted, disassembled, moved, and remounted. |
18. FINISHES - use codes listed below:
- | | |
|------------------------|-----------------------|
| Ceiling | |
| 1 - Plaster | 5 - Metal |
| 2 - Acoustical Plaster | 6 - Acoustical Panels |
| 3 - Masonry | 7 - Fiber Board |
| 4 - Wood | 9 - Other |
| Flooring (Surface) | |
| 1 - Concrete | 5 - Terrazzo |
| 2 - Wood | 6 - Carpet |
| 3 - Resilient Tile | 7 - Clay Tile |
| 4 - Ceramic Tile | 9 - Other |
| Walls | |
| 1 - Plaster | 6 - Metal |
| 2 - Concrete Block | 7 - Fiber Board |
| 3 - Tile | 8 - Glass |
| 4 - Brick | 9 - Other |
| 5 - Wood | |
19. CARD NUMBER - 2
20. DATE ACQUIRED - year and month item was acquired.

21. DESCRIPTION OF THE BUILT-IN EQUIPMENT - a brief written description of the piece of equipment could be name, model number, style, manufacturer, etc., if applicable.
22. NUMBER OF UNITS - number of units purchased.
23. TOTAL COST - total cost of the equipment to the nearest dollar.
24. RECORD TYPE - 409
25. COUNTY CODE - a three-digit code supplied by the SEA.
26. DISTRICT CODE - a four-digit code supplied by the SEA.
27. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.
28. RECORD CODE - 3
29. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.
30. BUILDING UNIT NUMBER - the original building and all additions as coded below:
- 0 - Original Building
 - 1 - First Addition
 - 2 - Second Addition, etc.
31. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.
32. SUBRECORD CODE - 4
33. DETAIL NUMBER OF ADJUNCT RECORDS - a consecutive line number assigned to each entry which will indicate the total number of adjuncts.
34. TYPE OF ADJUNCT - a space joined or connected to a principal space, but not essentially a part of it. An adjunct enhances the use of the principal space. Each adjunct should be accounted for through some principal space, but if an adjunct serves two or more principal spaces, it should be accounted for only once. The types of adjunct spaces are coded below and on the next page.

- | | |
|---|--|
| 01 - Audiovisual Control Room | 11 - Drying Room |
| 02 - Clinic Bedroom | 12 - Hearing Test Room |
| 03 - Cloak Room | 13 - Laundry Room |
| 04 - Communications Control Room | 14 - Lavatory |
| 05 - Concession Room | 15 - Library (instructional materials, supplementary materials center) |
| 06 - Conference Room (office, preparation work, etc.) | 16 - Locker Room |
| 07 - Darkroom | 17 - Lounge (counselor's suite) |
| 08 - Dental Care Room | 18 - Observation Room |
| 09 - Display Room | 19 - Press Box |
| 10 - Dressing Room | |

20 - Reception Room
21 - Recording Room
22 - Shower Room
23 - Snack Bar
24 - Storage Room
25 - Study Carrels (alcove)
26 - Television Control
27 - Television Studio

28 - Ticket Booth
29 - Toilet Room
30 - Training Room
31 - Transformer Room
32 - Vault
99 - Other

35. NUMBER OF ADJUNCTS - the number (how many) of this type adjunct with identical area (square footage).

36. AREA OF ADJUNCT - the square footage of an adjunct to the nearest foot.

FILE LAYOUT - ADMINISTRATIVE AND INSTRUCTIONAL SPACE RECORDS

| | | | | | | | | | | |
|-------------|-------------|---------------|-------------|-----------|-----------------|----------------|--------------|----------------|-------------|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Record Type | County Code | District Code | Site Number | Rec. Code | Building Number | Bldg. Unit No. | Space Number | Sub. Rec. Code | Card Number | Name/Type of Space |
| 4 0 6 | | | | 3 | | | | 1 | 0 1 | |
| 1 3 | 4 6 | 7 10 | 11 13 | 14 | 15 17 | 18 | 19 22 | 23 | 24 25 | 26 27 |

| | | | | | | | | | | |
|-------------------------|----------|--------|-------------|-----------|---------------------|----------|------------|----------|---------------|-------|
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | |
| Dimensions of the Space | | | Floor Level | Air Cond. | Area of the Windows | Lighting | Wall Flex. | Finishes | | |
| Length | Width | Height | | | | | | Ceil. | Floor (Surf.) | Walls |
| | | | | | | | | | | |
| 28 30 | 31 33 34 | 35 | 36 | 37 | 38 41 | 42 44 | 45 | 46 47 | 48 | |

| | | | | |
|-------------|---------------|---------------------------------------|-----------------|------------|
| 19 | 20 | 21 | 22 | 23 |
| Card Number | Date Acquired | Description of the Built-In Equipment | Number of Units | Total Cost |
| 0 2 | Year Month | | | |
| 24 25 | 26 29 | 30 60 | 61 63 | 64 70 |

| | | | | | | | | | | | | |
|-------------|-------------|---------------|-------------|-----------|-----------------|----------------|--------------|----------------|-------------------------|-----------------|-------------------|-----------------|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| Record Type | County Code | District Code | Site Number | Rec. Code | Building Number | Bldg. Unit No. | Space Number | Sub. Rec. Code | Detail No. of Adj. Rec. | Type of Adjunct | Number of Adjunct | Area of Adjunct |
| 4 0 9 | | | | 3 | | | | 4 | | | | |
| 1 3 | 4 6 | 7 10 | 11 13 | 14 | 15 17 | 18 | 19 22 | 23 | 24 25 | 26 27 | 28 29 | 30 33 |

Service Spaces

The service space record is designed to collect data on non-instructional and non-administrative spaces. At one time the instructional spaces and service spaces were collected on the same form. However, since basically different data were desired the forms have been separated. They remain quite similar in many respects and the comments on the instructional spaces remain appropriate. The service spaces must be given a unique number and the name/type of space is identified. Certain items are collected for specific types of spaces and adjuncts can be collected for service spaces. The following apply specifically to service spaces.

11. NAME/TYPE OF SPACE: During the collection of data for the demonstration, it was discovered that many types of spaces were not named or properly assigned to allow people to select adequately.

In order to allow for more flexibility, it is suggested that service spaces might be moved to the 60 and 70 ranges and circulation spaces from 80 to 99. This would allow for additional expansion of the service spaces and circulation spaces. See expanded list under Space Records, page 52.

28. TYPE OF ADJUNCTS: See expanded list under Space Records, page 53.

| | | | | | |
|-------------|-------------|---------------|-------------|----------|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Record Type | County Code | District Code | Site Number | Rec Code | Building Number |
| 4 0 7 | | | | 3 | |

DATA COLLECTION FORM
SERVICE SPACES RECORD
This form developed for MSEIP
demonstration in South Dakota

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO
MICHIGAN
MSEIP
KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN
NEBRASKA
MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--------------|-----------------|-------------|---------------|---------------------|-------|--------|-------------|----------------------|-----------------------|-------------------|-------------------------|-------------|-----------------|----------------|--------|------|------|--------|------|------|--------|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 7 | 8 | 9 | 10 | 11 | 12 | | | 13 | 14 | 15 | 16 | 17 | 24 | 26 | Adjunct Spaces | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building Unit | Space Number | Sub Record Code | Card Number | Type of Space | Dimensions of Space | | | Floor Level | Number of Lavatories | Number of Showerheads | Number of Urinals | Number of Water Closets | Record Type | Sub Record Code | 01 | | | 02 | | | 03 | | | | | | | | | | | | | | | | | | | |
| | | | | | Length | Width | Height | | | | | | | | Type | Number | Area | Type | Number | Area | Type | Number | Area | | | | | | | | | | | | | | | | | |
| 18 | 19 | 23 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 | 01 | | | | | | | | | | 409 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |

INSTRUCTIONS FOR
SERVICE SPACES

1. RECORD TYPE - 407
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.
5. RECORD CODE - 3
6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.
7. BUILDING UNIT NUMBER - the original building and all additions as coded below:
 - 0 - Original Building
 - 1 - First Addition
 - 2 - Second Addition, etc.
8. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.
9. SUBRECORD CODE - 2
10. CARD NUMBER - 1
11. NAME/TYPE OF SPACE - select the appropriate code for the space described:

| Service Spaces | Circulation Spaces |
|-------------------------------|--|
| 50 - Cafeteria (or lunchroom) | 60 - Corridors, Entryways, Stairs |
| 51 - Shower Room | 61 - Covered Passageway Outside Building |
| 52 - Teachers' Room | 62 - Inside Circulation Space |
| 53 - Toilet Rooms | 63 - Outside Circulation Space |
| 59 - Other Service Space | 69 - Other Circulation Space |
12. DIMENSIONS OF THE SPACE - length, width, and height of the space, to the nearest foot.
13. FLOOR LEVEL - the floor level on which the space is located as coded below:

| | |
|------------------|------------------------|
| 0 - Basement | 3 - Third Floor |
| 1 - First Floor | 4 - Fourth Floor, etc. |
| 2 - Second Floor | |
14. NUMBER OF LAVATORIES
15. NUMBER OF SHOWER HEADS

16. NUMBER OF URINALS
17. NUMBER OF WATER CLOSETS
18. RECORD TYPE - 409
19. COUNTY CODE - a three-digit code supplied by the SEA
20. DISTRICT CODE - a four-digit code supplied by the SEA
21. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.
22. RECORD CODE - 3
23. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.
24. BUILDING UNIT NUMBER - the original building and all additions as coded below:
 - 0 - Original Building
 - 1 - First Addition
 - 2 - Second Addition, etc.
25. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.
26. SUBRECORD CODE - 4
27. DETAIL NUMBER OF THE ADJUNCT RECORD - a consecutive line number assigned to each entry which will indicate the total number of adjuncts.
28. TYPE OF ADJUNCT - a space joined or connected to a principal space, but not essentially a part of it. An adjunct enhances the use of the principal space. Each adjunct should be accounted for through some principal space, but if an adjunct serves two or more principal spaces, it should be accounted for only once. The types of adjunct spaces are coded below:

| | |
|--|---------------------------------|
| 01 - Audiovisual Control Room | 16 - Locker Room |
| 02 - Clinic Bedroom | 17 - Lounge (counselor's suite) |
| 03 - Cloak Room | 18 - Observation Room |
| 04 - Communications Control Room | 19 - Press Box |
| 05 - Concession Room | 20 - Reception Room |
| 06 - Conference Room (office, preparation work, etc.) | 21 - Recording Room |
| 07 - Darkroom | 22 - Shower Room |
| 08 - Dental Care Room | 23 - Snack Bar |
| 09 - Display Room | 24 - Storage Room |
| 10 - Dressing Room | 25 - Study Carrels (alcove) |
| 11 - Drying Room | 26 - Television Control |
| 12 - Hearing Test Room | 27 - Television Studio |
| 13 - Laundry Room | 28 - Ticket Booth |
| 14 - Lavatory | 29 - Toilet Room |
| 15 - Library (instructional materials, supplementary materials center) | 30 - Training Room |
| | 31 - Transformer Room |
| | 32 - Vault |
| | 99 - Other |

29. NUMBER OF ADJUNCTS - the number (how many) of this type adjunct with identical area (square footage),
30. AREA OF ADJUNCTS - the square footage of an adjunct to the nearest foot.

FILE LAYOUT - SPACE RECORD

| | | | | | | | | | |
|-------------|-------------|---------------|-------------|-----------|-----------------|----------------|--------------|----------------|-------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Record Type | County Code | District Code | Site Number | Rec. Code | Building Number | Bldg. Unit No. | Space Number | Sub. Rec. Code | Card Number |
| 4 0 7 | | | | 3 | | | | 2 | 0 1 |
| 1 3 | 4 6 | 7 10 | 11 13 | 14 | 15 17 | 18 | 19 22 | 23 | 24 25 |

| | | | | | | | | |
|--------------------|-------------------------|----------|--------|-------------|-------------------|---------------------|----------------|----------------------|
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| Name/Type of Space | Dimensions of the Space | | | Floor Level | No. of Lavatories | No. of Shower Heads | No. of Urinals | No. of Water Closets |
| | Length | Width | Height | | | | | |
| | | | | | | | | |
| 26 27 | 28 30 31 | 33 34 35 | 36 | 37 38 | 39 40 | 41 42 | 43 44 | |

65

| | | | | | | | | |
|-------------|-------------|---------------|-------------|-----------|-----------------|----------------|--------------|----------------|
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Record Type | County Code | District Code | Site Number | Rec. Code | Building Number | Bldg. Unit No. | Space Number | Sub. Rec. Code |
| 4 0 9 | | | | 3 | | | | 4 |
| 1 3 | 4 6 | 7 10 | 11 13 | 14 | 15 17 | 18 | 19 22 | 23 |

| | | | |
|-------------------------|-----------------|-----------------|------------------|
| 27 | 28 | 29 | 30 |
| Detail No. Adj. Records | Type of Adjunct | No. of Adjuncts | Area of Adjuncts |
| | | | |
| 24 25 | 26 27 | 28 29 | 30 33 |

Vehicle Record

The vehicle record is designed to inventory the vehicles owned or leased by the local school districts and in no way is to provide the data for transportation currently needed by states for state aid distribution.

In implementing the system, one should note that there is currently no way to report that a vehicle has been sold, traded, destroyed; if traded on a new vehicle, there is no way to enter the amount received, etc. No accident, damage, or maintenance data are included.

6. VEHICLE NUMBER: A unique three digit number assigned to each vehicle in a school district.

10. TYPE OF VEHICLE: In order to clearly determine the numbers and types of vehicles which are in the possession or under title to schools the following changes are suggested.

2 = Small Carrier (define what a small carrier is within the particular state involved. In South Dakota, for example, this was nine passengers, or less.

4 = Auto - Driver Education

On the vehicle record form in order to provide control, an additional column might be added on the far left, headed - Detail Number - beginning on the first line advance sequentially using a two digit number - 01, 02, 03 ... 99, to indicate the line count.

17. COST: The definition should read "use the original cost or lease price of this vehicle". Use the cost figure to the nearest dollar.

DATA COLLECTION FORM
VEHICLE RECORD

This form developed for MSEIP
demonstration in South Dakota

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO



MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

Record Type 4 0 2 County Code _____

District _____ Record 0

| 6 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | |
|-------------------|--------------------|-----------|--------------------|----------|----------------------|--------------|------------------|----------------|------|----|----|----|----|----|--|----|--|
| VEHICLE NUMBER | TYPE OF VEHICLE | MAKE CODE | | CAPACITY | TWO- WAY RADIO | YEAR MFD. | YEAR ACQUIRED | OWNER- SHIP | COST | | | | | | | | |
| | | BODY | CHASSIS (BUSES) | | | | | | | | | | | | | | |
| 15 | 17 | 25 | 27 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 42 | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | |

INSTRUCTIONS FOR
VEHICLE RECORD

1. RECORD TYPE - 402
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. FILLER - 000
5. RECORD CODE - 0
6. VEHICLE NUMBER - a unique three-digit number assigned to the vehicles of the district.
7. FILLER - 00000
8. SUBRECORD CODE - 0
9. DETAIL NUMBER OF THE VEHICLE RECORD - a consecutive line number assigned to each entry which will indicate the total number of vehicles.
10. TYPE OF VEHICLE -
 - 1 - Bus
 - 2 - Small Carrier
 - 3 - Truck
 - 9 - Other Vehicle
11. MAKE CODE OF BODY - the numeric code for the make of the body of busses and all other school vehicles.
 - 01-19 to be used for bus bodies only
 - 01 - Bluebird
 - 02 - Carpenter
 - 03 - Oneida
 - 04 - Superior
 - 05 - Thomas
 - 06 - Wayne
 - 07 - Ward
 - 19 - Other Bus Body
 - 20-39 to be used for trucks only
 - 20 - Chevrolet
 - 21 - Diamond Reo
 - 22 - Dodge
 - 23 - Ford
 - 24 - GMC
 - 25 - International
 - 26 - Jeep
 - 27 - Kenworth
 - 28 - Mack
 - 29 - White
 - 39 - Other Truck Body
 - 40-59 to be used for station wagons only
 - 40 - American Motors
 - 41 - Buick
 - 42 - Checker
 - 43 - Chevrolet
 - 44 - Chrysler
 - 45 - Dodge
 - 46 - Ford
 - 47 - International
 - 48 - Jeep
 - 49 - Mercury
 - 50 - Oldsmobile
 - 51 - Plymouth
 - 52 - Pontiac
 - 59 - Other Station Wagons

60-79 to be used for automobiles only

60 - American Motors
61 - Buick
62 - Cadillac
63 - Checker
64 - Chevrolet
65 - Chrysler
66 - Dodge

67 - Ford
68 - Jeep
69 - Lincoln
70 - Mercury
71 - Oldsmobile
72 - Plymouth
73 - Pontiac
79 - Other Automobiles

MAKE CODE OF CHASSIS - the numeric code for the make of the chassis of busses only.

01 - Chevrolet
02 - Dodge
03 - Ford
04 - GMC

05 - International
06 - Mack
09 - Other

12. CAPACITY - the numeric code indicating the rated pupil capacity of busses and small carriers only.

13. TWO-WAY RADIO - code whether the vehicle is equipped with a two-way radio.

1 - Yes
2 - No

14. YEAR OF MANUFACTURE - the last two digits of the year in which the vehicle was manufactured.

15. YEAR OF ACQUISITION - the last two digits of the year in which the vehicle was acquired.

16. OWNERSHIP - ownership code of the vehicle.

1 - District
2 - Leased

17. COST - use the original cost or lease price of the vehicle. Use the cost figure to the nearest dollar.

FILE LAYOUT - VEHICLE RECORD

| | | | | | | | | | | | | | |
|----------------------------------|--|--|-----------------------------|--|--|--------------------------------|--|--|--|-------------------------------|--|--|---------------------------|
| 1 Record Type 4 0 2 1 3 | | | 2 County Code 4 6 | | | 3 District Code 7 10 | | | | 4 Filler 0 0 0 11 13 | | | 5 Rec. Code 0 14 |
|----------------------------------|--|--|-----------------------------|--|--|--------------------------------|--|--|--|-------------------------------|--|--|---------------------------|

| | | | | | | | | | | | |
|----------------------------------|--|--|-----------------------------------|--|--|--|--|--------------------------------|--|--|------------------------------|
| 6 Vehicle Number 15 17 | | | 7 Filler 0 0 0 0 0 18 22 | | | | | 8 Sub. Rec. Code 0 23 | 9 Detail Number of Veh. Rec. 24 25 | | 10 Type of Veh. 26 |
|----------------------------------|--|--|-----------------------------------|--|--|--|--|--------------------------------|--|--|------------------------------|

| | | | | | | | | | | |
|---|--|--|-----------------------------|--|-------------------------------|-------------------------------------|--|------------------------------------|--|----------------------------|
| 11 Make Code Body Chas. 27 28 29 | | | 12 Capacity 30 31 | | 13 Two-Way Radio 32 | 14 Year of Manufac. 33 34 | | 15 Year of Acquis. 35 36 | | 16 Owner-ship 37 |
|---|--|--|-----------------------------|--|-------------------------------|-------------------------------------|--|------------------------------------|--|----------------------------|

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| 17 Cost 38 42 | | | | |
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FINANCE FILE

The MSEIP Finance Subsystem was concerned primarily with the SEA's need for a system of financial accounting that could provide control over fiscal resources and also provide information for effective decision making and evaluation in a program structure.

This subsystem was developed with the objective of introducing a program-oriented budgeting and accounting system into an area which has been traditionally fund-object oriented. This subsystem, its records, and their dimensions were developed for optimal recording and reporting at the district level.

Dimensions, as used here, imply a grouping of factors on which a financial data item may be classified. The fact that such items have several dimensions gives the system both simplicity and flexibility. The dimensions of a financial data item are: Fund, Type of Account; Organizational Unit; Area of Responsibility; Instructional Area; Course, Activity; and Object.

The Finance Subsystem data file would be maintained in county-district sequence. The records within each district file would be maintained by organizational unit. The Finance Subsystem consists of five separate accounts: Assets, Liability, Fund Balance, Revenue, and Expenditure (Table 3). It also provides flexibility in that it is designed for cash or accrual accounting, manual or machine processing, and can be implemented using only certain dimensions.

Table 3. FINANCE FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

| Record Number | Name | Number of Cards | Number of Characters | Master Record to | Detail Record to |
|---------------|--------------|-----------------|----------------------|------------------|------------------|
| 600 | County | | | 601 | Directory |
| 601 | District | | | | 600 |
| 602 | Organization | | | 603-607 | 601 |
| 603 | Asset | 1 | 42 | | 602 |
| 604 | Liability | 1 | 42 | | 602 |
| 605 | Fund Balance | 1 | 42 | | 602 |
| 606 | Revenue | 1 | 40 | | 602 |
| 607 | Expenditure | 1 | 37 | | 602 |

Although there exists a Finance Subsystem master index to the level of organization, certain data items within, e.g. Area of Responsibility, would permit multiple file use on a summary basis.

When a state educational agency makes the decision to implement an integrated information system, it must be approached in at least two major phases. The other four subsystems, because of their similarities of problems and techniques to implement could be considered in one plan or phase, but the Finance System must be considered separately. Because of the impact that a new financial system has on local school districts, extreme care, planning, and training must be exercised. Unlike the other subsystems, the financial data are not available in the districts. No school districts have implemented a program-oriented budget and accounting system, hence, these data cannot be reported or collected at the present time. To completely change a state's uniform financial accounting is a process that will take several years to accomplish.

Perhaps a comment should be made for the relationship of the MSEIP financial accounting and some of the new concepts and efforts toward planning, programming, budgeting, systems (PPBS). For the discussion here, this relationship must be over simplified, but fundamentally it is this: (1) PPBS is an encompassing process of defining goals and objectives for education; establishing a program of activities that will accomplish the objectives complete with alternatives to choose from; formalizing these programs into the budgeting and accounting process; and lastly evaluating the programs in terms of the objectives and then a constant re-cycling of the process; (2) the MSEIP accounting system is one which encourages accounting for dollars in terms of areas of responsibilities, instructional areas, subjects, and activities as well as the customary fund-object. The MSEIP program-oriented budgeting and accounting system is designed, together with the other subsystems of facilities, instructional programs, personnel, and pupils, as an integrated information system to provide those data for reporting and decision-making for educators. Thus, the MSEIP system would support and supply the data necessary to implement PPBS and probably would serve the accounting functions of PPBS, but it is not PPBS per se.

Since these data could not be collected from local districts, the problem was to generate financial data for the MSEIP System demonstration in South Dakota. Thus, the data were manually generated for the five school districts used in the demonstration. Therefore the data are not real and only estimates of the districts' finances. As one enters into this area another problem quickly arises - what and how many expenditure accounts to use. One can become inundated with data and volumes of paper. To realize the magnitude of this problem, one should examine the possible combinations within the expenditure chart of accounts. For example, for the expenditure accounts alone, assuming every combination were appropriate, only one fund involved, and disregarding the courses to be taught, it would take 1,489,600 entries just to enter every combination one time. This illustrates the necessity to define accounts that are important and needed.

For the demonstration of the expenditure records, only certain combinations were used among the chart of accounts including Area of Responsibility, Instructional Area, Activity, and Object. Gross entries were made for these budget items and only limited revenue items were used.

There is no question that there are many benefits to be derived from the MSEIP program-oriented budgeting and accounting. It allows the analysis of a district's finances from many dimensions in reporting by Organization Unit (school), Area of Responsibility, Instructional Area, Course, Activity, and Objects. Therefore, many combinations can be obtained and summaries can be tabulated. For a detailed discussion of the MSEIP Financial Subsystem, one should refer to Chapter 700 of the MSEIP Documentation.

When implementing the MSEIP Finance Subsystem, a SEA should be aware, and take into consideration, two more recent major efforts - the revision by the USOE of Handbook II and the PPBES model of the Research Corporation of the Association of School Business Officials (RC-ASBO). Both of these efforts, like MSEIP, are attempting to develop a system that will support PPBS and the necessary chart of accounts to implement uniform financial accounting. The major difference, however, is that these later efforts are not directly considering the other subsystems necessary for an integrated information system. Thus, it is appropriate that some changes be taken in the approach.

The MSEIP Finance Subsystem does allow the flexibility to account by organizational unit (school - not necessarily a building) within a district. It also allows for accounting by: 1) major areas; such as instruction, administration, transportation, pupil services, food services, maintenance and operation, and community services; but does not try to group these by the traditional categories of instruction, supporting services, etc. This can easily be done for reporting once defined by the user; 2) accounting by instruction areas as defined by USOE Handbook VI; 3) by subject as defined by the local district's course number; 4) activity or special areas, or projects; and 5) objects as typically defined.

The MSEIP Finance Subsystem does not incorporate a code for the fiscal year. It considers the entire file a fiscal year and would not mix years so has no need for this code. It does not carry a code for a school term, such as six weeks or semester, but this information could be taken from the transaction or history file. Reporting cycles could also be established for any defined term. A code for school term is carried in the Instructional Program Subsystem, but financial data are not entered by term.

The MSEIP Finance Subsystem does not carry any data from the other subsystems except as needed for linkages. Three items, Area of Responsibility, Instructional Area, and Course Number are carried in other subsystems for a direct linkage to financial data. (For a detailed discussion of Local Course Number refer to the Instructional Programs Subsystem.)

1.. Record Type 603
 1 3
 2. County Code
 4 6
 3. District Code
 7 10
 4. Organization Code
 11 13

ASSET

| 5 | | 6 | | 7 | | 8 | | 9 | | 10 | | 11 | | 12 | | 13 | | | |
|------|---------|-----------------|----|-------------|----|----------------|----|----------|----|--------|----|------|----|------------------|----|--------------|----|---|--|
| Type | Account | Area of Respon. | | Inst'l Area | | Local Course # | | Activity | | Object | | Fund | | Specific Account | | Asset Amount | | Description (For office use-not in system) | |
| 14 | | 15 | 17 | 18 | 19 | 20 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 33 | 34 | 42 | | |
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14. Record Type 6 0 4
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15. County Code

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| 16. District Code | 4 | 6 |
| | 7 | 10 |

17. Organization Code 11 13

L I A B I L I T Y

[illegible]

27. Record Type 6 0 5
 1 3

28. County Code 4 6

29. District Code 7 10

30. Organization Code 11 13

FUND BALANCE

| 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | |
|-----------------|--------------------|-----------------|-------------------|----------|--------|-------|---------------------|---------------------------|--------------------------------|
| Type Account | Area of Respon. | Instr'l Area | Local Course # | Activity | Object | Fund | Specific Account | Amount of Fund Balance | Description |
| 14 | 15 | 17 | 18 19 | 20 22 | 23 24 | 25 26 | 27 28 | 29 33 34 42 | (For office use-not in system) |
| 3 | | | | | | | | | |
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40. Record Type 6 0 6
 1 3

41. County Code
 4 6

42. District Code
 7 10

43. Organization Code
 11 13

REVENUE

| 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | |
|-----------------------|--------------------------------|-----------------------------|-----------------------------|----------------------|--------------------|------------------|----------------------------------|--|---|
| Type Account 14 | Area of Respon. 15 17 | Instr'l Area 18 19 | Local Course 20# 22 | Activity 23 24 | Object 25 26 | Fund 27 28 | Source & Type Rev 29 31 | Amount of Revenue 32 40 | Description (For office use not in system) |
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53. Record Type

6 0 7

1 3

54. County Code

4 6

55. District Code

7 10

56. Organization Code

11 13

EXPENDITURE

| 57 | | 58 | | 59 | | 60 | | 61 | | 62 | | 63 | | 64 | | |
|------|---------|------------------|----|--------------|----|----------------|----|----------|----|--------|----|------|----|-----------------|----|--------------------------------|
| Type | Account | Area of Respons. | | Instr'l Area | | Local Course # | | Activity | | Object | | Fund | | Amount Expended | | Description |
| 14 | | 15 | 17 | 18 | 19 | 20 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 37 | (For office use-not in system) |
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INSTRUCTIONS FOR FINANCE

1. RECORD TYPE - 603
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.
5. TYPE OF ACCOUNT - 1
6. AREA OF RESPONSIBILITY - a major division or sub-division of a school system operation. Use the codes provided below to indicate the area in which you provide services,

| | | | |
|---------|---------------------------------|---------|---------------------------|
| 100-199 | INSTRUCTION | | |
| 101 | Instructional Services, Gen. | 286 | Evaluation |
| 111 | Classroom Teaching | 291 | Statistics |
| 121 | Library Services | 296 | Other R and D Services |
| 131 | Computer Assisted Instruction | | |
| 141 | Educational TV Services | 300-349 | FACILITIES, MAINT. AND |
| 151 | Audiovisual Services | | OPER. |
| 161 | Homebound Teaching | 301 | Plant Maint. and |
| | | | Oper., Gen. |
| 200-249 | GENERAL CONTROL | 311 | Site Maintenance |
| 201 | General Administration | 316 | Site Operation |
| 206 | Board of Education | 321 | Building Maintenance |
| 211 | Business and Finance | 326 | Building Operation |
| 216 | Data Processing | 331 | Built-in Equip., Maint. |
| 221 | Legal Services | 336 | Built-in Equip., Oper. |
| 226 | Personnel Administration | 341 | Movable Equip., Maint. |
| 231 | Warehousing & Distribution | 346 | Movable Equip., Oper. |
| 236 | Centralized Printing & | | |
| | Publication Services | 350-399 | FACILITIES, ACQ. OR IM- |
| 241 | Other General Control | | PROVEMENT |
| | | 351 | Plant Acq./Improvement |
| 250-269 | INSTRUCTIONAL ADMINISTRATION | | Gen. |
| 251 | Instructional Admin., Gen. | 361 | Site Acq./Improvement |
| 256 | Administration of a School | 371 | Building Acq./Improvement |
| 261 | Improvement of Curr. and Instr. | 381 | Built-in Equip. Acq./ |
| 266 | Other Instructional Admin. | | Improvement |
| | | 391 | Movable Equip. Acq./ |
| | | | Improvement |
| 270-299 | RESEARCH AND DEVELOPMENT | | |
| 271 | R and D, General | | |
| 276 | Research | 400-499 | FOOD SERVICES |
| 281 | Development | 401 | Food Services, Gen. |
| | | 411 | Food Preparation and |
| | | | Serving |

| | | | |
|---------|-------------------------------|---------|------------------------------|
| 421 | Transportation of Food | 700-799 | COMMUNITY SERVICES |
| 431 | Other Food Services | 701 | Community Services, Gen. |
| 500-549 | PUPIL PERSONNEL | 711 | Recreation |
| 501 | Pupil Services, Gen. | 721 | Civic Activity |
| 511 | Attendance Services | 731 | Public Library Services |
| 516 | Guidance Services | 741 | Custody and Detention |
| 521 | Social Work Services | 751 | Welfare Activities |
| 526 | Psychological Services | 761 | Nonpublic School Services |
| 531 | Therapeutic Services | 771 | Other Community Services |
| 541 | Other Pupil Services | 800-899 | OUTGOING TRANSFERS |
| 550-599 | HEALTH SERVICES | 801 | Transportation Within State |
| 551 | Health Services, Gen. | 811 | Transportation Outside State |
| 561 | Medical Services | 821 | Tuition Within State |
| 566 | School Nurse Services | 831 | Tuition Outside State |
| 571 | Dental Services | 900-999 | DEBT SERVICE |
| 581 | Other Health Services | 911 | Bond Redemption |
| 600-699 | PUPIL TRANSPORTATION | 921 | Long Term Loan |
| 601 | Transportation, Gen. | 931 | Short Term Loan |
| 611 | Vehicle Operation | 941 | Current Loan |
| 621 | Vehicle Servicing and Maint. | | |
| 631 | Other Transportation Services | | |

7. INSTRUCTIONAL AREA - a two-digit code to indicate the general subject classification.

| | |
|-----------------------------|--|
| 00 - Does Not Apply | 15 - Social Studies |
| 01 - Agriculture | 16 - Technical Education |
| 02 - Art | 17 - Trades and Industry |
| 03 - Business | 18 - General Education (Gen. Elem. & Sec. Education) |
| 04 - Distributive Education | 19 - Exceptional Child Education |
| 05 - English Language Arts | 20 - Cocurricular Activities |
| 06 - Foreign Language | 21 - Academic Cocurricular Act. |
| 07 - Health Occupations | 22 - Athletic Cocurricular Act. |
| 08 - Health, Safety, P.E. | 23 - Music Cocurricular Activities |
| 09 - Home Economics | 24 - School Services Cocurricular Activities |
| 10 - Industrial Arts | 25 - Cocurricular Social Organ. |
| 11 - Mathematics | 30 - Driver Education |
| 12 - Music | 50 - Homeroom, Elementary |
| 13 - Natural | 51 - Homeroom, Secondary |
| 14 - Office Occupations | |

8. LOCAL COURSE NUMBER - a three-digit local course number that has been assigned by the local district.

9. ACTIVITY - a two-digit code section to be used for gathering together all of the costs, salaries, supplies, equipment, etc. of a specific type of work regardless of the Organizational Unit, Area of Responsibility, or Instructional Area.

- | | |
|-------------------------------|-----------------------------------|
| 02 - Accounting | 26 - Pathological |
| 04 - Administrative | 28 - Supervisory |
| 06 - Architectural | 30 - Teaching |
| 08 - Auditing | 32 - Teaching Assistance |
| 10 - Census | 34 - Therapeutic |
| 12 - Clerical and Secretarial | 36 - Transportation, Pupils |
| 14 - Counseling | 38 - Transportation, Other |
| 16 - Custodial | 40 - Warehousing and Distributing |
| 18 - Guard and Police | 50 - ESEA 89-10 |
| 20 - Health or Medical | 51 - Title I |
| 22 - Maintenance and Repair | 52 - Title II |
| 24 - Recruiting Personnel | |

10. OBJECT - a two-digit code identifies the object classification. This code should be used for all expenditures to identify that which is received in exchange for an expenditure.

10 - SALARIES

- 11 - Certificated, Regular
- 12 - Certificated, Temporary
- 13 - Certificated, Substitute
- 16 - Noncertificated, Regular
- 17 - Noncertificated, Temporary
- 18 - Noncertificated, Substitute

20 - EMPLOYEE BENEFITS

- 21 - Social Security
- 22 - State Retirements
- 23 - Municipal Retirements
- 24 - Local District Retirements
- 25 - Health Insurance
- 26 - Life Insurance
- 27 - Guaranteed Income Insurance
- 28 - Workmen's Compensation
- 29 - Other Benefits

30 - SUPPLIES

- 31 - Textbooks
- 32 - Textbooks, resale or rental
- 33 - General Supplies
- 34 - General Supplies for resale
- 35 - Library Materials

40 - CONTRACTED SERVICES

- 41 - Consultation
- 42 - Other Non-Staff Personnel
- 43 - Transportation
- 44 - Tuition
- 45 - Repairs
- 46 - Insurance
- 47 - Memberships
- 48 - Rentals
- 49 - Other Contracted Services
(Except Utilities)

50 - CONTRACTED SERVICES, UTILITIES

- 51 - Electricity
- 52 - Telephone and Telegraph
- 53 - Water
- 54 - Sewer
- 55 - Gas
- 56 - Oil
- 57 - Coal
- 58 - Other Utilities

60 - EMPLOYEE TRAVEL
61 - Travel Within District
62 - Travel Outside District

70 - FACILITIES
71 - Site Purchase
72 - Site Improvement
73 - Building Purchase
74 - Building Lease or
Lease Purchase
75 - Building Improvement

80 - EQUIPMENT
81 - Furniture, New
82 - Furniture, Replacement
83 - Machinery and Apparatus, New
84 - Machinery and Apparatus,
Replacement
85 - Vehicles, New
86 - Vehicles, Replacement
90 - DEBT SERVICE
91 - Principal
92 - Interest

11. FUND - the classification used to set monies aside to meet a special objective.
(Each SEA should assign numbers to the funds that are used by its' districts.)

10 - General Fund
11 - ESEA (Elementary and Secondary Education Act P.L. 89-10)
20 - Building Fund
30 - Bond Redemption
40 - Special Education

12. SPECIFIC ACCOUNT - a five-digit code to identify the specific asset account.
(If amounts need to be recorded to the penny, this field will have to be
expanded two digits.)

13. ASSET AMOUNT - right justify the amount of the asset to the nearest dollar.

14. RECORD TYPE - 604

15-17 - same as 2-4.

18. TYPE OF ACCOUNT - 2

19-24 - same as 6-11.

25. SPECIFIC ACCOUNT - a five-digit code to identify the specific liability
account. (If amounts need to be recorded to the penny, this field will have
to be expanded two digits.)

26. LIABILITY AMOUNT - right justify the amount of the liability to the nearest
dollar.

27. RECORD TYPE - 605

28-30 - same as 2-4.

31. TYPE OF ACCOUNT - 3

32-37 - same as 6-11

38. SPECIFIC ACCOUNT - a five-digit code to identify the specific fund balance account. (If amounts need to be recorded to the penny, this field will have to be expanded two digits.)

39. FUND BALANCE AMOUNT - right justify the amount of the fund balance to the nearest dollar.

40. RECORD TYPE - 606

41-43 - same as 2-4.

44. TYPE OF ACCOUNT - 4

45-50 - same as 6-11

51. SOURCE AND TYPE OF REVENUE - the following three-digit codes are to be used to identify the source and type of the revenue.

100 - REVENUE FROM LOCAL SOURCES

110 - Property Taxes

111 - Current Taxes

112 - Back/Delinquent Taxes

113 - Taxes in Advance

114 - Payment in Lieu of Taxes

120 - Sales Taxes

121 - Current Taxes

122 - Back/Delinquent Taxes

123 - Taxes Advanced

124 - Payments in Lieu of Taxes

130 - Income Taxes

131 - Current Year Taxes

132 - Back/Delinquent Taxes

133 - Taxes Advanced

134 - Payments in Lieu of Taxes

140 - Special Taxes

141 - Current Year Taxes

142 - Back/Delinquent Taxes

143 - Taxes Advanced

144 - Payments in Lieu of Taxes

150 - Tuition

151 - Tuition from Students

152 - Tuition from Patrons

160 - Transportation

161 - Transportation Fees from Students

162 - Transportation Fees from Patrons

163 - Transportation Fees from Other Sources

- 170 - Student Sources
 - 171 - Fees and Rentals
 - 172 - Athletic Activities
 - 173 - Music Activities Receipts
 - 174 - Food Services Receipts
 - 175 - Other
- 180 - Interest
- 190 - Other Revenue from Local Sources
- 200 - REVENUE FROM INTERMEDIATE SOURCES
 - 210 - Property Taxes
 - 211 - Current Taxes
 - 212 - Back/Delinquent Taxes
 - 213 - Taxes in Advance
 - 214 - Payments in Lieu of Taxes
 - 220 - Sales Taxes
 - 221 - Current Taxes
 - 222 - Back/Delinquent Taxes
 - 223 - Taxes Advanced
 - 224 - Payments in Lieu of Taxes
 - 230 - Income Taxes
 - 231 - Current Year Taxes
 - 232 - Back/Delinquent Taxes
 - 233 - Taxes Advanced
 - 234 - Payments in Lieu of Taxes
 - 240 - Special Taxes
 - 241 - Current Year Taxes
 - 242 - Back/Delinquent Taxes
 - 243 - Taxes Advanced
 - 244 - Payments in Lieu of Taxes
 - 250 - Tuition
 - 251 - Tuition from Students
 - 252 - Tuition from Patrons
 - 260 - Transportation
 - 261 - Transportation Fees from Students
 - 262 - Transportation Fees from Patrons
 - 263 - Transportation Fees from Other Sources
 - 270 - Student Sources
 - 271 - Fees and Rentals
 - 272 - Athletic Activities
 - 273 - Music Activities Receipts
 - 274 - Food Services Receipts
 - 275 - Other

280 - Interest

290 - Other Revenue From Intermediate Sources

291 - Gifts

292 - Facilities Rental

293 - Other

300 - REVENUE FROM STATE SOURCES

310 - State Foundation Program

320 - Transportation

330 - Driver Education

340 - Special Education

350 - Vocational Education

360 - Monies in Lieu of Taxes

390 - Other Revenue from State Sources

400 - REVENUE FROM FEDERAL SOURCES

410 - Vocational Education

411 - Agriculture

412 - Distributive Education

413 - Health Occupation Education

414 - Home Economics

415 - Office Education

416 - Technical Education

417 - Trades and Industrial Education

418 - Practical Nurse Training (P.L. 84-911)

419 - Area Vocational Education (P.L. 85-864 Title VIII)

420 - Vocational Education Act 1963 (P.L. 88-210)

421 - Manpower Development Training Act 1962 - Indian Vocational Training (P.L. 88-214)

422 - Manpower Development Training Act 1962 - Training Programs (P.L. 89-15)

423 - Public Health Training - Traineeship (P.L. 88-498)

424 - Public Health Service Act - Nurse Training (Title VIII)

425 - Welfare Education Program - ADC - (P.L. 87-543)

426 - Vocational Rehabilitation (P.L. 66-236)

427 - Social Security Amendments 1956 - Research and Demonstration Projects (P.L. 84-880)

428 - Appalachian Regional Development Act 1965 (P.L. 89-4)

430 - Educational Opportunity Act 1964 (P.L. 88-452)

431 - Title IB - Neighborhood Youth Corps

432 - Title IIA - Community Action Programs (Basic Adult Education)

433 - Title IIA and IIIB - Special Poverty Programs

440 - Elementary and Secondary Education Act (P.L. 89-10)

441 - Title I - Educationally Deprived

442 - Title II - Library

443 - Title III - Supplementary Education

444 - Title VI - Special Education

450 - National Defense Education Act (P.L. 864)

451 - Title III - Instruction

452 - Title VA - Guidance

460 - Miscellaneous

461 - Federal Forest Lands

462 - Flood Control

463 - Grazing Land

464 - Johnson-O'Malley Act (P.L. 73-167)

465 - Adult Education-Indian Program (P.L. 67-85)

466 - Mineral Leases

467 - National School Lunch Program

468 - School Milk Program

469 - Construction/Federally Impacted Areas (P.L. 81-815)

470 - Maintenance and Operation/Federally Impacted Areas (P.L. 81-874)

471 - Assistance for Public Schools Affected by Major Disasters
(P.L. 89-313)

472 - Immigration and Nationality Act (P.L. 414)

473 - Juvenile Delinquency and Youth Offenses Control Act 1961
(P.L. 87-274)

474 - Migrant Health Act 1962 (P.L. 87-692)

475 - Vaccination Assistance Act 1962 (P.L. 87-868)

476 - Educational Television Broadcasting Facilities (P.L. 87-447)

477 - Library Services and Construction (P.L. 88-269)

478 - Title II - Civil Rights Act 1964 (P.L. 88-353)

479 - Title IV - Civil Rights Act 1964 (P.L. 88-353)

480 - Teaching Materials for the Blind (20 USC 101-105)

481 - Research and Demonstration Projects in Education of the
Handicapped (P.L. 88-164)

482 - Area Redevelopment Act (P.L. 87-27)

483 - Civil Defense Adult Education Program

490 - Other

491 - Federal Reimbursements

500 - SALE OF PROPERTY

510 - Sale of Equipment

520 - Sale of Buildings

530 - Sale of Sites

900 - INCOMING TRANSFERS

910 - Tuition from within the state

920 - Tuition from outside the state

930 - Transportation from within the state

940 - Transportation from outside the state

52. REVENUE AMOUNT - right justify the amount of revenue to the nearest dollar.

53. RECORD TYPE - 607

54-56 - same as 2-4.

57. TYPE OF ACCOUNT - 5

58-63 - same as 6-11

64. EXPENDED AMOUNT - right justify the amount expended to the nearest dollar.

FILE LAYOUT - FINANCE

| | | | | | | | | | | | |
|------------------------------------|-------------------------|----------------------------|---------------------------------|-------------------------------|-------------------------------|--------------------------|-----------------------------------|------------------------|-----------------------|---------------------|---------------------------------|
| 1 Record Type 6 0 3 1 3 | 2 County Code 4 6 | 3 District Code 7 10 | 4 Organization Code 11 13 | 5 Type of Acct. 1 14 | 6 Area of Respon. 15 17 | 7 Inst. Area 18 19 | 8 Local Course Number 20 22 | 9 Activity 23 24 | 10 Object 25 26 | 11 Fund 27 28 | 12 Specific Account 29 33 |
| 13 Asset Amount 34 42 | | | | | | | | | | | |
| 14 Record Type 6 0 4 1 3 | | | | | | | | | | | |
| 15 County Code 4 6 | | | | | | | | | | | |
| 16 District Code 7 10 | | | | | | | | | | | |
| 17 Organization Code 11 13 | | | | | | | | | | | |
| 18 Type of Acct. 2 14 | | | | | | | | | | | |
| 19 Area of Respon. 15 17 | | | | | | | | | | | |
| 20 Inst. Area 18 19 | | | | | | | | | | | |
| 21 Local Course Number 20 22 | | | | | | | | | | | |
| 22 Activity 23 24 | | | | | | | | | | | |
| 23 Object 25 26 | | | | | | | | | | | |
| 24 Fund 27 28 | | | | | | | | | | | |
| 25 Specific Account 29 33 | | | | | | | | | | | |
| 26 Liability Amount 34 42 | | | | | | | | | | | |
| 27 Record Type 6 0 5 1 3 | | | | | | | | | | | |
| 28 County Code 4 6 | | | | | | | | | | | |
| 29 District Code 7 10 | | | | | | | | | | | |
| 30 Organization Code 11 13 | | | | | | | | | | | |
| 31 Type of Acct. 3 14 | | | | | | | | | | | |
| 32 Area of Respon. 15 17 | | | | | | | | | | | |
| 33 Inst. Area 18 19 | | | | | | | | | | | |
| 34 Local Course Number 20 22 | | | | | | | | | | | |
| 35 Activity 23 24 | | | | | | | | | | | |
| 36 Object 25 26 | | | | | | | | | | | |
| 37 Fund 27 28 | | | | | | | | | | | |
| 38 Specific Account 29 33 | | | | | | | | | | | |
| 39 Fund Balance Amount 34 42 | | | | | | | | | | | |

1. *Chlorophyll a* (mg/g dry weight) = $\frac{12.7}{2300} \times \text{Absorbance at } 663 \text{ nm}$

89

89

| 53 | | | 54 | | | 55 | | | | 56 | | | 57 | | 58 | | | 59 | | 60 | | 61 | | 62 | | 63 | | 64 | | | | | | | | | | | | | | |
|-------------|---|---|-------------|---|---|---------------|---|---|----|-------------------|----|----|---------------|----|-----------------|----|----|------------|----|---------------------|----|----------|----|--------|----|------|----|-----------------|----|----|----|----|----|----|----|----|----|----|----|--|--|--|
| Record Type | | | County Code | | | District Code | | | | Organization Code | | | Type of Acct. | | Area of Respon. | | | Inst. Area | | Local Course Number | | Activity | | Object | | Fund | | Expended Amount | | | | | | | | | | | | | | |
| 6 | 0 | 7 | | | | | | | | | | | | | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | | | |

INSTRUCTIONAL PROGRAMS FILE

The Instructional Programs Subsystem is designed to provide a means of gathering and storing data concerning each course and section (class) as well as activities (non-instructional and cocurricular) conducted in each organizational unit (school) in each district. The dimensions included in this subsystem are qualitatively oriented but deal specifically with quantitative data only. For the South Dakota demonstration, data were collected only on the regular instructional program conducted during the normal school day (no adult education or cocurricular activities).

The dimensions of the Instructional Programs Subsystem are delineated by the instructional area code and subject area. All the records in the Instructional Programs data file are fixed length and have the same format (Table 4).

Table 4. INSTRUCTIONAL PROGRAMS FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

| Record Number | Name | Number of Cards | Number of Characters | Master Record to | Detail Record to |
|---------------|---------------------|-----------------|----------------------|------------------|------------------|
| 300 | County | | | 301 | Directory |
| 301 | District | | | 302 | 300 |
| 302 | Organization | | | 303 | 301,302 |
| 303 | Instructional Prog. | 2 | 126 | | 302 |

The Instructional Programs index is designed to allow direct access to the organizational unit and then the class record can be searched.

The principal sequence of the Instructional Programs data file will be determined by district sequence; organizational unit within district; and course/section at the most detailed level. The course/section data item is constructed from the section number within the local course number, within an instructional area.

There are several problem areas that should be analyzed before decisions are made in implementing the Instructional Programs Subsystem.

1. The Instructional Area, item 5, and the Course Title Number, item 9, are not as yet uniformly defined and used in states. Hence, the entry for these items is arbitrarily made by teachers. To correct

this problem, an implementing SEA should adopt a list of course titles in advance of collection (at least one year) and strongly encourage its use by local districts.

2. The Local Course and Section Number, items 6 and 7, are not available in all districts. They are usually available only in districts that computer schedule. Therefore, these code numbers must be generated and assigned for each class section and distributed to teachers before they can enter them on the collection form. This is no small task. The Local Course and Section Number is also carried as a link in the Pupil Record and the Personnel Record. If the Instructional Area and Course Title are to be made uniform and adopted by SEA's (and it must be to be meaningful) then these numbers should be used as linkages and eliminate the Local Course and Section Number as it now appears. However, a Section Number would have to be retrained to differentiate between class sections and it means a larger field (more digits) would be carried.
3. The Class/Activities Records were developed along the lines of traditional administrative organizational patterns. Therefore, it does not lend itself well to newer practices - nongraded schools, continual progress, open spaces, team teaching, small and large groups, and independent study.
4. The Class/Activity Records were designed primarily for the secondary school curriculum. Hence, it may not be as appropriate for the elementary school programs. It also becomes a burdensome task for teachers (elementary and secondary) who have assignments that may number as high as 20 to 30 - a Class/Activity must be completed on each assignment even though, in some cases, the only fields that change are the Section Number and the Number of Pupils, items 7, 29, and 30. This requires a teacher to complete an unmanageable number of forms. Another weakness is the Content Descriptors, item 23, do not adequately describe those offerings frequently taught at the elementary level. (i.e. listening, following directions, etc.)
5. Another concern for the Instructional Program Subsystem is the cycle of collecting and updating the data. One must answer whether or not the data is collected early in the Fall (before the fact) or in the Spring (after the fact) or maybe both times. One must also answer if you enter all courses taught in a year or just those offered at the time of collection.

The Class/Activity Record is number 303 and consists of two cards. It is recommended that these "controls" be placed in the collection document so they will not be overlooked when being processed. They are necessary for proper file building and sequencing.

2. COUNTY CODE: A three digit code supplied by the SEA.
3. DISTRICT CODE: A four digit code supplied by the SEA.

4. ORGANIZATION CODE: This is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5 and 9. INSTRUCTIONAL AREA AND COURSE TITLE NUMBER: It would be helpful in completing the form if people were instructed to complete items 5 and 9 at the same time since the two items compose the area and subject and can be found together in the Documentation. One should also realize that Course Title codes are not unique among Instructional Areas.

Certain areas might need to be added or expanded to meet unique situations. For example, it is not obvious whether a librarian or guidance person would report; however, this could possibly be done with slight modifications of Instructional Area 18. One should realize that this code is also located in the Personnel File as Fields, Areas, and Services and also as Instructional Area. This item is not only a linkage, but is also used to check certification against assignments. Any change made in the item should be made in all related subsystems.

Modifications in Course Titles should be considered.

Instructional Area

05 = English Language Arts (see Documentation, page 185), add the following Course Titles:

050244 = Phonics
050342 = Shakespeare
050370 = The Novel
050410 = The Essay
050550 = Mass Media
050900 = Philosophy

18 = General Elementary Education and General Secondary Education (add)

180500 = Listening
180510 = Following instructions
180520 = Motor skill development
180530 = Social adjustment
180540 = Work habits
180600 = Library
180700 = Administration
180710 = Elementary administration
180720 = Secondary administration

6 and 7. LOCAL COURSE AND SECTION NUMBER: Refer to number 2, page 91.

15. SPACE LOCATION NUMBER: The Space Location Number is the Building Number, Building Unit, and Space Number in which the class is taught. This item should be renamed for clarity.

17. TERM: In order to accommodate the six to nine week quarter terms, which is quite common in high school as compared to 11 or 15 week quarters, which is basically a college breakdown, this item should be changed to a two digit or alpha field. Code responses could include the following and expanded to fit other situations.

Quarter (six to nine weeks during the regular school year)

- | | |
|--------------------------------|--------------------------------|
| 01 = First quarter | 07 = First and fourth quarter |
| 02 = Second quarter | 08 = Second and third quarter |
| 03 = Third quarter | 09 = Second and fourth quarter |
| 04 = Fourth quarter | 10 = Third and fourth quarters |
| 05 = First and second quarters | 11 = All quarters |
| 06 = First and third quarter | 12 = Summer quarter |

Semester (16 to 20 weeks during the regular school year)

- | | |
|----------------------|---------------------|
| 20 = Fall | 23 = Summer |
| 21 = Spring | 99 = Other, specify |
| 22 = Fall and Spring | |

19. TYPE OF PUPILS: This item is related to item 19 in the Pupil Record and should be carried as a two digit field so it would be exactly the same.

21. COURSE MEETS REQUIREMENTS: It was generally observed that teachers did not know what official requirements the course meets. In any case, several of the coded responses are vague and repetitive that they are not descriptive or discriminating. Therefore, it is suggested that multiple responses would be allowed or even consider the following responses:

- | | |
|---|--------------------|
| 0 = Does not apply | 3 = Elective |
| 1 = State requirement | 9 = Other, specify |
| 2 = District requirement for graduation | |

23. CONTENT DESCRIPTORS: This item allows the teacher to select up to seven "descriptors" of the class. These descriptors are to be ranked in order of importance and entered on the form in that order. A teacher does not have to use all seven responses and unused spaces should be left blank.

One should realize that descriptor codes are not unique among Instructional Areas and, therefore, care should be exercised to see that teachers select their content descriptors from the same Instructional Area as the Course Title being recorded. For example, if one were reporting on a course titled "Science and Health, 13-2600", the Instructional Area 13 - Natural Sciences (Documentation, page 233) and not 08 - Health, Safety, Physical Education (Documentation, page 227) should be used for selection of descriptors. Conversely, if the course were reported as 08-0120 - Health and Safety, then content descriptors from Health (08) should be used.

The following modifications of Content Descriptors should be considered:

- 13 = NATURAL SCIENCES: Add the following to allow for descriptors for health units offered as a part of science:
- 500 = Health, education
 - 501 = Community health
 - 503 = Disease prevention and control
 - 504 = Environmental health
 - 505 = Family life education

506 = First aid
507 = Growth and development
508 = Harmful substances
509 = Health careers
510 = Health maintenance and care
511 = International health
599 = Other science/health information

18 = GENERAL ELEMENTARY EDUCATION AND GENERAL SECONDARY EDUCATION

100 = Listening
101 = Listen to instructor
102 = Listen to other students
103 = Listen to audio materials
149 = Other

150 = Follows instructions
151 = Follows health rules
152 = Follows safety rules
153 = Follows written instructions
154 = Follows oral instructions
199 = Other

200 = Motor skill development
201 = Dexterity skills
202 = Physical management
203 = Mobility training
204 = Self-help skills
205 = Use of devices and equipment
206 = Personal safety
249 = Other

250 = Social adjustment
251 = Consideration for others
252 = Independent work
253 = Work and play cooperatively
254 = Accept responsibility
255 = Self confidence
299 = Other

300 = Work habits
301 = Ability to use reference materials
302 = Neat and orderly work
303 = Care in use of property and materials
304 = Uses time to good advantage
305 = Carries work to a practical finish
349 = Other

18. TEXT USAGE: To be consistent, the following change in coded responses is recommended:

- 0 = No text - class is not based on a textbook, but uses other resources.
- 1 = Single text - one text used as the primary basis of the class
- 2 = Multitext - more than one text used as the basis of the class

19. TEACHING MEDIA USED: There was difficulty in collecting and entering this item correctly. It is a multiple response item and the teacher is to enter (left justify) the code of each media used. There is no significance given to the order of the responses. The method used also creates a burden on the retrieval system, since every position must be read for every response. Thus, it is possible to have eight factorial (40,320) combinations to search. For this reason the following method is suggested for the collection of this item:

| Specific Media (see instructions) | | | | | | | |
|-----------------------------------|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Enter: 1 = Yes (media are used)
 2 = No (media are not used)

INSTRUCTIONAL PROGRAMS

This form developed for MSEIP demonstration in South Dakota.

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO

MICHIGAN



MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

| Record Type | County Code | District Code | Organization Code |
|-------------|-------------|---------------|-------------------|
| 1 | 2 | 3 | 4 |
| 3 0 3 | | | |

DATA COLLECTION FORM CLASS / ACTIVITY RECORD

Sheet _____
Of _____

Record of Each Class or Activity Assignment of Each Teacher

| Inst. Area | Local Course No. | Section Number | Course Title Number | Seq. Yr. | Level of Diff. | Year or Grade Level | Social Security Number |
|------------|------------------|----------------|---------------------|----------|----------------|---------------------|------------------------|
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | |

| Site Number | Space Location Number | Sch. Yr. | Term | Type of Program | Type of Pupils | Credit Units | Course Meets Req. |
|-------------|-----------------------|----------|------|-----------------|----------------|--------------|-------------------|
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | | | | | | |

| Content Descriptors | | | | | | | Text Usage |
|---------------------|----|----|----|----|----|----|------------|
| 23 | 23 | 23 | 23 | 23 | 23 | 23 | 24 |
| | | | | | | | |

| Teaching Media Used | Number of Days | Minutes Per Week | Percent of time in Lab. | Number of Male Pupils | Number of Female Pupils |
|---------------------|----------------|------------------|-------------------------|-----------------------|-------------------------|
| 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | |

| Record Type | County Code | District Code | Organization Code |
|-------------|-------------|---------------|-------------------|
| 1 | 2 | 3 | 4 |
| 3 0 3 | | | |

CLASS / ACTIVITY RECORD

Record of Each Class or Activity Assignment of Each Teacher

| Inst. Area | Local Course No. | Section Number | Course Title Number | Seq. Yr. | Level of Diff. | Year or Grade Level | Social Security Number |
|------------|------------------|----------------|---------------------|----------|----------------|---------------------|------------------------|
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | |

| Site Number | Space Location Number | Sch. Yr. | Term | Type of Program | Type of Pupils | Credit Units | Course Meets Req. |
|-------------|-----------------------|----------|------|-----------------|----------------|--------------|-------------------|
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | | | | | | |

| Content Descriptors | | | | | | | Text Usage |
|---------------------|----|----|----|----|----|----|------------|
| 23 | 23 | 23 | 23 | 23 | 23 | 23 | 24 |
| | | | | | | | |

| Teaching Media Used | Number of Days | Minutes Per Week | Percent of time in Lab. | Number of Male Pupils | Number of Female Pupils |
|---------------------|----------------|------------------|-------------------------|-----------------------|-------------------------|
| 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | |

INSTRUCTIONS FOR
INSTRUCTIONAL PROGRAMS

1. RECORD TYPE - 303
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.
5. INSTRUCTIONAL AREA - a two-digit code to indicate the general subject classification.

| | |
|-----------------------------|--|
| 00 - Does Not Apply | 15 - Social Studies |
| 01 - Agriculture | 16 - Technical Education |
| 02 - Art | 17 - Trades and Industry |
| 03 - Business | 18 - General Education (Gen. Elem. & Sec. Education) |
| 04 - Distributive Education | 19 - Exceptional Child Education |
| 05 - English Language Arts | 20 - Cocurricular Activities |
| 06 - Foreign Language | 21 - Academic Cocurricular Activities |
| 07 - Health Occupations | 22 - Athletic Cocurricular Activities |
| 08 - Health, Safety, P.E. | 23 - Music Cocurricular Activities |
| 09 - Home Economics | 24 - School Services Cocurricular Activities |
| 10 - Industrial Arts | 25 - Cocurricular Social Organizations |
| 11 - Mathematics | 30 - Driver Education |
| 12 - Music | 50 - Homeroom, Elementary |
| 13 - Natural | 51 - Homeroom, Secondary |
| 14 - Office Occupations | |
6. LOCAL COURSE NUMBER - a three-digit local course number that has been assigned by the local district.
7. SECTION NUMBER - a two-digit section number that has been assigned by the local district.
8. CARD NUMBER - 1
9. COURSE TITLE NUMBER - use the last four digits only, of the six digit listings to indicate, most accurately, the name of the course.

9. COURSE TITLE NUMBER: Use the last four digits only, of the six digit listings below.

01—AGRICULTURE

| Code | Course Title |
|--------|---|
| 011000 | —Agriculture (Nonvocational) |
| 011100 | —Agriculture Production (Nonvocational) |
| 011110 | —Animal Science (Nonvocational) |
| 011120 | —Plant Science (Nonvocational) |
| 011121 | —Crops (Nonvocational) |
| 011122 | —Soils (Nonvocational) |
| 011130 | —Farm Mechanics (Nonvocational) |
| 011140 | —Farm Business Management (Nonvocational) |
| 011200 | —Agricultural Supplies (Nonvocational) |
| 011300 | —Agricultural Mechanics (Nonvocational) |
| 011310 | —Agricultural Power and Machinery (Nonvocational) |
| 011400 | —Agricultural Products (Nonvocational) |
| 011410 | —Agricultural Food Products (Nonvocational) |
| 011420 | —Agricultural Non-food Products (Nonvocational) |
| 011500 | —Ornamental Horticulture (Nonvocational) |
| 011540 | —Landscaping (Nonvocational) |
| 011600 | —Agricultural Resources (Nonvocational) |
| 011700 | —Forestry (Nonvocational) |
| 011900 | —Other Agriculture (Nonvocational) |
| 012000 | —Agriculture (Vocational) |
| 012100 | —Agriculture Production (Vocational) |
| 012110 | —Animal Science (Vocational) |
| 012120 | —Plant Science (Vocational) |
| 012121 | —Crops (Vocational) |
| 012122 | —Soils (Vocational) |
| 012130 | —Farm Mechanics (Vocational) |
| 012140 | —Farm Business Management (Vocational) |
| 012200 | —Agricultural Supplies (Vocational) |
| 012300 | —Agricultural Mechanics (Vocational) |
| 012310 | —Agricultural Power and Machinery (Vocational) |
| 012400 | —Agricultural Products (Vocational) |
| 012410 | —Agricultural Food Products (Vocational) |
| 012420 | —Agriculture Non-food Products (Vocational) |
| 012500 | —Ornamental Horticulture (Vocational) |
| 012540 | —Landscaping (Vocational) |
| 012600 | —Agriculture Resources (Vocational) |
| 012700 | —Forestry (Vocational) |
| 012900 | —Other Agriculture (Vocational) |

03—BUSINESS EDUCATION

| Code | Course Title |
|--------|--|
| 030100 | —Accounting |
| 030107 | —Data Processing Accounting |
| 030200 | —Advertising |
| 030300 | —Bookkeeping |
| 030305 | —Machine Bookkeeping |
| 030307 | —Record Keeping |
| 030500 | —Business Arithmetic |
| 030600 | —Business Communications |
| 030601 | —Business English |
| 030800 | —Business Finance |
| 030801 | —Banking |
| 030900 | —Business Law |
| 031000 | —Business Machines |
| 031005 | —Office Machines |
| 031100 | —Business Psychology |
| 031300 | —Office Work Experience |
| 031301 | —Business Work-study |
| 031302 | —Cooperative Business Education |
| 031303 | —Cooperative Office Education |
| 031304 | —Vocational Office Education |
| 031400 | —Clerical Practices |
| 031700 | —Data Processing and Computer Operations |
| 031701 | —Data Processing (Instruction) |
| 031702 | —Data Processing Systems |
| 031704 | —Data Processing Programming |
| 031706 | —Data Processing Equipment Operation |
| 031707 | —Electric Accounting Machines |

02—ART

| Code | Course Title | Code | Course Title |
|--------|--------------------------------------|--------|----------------------------------|
| 020000 | —Art | 020242 | —Ceramics |
| 020010 | —Applied Art | 020243 | —Textile Design |
| 020020 | —Major Art | 020244 | —Special Crafts |
| 020030 | —General Fine Art | 020245 | —Arts and Crafts |
| 020101 | —Art History | 020246 | —General Crafts |
| 020104 | —Art Appreciation | 020247 | —General Crafts and Design |
| 020105 | —Art Appreciation and Cultural Art | | |
| 020106 | —Cultural Art | 020250 | —Drawing |
| 020200 | —Art Studio | 020251 | —Drawing and Designing |
| 020201 | —Art Talent | 020252 | —Drawing and Painting |
| 020202 | —Art Media and Techniques | 020253 | —Freehand Drawing |
| 020210 | —Design | 020254 | —Life Drawing |
| 020211 | —Commercial Art | 020255 | —Posters and Display |
| 020220 | —Commercial Design | 020256 | —School Service Art |
| 020221 | —Graphics | 020257 | —Lettering |
| 020223 | —Fashion Design | | |
| 020224 | —Technical Illustrations | 020260 | —Painting |
| 020225 | —Interior Decorating | 020261 | —Painting, Drawing and Sculpture |
| 020230 | —Architectural and Industrial Design | 020262 | —Watercolors |
| 020232 | —Industrial Design | 020270 | —Photography |
| 020233 | —Interior Design | 020280 | —Printmaking |
| 020235 | —Special Design | 020290 | —Sculpture |
| 020236 | —General Design | | |
| 020240 | —Crafts | | |
| 020241 | —Metal and Jewelry | | |

| | |
|--------|---------------------------------------|
| 032000 | —Exploratory Business Practice |
| 032100 | —Filing |
| 032300 | —General Business |
| 032601 | —Junior Business Training |
| 032602 | —Business Organization and Management |
| 032604 | —Merchandising |
| 032605 | —Office Procedures |
| 032800 | —Office Practices |
| 033300 | —Salesmanship |
| 033400 | —Shorthand |
| 033401 | —Machine Shorthand |
| 033402 | —Personal Use Shorthand |
| 033500 | —Typing |
| 033501 | —Personal Typing |

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

04—DISTRIBUTIVE EDUCATION

| Code | Course Title |
|--------|--|
| 040010 | Distributive Education |
| 040014 | Marketing |
| 040015 | Distribution |
| 040016 | Distribution and Marketing |
| 040017 | Work Experience |
| 040018 | Cooperative Work-study |
| 040101 | Advertising |
| 040102 | Apparel |
| 040103 | Automotive and Petroleum |
| 040104 | Finance and Credit |
| 040105 | Food Distribution |
| 040106 | Food Service |
| 040107 | General Merchandise |
| 040108 | Hardware, Building, and Farm Materials |
| 040109 | Home Furnishings |
| 040110 | Hotel and Lodging |
| 040111 | Insurance |
| 040112 | International Trade |
| 040113 | Management |
| 040114 | Marketing |
| 040115 | Mid-management |
| 040116 | Real Estate |
| 040117 | Retail Trade |
| 040118 | Transportation |
| 040119 | Wholesale Trade |

06—FOREIGN LANGUAGES

| Code | Course Title |
|--------|--------------------------------|
| 060101 | Arabic (Classical) |
| 060102 | Chinese (Classical) |
| 060103 | Greek (Classical) |
| 060104 | Hebrew (Classical/Biblical) |
| 060105 | Latin (Classical) |
| 060199 | Other Classical Languages |
| 060201 | Arabic, Modern Standard |
| 060202 | Arabic, Colloquial |
| 060203 | Chinese, Modern Mandarin |
| 060204 | Chinese, Cantonese |
| 060205 | Czech |
| 060206 | English as a Foreign Language |
| 060207 | Finnish |
| 060208 | French |
| 060209 | German |
| 060210 | Greek, Modern |
| 060211 | Hawaiian |
| 060212 | Hebrew, Modern |
| 060213 | Italian |
| 060214 | Japanese |
| 060215 | Norwegian |
| 060216 | Polish |
| 060217 | Portuguese |
| 060218 | Russian |
| 060219 | Spanish |
| 060220 | Swedish |
| 060299 | Other Modern Foreign Languages |

05—ENGLISH LANGUAGE ARTS

| Code | Course Title | Code | Course Title |
|--------|---------------------------------|--------|------------------------------|
| 050000 | English | 050242 | Language Background |
| 050010 | English Fundamentals | 050243 | Introduction to Language |
| 050020 | English Seminar | 050270 | Principles of Language |
| 050030 | English Workshop | 050271 | Experimental Language |
| 050040 | Practical English | 050272 | Exploratory Language |
| 050050 | College Prep English | 050273 | Comparative Language |
| 050060 | Business English | 050274 | English as a Second Language |
| 050100 | Language Skills | 050275 | English for Foreigners |
| 050110 | Reading | 050276 | General Foreign Language |
| 050111 | Reading Readiness | | |
| 050113 | Developmental Reading | 050300 | Literature |
| 050116 | Individualized Reading | 050301 | General Literature |
| 050119 | Reading for Enrichment | 050310 | American Literature |
| 050120 | Handwriting | 050311 | American Folklore |
| 050124 | Penmanship | 050320 | Bible Literature |
| 050130 | Spelling | 050330 | Classical Literature |
| 050140 | Language Arts | 050334 | Poetry |
| 050141 | Vocabulary | 050337 | Drama |
| 050200 | Linguistics | 050340 | English Literature |
| 050220 | Grammar | 050341 | Great Books |
| 050221 | Fundamental Grammar | 050350 | World Literature |
| 050222 | Language-linguistics | 050353 | Modern Literature |
| 050223 | Language Orientation | 050368 | Mythology |
| 050240 | History of the English Language | 050369 | Humanities |
| 050241 | Language Culture | | |
| | | 050400 | Composition |
| | | 050420 | Writing |
| | | 050423 | Creative Writing |
| | | 050425 | Writing Laboratory |
| | | 050426 | Writing Workshop |
| | | 050430 | Journalism |
| | | 050439 | Publications |
| | | 050500 | Speech |
| | | 050511 | Public Speaking |
| | | 050512 | Debate |
| | | 050541 | Radio-Video |
| | | 050600 | Dramatics |
| | | 050610 | Stage and Drama |
| | | 050700 | Library Science |
| | | 050800 | Study Skills |

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

07—HEALTH OCCUPATIONS

Code Course Title

(Course title keys used herein represent occupational titles or clusters of such titles. Preparation for these occupations consists of subject matter content drawn from other subject areas, as well as content designed for and unique to the specific occupation.)

070100—Dental Services
070101—Dental Assistant
070102—Dental Hygienist
070103—Dental Laboratory Technician
070120—Clinical Laboratory Technician
070130—Dental Mechanics, Technician

070200—Medical Services
070201—Cytology Technician
070202—Histology Technician
070203—Medical Laboratory Assistant
070204—Nurse, Associate Degree
070205—Nurse, Practical (Vocational)
070206—Nurses Aide
070207—Biomedical Technician
070208—Hospital Food Service Supervisor
070209—Inhalation Therapy Technician
070210—Medical Records Technician
070211—Medical X-Ray Technician
070212—Optician
070213—Surgical Technician
070214—Occupational Therapy Assistant
070215—Physical Therapy Technician
070216—Medical Technician, General

070220—Nursing
070230—Medical Assistant
070240—Optometric Assistant
070241—Optometric Mechanics, Technician
070242—Radiological Health Technician
070243—Premedical
070244—Optical Mechanics
070245—Hospital Ward Aide

070301—Electroencephalograph Technician
070302—Health Education Technician
070303—Home Health Aide
070304—Medical Emergency Technician
070305—Medical Psychiatric Social Worker Assistant
070306—Nuclear Medical Technician
070307—Orthoptic Technician
070308—Orthotist
070309—Radiation Therapy Technician
070310—Operating Room Technician
070320—Medical Library Assistant

08—HEALTH, SAFETY, PHYSICAL EDUCATION

Code Course Title

080100—Health
080105—Sex Education
080106—First Aid
080110—Health and Physical Education
080120—Health and Safety

080200—Safety

080400—Physical Education
080401—Adaptive Physical Education
080403—Physical Education, Coeducational
080406—Individual Sports
080409—Team Sports
080413—Physical Education, Female
080419—Varsity Sports, Female
080423—Physical Education, Male
080429—Varsity Sports, Male

080500—Recreation

080600—R.O.T.C. Drill

09—HOME ECONOMICS

Code Course Title

090000—Home Economics (Nonvocational)
091001—Homemaking (Nonvocational)
091010—Comprehensive Home Economics (Nonvocational)
091020—Child Development (Nonvocational)
091030—Clothing and Textiles (Nonvocational)
091031—Dressmaking (Nonvocational)
091032—Costume Design/Selection (Nonvocational)
091033—Glovemaking (Nonvocational)
091034—Millinery (Nonvocational)
091035—Tailoring (Nonvocational)
091036—Weaving (Nonvocational)
091040—Consumer Education (Nonvocational)
091060—Family Relations (Nonvocational)
091061—Family Living (Nonvocational)
091062—Modern Family Living (Nonvocational)
091063—Personal Family and Social Relations (Nonvocational)
091064—Personal Living (Nonvocational)
091065—Training for Marriage (Nonvocational)
091070—Foods and Nutrition (Nonvocational)
091071—Nutrition (Nonvocational)
091080—Home Management (Nonvocational)
091090—Housing and Home Nursing (Nonvocational)
091110—Health and Home Nursing (Nonvocational)
091120—Home Economics Seminar (Nonvocational)
091150—Home Services (Nonvocational)

092000—Home Economics (Vocational)
092001—Homemaking (Vocational)
092010—Comprehensive Home Economics (Vocational)
092020—Child Development (Vocational)
092030—Clothing and Textiles (Vocational)
092031—Dressmaking (Vocational)
092032—Costume Design and Selection (Vocational)
092033—Glovemaking (Vocational)
092034—Millinery (Vocational)
092036—Weaving (Vocational)
092040—Consumer Education (Vocational)
092060—Family Relations (Vocational)
092061—Family Living (Vocational)
092062—Modern Family Living (Vocational)
092063—Personal Family and Social Relations (Vocational)
092064—Personal Living (Vocational)
092065—Training for Marriage (Vocational)
092070—Foods and Nutrition (Vocational)
092071—Nutrition (Vocational)
092080—Home Management (Vocational)
092090—Housing and Home Furnishings (Vocational)
092110—Health and Home Nursing (Vocational)
092150—Home Services (Vocational)

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

10—INDUSTRIAL ARTS

| Code | Course Title | Code | Course Title |
|---------|-----------------------------|---------|------------------------------------|
| 100000— | Industrial Arts | 101200— | Industrial Materials and Processes |
| 100010— | Industrial Arts Theory | 101201— | Fluid Power |
| 100020— | Industrial Arts Shop | 101202— | Industrial Materials |
| 100030— | Industrial Arts Laboratory | 101204— | Industrial Processes |
| 100100— | Construction | 101210— | Industrial Survey |
| 100101— | Pre-engineering | 101300— | Manufacturing |
| 100102— | Pre-engineering Shop | 101310— | Group Manufacturing |
| 100110— | Carpentry | 101320— | Industrial Technology |
| 100120— | Cabinetmaking | 101330— | Job Orientation |
| 100200— | Crafts | 101400— | Metalworking |
| 100201— | Art Metals Crafts | 101402— | Machine Shop |
| 100202— | Ceramics Crafts | 101405— | Welding |
| 100204— | Plastics Crafts | 101406— | General Metal Shop |
| 100205— | Leather Crafts | 101407— | Foundry |
| 100206— | Textiles Crafts | 101500— | Plastics |
| 100207— | Creative Crafts | 101600— | Power Machines |
| 100208— | Upholstery | 101601— | Auto Mechanics |
| 100300— | Drafting | 101603— | Mechanics |
| 100301— | Drafting Architectural | 101604— | Transportation |
| 100305— | Drawing, Engineering | 101605— | Aeronautics |
| 100307— | Drawing, Mechanical | 101606— | Gasoline Engines |
| 100309— | Drawing, Machine | 101607— | Machines |
| 100319— | Drawing, Shop | 101608— | Machine Technology |
| 100329— | Blueprints | 101609— | Millwork |
| 100339— | Patternmaking | 101800— | Services |
| 100400— | Electricity and Electronics | 101801— | Surveying |
| 100401— | Electricity | 101802— | Surveying Stress and Design |
| 100403— | Electronics | 101803— | Stagecraft |
| 100404— | Radio Technical Electricity | 101804— | Gardening |
| 100500— | Elementary Industrial Arts | 101900— | Woods |
| 100502— | Handicrafts | 101901— | Woodworking |
| 100600— | General I. A. Shop | | |
| 100604— | Applied Shop | | |
| 100700— | Graphics | | |
| 100701— | Graphic Arts | | |
| 100702— | Photography | | |
| 100704— | Printing | | |
| 100705— | Graphic Arts Industries | | |
| 100706— | Lettering | | |
| 100800— | Home Mechanics | | |

11—MATHEMATICS

| Code | Course Title |
|---------|--|
| 110000— | Mathematics |
| 110091— | Accelerated Mathematics |
| 110092— | Higher Mathematics |
| 110093— | Intensive Mathematics |
| 110094— | Integrated Mathematics |
| 110095— | Modern Mathematics |
| 110096— | Scientific Mathematics |
| 110097— | Set Theory Mathematics |
| 110100— | Arithmetic |
| 110300— | Algebra |
| 110305— | College Algebra |
| 110306— | Advanced Algebra and Solid Geometry |
| 110390— | Modern Algebra |
| 110400— | Algebra and Trigonometry |
| 110500— | Applied Mathematics |
| 110501— | Business Arithmetic |
| 110502— | Consumer Mathematics |
| 110503— | Shop Mathematics |
| 110590— | Industrial Arts Mathematics |
| 110600— | Calculus |
| 110700— | Calculus with Analytic Geometry |
| 110800— | Computer Mathematics |
| 110900— | Functional Mathematics |
| 111100— | General Mathematics |
| 111113— | Algebra and Statistics |
| 111200— | Geometry |
| 111201— | Analytic Geometry |
| 111202— | Plane Geometry |
| 111203— | Plane and Solid Geometry |
| 111204— | Solid Geometry |
| 111290— | Integrated Geometry |
| 111300— | Analysis |
| 111400— | Liberal Arts Mathematics |
| 111500— | Probability and Statistics |
| 111600— | Trigonometry |
| 111690— | Geometry and Trigonometry |
| 111901— | Beta Mathematics |
| 111902— | Math Analysis |
| 111904— | School Math Study Group (MSG) |
| 111905— | University of Illinois Committee School Math (UICSM) |

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

12—MUSIC

Code Course Title

- 121000—General Music
 - 121010—Public School Music
- 122000—Music Literature and/or History
 - 122020—Music Appreciation
- 123000—Music Theory
 - 123020—Theory and Harmony
- 124000—Vocal Music
 - 124010—Choir
 - 124011—Chorus, Female
 - 124012—Chorus, Male
 - 124013—Chorus, Mixed
 - 124020—Voice
 - 124022—Applied Music, Private Vocal
 - 124030—Choral Ensemble
 - 124111—Glee Club, Female
 - 124112—Glee Club, Male
 - 124113—Glee Club, Mixed
- 125000—Instrumental Music
 - 125010—Band
 - 125011—Concert Band
 - 125012—Marching Band
 - 125013—Stage Band
 - 125014—Drum and Bugle Corps
 - 125015—Majorette - Twirling
 - 125020—Orchestra
 - 125030—Instrumental Ensemble
 - 125040—Instrumental Techniques
 - 125042—Applied Music, Private Instrumental

13—NATURAL SCIENCES

Code Course Title

- 132000—Biological Science
 - 132001—Biology
 - 132010—Applied Biology
 - 132020—Biology Laboratory
 - 132030—Marine Biology
 - 132040—Radiation Biology
 - 132050—Laboratory Research Biology
 - 132060—Biological Science
 - 132070—Biological Science Curriculum Study (BSCS)
 - 132100—Botany
 - 132200—Microbiology
 - 132300—Zoology
 - 132401—Anatomy
 - 132420—Physiology
 - 132511—Ecology
 - 132600—Science and Health
 - 132812—Entomology
- 133000—Physical Science
 - 133001—General Science
 - 133008—Electricity
 - 133009—Electronics
 - 133010—Applied Science
 - 133019—Nuclear Science
 - 133033—Thermodynamics
 - 133091—Practical Science
 - 133100—Chemistry

Code Course Title

- 133105—Chemical Bond Approach
- 133110—Applied Chemistry
- 133113—Inorganic Chemistry
- 133120—Chemistry Laboratory
- 133122—Organic Chemistry
- 133125—Qualitative Analysis
- 133126—Quantitative Analysis
- 133130—Chemistry Study
- 133200—Physics
- 133210—Applied Physics
- 133219—Nuclear Science
- 133220—Physics Laboratory
- 133221—Optics
- 133250—Laboratory Research Physics
- 133252—Physics, Physical Science Study Committee (PSSC)
- 133300—Science of Photography
- 134000—Earth-Space Science
 - 134001—Aeronautics
 - 134005—General Earth Space Science
 - 134010—Applied Earth Science
 - 134100—Astronomy
 - 134101—Space Science
 - 134105—Cosmology
 - 134200—Geology
 - 134201—Conservation
 - 134210—Hydrology
 - 134215—Paleontology
 - 134216—Physical Geography
 - 134217—Soil Science
 - 134300—Meteorology
 - 134304—Climatology
 - 134400—Oceanography

14—OFFICE OCCUPATIONS (see Business Education)

Preparation for these occupations consists of subject matter content drawn from other subject areas. To use this subject area for reporting, choose course title keys from Business Education, but change the code number of these course title keys as follows: Drop the first two digits of the Business Education course code (03) and substitute the Office Occupations course code (14). Content descriptors can be used from Business Education without any change, or they can be omitted entirely.

Example: To report accounting, course title key—030100 as an Office Occupation course, drop the digits 03 and use 14 instead. The code number then becomes 140100 for accounting as an Office Occupation course.

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

15—SOCIAL SCIENCES

| Code | Course Title | Code | Course Title | Code | Course Title |
|--------|--|--------|--------------------------------|--------|---------------------------|
| 150000 | Social Science | 150844 | Far Eastern History | 151013 | Problems of Democracy |
| 150100 | Anthropology | 150845 | European History | 151014 | State's Government |
| 150200 | Area Studies (Multidisciplinary) | 150846 | English History | 151015 | U.S. Government |
| 150214 | Western Europe | 150847 | Eastern Hemisphere | 151040 | Contemporary Civilization |
| 150300 | Citizenship | 150848 | Asian History | 151100 | Psychology |
| 150301 | Community Civics | 150849 | Latin America | 151101 | Developmental Psychology |
| 150400 | Conservation | 150850 | State History | 151102 | Educational Psychology |
| 150500 | Consumer Education | 150851 | Regional History | 151103 | General Psychology |
| 150600 | Economics | 150853 | Southwest History | 151105 | Social Psychology |
| 150603 | Consumer Economics | 150854 | History of the South | 151200 | Sociology |
| 150605 | Money and Banking | 150855 | New England History | 151201 | Social Studies |
| 150607 | Principles of Economics | 150860 | United States History | 151202 | Social Studies Seminar |
| 150608 | Occupations | 150861 | Colonial History | 151205 | Social Problems |
| 150609 | Occupational Planning | 150862 | American Studies | 151242 | Family Life |
| 150699 | Economic Problems | 150870 | Western Civilization | 151243 | Religion |
| 150700 | Geography | 150871 | Western European History | | |
| 150702 | Human Geography | 150872 | Western Hemisphere | | |
| 150703 | Physical Geography | 150880 | World Civilization | | |
| 150723 | Economic Geography | 150881 | World Cultures | | |
| 150724 | Government and Geography | 150882 | Ancient History | | |
| 150727 | Commercial Geography | 150883 | Ancient-Medieval History | | |
| 150751 | U.S. Geography | 150884 | Bible History | | |
| 150752 | World Geography | 150885 | Medieval History | | |
| 150800 | History | 150886 | History of Civilization | | |
| 150810 | American History | 150890 | World History | | |
| 150811 | American History and World Backgrounds | 150891 | History of Nations | | |
| 150812 | North American History | 150892 | Industrial History | | |
| 150813 | Northwest History | 150893 | Negro History | | |
| 150814 | Canadian History | 150894 | Economic History | | |
| 150820 | Local History | 150895 | Ethnic History | | |
| 150830 | Modern History | 150900 | Philosophy | | |
| 150831 | Contemporary History | 150904 | Logic | | |
| 150832 | Modern European History | 150990 | Law | | |
| 150840 | Non-Western History | 151000 | Political Science | | |
| 150841 | Old World History | 151001 | American Government | | |
| 150842 | Oriental History | 151002 | Comparative Systems | | |
| 150843 | Russian History | 151004 | World Problem | | |
| | | 151005 | International Relations | | |
| | | 151008 | Government Problems | | |
| | | 151009 | Problems | | |
| | | 151010 | American Contemporary Problems | | |
| | | 151011 | American Institutions | | |
| | | 151012 | American Studies | | |

16—TECHNICAL EDUCATION

| Code | Course Title | Code | Course Title |
|--------|---|--------|-------------------------------------|
| 160100 | Engineering Technology | 160163 | Building and Contracting Technology |
| 160101 | Aeronautical Technology | 160169 | Safety Engineering Technology |
| 160102 | Agricultural Technology | 160300 | Health Technology |
| 160103 | Architectural Technology | 160400 | Office Related Technology |
| 160104 | Automotive Technology | 160502 | Commercial Pilot Training |
| 160105 | Chemical Technology | 160503 | Fire and Safety Technology |
| 160106 | Civil Engineering Technology | 160504 | Forestry Technology |
| 160107 | Electrical Technology | 160505 | Marine Technology |
| 160108 | Electronics Technology | 160901 | Mortuary Technology |
| 160109 | Electro-mechanical Technology | 160902 | Television Production |
| 160110 | Air Conditioning, Refrigeration, and/or Heating Mechanics | 160903 | Technical Writing |
| 160111 | Industrial Technology | 160904 | Radiological Technology |
| 160112 | Instrumentation Technology | 160905 | Aerospace Technology |
| 160113 | Mechanical Design/Production | 160906 | Communications Technology |
| 160114 | Metallurgical Technology | 160907 | Technical Training, other |
| 160115 | Nuclear Technology | 160908 | Meteorological Technology |
| 160116 | Petroleum Technology | 161000 | Data Processing Technology |
| 160118 | Microminization Technology | 161010 | Computer Programming |
| 160119 | Drafting Design Technology | 161020 | Systems Analysis |

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

17—TRADES AND INDUSTRY (INDUSTRIAL EDUCATION)

| Code | Course Title | Code | Course Title |
|--------|--|--------|--|
| 170100 | Air Conditioning | 171600 | Dry Cleaning and Laundry |
| 170102 | Heating | 171700 | Industrial Supervision and Foremanship |
| 170200 | Appliance Service and Repair | 171900 | Graphic Arts |
| 170301 | Automotive Body Repair and Refinishing | 171901 | Lithography |
| 170302 | Automotive Mechanics | 171902 | Engraving |
| 170400 | Aircraft M. & Op. | 171903 | Printing |
| 170401 | Aviation Mechanics | 171904 | Mechanical Shop Drawing |
| 170402 | Aviation, Ground Op. | 171910 | Cartography |
| 170409 | Aviation Sheet Metal | 172100 | Instrument Repair |
| 170500 | Blueprint Reading and Estimation | 172102 | Watchmaking |
| 170600 | Business Machines Mechanics | 172200 | Maritime Occupations |
| 170700 | Commercial and Advertising Art | 172300 | Iron Work |
| 170701 | Interior Decorating | 172301 | Foundry |
| 170800 | Fishing, Commercial | 172302 | Machine Shop Work |
| 170900 | Photography and Photo-Finishing | 172303 | Power Machine Tool Operation |
| 171000 | Building and Trades | 172304 | Tool and Die Making |
| 171001 | Carpentry | 172305 | Sheet Metal Work |
| 171002 | Electric Wiring | 172306 | Welding |
| 171003 | Heavy Equipment | 172309 | Lathing |
| 171004 | Brick Masonry, Blocklaying, Tile Setting | 172310 | Millwrighting |
| 171005 | Painting and Decorating | 172400 | Metallurgy |
| 171006 | Plastering | 172500 | Nucleonics |
| 171007 | Plumbing and Pipe Fitting | 172601 | Barbering |
| 171008 | Glazing | 172603 | Cosmetology |
| 171009 | Cement Finishing | 172640 | Massage |
| 171010 | Steam Fitting | 172700 | Plastics |
| 171020 | Roofing | 172800 | Public Service |
| 171100 | Custodial Service and Building Maintenance | 172801 | Fire Fighting |
| 171200 | Diesel Mechanics | 172802 | Law Enforcement |
| 171300 | Drafting | 172900 | Food Trades |
| 171301 | Mechanical Drafting | 172903 | Meat Cutting |
| 171302 | Structural Drafting | 172920 | Commercial Cooking and Baking |
| 171303 | Electrical Drafting | 173000 | Refrigeration |
| 171311 | Patternmaking | 173100 | Gasoline Engine Mechanics |
| 171401 | Electricity, Industrial | 173200 | Petroleum and Natural Gas |
| 171402 | Electric Line Service | 173210 | Boilermaking |
| 171403 | Electric Motor/General Mechanics | 173220 | Water and Sewage Plant Operation |
| 171500 | Electronics | 173300 | Garment Making, Commercial |
| 171501 | Telephone Installation and Repair Service | 173301 | Needle Trades |
| 171503 | Radio and Television Service | 173302 | Tailoring |
| 171504 | Radio Communication | 173400 | Shoe Repair |
| 171505 | Television Studio M. & Op. | 173500 | Upholstery |
| 171509 | Electronic Mechanics and Assembly | 173600 | Woodworking |
| 171512 | Computer Maintenance | 173601 | Cabinet Making, Millwork, and Furniture Making |
| | | 173609 | Furniture Repair |
| | | 174000 | Mechanics |
| | | 174010 | Hydraulic Mechanics |
| | | 174020 | Maintenance and Op. Mechanics |
| | | 174030 | Machinery Repair |
| | | 174310 | Railroad Engineering and Firing |
| | | 174320 | Railroad Telegraphy and Station Agency Work |

| Code | Course Title |
|--------|---|
| 174330 | Railroad Train Work |
| 174600 | Trade Science |
| 175100 | Landscaping and Industrial Nursery Work |
| 175200 | Surveying |
| 176000 | Transportation Trades |
| 176101 | Vehicle Driving, Commercial |
| 176200 | Navigation |
| 179000 | Exploratory Vocational |

18—GENERAL ELEMENTARY EDUCATION AND GENERAL SECONDARY EDUCATION

Code Course Title

(Handbook VI—identifies "selected types of instructional organization for carrying on instruction.")

| | |
|--------|---|
| 180100 | General Elementary Years and Grades |
| 180101 | Early Elementary Years or Grades, Early Childhood Education |
| 180102 | Intermediate Elementary Level |
| 180103 | Upper Elementary Level |
| 180111 | Nursery-Kindergarten Level |
| 180112 | Primary Level |
| 180119 | Other Early Elementary Organization |
| 180199 | Other Plan for General Elementary Year or Grades |
| 180200 | Middle School Level |
| 180300 | General Secondary Years or Grades |
| 180301 | Junior High School Level |
| 180302 | Senior High School Level |
| 180399 | Other Secondary School Level (see Code 5X for Non-departmentalized Homerooms) |

Courses/Activities Not Elsewhere Classified

| | |
|--------|------------------------------|
| 180410 | Cadets |
| 180411 | Medical Cadet Corps |
| 180412 | Military Science |
| 180413 | R.O.T.C. |
| 180420 | Cooperative Program |
| 180421 | Special Group Instruction |
| 180422 | Work Experience |
| 180430 | Guidance |
| 180431 | Group Guidance |
| 180440 | School Service |
| 180450 | Teacher Training, In-service |

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

19—EXCEPTIONAL CHILD EDUCATION/DIFFERENTIALIZED CURRICULUM

| Code | Course Title | Code | Course Title |
|--------|--|--------|--|
| 190000 | — Special Education | 192070 | — Multihandicapped, Deaf-Blind |
| 190100 | — Special Education Communications | 192071 | — Multihandicapped, Deaf-Mentally Handicapped |
| 190500 | — Exceptional Child Education | 192072 | — Multihandicapped, Blind-Mentally Handicapped |
| 190900 | — Differentialized Curriculum, General | 192073 | — Multihandicapped, Crippled and Deaf or Blind |
| | | 192080 | — Physical Therapy |
| 191000 | — Intellectually Disabled (Mentally Handicapped) | | |
| 191010 | — Educable Mentally Handicapped | 193010 | — Emotionally Handicapped |
| 191020 | — Trainable Mentally Handicapped | | |
| 191030 | — Learning Disabilities | 194000 | — Varying Exceptionalities |
| | | 194010 | — Occupational Therapy |
| 192000 | — Physically Handicapped | 194050 | — Special Services |
| 192010 | — Speech Handicapped | | |
| 192030 | — Physically Handicapped, Crippled | 195000 | — Socially and Emotionally Handicapped |
| 192040 | — Physically Handicapped, Aurally | 195010 | — Culturally Handicapped |
| 192050 | — Physically Handicapped, Visually | | |
| 192060 | — Multihandicapped | 199000 | — Intellectually Superior (Mentally Gifted) |

20—COCURRICULAR ACTIVITIES

Activities which are cocurricular are noncredit and are usually related to the total curriculum either during or outside of the regular scheduled school program.

Each of the five kinds of cocurricular activities, Academic,

Athletic and Sports, Music, Service and Social are coded by groups. Code 20 should be used only when the activities are so broadly defined that they cannot be placed in one of these groups or when they involve several groupings.

21—COCURRICULAR ACTIVITIES, ACADEMIC

| Code | Course Title |
|--------|---|
| 210101 | — Art Club |
| 210102 | — Biology Club |
| 210103 | — Boys Nation |
| 210104 | — Debate Club |
| 210105 | — Distributive Education Clubs of America |
| 210106 | — Dramatics Club |
| 210107 | — Family Living Club |
| 210108 | — 4-H Club |
| 210109 | — Foreign Language Club |
| 210110 | — Future Business Leaders of America |
| 210111 | — Future Farmers of America |
| 210112 | — Future Homemakers of America |
| 210113 | — Future Teachers of America |
| 210114 | — Girls Nation |
| 210115 | — International Relations Club |
| 210116 | — Journalism Club |
| 210117 | — Junior Achievement, Incorporated |
| 210118 | — Literary Club |
| 210119 | — Mathematics Club |
| 210120 | — Music Club |
| 210121 | — National Honor Society (NEA) |
| 210122 | — National Junior Honor Society (NEA) |
| 210123 | — National Thespian Society |
| 210124 | — Photography Club |
| 210125 | — Quill and Scroll |
| 210126 | — Science Club |
| 210127 | — Science Fair, International |
| 210128 | — Social Studies Club |
| 210129 | — Speech Club |
| 210130 | — Student Nurses Association |
| 210131 | — Trades and Industrial Education Club |
| 210132 | — Voice of Democracy |
| 210133 | — Young Farmers Association |
| 210199 | — Other Academic Cocurricular Activities |

22—COCURRICULAR ACTIVITIES, ATHLETICS AND SPORTS

| Code | Course Title |
|--------|--|
| 220201 | — Aquatics (includes swimming) |
| 220202 | — Archery |
| 220203 | — Badminton |
| 220204 | — Baseball |
| 220205 | — Basketball |
| 220206 | — Bowling |
| 220207 | — Cheerleading |
| 220208 | — Cross Country |
| 220209 | — Field Hockey |
| 220210 | — Football |
| 220211 | — Girls Athletic Association |
| 220212 | — Golf |
| 220213 | — Gymnastics |
| 220214 | — Rifery |
| 220215 | — Snowskiing |
| 220216 | — Soccer |
| 220217 | — Softball |
| 220218 | — Tennis |
| 220219 | — Track and Field |
| 220220 | — Twirlers |
| 220221 | — Volleyball |
| 220222 | — Wrestling |
| 220299 | — Other Athletic and Sport Cocurricular Activities |

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

23—COCURRICULAR ACTIVITIES, MUSIC

Code Course Title

230301—Combo
230302—Concert Band
230303—Dance Band
230304—Drum and Bugle Corps
230305—Marching Band
230306—Pep Band
230307—Choir
230308—Chorus
230309—Instrumental Ensemble
230310—Voice Ensemble
230311—Glee Club
230312—Music Production
230313—Orchestra
230399—Other Music Cocurricular Activities

24—COCURRICULAR ACTIVITIES, SERVICE

Code Course Title

240401—Audiovisual Assistant
240402—Class Officer
240403—Film Projectionist
240404—Laboratory Assistant
240405—Library Assistant
240406—National Junior Red Cross
240407—National Student Traffic Safety Program
240408—Office Assistant
240409—Poster and Display Club
240410—School Newspaper Photographer
240411—School Safety Patrol
240412—School Service Club
240413—Student Council, National Association of
240414—Student Union and/or Student Activity Center
240499—Other School and/or Public Service Cocurricular Activities

25—COCURRICULAR ACTIVITIES, SOCIAL AND OTHER

Code Course Title

250501—Boy Scouts of America
250502—Camp Fire Girls
250503—Creative Dance
250504—Cub Scouts
250505—Folk Music Club
250506—Girls Recreation Association
250507—Girl Scouts of the U.S.A.
250508—Hi-Y
250509—Hobby Club
250510—Junior Hi-Y
250511—Junior Tri-Hi-Y
250512—Stamp Club
250513—Tri-Hi-Y
250514—Y.M.C.A.
250515—Y-Teens
250516—Y.W.C.A.
250599—Other Social Cocurricular Activities

30—DRIVER EDUCATION

Code Course Title

300300—Driver Education
300304—Driver Education, Behind the Wheel
300310—Driver Education, Classroom
300320—Driver Education, Simulator Trainee

5X—NONDEPARTMENTALIZED

When the instructional program or segments of it are nondepartmentalized and cannot appropriately be reported by subject area, they can be reported by using these codes. Since these programs are usually organized around a homeroom, that is the terminology employed here to refer to them.

Code Course Title

500000—Homeroom, Elementary
510000—Homeroom, Secondary

10. SEQUENTIAL YEAR - if the course title includes a Roman numeral as part of the course title, it is recorded here. Example: English I Use the codes as listed below:

0 - Does Not Apply

1 - I

2 - II

3 - III

4 - IV

5 - V

6 - VI

11. LEVEL OF DIFFICULTY - select from the following modifiers the one that best describes the level of difficulty of this course.

0 - Does Not Apply

1 - Remedial - Remediation or re-teaching

2 - Basic - Below average

3 - Average

4 - Advanced - Above average

5 - Honors or College - College advanced standing or gifted students

6 - No Level Indicated - Heterogeneously organized level or not structured

12. YEAR OR GRADE LEVEL - grade(s) in school in which the course is taught. In ungraded schools, the level of the course content is equated to the grade which would be used in graded schools. If more than one grade level is included, the lowest grade is reported in the first two spaces, the highest grade in the second two. When only one grade level is involved, 0's will be reported in the first two character spaces and the grade is reported only in the second two.

00 - Does Not Apply

20 - N

21 - K

01 - 1

02 - 2

03 - 3

04 - 4

05 - 5

06 - 6

07 - 7

08 - 8

09 - 9

10 - 10

11 - 11

12 - 12

13 - 13

14 - 14

15 - Adult Education

Example: a course section with students in tenth grade only would be reported as

| | | | |
|---|---|---|---|
| 0 | 0 | 1 | 0 |
|---|---|---|---|

.

13. SOCIAL SECURITY NUMBER - the number assigned to the teacher or instruction by the Social Security Administration.
14. SITE NUMBER - the number that identifies the site on which the building(s) that house the organization stands. A district assigned number.
15. SPACE LOCATION NUMBER - this number is the identifier of the space location in which the course/section takes place. It includes Building Number (3 digits), Building Unit Code (1 digit), and Space Identification Number (4 digits). These numbers are provided by your local district.

16. SCHOOL YEAR - the last two digits of the calendar year during which the school year ends. Example: Class taught during the first semester from September 1969 to January 1970 is reported

| | |
|---|---|
| 7 | 0 |
|---|---|

.

17. TERM - designates the period of time within the school year during which the class is taught.

Quarter (11 to 15 weeks during regular school year)

- 1 - Fall
- 2 - Winter
- 3 - Spring
- 4 - Fall, Winter and Spring
- 5 - Summer

Semester (16 to 20 weeks during regular school year)

- 6 - Fall
- 7 - Spring
- 8 - Fall and Spring
- 9 - Summer
- 0 - Other

Example: Nine-month course in a school that uses semester basis is indicated as 8.

18. TYPE OF PROGRAM - to be used only as appropriate if the class is eligible for special funds, either from state or federal funds; use the codes that are listed below.

- | | |
|---|-----------------------------|
| 00 - Does Not Apply (Federally funded except ESEA and OEO) | (State Specially Funded) |
| 01 - Vocational Agriculture | 11 - Special Education |
| 02 - Vocational Home Economics | 12 - Driver Education |
| 03 - Distributive/Marketing | 13 - Gifted Education |
| 04 - Technical Education | 14 - Compensatory Education |
| 05 - Trade and Industry | 15 - Adult Basic Education |
| 06 - Health Occupations | 16 - Other State Funded |
| 07 - Office Occupations | |
| 08 - Combination of two or more of above | |
| 09 - Vocational Rehabilitation | |

19. TYPE OF PUPILS - use the codes as listed below.

- | | |
|---|---------------------------------------|
| 0 - Normal range of pupils | 6 - Culturally handicapped |
| 1 - Gifted and talented | 7 - Pupils with learning difficulties |
| 2 - Slow learner | 8 - Former dropouts |
| 3 - Mentally handicapped | 9 - Miscellaneous characteristics |
| 4 - Physically handicapped | |
| 5 - Socially and/or emotionally handicapped | |

20. CREDIT UNITS - expressed in Carnegie units or their equivalent to be reported in whole and/or decimal fractions to the nearest hundredth. If credit units are inappropriate to a given class or activity, as in elementary schools, this item should be reported as 0 in all spaces. Example: A class in which $1\frac{1}{2}$ Carnegie units are given is reported as

| | | |
|---|---|---|
| 1 | 5 | 0 |
|---|---|---|

.

21. COURSE MEETS REQUIREMENT - use one of the codes as listed below to show what requirements are met by successful completion of the course.

- 0 - Does Not Apply
- 1 - State requirement
- 2 - School district requirement
- 3 - Both a school district and a state requirement
- 4 - Required for admission to higher education institutions
- 5 - State and higher education requirement
- 6 - District and higher education requirement
- 7 - District, state and higher education requirement
- 8 - None

22. CARD NUMBER - 2

23. CONTENT DESCRIPTORS - use the codes as listed on the following pages. These are to be freely selected from look-up tables for each subject area and reported as a means of describing the content of a class. At least one must be reported for each class, but no more than seven for any one class. Content descriptors are to be reported in order of priority or emphasis in the class.

23. CONTENT DESCRIPTORS: Use the codes as listed below.

806.4 Content Descriptor Lists and Codes

These lists are for the content descriptors, of the data items, that were too extensive to be included with the item definitions in section 806.

Content Descriptors - these coded data items are defined in section 806.2 and are used to describe the content of a course/section. The use of content descriptors in the Instructional Programs Subsystem is predicated on the assumption that they provide a means of describing the curricula found in schools today. The scope of coverage is from nursery (prekindergarten) through grade 14 or equivalent.

Several subjects are unusual enough that a different means of describing them is employed. Because the content of certain areas is largely occupationally oriented, the classifications used in Handbook VI identify only clusters of occupations rather than discrete subject matter content. Therefore, content descriptors are not given for the Areas of Industrial Education, Technical Education, Office Occupations, Health Occupations or Co-curricular Activities.

The Instructional Area of Foreign Languages is analogous to the occupationally oriented areas of vocational education. Handbook VI does not provide for description of content such as skill development or other discrete aspects of each language. Instead, only the names of specific languages are given. Therefore, the content descriptors used here are not attributable to the Handbook. In several other subject areas handbook terminology has been supplemented where, in the judgment of the Instructional Programs Subsystem Committee, obvious inadequacies existed.

01—AGRICULTURE

Code Content Descriptors

100—Production Agriculture
101—Animal Science
102—Plant Science
103—Farm Mechanics
104—Farm Business Management

200—Agricultural Supplies
201—Agricultural Chemicals
202—Livestock Feeds
203—Seeds
204—Fertilizers

300—Agricultural Mechanization
301—Agricultural Power and Machinery
302—Agricultural Structures and Conveniences
303—Soil and Water Management
304—Agricultural Mechanics Skills
306—Agricultural Electrification
307—Metal Working Shop
308—Woodworking Shop

400—Agricultural Products
401—Food Products
499—Other Agricultural Products

500—Ornamental Horticulture
501—Arboriculture
502—Floriculture
503—Greenhouse Management
504—Landscaping
505—Nursery Operation
506—Fine Turf Management

600—Agricultural Resources
601—Forests
602—Recreation Resources
603—Soil
604—Wildlife
605—Water
606—Air

900—Other Agriculture

02—ART

Code Content Descriptors

101—Art History
102—Art Theory
103—Humanities, Including Performing Arts

200—Art Studio

210—Basic Design
211—Two-D Design
212—Three-D Design

220—Commercial Design
221—Advertising and Graphic Arts
222—Design for Performing Arts
223—Fashion Design
224—Technical Illustration

230—Environmental Design
231—Architectural Design

240—Crafts
241—Metalwork and Jewelry
242—Pottery Forming and Ceramics
243—Textiles
244—Metal Finishing, Casting, Forging, Soldering, and/or Brazing
245—Lapidary
246—Glazing
247—Weaving, Hooking, and/or Stitchery
248—Wood and Leather Crafts
249—Other Crafts

250—Drawing
251—Contour Drawing
252—Gesture Drawing

Code Content Descriptors

253—Shading
254—Linear Perspective
255—Other Drawing

260—Painting
261—Oil Painting
262—Watercolor
263—Tempera Painting
264—Casein Painting
265—Using Synthetic Paints

270—Photography
271—Film Development and Production
272—Photomontage
273—Camera Mechanics
274—Motion Pictures
275—Photography Lighting

280—Printmaking
281—Intaglio
282—Relief
283—Planographics
284—Stencil
285—Etching, Engraving and/or Lithography
286—Wood and Linoleum Arts
287—Lettering and/or Calligraphy
288—Serigraphy (silk screen)

290—Sculpture
291—Casting Sculpture
292—Sculpture Media

900—Other Art

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

03—BUSINESS EDUCATION

| Code | Content Descriptors | Code | Content Descriptors |
|------|---|------|---|
| 010— | Accounting | 140— | Clerical Practices |
| 011— | Accounting Principles | 170— | Data Processing and Computer Operation |
| 012— | Accounting Systems | 171— | Introduction to Data Processing |
| 013— | Advanced Accounting | 171— | Data Processing Systems |
| 014— | Auditing | 174— | Computer Programming |
| 015— | Cost Accounting | 175— | Computer Operation - Introduction |
| 016— | C.P.A. Review | 176— | Processing Equipment Operation |
| 017— | Data Processing Accounting | 179— | Other Data Processing |
| 018— | Government and Institutional Accounting | 200— | Exploratory Business |
| 019— | Intermediate Accounting | 210— | Filing |
| 020— | Managerial Accounting | 220— | Filing and Record Control |
| 021— | Payroll Accounting | 230— | General Business or Introduction to Business |
| 023— | Secretarial Accounting | 240— | Insurance |
| 024— | Tax Accounting | 250— | Investments |
| 030— | Bookkeeping | 260— | Management Principles |
| 035— | Machine Bookkeeping | 261— | Business Principles |
| 036— | Payroll Record Keeping | 262— | Business Organization and Management |
| 037— | Record Keeping | 263— | Labor Management Relations |
| 040— | Budget Control | 280— | Office Practice |
| 050— | Business Arithmetic | 290— | Personal Development/ Human Relations |
| 060— | Business Communications | 300— | Personal Finance |
| 062— | Report Writing | 330— | Salesmanship Principles |
| 070— | Business Ethics | 339— | Other Salesmanship |
| 080— | Business Finance | 340— | Shorthand Stenographic and Secretarial |
| 090— | Business Law | 341— | Machine Shorthand |
| 100— | Business Machines | 342— | Personal Shorthand |
| 103— | Calculating and Listing Machines | 343— | Shorthand Theory |
| 104— | Duplicating Machines | 344— | Specialized Shorthand Terminology and Transcription |
| 109— | Other Business Machines | 345— | Shorthand Dictation |
| 110— | Business Psychology | 346— | Shorthand Speed Building |
| 120— | Business Statistics | 347— | Shorthand Transcription |
| 130— | Business Work Experience | 348— | Machine Transcription |
| | | 349— | Secretarial Practice |
| | | 350— | Typewriting |
| | | 351— | Personal Typewriting |
| | | 352— | Production Typing |
| | | 990— | Other Business |

04—DISTRIBUTIVE EDUCATION

| Code | Content Descriptors | Code | Content Descriptors |
|------|---|------|---|
| 002— | Business | 200— | Advertising and Sales Promotion |
| 004— | Communications for Distribution | 300— | Buying |
| 005— | Economics of Consumption | 301— | Fashion Merchandising |
| 006— | Economics of Marketing | 302— | Fashion Trends |
| 011— | Expense Control | 303— | Merchandising Mathematics |
| 012— | Human Relations | 304— | Retail Buying |
| 013— | Mathematics of Distribution | 305— | Retail Merchandising |
| 099— | Other Allied Subject Matter | 390— | Other Merchandising |
| | | 399— | Other Buying |
| 101— | Advertising Services | 400— | Marketing Management |
| 102— | Apparel and Accessories | 401— | Mid-management |
| 103— | Automotive and Petroleum | 402— | Personnel Management |
| 104— | Finance and Credit | 403— | Real Estate Management |
| 105— | Food Distribution | 404— | Retail Store Management |
| 106— | Food Services | 405— | Sales Management |
| 107— | General Merchandise | 406— | Small Business Management |
| 108— | Hardware Building Materials, Farm and Garden Supplies and Equipment | 490— | Other Management |
| 109— | Home Furnishings | 500— | Marketing Research |
| 110— | Hotel and Lodging | 501— | Market Analysis |
| 111— | Insurance | 502— | Marketing Trends |
| 112— | Foreign Trade | 590— | Other Marketing |
| 113— | Management (General/Miscellaneous) | 601— | Credit and Collection |
| 114— | Marketing (General) | 602— | Purchasing |
| 115— | Mid-management | 603— | Transportation |
| 116— | Real Estate | 699— | Other Marketing Operations |
| 117— | Retailing (General/Miscellaneous) | 700— | Selling |
| 119— | Wholesaling (General/Miscellaneous) | 701— | Direct Sales |
| | | 702— | Retail Selling |
| | | 703— | Sales Management |
| | | 704— | Salesmanship |
| | | 799— | Other Selling |
| | | 800— | Composite Subject Matter |
| | | 801— | Agricultural Marketing |
| | | 802— | Distribution |
| | | 803— | Distribution (Cooperative) |
| | | 804— | Distribution (Project) |
| | | 811— | Industrial Marketing |
| | | 812— | International Marketing |
| | | 813— | Principles of Marketing |
| | | 900— | Specialty Subject Matter |
| | | 903— | Principles of Insurance |
| | | 907— | Product Information |
| | | 990— | Other Distribution and Marketing (Distributive Education) |

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

05—ENGLISH LANGUAGE ARTS

| Code | Content Descriptors | Code | Content Descriptors |
|------|-----------------------------|------|---|
| 100— | Language Skills | 336— | Biography |
| 101— | Handwriting Skills | 337— | Drama |
| 102— | Library Use Skills | 338— | Essay |
| 103— | Spelling Skills | 339— | Fiction |
| 104— | Punctuation Skills | 340— | Poetry |
| 105— | Listening | 366— | Children's Literature |
| 106— | Dictionary Skills | 367— | Adolescent Literature |
| 107— | Reference Skills | 369— | Humanities/Literature |
| 108— | Vocabulary/Diction Skills | | |
| 110— | Reading | 400— | Composition |
| 111— | Reading Readiness | 401— | Composition Theory |
| 112— | Beginning Reading | 411— | Composition Logic (Reasoning) |
| 113— | Developmental Reading | 412— | Rhetoric |
| 115— | Remedial Reading | 413— | General Semantics |
| 116— | Individualized Reading | 413— | General Semantics (Connotative Meaning) |
| | | 420— | Writing |
| 200— | Linguistics | 421— | Expository Writing |
| 201— | Phonology | 422— | Persuasive Writing |
| 202— | Grammar | 423— | Creative Writing |
| 203— | Usage (Functional Grammar) | 424— | Narrative Writing |
| 204— | History of English Language | 430— | Journalism |
| 205— | Dialectology | 431— | Reporting |
| 206— | Semantics/Semology | 432— | Editorial Writing |
| 207— | Study about Language | 433— | Feature Writing |
| 211— | Phonetics | 434— | History of Journalism |
| 222— | Grammar, Structural | 490— | Note Taking/Outlining |
| 223— | Grammar, Generative | | |
| 224— | Grammar, Transformational | 500— | Speech |
| | | 502— | Oral Interpretation of Literature |
| 300— | Literature | 503— | Speech Improvement |
| 301— | American Literature | 504— | Speech through Mass Media |
| 302— | Biblical Literature | 511— | Public Speaking |
| 303— | Classical Literature | 512— | Argumentation and Debate |
| 304— | English Literature | 515— | Discussion |
| 305— | World Literature | 516— | Speech Criticism |
| | | 517— | Parliamentary Procedure |
| | | 518— | Speech Persuasion |
| | | 521— | Choral Speech |
| | | 531— | Voice and Diction |
| | | | |
| | | 600— | Dramatic Arts |
| | | 601— | Acting |
| | | 602— | Dramatic Literature |
| | | 603— | Creative Dramatics |
| | | 604— | Play Production |
| | | 605— | Playwriting |
| | | 606— | Technical Theater and Design |
| | | 607— | Theater Criticism |
| | | 608— | Theater History |

06—FOREIGN LANGUAGES

| Code | Content Descriptors |
|------|--------------------------|
| 101— | Composition |
| 102— | Grammar |
| 103— | Reading |
| 104— | Speaking |
| 105— | Translation to English |
| 106— | Translation from English |
| 107— | Vocabulary |
| | |
| 201— | Civilization |
| 202— | Culture |
| 203— | History |
| 204— | Literature |
| | |
| 301— | Linguistics |
| 302— | Morphology |
| 303— | Philology |
| 304— | Phonics |
| 305— | Phonemics |
| 306— | Structure |
| 307— | Syntax |

08—HEALTH, SAFETY, PHYSICAL EDUCATION

| Code | Content Descriptors | Code | Content Descriptors |
|------|---|------|---|
| 100— | Health Education | 400— | Physical Education |
| 101— | Community Health | 401— | Adapted Physical Education |
| 103— | Disease Prevention and Control | 402— | Aquatics (Includes swimming) |
| 104— | Environmental Health | 403— | Body Dynamics |
| 105— | Family Life Education | 404— | Dance, Rhythms, and Dramatic Activities |
| 106— | First Aid | 405— | Group Games, Contests, and Relays |
| 107— | Growth and Development | 406— | Individual and Dual Sports |
| 108— | Harmful Substances | 407— | Outdoor Recreational Activities |
| 109— | Health Careers | 408— | Stunts, Tumbling, and Gymnastics |
| 110— | Health Maintenance and Care | 409— | Team Sports |
| 111— | International Health | 499— | Other Physical Education |
| 199— | Other Health Education | | |
| | | 500— | Recreation |
| 200— | Safety Education | 501— | Arts and Crafts |
| 201— | Civil Defense | 502— | Communicative Arts |
| 202— | Explosives | 503— | Hobbies |
| 203— | Fire Arms | 504— | Outdoor Recreation |
| 204— | Fire Safety | 505— | Performing Arts |
| 205— | Holiday and Vacation Safety | 506— | Physical Recreation |
| 206— | Law, Liability, and Responsibility | 507— | Voluntary Service |
| 207— | Personal Responsibility and Unsupervised Activities | 599— | Other Recreation |
| 208— | Safety in Home | | |
| 209— | Safety in Physical Education and Recreation | | |
| 210— | School Safety | | |
| 211— | Traffic Safety | | |
| 212— | Vocational and Occupational Safety | | |
| 213— | Water Safety | | |
| 299— | Other Safety Education | | |

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

09—HOME ECONOMICS

Code Content Descriptors

100—Homemaking — Preparation for Personal, Home, and Family Living
 101—Comprehensive Homemaking or Home Economics
 102—Child Development
 103—Clothing and Textiles
 104—Consumer Education
 105—Family Health
 106—Family Relations
 107—Foods and Nutrition
 108—Home Management
 109—Housing and Home Furnishings
 199—Other Homemaking

200—Home Economics Occupational Preparation
 201—Care and Guidance of Children
 202—Clothing Management
 203—Food Management
 204—Home Furnishings and/or Equipment
 221—Clothing Production
 222—Clothing Services
 231—Food Production and Preparation
 232—Food Services for Furnishings
 241—Home Services for Furnishings
 242—Interior Decoration
 251—Institutional and Commercial Housekeeping
 252—Home Management and Supporting Services
 253—Public Housing Services and Management
 299—Other Home Economics NEC

10—INDUSTRIAL ARTS

Code Content Descriptors

010—Industrial Arts Science (Chemistry)
 011—Industrial Arts Science (Physics)
 012—Industrial Materials and Processes

100—Construction
 110—Carpentry Construction
 113—Masonry Construction
 114—Plumbing Construction
 115—Electrical Construction
 116—Scaled Structures
 121—Fluid Power
 122—Industrial Materials
 124—Industrial Processes
 125—Instrumentation
 126—Numerical Control
 130—Manufacturing
 141—Metals
 142—Metal Machining
 143—Metal Technology
 144—Sheet Metal
 145—Welding
 150—Plastics
 152—Plastics Technology
 160—Power and Automotive Machines
 161—Automotive Mechanics
 163—Power Mechanics
 164—Transportation
 170—Research and Development
 180—Service Industries
 190—Woods
 192—Woods Technology

200—Crafts
 201—Art Metals
 202—Ceramics

Code Content Descriptors

203—Crafts (Industrial)
 205—Leather
 206—Textiles

300—Drafting
 301—Architectural Drafting
 302—Descriptive Geometry
 304—Drafting Technology
 305—Engineering Drawing
 306—Industrial Design
 307—Mechanical Drawing
 308—Technical Illustration

400—Electricity/Electronics
 401—Electricity
 403—Electronics

500—Elementary School Industrial Arts

600—General Industrial Arts

700—Graphic Arts
 702—Photography
 703—Photolithography
 704—Printing

800—Home Mechanics

900—Industrial Arts Mathematics
 999—Other Industrial Arts

11—MATHEMATICS

Code Content Descriptors

010—Mathematics for Elementary Teachers
 011—General Mathematics

100—Elementary School Mathematics

101—Sets, Numbers, Numerical Concepts

103—Decimal System - Place Values

104—Number Systems

105—Basic Operations and Properties of Operations

108—Problem Solving

109—Ratio, Proportion, Percent

110—Equality and Inequality

111—Theory of Numbers

112—Finance, Interest, Taxes, Installments

113—Measurement

114—Informal Geometry

115—Informal Algebra

120—Geometry

121—Analytic Geometry

122—Plane Geometry

124—Solid Geometry

130—Introduction to Analysis

136—Polynomials

137—Conics

140—Liberal Arts Mathematics

150—Probability and Statistics

151—Statistics

160—Trigonometry

165—Trigonometric Functions

Code Content Descriptors

169—Trigonometric Identities

190—Arithmetic

191—Fractions

193—Symbolic Logic

200—Progressions, Arithmetic, Geometric

209—Coordinate Geometry

211—Non-Euclidean Geometry

213—Linear Equations

219—Parametric and Polar Equations

222—Nature of Proof/Proof of Theorems

227—Metric and Non-metric Geometry

228—Geometric Drawing and Measurement

231—Graphing

300—Algebra

301—Symbols, Numbers, Algebraic Expressions

306—Linear Algebra

323—Set Theory

326—Number Plane

329—Quadratic Equations and Inequalities

336—Integers

342—Equations

347—Radicals

351—Formulas

360—Linear Transformation

361—Probability

362—Binomial Theorem

363—Convexity

364—Orthogonal Bases

367—Scalars

368—Matrices

369—Vectors

370—Limits

390—Algebraic Analysis

399—Other Algebra

402—Mathematical Induction

403—Factor Theorem

405—Circular Function

500—Applied Mathematics

501—Business Mathematics

502—Consumer Mathematics

503—Shop Mathematics

508—Surveying

600—Calculus

601—Pre-calculus

611—Function Series and Expansion

613—Differentiation

802—Algorithms

803—Computer Programming Language

805—Problem Solving

900—Elementary Functions

902—Algebraic Functions

904—Exponential Functions

906—3-Dimensional Analytic Geometry

994—Logarithms

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

12—MUSIC

| Code | Content Descriptors | Code | Content Descriptors |
|------|---|------|--|
| 100 | General Educational Music | 501 | Band |
| 101 | Public School Music | 502 | Orchestra |
| 200 | Music Literature | 503 | Instrumental Ensembles |
| 201 | History of Music | 504 | Instrumental Instruction |
| 202 | Music Appreciation | 505 | Performing Skills |
| 203 | Basic Elements of Music (rhythm, melody, harmony, timbre, form) | 506 | Sight Singing Skills |
| 204 | Creativity | 507 | Ear Training |
| 205 | Historic Influences | 508 | Repertoire Development |
| 206 | Composers - Style and Form Development | 509 | Mechanics of Instruments |
| 207 | Folklore | 531 | Group Performance |
| 208 | Musicology | 532 | Instrumental Music |
| 300 | Music Theory | 533 | Methods - Style |
| 301 | Music Fundamentals | 544 | Private Keyboard |
| 302 | Harmony | 545 | Private Strings |
| 303 | Rudiments | 546 | Private Percussion |
| 304 | Form and Analysis | 547 | Private Brass Instruments |
| 305 | Orchestration | 548 | Private Woodwind Instruments |
| 306 | Rhythm | 549 | Private Music NEC |
| 307 | Composition Structure | 590 | Conducting |
| 308 | Music Appreciation | 600 | Humanities |
| 309 | Music Expression and Communication | 601 | Music Relationships to other Disciplines |
| 310 | Music Structure in Interpretation | 602 | Evaluation and Comparison of Music |
| 400 | Vocal Music | 700 | Science of Sound |
| 401 | Choir, Chorus, Glee Club | | |
| 402 | Vocal Instruction | | |
| 421 | Vocal Ensembles | | |
| 422 | Private Vocal | | |
| 462 | Voice Development | | |
| 463 | Vocal Sound Production | | |

13—NATURAL SCIENCES

| Code | Content Descriptors | Code | Content Descriptors |
|------|-------------------------------|------|--|
| 021 | Botany | 220 | Physiology |
| 022 | Microbiology | 221 | Reproduction |
| 023 | Zoology | 222 | Taxonomy |
| 031 | Chemistry | 300 | Physical Science |
| 032 | Physics | 301 | Astronomy |
| 041 | Astronomy | 302 | Atomic and Molecular Structure |
| 042 | Geology | 303 | Biochemistry |
| 043 | Meteorology | 305 | Chemical Bonding |
| 044 | Oceanography | 306 | Chemical Calculations |
| 045 | Space Exploration | 307 | Chemical Reactions |
| 100 | General Science | 308 | Electricity and Magnetism |
| 110 | BSCS Yellow | 309 | Electronics |
| 120 | BSCS Green | 310 | Equilibrium |
| 130 | BSCS Blue | 312 | Heat |
| 140 | CBA Chemistry | 313 | Inorganic Chemistry |
| 150 | PSCS Physics | 314 | Kinetic Molecular Theory |
| 160 | Chemistry Study | 315 | Materials Science |
| 200 | Biological Science | 316 | Measurement |
| 201 | Anatomy | 317 | Mechanics |
| 202 | Anthropology | 318 | Meteorology |
| 203 | Bacteriology | 319 | Nuclear Science |
| 204 | Behavior | 320 | Oceanography |
| 205 | Biochemistry | 321 | Optics |
| 206 | Biometrics | 322 | Organic Chemistry |
| 207 | Biophysics | 323 | Periodic Properties |
| 208 | Cellular Phenomena (Cytology) | 324 | Physical Chemistry |
| 209 | Conservation | 325 | Qualitative Analysis |
| 210 | Developmental Biology | 326 | Quantitative Analysis |
| 211 | Ecology | 327 | Quantum Mechanics |
| 212 | Entomology | 328 | Solid State Physics |
| 213 | Evolution | 329 | Solution Phenomena |
| 214 | Genetics | 330 | Sound |
| 215 | Molecular Biology | 331 | Stoichiometry |
| 216 | Nature Study | 332 | Technological Applications |
| 217 | Nutrition | 333 | Thermodynamics |
| 218 | Organic Systems | 334 | Wave Phenomena |
| 219 | Origins of Life | 400 | Earth Space Science |
| | | 401 | Aeronautics |
| | | 402 | Astronautics |
| | | 403 | Biological Interrelationships |
| | | 404 | Climatology |
| | | 405 | Cosmology |
| | | 406 | Earth Changes |
| | | 407 | Forces and Motion |
| | | 408 | Geochemistry |
| | | 409 | Geophysics |
| | | 410 | Hydrology |
| | | 411 | Instrumentation and Analytical Methods |
| | | 412 | Levels of Organization |
| | | 413 | Matter - Energy Exchange |
| | | 415 | Paleontology |
| | | 416 | Physical Geography |
| | | 417 | Soil Science |
| | | 418 | Uniformitarianism |
| | | 419 | Technological Applications |

23 CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

15—SOCIAL SCIENCES

Code Content Descriptors

- 010—Political Science
- 011—American Government
- 012—Comparative Systems
- 013—Constitution, The
- 014—Contemporary World Affairs
- 015—International Relations
- 016—Political Parties and Public Opinion
- 017—Political Theory
- 018—Public Administration
- 100—Anthropology
- 101—Archeology
- 102—Cultural Anthropology
- 104—Ethnology
- 106—Physical Anthropology
- 110—Psychology
- 111—Developmental Psychology
- 112—Educational Psychology
- 113—General Psychology
- 114—Psychology of Adjustment
- 115—Social Psychology
- 116—Other Psychology
- 120—Sociology
- 121—Community, The
- 122—Public Opinion and Political Sociology
- 123—Socialization
- 124—Social Organizations
- 125—Social Problems
- 126—Social Stratification
- 127—Social Theory
- 129—Other Sociology
- 200—Area Studies
- 201—Areas Beyond U.S.
- 202—Regions of U.S.
- 203—Small Areas
- 299—Other Areas Studied
- 300—Citizenship Education
- 400—Conservation
- 500—Consumer Education
- 600—Economics
- 601—Business & Industry Economics
- 602—Comparative Economics
- 603—Consumer Economics
- 604—History of Economic Thought
- 605—Money and Banking
- 606—National Income
- 607—Principles of Economics
- 608—Resource Economics
- 700—Geography
- 701—Historical Geography
- 702—Human Geography
- 703—Physical Geography
- 704—Regional Geography
- 705—Other Geography

Code Content Descriptors

- 800—History
- 801—U.S. History
- 802—Regions of U.S.
- 803—State History
- 804—Non-Western Civilization
- 805—Community Study
- 806—Local History
- 807—Western Civilization
- 808—World Civilization
- 811—Colonial History
- 812—Early National History
- 813—Industrialization
- 814—U.S. as World Power
- 821—Diplomatic History
- 822—Economic History
- 823—Geographical History
- 824—Intellectual History
- 825—Military History
- 826—Political History
- 827—Social-Anthropological History
- 831—Ancient History
- 832—Medieval History
- 833—Modern History
- 834—Prehistoric History
- 841—Area Studies (Non-U.S.)
- 843—History of Western Thought
- 844—History of Religion
- 846—Historiography
- 849—Other History
- 900—Philosophy
- 901—Ethics
- 902—History of Philosophy
- 903—Introduction to Philosophy
- 904—Logic
- 905—Metaphysics
- 906—Philosophy of Religion
- 990—Other Social Studies/Social Sciences

19—EXCEPTIONAL CHILD EDUCATION/DIFFERENTIALIZED CURRICULUM

Code Content Descriptors

- 100—Communication Skills
- 101—Language Stimulation
- 102—Language Development
- 103—Language Correction
- 104—Speech Stimulation
- 105—Speech Development
- 106—Speech Correction
- 107—Special Communication Methods
- 171—Braille Reading/Writing
- 172—Object Magnification
- 173—Finger Spelling
- 175—Typing for Communication
- 176—Speech (Lip) Reading
- 200—Interpersonal and Behavioral Coping Skills
- 201—Self Concept Development
- 202—Self Concept Re-education
- 203—Social Stimulation
- 204—Social Development
- 205—Social Re-education
- 299—Other Interpersonal Behavioral Coping Skills
- 300—Motor Skills
- 301—Dexterity Skills
- 302—Physical Management
- 303—Mobility Training
- 321—Self-help Skills
- 322—Use of Devices and Equipment
- 323—Personal Safety
- 331—Mobility Orientation
- 332—Travel
- 399—Other Motor Skills

Code Content Descriptors

- 400—Perceptual Skills
- 401—Auditory Stimulation
- 402—Auditory Development
- 403—Auditory Correction
- 404—Tactile and Kinesthetic Stimulation
- 405—Tactile and Kinesthetic Development
- 406—Tactile and Kinesthetic Correction
- 407—Visual Stimulation
- 408—Visual Development
- 409—Visual Correction
- 410—Personal Spatial Relationships
- 499—Other Perceptual Skills
- 500—Vocational and Avocational Orientation
- 501—Vocational Information
- 502—Prevocational Work Experience
- 503—Specialized Vocational Preparation
- 504—Avocational Information
- 505—Avocational Experience
- 599—Other Vocational and Avocational Orientation
- 990—Other Differentiated Curriculum for Handicapped Pupils

30—DRIVER EDUCATION

Code Content Descriptors

- 300—Driver Education
- 301—Alcohol, Drugs, Other Harmful Substances, and Driving
- 302—Characteristics of Driving
- 303—Development of Judgment
- 304—Driving Skills
- 305—Traffic Engineering
- 306—Laws and Ordinances of Enforcement
- 307—Motor Vehicle, The
- 308—Traffic Accidents
- 309—Traffic Citizenship
- 391—Psychological Factors in Driving
- 392—The Driving Task
- 399—Other Driving Education

24. TEXT USAGE - use the codes as listed below.

- 1 - One text is the primary basis of the class.
- 2 - Multitext is more than one text used as basis of the class.
- 3 - No text - class is not based on a textbook but uses other resources.

25. TEACHING MEDIA USED - use as many as apply.

- 0 - Does Not Apply
- 1 - Projectors
- 2 - Record Players, Recorders, other Audio Equipment
- 3 - Library Reference Materials
- 4 - Chalk Boards
- 5 - Manual Displays, for example, Flannel Boards, Posters, Graphs, Maps, Charts, Bulletin Boards, etc.
- 6 - Electronic Computational Equipment
- 7 - Laboratory Equipment
- 8 - Mechanical Equipment

26. NUMBER OF DAYS - the number of days the class is scheduled to meet from the beginning day to the last day of the class, either in one term or more than one term, but not requiring more than one registration.

27. MINUTES PER WEEK - the total amount of time normally scheduled each week for the class activity, including classroom, laboratory, and related experiences. When classes do not meet rigid schedules, the responses should be the best average time. Example: A class which meets for six 55 minute periods per week (one of which might be a laboratory)

| | | |
|---|---|---|
| 3 | 3 | 0 |
|---|---|---|

.

28. PERCENT OF TIME IN LAB - that portion of total class time expressed as a percentage which is allocated to laboratory use.

29. NUMBER OF MALE PUPILS - the enrollment of male pupils in the course section. Example: 31 boys would be reported as

| | | |
|---|---|---|
| 0 | 3 | 1 |
|---|---|---|

.

30. NUMBER OF FEMALE PUPILS - the enrollment of female pupils in the course section. Example: 6 girls would be reported as

| | | |
|---|---|---|
| 0 | 0 | 6 |
|---|---|---|

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FILE LAYOUT - INSTRUCTIONAL PROGRAMS

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|----|----|--|----|----|--|----|--------------------------|----|------------------------|----------------------------|----|-----------------|-------------------|--------------------------|---|----|---------------------|----|-----------------------|--------------------------|----|-----------------|--|----|---------------------|--------------------|----|---------------------|----|----|----|----|----|
| 1 Record Type 3 0 3 | | | 2 County Code | | | 3 District Code | | | | 4 Organization Code | | | 5 Inst. Area | | 6 Local Course Number | | | 7 Section Number | | 8 Card Number 1 | 9 Course Title Number | | | 10 Seq. Year | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | |
| 11 Level Diff. | | | 12 Year or Grade Level | | | 13 Teacher's Social Security Number | | | | | | | | 14 Site Number | | 15 Space Location Number Bldg. No. Unit No. Space No. | | | | | 16 School Year | | 17 Term | 18 Type of Program | | 19 Type of Pupil | 20 Credit Units | | 21 Cr. Mts. Req. | | | | | |
| 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 |
| 22 Card Number 2 | | | 23 Content Descriptors 1st 2nd 3rd 4th 5th 6th 7th | | | | | | | | | | | | | | | | | | | | 24 Text Use. | 25 Teaching Media Used 1st 2nd 3rd 4th 5th 6th 7th 8th | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | | | | |
| 26 Number of Days | | | 27 Minutes Per Week | | | 28 % Time in Lab. | | 29 Number Male Pupils | | | 30 Number Female Pupils | | | | | | | | | | | | | | | | | | | | | | | |
| 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | | | | | | | | | | | | | | | | | | | | | |

PERSONNEL FILE

The MSEIP Personnel Subsystem was designed to contain data that would increase knowledge about school staff members, with standardized and simplified personnel data collection procedures, and materials as they relate to local education agencies (LEA's).

The four personnel categories are described as educational employment status levels as follows: Professional-Educational Staff Member, Professional Staff Member, Technical Staff Member, and Ancillary Staff Member.

The Personnel file is made up of all fixed length records. However, there may be a variable number of several different records. For example, a teacher may have several certificates, instructional areas, position titles, and assignments. These records, regardless of the number, do follow the teacher's basic data in a logical sequence.

The Personnel file is sequenced by social security number, within educational employment status, within school, within district (Table 5). This allows for access to as small a group of personnel as possible, thereby increasing the efficiency of the operating system by allowing for high speed retrieval.

Table 5. PERSONNEL FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

| Record Number | Name | Number of Cards | Number of Characters | Master Record to | Detail Record to |
|---------------|-----------------------|-----------------|----------------------|------------------|------------------|
| 200 | County | | | 201,202 | Directory |
| 201 | District | | | 202 | 200 |
| 202 | Organization | | | 203-206 | 201 |
| 203 | Professional Educ. | 2 | 150 | 207,208 | 202 |
| 204 | Professional | 2 | 150 | 207,208 | 202 |
| 205 | Technical | 2 | 115 | 209 | 202 |
| 206 | Ancillary | 2 | 115 | 209 | 202 |
| 207 | Certificate | 1 | 47 | 210 | 203,204 |
| 208 | Assignment, Prof. | 1 | 45 | | 203,204 |
| 209 | Assignment, T/A | 1 | 40 | | 205,206 |
| 210 | Fields/Areas/Services | 1 | 34 | | 207 |

It would seem logical that the collection, processing, storing, retrieval, and use of personnel data would be a simple well defined operation. This would be true except for the variable number of records. When one must collect all certificates held by professionals, combine these with areas of endorsements and/or subjects authorized, combine these with position titles and assignments, the "simple well defined" operation becomes complex. This is complicated even more since under each position title, one could have two or more Areas of Responsibility and several Instructional Areas. An individual could also split his time between two or more organizations (which cannot be handled by the system except by assigning a "special" organization number, which is also undesirable). The final complicating factor is the use of Local Course and Section Number to obtain teachers' assignments. This item is a link into the Instructional Program and Pupil files. But the nature of the item, its validity, makes its usefulness doubtful. In the first place, if a teacher is located in two or more organizations, the course number may not represent what it is supposed to (usually a local course number is not unique). Probably the best solution to this problem involves two factors for consideration: daily or weekly assignments probably should not be carried in the Personnel record; and, adopt the six digit code of Instructional Programs (this includes the two digit Instructional Area and the four digit Course Title in all files where subject information is needed and eliminate local course and section number altogether. (See the discussion in Instructional Programs, page 91, number 2.

In summary, it is deemed necessary to reiterate the hierarchial structure that is imposed on the Personnel file because of the possible variable number of records. This applies to two major categories: 1) a person may have several certificates and under each of the certificates, he could be authorized for several Fields/ Areas/Services and Subjects; and 2) a person may also have several Position Titles then for each Area of Responsibility and/or Instructional Area, he could have several assignments. These complications are due primarily because SEA's want to validate certificates and authorizations of personnel against their working assignments. This is usually a regulatory function of SEA's.

Professional Personnel

It is recommended that the collection document for Professional Personnel carry the control codes - record numbers, fillers, card numbers, and detail number where possible so not to be omitted when processed.

1. RECORD TYPE: 203 Professional-Educational staff member
204 Professional staff member
2. COUNTY CODE: A three digit code supplied by the SEA.
3. DISTRICT CODE: A four digit code supplied by the SEA.
4. ORGANIZATION CODE: Unique three digit code for an administrative unit or school. Special organizational codes can be established and assigned where applicable (see page 128 of the Documentation). For example, if a person is assigned to more than one organization (school) a new organization code could be assigned or the person could be assigned to one organization by his major assignment or by a directive of the district authorities. At the present time, the system will not allow a person to be assigned in more than one organization unit.

5. EDUCATIONAL EMPLOYMENT STATUS: This item differentiates between the educator and the other professional personnel employed by the district.
6. SOCIAL SECURITY NUMBER: Care should be exercised in completing this number - too often it is copied incorrectly.
10. NAME: Last name, first name, middle initial - left justify in spaces provided.
13. DATE OF BIRTH: Care should be exercised in completing in proper order - year, month, day.
14. HIGHEST LEVEL OF EDUCATION: Two digit code as modified by SEA's. States should examine the list (Instructions for Professional Personnel, page) carefully to assure all necessary requirements are met.
15. INSTITUTION GRANTING FIRST DEGREE: Code name of the educational institution which granted the baccalaureate degree, indicated by using the institution codes from the U.S. Office Universe of Institutions of Higher Education, most recent listing.
17. INSTITUTION GRANTING HIGHEST DEGREE: The name of the educational institution which granted the highest degree, indicated by using the institution codes indicated in item 15. This item should only be completed if the First Degree and Highest Degree are different.
22. TOTAL CONTRACT PERIOD: The intent is to collect the length of the official contract in days.
24. TOTAL CONTRACT SALARY: One should enter total salary for the official contract period. Salaries for extra duties, if part of the contract, and included here and then listed separately in items 25 and 26.
- 29, 30, 31. EXPERIENCE: These items are somewhat confusing in that the local and state may not equal the total. Also experience should be entered to the nearest one-half year (excluding present year). Item 29 should be named "experience in present district"; item 30, "experience this state"; and item 31 could remain the same.
38. CERTIFICATE HELD: What should be collected here depends largely on the use of the data. If a state only desires to collect data on certificates that a person is employed under, the problem is certainly less than a state that needs data on all certificates regardless of assignments. For example, a superintendent has a specialist certificate, but also has four other teaching certificates from many years prior. He does not teach; must data be collected on all certificates and carried through the subjects authorized (item 46)?
45. FIELDS/AREAS/SERVICES: This code list must be modified to reflect the ways a state authorizes or endorses areas of work under each certificate. Some specific codes might be considered for superintendents, principals, librarians, nurses, guidance personnel, supervisors, etc. (This item should remain compatible with item 53 as well as USOE Handbook VI.)

53. INSTRUCTIONAL AREAS: See item 45. For technical and ancillary personnel only in rare instances will a person be assigned to a specific instructional area. If it does not apply, one should code 00 = Does Not Apply.

57-58. LOCAL COURSE AND SECTION NUMBER: This item has been discussed before and its weaknesses made apparent. If these numbers are not unique within a district, it is possible for a teacher working in two or more organizational units (schools) to have repeat course numbers and they could even be different courses (remember a teacher can only be assigned one organizational code - see item 4).

DATA COLLECTION FORM PROFESSIONAL PERSONNEL

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|----------------------------|----------------------------|-------------------------|-------------------------|--------------------------|---------------------|---|----------------------------|-------------------------|--|------------------------|----------------------|--------------------------|---------------------------------|--------------------------|--------------------------------------|-------------------------|---|---------------------------|----------------------|------------------------|---|----------------------|--|
| 1 Record Type 2 0 3 | | | 2 County Code | | | 3 District Code | | | 4 Organization Code | | | 5 Emp Sta | | | 6 Social Security Number | | | | | | 7 Filler 0 0 0 | | | 8 Card No. 0 1 | |
| 10 Last Name | | | | | | | | | | First Name | | | | | | | | | | M.I. | 11 Sex | 12 Mar. Stat. | 13 Date of Birth Year Month Day | | |
| 14 Highest Ed. | | 15 Inst. 1st Degree | | | | 16 Year | | 17 Inst. High Degree | | | | 18 Year | | 19 Card No. 0 2 | | 20 Total Sem Hrs. | | 21 Year Last Cr. | | 22 Contract Period | | 23 Percent Time | | | |
| 24 Total Cont. Salary | | | | 25 Xtra Pay | 26 Amt. Xtra Pay | | | | 27 Pre. Yr. | 28 Emp Sta. | 29 Local Exp. | | 30 State Exp. | | 31 Total Exp. | | 32 Medical Exam Year Month | | 33 Accident Report Year Month Day | | | | | | |
| 34 Record Type 2 0 7 | | 35 Rec Cod 1 | 36 Detail Number 0 1 | | 37 Filler 0 0 | | 38 Cert Held | 39 Date Issued Year Month Day | | | 40 Date Expires Year Month Day | | | 41 Lvl. | 42 Grades Auth. | | 43 Record Type 2 1 0 | | 44 Detail Number 0 1 | | | | | | |
| 45 F/A/S | | 46 Subject | | Detail Number 0 2 | | 47 F/A/S | | Subject | | Detail Number 0 3 | | 48 F/A/S | | Subject | | Detail Number 0 4 | | 49 F/A/S | | Subject | | | | | |
| Record Type 2 0 7 | | Rec Cod 1 | Detail Number | | Filler 0 0 | | Cert. Held | Date Issued Year Month Day | | | Date Expires Year Month Day | | | Lvl. | Grades Auth. | | Record Type 2 1 0 | | Detail Number | | | | | | |
| F/A/S | | Subject | | Detail Number | | F/A/S | | Subject | | Detail Number | | F/A/S | | Subject | | Detail Number | | F/A/S | | Subject | | | | | |
| Record Type 2 0 8 | | Rec Cod 2 | Filler 0 0 | | Position Title | | Area of Respon. | | Record Type 2 0 8 | | Rec Cod 2 | Filler 0 0 | | Position Title | | Area of Respon. | | | | | | | | | |
| Inst. Area | | Scope of Assign. | | Level of Assign. | | % of Time on Assign. | | Inst. Area | | Scope of Assign. | | Level of Assign. | | % of Time on Assign. | | | | | | | | | | | |
| Detail Number 25 26 | | Course Number 41 43 | | Section Number 44 45 | | Detail Number 25 26 | | Course Number 41 43 | | Section Number 44 45 | | Detail Number 25 26 | | Course Number 41 43 | | Section Number 44 45 | | | | | | | | | |

INSTRUCTIONS FOR
PROFESSIONAL PERSONNEL

1. RECORD TYPE - 203 Professional-Educational Staff Member
204 Professional Staff Member
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.
5. EDUCATIONAL EMPLOYMENT STATUS - the current employment status of the staff member as defined by the following:
 - 1 - Professional Educational Staff Member - a professional educational staff member is a person who meets the stated criteria of a staff member and is performing activities regarded as professional in the field of education by the laws and regulations governing certification in the state, or by other professional-educational requirements recognized by the state.
 - 2 - Professional Staff Member - a professional staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to a particular field of professional specialization other than education.
6. SOCIAL SECURITY NUMBER - the number assigned to the staff member by the Social Security Administration.
7. RECORD CODE - 0
8. FILLER - 000
9. CARD NUMBER - 01
10. NAME - last name, first name, and middle initial of the staff member.
11. SEX
 - 1 - Male
 - 2 - Female
12. MARITAL STATUS - a numeric code indicating marital status. The following code should be used:

| | |
|---------------|--------------|
| 1 - Single | 4 - Divorced |
| 2 - Married | 5 - Widowed |
| 3 - Separated | |

13. DATE OF BIRTH - year, month, and day of staff member's birth. December 22, 1931 would be recorded as 31-12-22.
14. HIGHEST LEVEL OF EDUCATION - the highest educational level attained in a formal program. The following codes will be used to indicate the highest level of education completed:

South Dakota

0

1

2

3

4

6

7

8

9

MSEIP

02 - High School or less

05 - 1 year college

06 - 2 years college

08 - 3 years of college

10 - Bachelor's Degree

11 - Master's Degree

12 - Intermediate Degree, 6th year program, educational specialist

13 - Doctor's Degree

03 - Vocational or Post High School

15. INSTITUTION GRANTING FIRST DEGREE - the code name of the educational institution which granted the baccalaureate degree, indicated by using the institution codes from the U.S. Office Universe of Institutions of Higher Education, most recent listing.
16. YEAR BACCALAUREATE DEGREE GRANTED - the last two digits of the year in which the staff member completed the baccalaureate degree. Example: June, 1961 would be coded 61.
17. INSTITUTION GRANTING HIGHEST DEGREE - the name of the educational institution which granted the highest degree, indicated by using the institution codes indicated in item 15.
18. YEAR HIGHEST DEGREE EARNED - the last two digits of the year in which the staff member completed the highest degree.
19. CARD NUMBER - 02
20. TOTAL SEMESTER HOURS - the total number of semester hours of credit earned by the staff member in undergraduate and graduate study. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds. Example: 60 quarter hours times $\frac{2}{3}$ equal 40 semester hours. Trimester hours correspond to semester hours and need no conversion.
21. YEARS LAST CREDIT EARNED - the most recent year in which a staff member satisfactorily completed course work at an accredited institution. Certified vocational teachers would enter the most recent work completed which is related to their position. Record the last two digits of the most recent year in which the course was completed.

22. CONTRACT PERIOD - the number of days a staff member is employed annually for a contract period for the regular school year. For teachers this figure should include teaching service for instruction activities plus days legally allocated to in-service activities. This figure should be reported as: 90 days - 090.
23. PERCENT OF TIME WORKED - a staff member employed five days a week for at least the number of hours per day equal to the number of hours of a regular school day would be considered a full time staff member, expressed as 100 percent. A professional staff member employed only half the normal school day five days per week would be expressed as 50 percent. A staff member working full time for one semester, for example, would be reported as 100 percent for that period of time.
24. TOTAL CONTRACT SALARY - this item expresses to the nearest whole dollar the salary for the regular school year including supplemental pay. This should not include payment for summer school, night school, and adult education instruction, but should include all payment for extra duties specifically stated in the contract. Enter a five-digit number using leading zeros (right justified) if necessary.
25. DOES SALARY INCLUDE COMPENSATION FOR EXTRA DUTIES - code as follows:
- 1 - Yes
 - 2 - No
26. AMOUNT FOR EXTRA DUTIES - if salary includes compensation for extra duties enter the amount to the nearest whole dollar. Enter a five-digit number using leading zeros (right justified) if necessary.
27. EMPLOYMENT PREVIOUS YEAR - the employment or activity of the staff member during the past school year. Coded as follows:
- | | |
|---------------------------------|--------------------------|
| 1 - Public Education | 5 - Student |
| 2 - Nonpublic/Private Education | 6 - Housewife/Homemaking |
| 3 - Business or Industry | 7 - Retired |
| 4 - Military | 9 - Other |
28. EMPLOYMENT STATUS - the circumstances under which the staff member serves in the school system:
- 1 - Probationary - the employment status of the staff member who is employed from year to year preliminary to being placed on tenure status upon satisfactory performance over a stipulated period of time.
 - 2 - Tenure or Permanent - the employment status of the staff member whose employment is not subject to discontinuance by the governing authority except in stipulated circumstances.
 - 9 - Other Employment Status - the employment status of the staff member who is on neither probationary or tenure status.

29. LOCAL EXPERIENCE - the number of years to the nearest half, a staff member has been employed in a professional-educational or professional position by the present school system, excluding the current year. This should be recorded as follows: ten and one-half years - 10.5, five years - 05.0. Three digits should be entered, using zeros if necessary.
30. STATE EXPERIENCE - the number of years to the nearest half year, excluding the current year, a staff member has been employed in this state in elementary and/or secondary public and nonpublic school systems that conduct programs supporting the transfer of students in established grade sequences. Record as: 15.0 years or 06.5 years.
31. TOTAL EDUCATIONAL EXPERIENCE - the number of years to the nearest half year, the staff member has been employed in professional-educational or professional positions that conduct programs supporting transfer of pupils in established grade sequence in all educational systems, excluding the current year. Record years as follows: 15.0 years or 06.5 years.
32. MEDICAL EXAMINATION - the year and month of the most recent medical examination. This date should be recorded as: June 1961 - 61-06.
33. ACCIDENT RECORD - a numeric field containing year, month, and day of the most recent motor vehicle accident involving vehicle or property damage, or personal injury. This field relates only to vehicle operators and driver education teachers. This date should be recorded numerically as: June 12, 1962 - 62-06-12.
34. RECORD TYPE - 207
35. RECORD CODE - 1
36. CERTIFICATE DETAIL NUMBER - 01
37. FILLER - 00
38. CERTIFICATE HELD - a numeric code that is the equivalent of the name or title of each active license, certificate or permit held by a staff member. The coding structure will be consistent as described by the individual state's terminology.
39. DATE CERTIFICATE ISSUED - Year, month, and date active certificate was issued. This date should be recorded as: March 15, 1966 - 66-03-15.
40. DATE CERTIFICATE EXPIRES - year, month, and day active certificate expires. This date should be recorded as: March 15, 1966 - 66-03-15.
41. INSTRUCTIONAL LEVEL AUTHORIZED BY CERTIFICATE - the instructional level authorized by the certificate. This is coded as follows:
- | | |
|----------------------|----------------------|
| 1 - Preschool | 5 - Secondary (9-12) |
| 2 - Elementary (K-6) | 6. Secondary (9-14) |
| 3 - Elementary (K-8) | 7 - Post Secondary |
| 4 - Secondary (7-12) | 8 - Not Designated |
| | 9 - General (K-12) |

42. GRADES AUTHORIZED BY CERTIFICATES - the grade or ranges of grades within which the staff member is authorized to serve by the certificate, license, or permit. Record the grade or range of grades as shown by the example: Grades 7 through 12 - 07-12. Kindergarten should be entered as code 21.
43. RECORD TYPE - 210
44. FIELD/AREA/SERVICE DETAIL NUMBER - 01
45. FIELD/AREA/SERVICES - indicate the areas in which you are authorized under each certificate. Use the codes as listed below.
- | | |
|-----------------------------|--|
| 00 - Does Not Apply | 15 - Social Studies |
| 01 - Agriculture | 16 - Technical Education |
| 02 - Art | 17 - Trades and Industry |
| 03 - Business | 18 - General Education (Gen. Elem. & Sec. Education) |
| 04 - Distributive Education | 19 - Exceptional Child Education |
| 05 - English Language Arts | 20 - Cocurricular Activities |
| 06 - Foreign Language | 21 - Academic Cocurricular Activities |
| 07 - Health Occupations | 22 - Athletic Cocurricular Activities |
| 08 - Health, Safety, P.E. | 23 - Music Cocurricular Activities |
| 09 - Home Economics | 24 - School Services Cocurricular Activities |
| 10 - Industrial Arts | 25 - Cocurricular Social Organizations |
| 11 - Mathematics | 30 - Driver Education |
| 12 - Music | 50 - Homeroom, Elementary |
| 13 - Natural | 51 - Homeroom, Secondary |
| 14 - Office Occupations | |
46. SUBJECTS AUTHORIZED - indicate the subjects you are authorized to teach under each certificate by indicating the last four digits of each subject authorized as shown on pages 181-216 of the MSEIP Documentation.
47. RECORD TYPE - 208
48. RECORD CODE - 2
49. DETAIL NUMBER OF ASSIGNMENT RECORD - this is a two-digit number used to indicate the number of assignments held. The first assignment is 01, the second is 02, etc.
50. FILLER - 00
51. POSITION TITLE - the title or titles most descriptive of your activities as described by the titles and functions as coded on pages 256-266 of the MSEIP Documentation.
52. AREA OF RESPONSIBILITY - a major division or subdivision of a school system operation. Use the codes provided in the MSEIP Documentation, pages 250-251.

53. INSTRUCTIONAL AREA - a grouping of related courses or units of subject matter. Indicate the instructional area that you provide service in; use the following codes:

- | | |
|-----------------------------|--|
| 00 - Does Not Apply | 15 - Social Studies |
| 01 - Agriculture | 16 - Technical Education |
| 02 - Art | 17 - Trades and Industry |
| 03 - Business | 18 - General Education (Gen. Elem. & Sec. Education) |
| 04 - Distributive Education | 19 - Exceptional Child Education |
| 05 - English Language Arts | 20 - Cocurricular Activities |
| 06 - Foreign Language | 21 - Academic Cocurricular Activities |
| 07 - Health Occupations | 22 - Athletic Cocurricular Activities |
| 08 - Health, Safety, P.E. | 23 - Music Cocurricular Activities |
| 09 - Home Economics | 24 - School Services Cocurricular Activities |
| 10 - Industrial Arts | 25 - Cocurricular Social Organizations |
| 11 - Mathematics | 30 - Driver Education |
| 12 - Music | 50 - Homeroom, Elementary |
| 13 - Natural | 51 - Homeroom, Secondary |
| 14 - Office Occupations | |

54. SCOPE OF ASSIGNMENT - indicate the classification of your assignment using the codes listed below:

- 1 - Single School or Supporting Facility
- 2 - More Than One School or Supporting Facility but Less Than Systemwide
- 3 - Systemwide
- 4 - More Than One System but Less Than Statewide
- 5 - Statewide

55. LEVEL OF ASSIGNMENT - indicate the general level of your assignment by using the following codes:

- | | |
|-----------------------------------|------------------------|
| 1 - Elementary | 5 - Junior High |
| 2 - Elementary-Junior High | 6 - Junior-Senior High |
| 3 - Elementary-Senior High | 7 - Senior High |
| 4 - Elementary-Junior-Senior High | 8 - Post High School |

56. PERCENT OF TIME ON ASSIGNMENT - if you are a full time employee, the total of all your assignments is 100 percent. The percent of time on each assignment when totaled must equal 100. Example: if you are full time and have four equal assignments, each assignment will represent 25 percent of your time. If you are employed 50 percent of the time, the total of your assignments must equal 50.

57. LOCAL COURSE NUMBER - enter the three-digit course number for each course you teach, these are assigned by your district.

58. SECTION NUMBER - enter the two-digit section number for each section you teach, these are assigned by your district.

FILE LAYOUT - PROFESSIONAL PERSONNEL

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------|-------------|---------------|-------------------|-------------------|----------------------------|-----------|--------|
| Record Type | County Code | District Code | Organization Code | Educ. Emp. Status | Social Security Number | Rec. Code | Filler |
| 1 2 3 | 4 5 6 | 7 8 9 10 | 11 12 13 | 14 | 15 16 17 18 19 20 21 22 23 | 24 | 25 26 |
| | | | | | | 0 | 0 0 |

9
10

| | | | |
|----------|-----------|------------|------|
| Card No. | Last Name | First Name | M.I. |
| 0 1 | | | |

27 28
29 44
45 52
53

| | | | | | | | | | | | | | | | | |
|-----|----------------|---------------|-------|-----|------------------------|----------------------------|-------------------|------------------------------|---------------------|----|----|----|--|----|----|----|
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | |
| Sex | Marital Status | Date of Birth | | | Highest Level of Educ. | Institution - First Degree | Year First Degree | Institution - Highest Degree | Year Highest Degree | | | | | | | |
| | | Year | Month | Day | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| 54 | 55 | 56 | | 61 | 62 | 63 | 64 | | 69 | 70 | 71 | 72 | | 77 | 78 | 79 |

| 19 | | 20 | | | 21 | | 22 | | | 23 | | | 24 | | | | | 25 | | 26 | | | | | 27 | |
|----------|----|----------------------|----|----|-------------------------|----|-----------------------|----|----|------------------------|----|----|-----------------------|----|----|----|----|----------|----|--------------------|----|----|----|----|--------------------|--|
| Card No. | | Total Semester Hours | | | Last Year Credit Earned | | Total Contract Period | | | Percent of Time Worked | | | Total Contract Salary | | | | | Ext. Pay | | Amount - Extra Pay | | | | | Employ. Prev. Year | |
| 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | | |

| | | | | | | |
|----------------------|---------------------|----|---------------------|----|------------------------------------|----|
| 28 | 29 | 30 | 31 | 32 | 33 | |
| Employment Status | Local Experience | | State Experience | | Total Educational Experience | |
| | | | | | | |
| 52 | 53 | 55 | 56 | 58 | 59 | 61 |

| Medical Examination | | | | | |
|---------------------|--|----|-------|--|--|
| Year | | | Month | | |
| | | | | | |
| 62 | | 64 | 65 | | |

| Accident Record | | | | | |
|-----------------|--|-------|----|-----|----|
| Year | | Month | | Day | |
| | | | | | |
| 66 | | 68 | 70 | 72 | 74 |

FILE LAYOUT - PROFESSIONAL PERSONNEL (Cont.)

| | | | | | | | | | | | | |
|--------------------------|---|--|--|----------------------------|--|----------------------------|--|----|--|--------------------------|--|----|
| 34 | | 35 | | 36 | | 37 | | 38 | | 39 | | 40 |
| Record Type | Fields 2-6, card columns 4-23 from the preceding page must be repeated. | | Record Code | Cert. Detail Number | Filler | Cert. Held | Date Certificate Issued | | | Date Certificate Expires | | |
| 2 0 7 | | | 1 | | 0 0 | | Year Month Day | | | Year Month Day | | |
| 1 3 | | | 24 | 25 26 | 27 28 | 29 30 | 31 32 33 34 35 36 | | | | 37 38 39 40 41 42 | |
| 41 | 42 | | | | | | | | | | | |
| Inst. Level Auth. | Grades Authorized by Certificate | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 43 | 44 45 46 | | | | | | | | | | | |
| 43 | 43 | | 44 | 45 | 46 | | | | | | | |
| Record Type | Fields 2-6, 24 & 25; card columns 4-26 from the 207 Record must be repeated. | | F.A.S. Detail Number | Field Area/ Service | Subject Authorized | | | | | | | |
| 2 1 0 | | | | | | | | | | | | |
| 1 3 | | | 27 28 | 29 30 | 31 32 33 34 | | | | | | | |
| 47 | 48 | 49 | 50 | | | | | | | | | |
| Record Type | Record Code | Detail Number of Assign. | Filler | | | | | | | | | |
| 2 0 8 | 2 | | 0 0 | | | | | | | | | |
| 1 3 | 24 | 25 26 | 27 28 | | | | | | | | | |
| | | | | 51 | 52 | 53 | | | | | | |
| | | | | Position Title | Area of Responsibility | Inst. Area | | | | | | |
| | | | | | | | | | | | | |
| | | | | 29 30 | 31 32 33 | 34 35 | | | | | | |
| 54 | 55 | | | | | | | | | | | |
| Scope of Assign. | Level of Assign. | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 36 | 37 | | | | | | | | | | | |
| | | 56 | 57 58 | | | | | | | | | |
| | | Percent of Time on Assignment | Local Course Number Section Number | | | | | | | | | |
| | | | | | | | | | | | | |
| | | 38 39 40 | 41 42 43 | 44 45 | | | | | | | | |

Technical/Ancillary Personnel

One of the major problems was that many of these people could not classify themselves as either technical or ancillary. Therefore, it behooves any state planning to implement this portion of this subsystem to take the job titles as listed in this subsystem and classify them as technical or ancillary (see MSEIP Documentation, page 256). This will insure that like titles will be grouped together for easy analysis even though the individual may consider himself as belonging to the other category. There are still problems to resolve such as a business manager who may be either a professional, professional/educational, or ancillary personnel depending upon previous training.

1. RECORD TYPE: (define responses)

205 - Technical Staff Member - a technical staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to the particular area of technical specialization than to education.

206 - Ancillary Staff Member - an ancillary staff member is a person who meets all the stated criteria of a staff member and who is performing activities of a non-technical or non-professional nature which provides a supplementary service in the field of education.

The following list of position titles should be added to the one in the MSEIP Documentation, page 256.

Technical Positions: Audiologist; Audiometrist; Audiovisual Technician; Data Processing Machine Operator; Dental Hygienist; Dietitian; Draftsman; Instructional Programmer; Machine Programmer; Nutritionist; Physical Therapist; School Nurse; Systems Analyst.

Ancillary: Auditor; Bookkeeper; Bus Driver; Buyer; Cafeteria or Food Service Manager; Cashier; Census Taker; Clerk; Controller; Crafts and Trades Worker; Custodian; Dispatcher; Food Service Worker; Foreman; Grounds Keeper; Guard; Helper; Inspector; Messenger; Plant Engineer; Printer; Secretary; Stationary Engineer; Teacher Aide; Teaching Assistant; Vehicle Operator.

| | | | |
|-------------|-------------|---------------|-------------------|
| 1 | 2 | 3 | 4 |
| Record Type | County Code | District Code | Organization Code |
| 1 2 3 | 4 5 6 | 7 8 9 | 10 11 12 13 |

| | | |
|----------------|----------------------------|----------------|
| 5 | 6 | 9 |
| Ed. Emp. Stat. | Social Security Number | Card No. |
| 14 | 15 16 17 18 19 20 21 22 23 | 24 25 26 27 28 |

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO



MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

DATA COLLECTION FORM
PERSONNEL RECORD
TECHNICAL / ANCILLARY

This form developed for MSEIP

demonstration in South Dakota.

| | | |
|--|------------|-------|
| 10 | 11 | 12 |
| Last Name | First Name | M.I. |
| 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 | 54 55 | 56 57 |

| |
|----------------|
| 13 |
| Date of Birth |
| Year Month Day |
| 58 59 60 61 62 |

| |
|-------------|
| 14 |
| Highest Ed. |
| 63 64 |

| |
|---------------|
| 15 |
| Medical Exam. |
| Year Month |
| 65 66 67 68 |

| |
|-----------------|
| 16 |
| Accident Report |
| Year Month Day |
| 69 70 71 72 73 |

| |
|---------|
| 17 |
| Card No |
| 0 2 |
| 74 75 |

| |
|---------------|
| 18 |
| Days Employed |
| 76 77 78 |

| |
|---------------|
| 19 |
| Hours Per Day |
| 79 80 |

| |
|-------------|
| 20 |
| Hourly Wage |
| 81 82 83 84 |

| |
|----------------|
| 21 |
| Annual Wage |
| 85 86 87 88 89 |

| |
|-------------|
| 22 |
| Record Code |
| 2 0 9 |
| 90 91 92 |

| |
|-----------|
| 24 |
| Rec. Code |
| 2 |
| 93 94 |

| |
|---------------|
| 25 |
| Detail Number |
| 0 1 |
| 95 96 |

| |
|----------------|
| 27 |
| Position Title |
| 97 98 |

| |
|-----------------|
| 28 |
| Area of Respon. |
| 99 100 |

| |
|------------|
| 29 |
| Inst. Area |
| 101 102 |

| |
|------------------|
| 30 |
| Scope of Assign. |
| 103 104 |

| |
|------------------|
| 31 |
| Level of Assign. |
| 105 106 |

| |
|----------------------|
| 32 |
| % of Time on Assign. |
| 107 108 109 |

| |
|-------------|
| 22 |
| Record Code |
| 2 0 9 |
| 110 111 112 |

| |
|-----------|
| 24 |
| Rec. Code |
| 2 |
| 113 114 |

| |
|---------------|
| 25 |
| Detail Number |
| 0 2 |
| 115 116 |

| |
|----------------|
| 27 |
| Position Title |
| 117 118 |

| |
|-----------------|
| 28 |
| Area of Respon. |
| 119 120 |

| |
|------------|
| 29 |
| Inst. Area |
| 121 122 |

| |
|------------------|
| 30 |
| Scope of Assign. |
| 123 124 |

| |
|------------------|
| 31 |
| Level of Assign. |
| 125 126 |

| |
|----------------------|
| 32 |
| % of Time on Assign. |
| 127 128 129 |

| |
|-------------|
| 22 |
| Record Code |
| 2 0 9 |
| 130 131 132 |

| |
|-----------|
| 24 |
| Rec. Code |
| 2 |
| 133 134 |

| |
|---------------|
| 25 |
| Detail Number |
| 0 3 |
| 135 136 |

| |
|----------------|
| 27 |
| Position Title |
| 137 138 |

| |
|-----------------|
| 28 |
| Area of Respon. |
| 139 140 |

| |
|------------|
| 29 |
| Inst. Area |
| 141 142 |

| |
|------------------|
| 30 |
| Scope of Assign. |
| 143 144 |

| |
|------------------|
| 31 |
| Level of Assign. |
| 145 146 |

| |
|----------------------|
| 32 |
| % of Time on Assign. |
| 147 148 149 |

| |
|-------------|
| 22 |
| Record Code |
| 2 0 9 |
| 150 151 152 |

| |
|-----------|
| 24 |
| Rec. Code |
| 2 |
| 153 154 |

| |
|---------------|
| 25 |
| Detail Number |
| 0 4 |
| 155 156 |

| |
|----------------|
| 27 |
| Position Title |
| 157 158 |

| |
|-----------------|
| 28 |
| Area of Respon. |
| 159 160 |

| |
|------------|
| 29 |
| Inst. Area |
| 161 162 |

| |
|------------------|
| 30 |
| Scope of Assign. |
| 163 164 |

| |
|------------------|
| 31 |
| Level of Assign. |
| 165 166 |

| |
|----------------------|
| 32 |
| % of Time on Assign. |
| 167 168 169 |

| |
|-------------|
| 22 |
| Record Code |
| 2 0 9 |
| 170 171 172 |

| |
|-----------|
| 24 |
| Rec. Code |
| 2 |
| 173 174 |

| |
|---------------|
| 25 |
| Detail Number |
| 0 5 |
| 175 176 |

| |
|----------------|
| 27 |
| Position Title |
| 177 178 |

| |
|-----------------|
| 28 |
| Area of Respon. |
| 179 180 |

| |
|------------|
| 29 |
| Inst. Area |
| 181 182 |

| |
|------------------|
| 30 |
| Scope of Assign. |
| 183 184 |

| |
|------------------|
| 31 |
| Level of Assign. |
| 185 186 |

| |
|----------------------|
| 32 |
| % of Time on Assign. |
| 187 188 189 |

INSTRUCTIONS FOR
TECHNICAL/ANCILLARY PERSONNEL

1. RECORD TYPE - 205 Technical Staff Member
206 Ancillary Staff Member
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.
5. EDUCATIONAL EMPLOYMENT STATUS - the current employment status of the staff member as defined by the following:
 - 1 - Technical Staff Member - a technical staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to a particular area of technical specialization than to education.
 - 2 - Ancillary Staff Member - an ancillary staff member is a person who meets all the stated criteria of a staff member and who is performing activities of a nontechnical or nonprofessional nature which provides supplementary service in the field of education.
6. SOCIAL SECURITY NUMBER - the number assigned to the staff member by the Social Security Administration.
7. RECORD CODE - 0
8. FILLER - 00
9. CARD NUMBER - 01
10. NAME - last name, first name, and middle initial of the staff member.
11. SEX
 - 1 - Male
 - 2 - Female
12. MARITAL STATUS - a numeric code indicating marital status. The following code should be used:

| | |
|---------------|--------------|
| 1 - Single | 4 - Divorced |
| 2 - Married | 5 - Widowed |
| 3 - Separated | |

13. DATE OF BIRTH - year, month, and day of staff member's birth. December 22, 1931 would be recorded as 31-12-22.

14. HIGHEST LEVEL OF EDUCATION - the highest educational level attained in a formal program. The following codes will be used to indicate the highest level of education completed.

South Dakota

0

1

2

3

4

6

7

8

9

MSEIP

02 - High School or less

05-- 1 year of college

06 - 2 years of college

08 - 3 years of college

10 - Bachelor's Degree

11 - Master's Degree

12 - Intermediate Degree, 6th year program, educational specialist

13 - Doctor's Degree

03 - Vocational or Post High School

15. MEDICAL EXAMINATION - the year and month of the most recent medical examination. This date should be recorded as: June 1961 - 61-06.

16. ACCIDENT RECORD - a numeric field containing year, month, and day of the most recent motor vehicle accident involving vehicle or property damage, or personal injury. This field relates only to vehicle operators and driver education teachers. This date should be recorded numerically as: June 12, 1962 - 62-06-12.

17. CARD NUMBER - 02

18. NUMBER OF DAYS EMPLOYED - the actual number of days the staff member is employed, including paid vacations. A staff member employed five days per week on an annual basis would report 260 days per year. This figure should be right justified.

19. HOURS WORKED PER DAY - the average number of hours worked per day by staff members. This information should be recorded to the nearest hour. Example: ten and three-fourth hours as 11.

20. HOURLY WAGE - the rate of pay per hour to be paid a staff member during the current year. Record the amount paid per hour. Example: \$2.52 would be recorded as 0252.

21. ANNUAL WAGE - the amount of money paid, before deductions each school year, to a staff member as determined by the contract during the current year. This amount should be recorded to the nearest whole dollar and right justified.

22. RECORD TYPE - 209

23. EDUCATIONAL EMPLOYMENT STATUS - the current employment status of the staff member as defined by the following:

- 1 - Technical Staff Member - a technical staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to a particular area of technical specialization than to education.
2. Ancillary Staff Member - an ancillary staff member is a person who meets all the stated criteria of a staff member and who is performing activities of a nontechnical or nonprofessional nature which provide supplementary service in the field of education.

24. RECORD CODE - 2

25. DETAIL NUMBER OF ASSIGNMENT RECORD - this is a two-digit number used to indicate the number of assignments held. The first assignment is 01, the second is 02, etc.

26. FILLER - 00

27. POSITION TITLE - the title or titles most descriptive of your activities as described by the titles and functions as coded on pages 256-266 of the MSEIP Documentation.

28. AREA OF RESPONSIBILITY - a major division or subdivision of a school system operation. Use the codes provided in the MSEIP Documentation, pages 250-251.

29. INSTRUCTIONAL AREA - a grouping of related courses or units of subject matter. Indicate the instructional area that you provide service in; use the following codes:

00 - Does Not Apply
01 - Agriculture
02 - Art
03 - Business
04 - Distributive Education
05 - English Language Arts
06 - Foreign Language
07 - Health Occupations
08 - Health, Safety, P.E.
09 - Home Economics
10 - Industrial Arts
11 - Mathematics
12 - Music
13 - Natural
14 - Office Occupations

15 - Social Studies
16 - Technical Education
17 - Trades and Industry
18 - General Education (Gen. Elem. & Sec. Education)
19 - Exceptional Child Education
20 - Cocurricular Activities
21 - Academic Cocurricular Activities
22 - Athletic Cocurricular Activities
23 - Music Cocurricular Activities
24 - School Services Cocurricular Activities
25 - Cocurricular Social Organizations
30 - Driver Education
50 - Homeroom, Elementary
51 - Homeroom, Secondary

30. SCOPE OF ASSIGNMENT - indicate the classification of your assignment using the codes listed below:

- 1 - Single School or Supporting Facility
- 2 - More Than One School or Supporting Facility but Less Than Systemwide
- 3 - Systemwide
- 4 - More Than One System but Less Than Statewide
- 5 - Statewide

31. LEVEL OF ASSIGNMENT - a code indicating the general level of the assignment of a staff member. This is coded as follows:

- | | |
|-----------------------------------|------------------------|
| 1 - Elementary | 5 - Junior High |
| 2 - Elementary-Junior High | 6 - Junior-Senior High |
| 3 - Elementary-Senior High | 7 - Senior High |
| 4 - Elementary-Junior-Senior High | 8 - Post High School |

32. PERCENT OF TIME ON ASSIGNMENT - percent of employed time spent on this assignment. A staff member that worked all day every day for the regular school year would enter 100 percent. A staff member working one-half day every day for the regular school year would enter 50 percent. NOTE: three digits must be entered, as 050. Any figure less than 100 percent will need adjustment in this manner.

FILE LAYOUT - TECHNICAL/ANCILLARY PERSONNEL

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-------------|-------------|---------------|-------------------|-----------------|------------------------|-----------|--------|-------------|
| Record Type | County Code | District Code | Organization Code | Edu. Emp. Stat. | Social Security Number | Rec. Code | Filler | Card Number |
| 1 3 | 4 6 | 7 10 | 11 13 | 14 | 15 23 | 24 | 25 26 | 27 28 |
| | | | | | | 0 | 0 0 | 0 1 |

| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|-----------|------------|----|-----|-----------|----------------|----------------------|
| Last Name | First Name | MI | Sex | Mar. Sta. | Date of Birth | Highest Level of Ed. |
| 29 44 | 45 52 | 53 | 54 | 55 | Year Month Day | Year Month |
| | | | | | | |

| 17 | 18 | 19 | 20 | 21 |
|-------------|----------------------|----------------------|-------------|-------------|
| Card Number | No. of Days Employed | Hours Worked Per Day | Hourly Wage | Annual Wage |
| 27 28 | 29 31 | 32 33 | 34 37 | 38 42 |
| 0 2 | | | | |

| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
|-------------|------------------|-------------|------------------------|--------|----------------|-----------------|-------------|----------------|----------------|----------------------|
| Record Type | Educ. Emp. Stat. | Record Code | Det.No. Assign. Record | Filler | Position Title | Area of Respon. | Instr. Area | Scope of Asgn. | Level of Asgn. | % Time on Assignment |
| 1 3 | 14 | 24 | 25 26 | 27 28 | 29 30 | 31 33 | 34 35 | 36 | 37 | 38 40 |
| 2 0 9 | | 2 | | 0 0 | | | | | | |

PUPIL FILE

The MSEIP Pupil Subsystem was concerned with developing a pupil accounting system that would satisfy requirements of SEA's, provide for needs of LEA's in the collection of pupil data, and provide feed-back of meaningful pupil data and analysis.

The Pupil Subsystem data file is separated into two categories based on relative need of the data items (Table 6). The first category consists of a minimal number of items considered by the committee as essential in collecting pupil information. The second category contains optional data items. The items in the first category may be essential for the calculation of state aids, transportation aids, enrollments, and other required statistics. The SEA's must select carefully from the optional category those items which they desire to collect and add to the essential items. It is imperative that each state keep its selection of items to a minimum because of the large number of pupils within a state and the voluminous amount of data to be collected and maintained.

The Pupil file is sequenced by pupil identification number within organizational unit, within district, within county. This allows for access to as small a group of pupils as possible, thereby increasing the efficiency of the system for retrieval and reporting purposes.

Only two of the pupil records were collected for the Demonstration-Workshop Conference of MSEIP. The basic pupil data were collected on the 503 record and also collected were the pupils' class assignments, which is part of the 507 record. While no other pupil data were collected, these data items were collected in "unit form" on all of the pupils in the five district sample.

There are some concerns about the collection of pupil data that an SEA will have to take into consideration before implementation is initiated. There is a small number of pupils, between five and ten percent, about which it is necessary for the SEA to have a great deal of information. These are primarily pupils in special education programs. The data needs for the majority of pupils within a state can be satisfied with summary form. This disparity caused the pupil committee to develop a listing of data items that would meet the needs of the special group. Before any state implements the Pupil Subsystem there will need to be a careful selection of what items, if any, need to be collected in unit form about the majority of pupils.

The large number of pupils compared to the numbers in any other subsystem, makes even a short unit record on all pupils a very voluminous file to collect and maintain.

If any individual information is to be collected on pupils, each pupil will have to have a unique identifying number. The Universal Birth Number is recommended. A further discussion on this numbering system can be found in the MSEIP Documentation, pages 297-299.

Table 6. PUPIL FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

| Record Number | Name | Number of Cards | Number of Characters | Master Record to | Detail Record to |
|---------------|------------------------|-----------------|----------------------|--------------------|------------------|
| 500 | County | | | 501 | Directory |
| 501 | District | | | 502 | 500 |
| 502 | Organization | | | 503 | 501 |
| 503 | Pupil/Category One | 1 | 49 | 504,507 | 502 |
| 504 | Pupil/Category Two | 17 | 1127 | 505,506 508-520 | 503 |
| 505 | Adults in Household | 1 | 54 | | 504 |
| 506 | Bro/Sis in Household | 1 | 36 | | 504 |
| 507 | Course Information | 1 | 28 | | 503 |
| 508 | Disease and Illness | 1 | 29 | | 504 |
| 509 | Federal Assistance | 1 | 25 | | 504 |
| 510 | Welfare | 1 | 24 | | 504 |
| 511 | Immunization | 1 | 25 | | 504 |
| 512 | Languages | 1 | 24 | | 504 |
| 513 | Limitations | 1 | 29 | | 504 |
| 514 | Nonschool Performance | 1 | 56 | | 504 |
| 515 | Other Child. in House. | 1 | 55 | | 504 |
| 516 | Physical Examination | 1 | 25 | | 504 |
| 517 | Pupil Referral | 1 | 32 | | 504 |
| 518 | School Activities | 1 | 41 | | 504 |
| 519 | Std. Tests & Invent. | 1 | 52 | | 504 |
| 520 | Surgery & Injuries | 1 | 34 | | 504 |

The information that was needed to complete even the abbreviated form used in the demonstration was not all located in one physical place within the LEA. This meant that the forms had to be handled by a number of people or records had to be moved to a central location. Either of these alternatives is conducive to errors.

It will be necessary to instruct all of the districts in the state on the form in which the information is to be collected at the LEA. Transformation of information from one system to another is time consuming and fraught with complications.

It is recommended that the collection document for pupils carry the control codes - record numbers, fillers, card numbers, and detail numbers where possible so not to be omitted when processed. During the collection for demonstration there were some areas that Central Staff felt might need additional review prior to implementation.

5. PUPIL SEQUENCE NUMBER: This internal numbering system should be controlled from the central office of the district. While a pupil is sequenced by County Code, District Code, and Organization Code, the number could be duplicated from building to building without immediate problems; however, if a pupil moves to another building the number would have to be changed to avoid possible duplication. Therefore, in order to preserve "uniqueness" central control must be maintained (see pages 297-299 in the MSEIP Documentation).

9. TYPE OF ENTRY OR RE-ENTRY: A decision has to be made on whether (R-1) "A pupil received from within the same school" is to be collected, other than locally. In addition, a decision will have to be made on the length of time the "D", which designates a dropout who has returned to school, will be retained. The same comment is germane to the Type of Pupil Code - (80) Former Dropout in item 19.

19. TYPE OF PUPIL: A further elaboration is necessary on who is "professionally qualified" to classify pupils. Most teachers felt that they were qualified and when individual teachers completed pupil report forms asking for Type of Pupil, there were many arbitrary decision made. It might be well to have the district central office responsible for coding all pupils who do not fall into the (00) Normal Range of Pupils classification.

Following is a list of pupil types that cannot be identified using the MSEIP System. There is more than enough coding space in MSEIP to define these pupil types and they should be added.

1. Children from low income areas
2. Neglected and delinquent children
3. Potential dropouts
4. Adult basic education
5. Number of children (ages 5 through 18) residing in the district from families with less than \$2,000 annual income.

There is a need to modify the system to allow for a multiple response to this item. Many students will and should be classified in more than one group.

108. LOCAL COURSE NUMBER: For a discussion of this item see page 91 of Instructional Programs.

| | | | | | | | | | | | |
|-------------|---|---|--------|--|--|----------|--|--|-------------|--|--|
| 1 | | | 2 | | | 3 | | | 4 | | |
| Record Type | | | County | | | District | | | School Org. | | |
| 5 | 0 | 3 | | | | | | | | | |

DATA COLLECTION FORM

PUPIL RECORD

This form developed for MSEIP

demonstration in South Dakota.

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO

MICHIGAN



MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

NEBRASKA

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|--|--|-------------|---|-------------|---|-----|--|---------------|--|----------------------|--|--------------|--|-----------------------|--|--------------|--|---------------|--|----------------|--|---------------------|--|----------|--|------------|--|-------------|---|-------------|---|-----|--|
| 5 | | | | 6 | | 7 | | 8 | | 9 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | | 19 | | 105 | | 106 | |
| Pupil Sequence Number | | | | Record Code | | Card Number | | Sex | | Grade Entered | | Type Entry/ Re-entry | | With- drawal | | Transportation Status | | Res. Tuition | | ½ Days Member | | ½ Days Present | | Ed. & Voc. Interest | | Type Cl. | | Type Pupil | | Record Type | | Record Code | | | |
| | | | | 0 | 1 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | 5 | 0 | 7 | 0 | 5 | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|
| 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | |
| 01 Local Course No. | | Sec. No. | | 02 Local Course No. | | Sec. No. | | 03 Local Course No. | | Sec. No. | | 04 Local Course No. | | Sec. No. | | 05 Local Course No. | | Sec. No. | | 06 Local Course No. | | Sec. No. | | 07 Local Course No. | | Sec. No. | | 08 Local Course No. | | Sec. No. | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | |
|---------------------|--|----------|--|---------------------|--|----------|--|
| 108 | | 109 | | 108 | | 109 | |
| 09 Local Course No. | | Sec. No. | | 10 Local Course No. | | Sec. No. | |
| | | | | | | | |

141

| | | | | | | | | | | | |
|-------------|---|---|--------|--|--|----------|--|--|-------------|--|--|
| 1 | | | 2 | | | 3 | | | 4 | | |
| Record Type | | | County | | | District | | | School Org. | | |
| 5 | 0 | 3 | | | | | | | | | |

PUPIL RECORD

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|--|--|-------------|---|-------------|---|-----|--|---------------|--|----------------------|--|--------------|--|-----------------------|--|--------------|--|---------------|--|----------------|--|---------------------|--|----------|--|------------|--|-------------|---|-------------|---|-----|--|
| 5 | | | | 6 | | 7 | | 8 | | 9 | | 10 | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | | 19 | | 105 | | 106 | |
| Pupil Sequence Number | | | | Record Code | | Card Number | | Sex | | Grade Entered | | Type Entry/ Re-entry | | With- drawal | | Transportation Status | | Res. Tuition | | ½ Days Member | | ½ Days Present | | Ed. & Voc. Interest | | Type Cl. | | Type Pupil | | Record Type | | Record Code | | | |
| | | | | 0 | 1 | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | 5 | 0 | 7 | 0 | 5 | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|---------------------|--|----------|--|
| 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | | 108 | | 109 | |
| 01 Local Course No. | | Sec. No. | | 02 Local Course No. | | Sec. No. | | 03 Local Course No. | | Sec. No. | | 04 Local Course No. | | Sec. No. | | 05 Local Course No. | | Sec. No. | | 06 Local Course No. | | Sec. No. | | 07 Local Course No. | | Sec. No. | | 08 Local Course No. | | Sec. No. | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | |
|---------------------|--|----------|--|---------------------|--|----------|--|
| 108 | | 109 | | 108 | | 109 | |
| 09 Local Course No. | | Sec. No. | | 10 Local Course No. | | Sec. No. | |
| | | | | | | | |

INSTRUCTIONS FOR
PUPILS

1. RECORD TYPE - 503
2. COUNTY CODE - a three-digit code supplied by the SEA.
3. DISTRICT CODE - a four-digit code supplied by the SEA.
4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.
5. INTERNAL PUPIL SEQUENCE NUMBER - this is a five digit numeric field assigned to a pupil for internal file sequencing purposes. This code is assigned yearly at the district level.
6. RECORD CODE - 01
7. CARD NUMBER - 01
8. SEX - the sex of the pupil
 - 1 - Male
 - 2 - Female
9. GRADE ENTERED - the grade entered by the pupil during this current school year.

| | |
|--------------------------------|------------------------------------|
| 01 - Grade 1 | 14 - Grade 14 (College 2 Years) |
| 02 - Grade 2 | 15 - Third Year College |
| 03 - Grade 3 | 16 - Fourth Year College |
| 04 - Grade 4 | 20 - Nursery/Pre-kindergarten |
| 05 - Grade 5 | 21 - Kindergarten |
| 06 - Grade 6 | 30 - Adult Education |
| 07 - Grade 7 | 40 - Ungraded Elementary |
| 08 - Grade 8 | 41 - Ungraded Secondary |
| 09 - Grade 9 | 42 - Special Education, Elementary |
| 10 - Grade 10 | 43 - Special Education, Secondary |
| 11 - Grade 11 | 44 - Sheltered Workshop |
| 12 - Grade 12 | 45 - Clinic |
| 13 - Grade 13 (College 1 Year) | 99 - Other |
10. TYPE OF ENTRY OR RE-ENTRY

Original Entry - a pupil entering a school or other instructional situation for the first time in the United States or its outlying areas is referred to as an original entry.

0 - Original Entry

Type of Re-entry - any entering pupil who was previously enrolled in any public or nonpublic school in the United States and/or its outlying areas is referred to as a re-entry. Re-entry codes and definitions are the following:

- 1 - (R-1) - A Pupil Received from Within the Same School - this applies where the pupil continues in membership in the school from one regular school term to the next; where the pupil's name has been transferred during a regular school term from one homeroom register to another because of a transfer, promotion, or demotion within the same school; and where the pupil returns to the same room in the same school after withdrawal or discharge without entering any other school during the intervening period.
- 2 - (R-2) - Re-entry from a Public School in the Same Local Administrative Unit - a pupil received from another school under the same local control. This applies to pupils who are promoted from one school to another; change their residence and go to a different school; or are reassigned to a different school.
- 3 - (R-3) - Re-entry from a Nonpublic School in the Same Local Administrative Unit - a pupil received from a nonpublic school located in the same local district. This applies to pupils who transfer from private or parochial schools located within the local district.
- 4 - (R-4) - Re-entry from a Public School Outside the Local District but Within the Same State as the Local District - a pupil received from a public school outside the local district but within the same state as the local district.
- 5 - (R-5) - Re-entry from a Nonpublic School in the State, but Outside the Local District - a pupil received from a private or parochial school outside the local district but within the same state as the local district.
- 6 - (R-6) - Re-entry from Another State or Country - a pupil received from a school, public or nonpublic, located outside the state or country.
- D - Former Dropout - a pupil whose most recent previous school membership was terminated by dropping out. The suffix "D" should be added to the designation for re-entry to indicate the source of the re-entry: 1D, 2D, 3D, 4D, 5D, and 6D.

Control - is this the first time you have enrolled in a school in this state this year?

- 1 - Yes
- 2 - No

11. WITHDRAWAL - information about pupils who have withdrawn from membership in a class, grade, or school by transferring, completing schoolwork, dropping out, or because of death.

Transfer - a pupil who leaves one class, grade, or school and moves to another class, grade, or school is referred to as a transfer. Coded as follows:

- 01 - (T-1) - a pupil transferred to another grade or homeroom within the same school.
- 02 - (T-2) - a pupil transferred to another public school or other instruction under public school supervision in the same administrative unit.
- 03 - (T-3) - a pupil transferred to a nonpublic school located within the same local administrative unit.
- 04 - (T-4) - a pupil transferred to a public school in the state, but outside the local administrative unit.
- 05 - (T-5) - a pupil transferred to a nonpublic school in the state, but outside the local administrative unit.
- 06 - (T-6) - a pupil transferred to another school, public or nonpublic, outside the state.
- 07 - (T-7) - a pupil transferred to another school, public or nonpublic, in another country.

Completion - a pupil who has graduated from a high school (grade 12) or junior college or otherwise has fulfilled the requirements for a prescribed program of studies.

- 08 - Graduated from High School or Junior College - a pupil receives a diploma or degree as formal recognition for the successful completion of a high school or junior college program of instruction.
- 09 - Completed Other Schoolwork - a pupil who has completed school in an approved manner other than 08 and receives a certificate of completion, gains recognition for work as a high school postgraduate, is accepted for early admission to a college or university, or receives other recognition.

Dropout - a pupil who leaves school, for any reason except death, before graduation or completion of a program of studies and without transferring to another school.

- 10 - Physical Illness - a pupil leaves school because of physical illness.
- 11 - Physical Disability - a pupil who was excused from school attendance because of a physical defect or handicap of a permanent or semi-permanent nature.

- 12 - Mental Illness - a pupil who was excused or required to leave school because of a mental illness.
- 13 - Mental Disability - a pupil who was excused from school attendance because of a mental handicap or defect of a permanent or semipermanent nature.
- 14 - Behavioral Difficulty - a pupil who was required to withdraw from school because of behavioral difficulty.
- 15 - Academic Difficulty - a pupil leaves school because of academic difficulty.
- 16 - Lack of Appropriate Curriculum - a pupil leaves school because the curriculum was not appropriate for his needs.
- 17 - Poor Pupil-Staff Relationship - a pupil leaves school because of poor relationships with members of the school staff.
- 18 - Poor Relationship with Fellow Pupils - a pupil leaves school because of poor relationships with fellow pupils.
- 19 - Dislike of School Experience - the pupil leaves school because of an active dislike of one or more aspects of his school experiences.
- 20 - Parental Influence - a pupil leaves school as a result of parental encouragement to do so.
- 21 - Needed at Home - a pupil leaves school to help with work at home.
- 22 - Economic Reasons - a pupil leaves school because of economic reasons, including inability to pay for school expenses and inability of parents to provide suitable clothing.
- 23 - Employment - a pupil leaves school to seek or accept employment, including employment required to support parents or other dependents.
- 24 - Marriage - a pupil leaves school to marry.
- 25 - Pregnancy - a pupil leaves school, or is required to leave school, because of pregnancy.
- 26 - Other Known Reason - a pupil leaves school or was required to leave for some reason other than those given for codes 01 to 25 above.
- 27 - Reason Unknown - a pupil leaves school for a reason which is not known.

Note: Codes 28 and 29 will not be included in computing total dropouts.

- 28 - Never Belong in this School - a pupil who was erroneously put into another school's file when in fact he never belonged to that school.

Death - a pupil's name was removed from the membership roll of the school following his death.

29 - Death - a pupil's name is removed from the rolls of the school because of his death.

12. TRANSPORTATION STATUS OF THE PUPIL - the information about whether or not a pupil is transported to and/or from school, or receives services in lieu of transportation, and at whose expense.

Transported

- 1 - Yes
- 2 - No

Whose Expense

- 1 - District Only
- 2 - Another District
- 3 - State Only
- 4 - Private Individual
- 5 - District and State
- 9 - Other

Distance Transported - one-way distance from school

- 1 - Less than One Mile
- 2 - One Mile but Less than Two Miles
- 3 - Two Miles but Less than Five Miles
- 4 - Five Miles or More

Qualified for State Aid

- 1 - Yes
- 2 - No

Services in Lieu of Transportation

- 1 - Yes
- 2 - No

13. RESIDENCE CRITERIA

- 1 - Resident
- 2 - Nonresident (In-state)
- 3 - Nonresident (Out of State)
- 9 - Other

14. TUITION STATUS - information indicating whether a district receives tuition payment for a pupil, regardless of his residence.

- | | |
|------------------------------|---------------------------|
| 1 - No Tuition | 4 - Paid by Another State |
| 2 - Paid by Another County | 5 - Paid by Parent |
| 3 - Paid by Another District | 9 - Other |

15. NUMBER OF HALF DAYS MEMBERSHIP - the number of half days a pupil is present and absent when school is in regular session during a given reporting period.
16. NUMBER OF HALF DAYS PRESENT - the number of half days a pupil is present when school is in regular session during a given reporting period.
17. EDUCATIONAL AND VOCATIONAL INTERESTS AND PLANS - information about the pupil's aspirations and plans for vocational training and/or education after leaving the school in which he is currently in membership.

Educational Aspirations

- 01 - Less than High School Graduation
- 02 - High School Graduation
- 03 - On-the-job Training
- 04 - Apprentice Program
- 05 - Go to School in Military Service
- 06 - Technical, Trade, or Business School - Two Years or Less
- 07 - Technical, Trade, or Business School - More than Two Years
- 08 - Some College - not to Graduate
- 09 - Complete Junior College
- 10 - Bachelor's Degree
- 11 - Beyond a Bachelor's Degree
- 99 - Other

Vocational Interests

- 0 - No Information Available
- 1 - Professional, Technical, and Managerial Occupations
- 2 - Clerical and Sales Occupations
- 3 - Service Occupations
- 4 - Farming, Fishing, Forestry, and Related Occupations
- 5 - Processing Occupations
- 6 - Machine Trades Occupations
- 7 - Bench Work Occupations
- 8 - Structural Work Occupations
- 9 - Miscellaneous Occupations

18. TYPE OF CLASS - the type of class or classes in which a pupil is to receive approved instruction.
 - 1 - Regular
 - 2 - Exceptional
 - 3 - Homebound
 - 9 - Other
19. TYPE OF PUPIL - the group or groups into which individuals are classified when identified by professionally qualified personnel.
 - 00 - Normal Range of Pupils - pupils within the normal range of ability and performance, that is, the general type of pupils in most schools, courses, or classes serving pupils of a given age group.

- 10 - Gifted and Talented - pupils identified by professionally qualified personnel as being mentally gifted or talented in such areas as:
 - 11 - In General Academic Work - including mathematics, science, social studies, reading, foreign language, and other language arts.
 - 12 - In Fine Arts Areas - including music, dance, arts of design, and dramatics.
 - 13 - In Vocational and Technical Areas
 - 19 - In Other Areas - including athletics, human relationships, and creativity in areas not identified above.
- 20 - Slow Learner - pupils who display evidence of having difficulty in adjusting to the curriculum in academic areas, requiring some minor modification of school offering within the regular classroom in order to attain maximum growth and development.
- 30 - Mentally Handicapped - pupils identified by professionally qualified personnel as being mentally handicapped according to degrees of retardation. This includes those individuals whose level of mental development is such that they have been identified by professionally qualified personnel as unable to profit from the school program without special help. Pupils in this category are classified educationally as educable (mild) mentally handicapped; trainable (moderate) mentally handicapped; and custodial (severe or profound) mentally handicapped.
 - 31 - Educable (Mild) Mentally Handicapped - mentally handicapped individuals who are educable in the academic, social, and occupational areas even though moderate supervision may be necessary.
 - 32 - Trainable (Moderate) Mentally Handicapped - mentally handicapped individuals for whom little or no self-support is anticipated although some improvement in performance is possible, especially in the self-care social, and emotional adjustment and economic usefulness in the home or sheltered environment.
 - 33 - Custodial (Severe or Profound) Mentally Handicapped - mentally handicapped individuals for whom neither self-support nor significant improvement in performance is anticipated.
- 40 - Physically Handicapped - pupils identified by professionally qualified persons as having one or more physical handicaps, for example, the blind, the hard of hearing, the speech impaired, and the crippled.

- 41 - Blind - those pupils who are declared legally blind.
- 42 - Partially Seeing - those pupils who require special educational facilities beyond the usual school program.
- 43 - Deaf - those pupils who are declared legally deaf.
- 44 - Hard of Hearing - those pupils who require special consideration because of a hearing loss.
- 45 - Speech Handicapped - those pupils whose speech is abnormal due to a physical reason.
- 46 - Crippled - individuals having a physical impairment of a type which might restrict normal opportunities for education or self-support. This term is generally considered to include individuals having impairments caused by a congenital abnormality, for example, cleft palate, club foot, absence of some member, etc. It also includes impairment caused by disease, for example, poliomyelitis, tuberculosis, encephalitis, and other neurological involvements which might result in conditions such as cerebral palsy or epilepsy, etc. It further includes impairments caused by accidents, for example, fractures or burns which cause contractures, etc.
- 47 - Pupils With Special Physical Health Problems - pupils identified by professionally qualified personnel as having either permanently or periodically less than the usual amount of strength, energy, and endurance and hence may need appropriate modification of their educational program. Such a condition might result from chronic illness or environmental causes, for example, diabetes, cardiac disease, or lead poisoning.
- 50 - Socially and/or Emotionally Handicapped - pupils identified by professionally qualified personnel as having a social and/or emotional handicap, such as being emotionally disturbed and delinquency prone. (Pupils having a cultural handicap are included under a separate classification.)
- 51 - Emotionally Disturbed - pupils identified by professionally qualified personnel as having an emotional handicap of such nature and severity as to require one or more special services, whether or not such services are available. Such services include institutional care, other professional treatment or care, and instruction in special classes for special pupils on a full time or part-time basis.

- 52 - Delinquency Prone - pupils who have been identified by professionally qualified personnel as having a strong tendency toward committing acts which are classified as patterns of delinquent behavior.
- 59 - Other Social and/or Emotional Handicapped - pupils identified by professionally qualified personnel as being socially and/or emotionally handicapped in a manner other than those identified under the items above. The nature of their handicap should be specified; for example, children addicted to hallucinogenic or other deviate drugs.
- 60 - Culturally Handicapped - pupils identified by professionally qualified personnel as having a deviation or deficiency in cultural or environmental background that adversely affects their school performance or learning, for example, non-English speaking pupils, migrant children, functional illiterates, and members of disadvantaged cultural groups.
- 61 - Culturally Disadvantaged - pupils whose cultural background is so different from that of most pupils that they have been identified by professionally qualified personnel as needing additional educational opportunities beyond what are provided by the usual school program if they are to be educated to the level of their abilities. Certain types of programs for culturally disadvantaged pupils are referred to as compensatory education programs.
- 62 - Non-English Speaking Pupils - pupils whose ability to speak English is so retarded that they are unable to profit from the usual classroom instruction in English.
- 63 - Migrant Children - pupils whose parents are migrant workers and who are within the age limits for which the local school district provides free public education.
- 64 - Functional Illiterates - individuals who are unable to read, write, and compute sufficiently well to meet the needs of adult life. This frequently is considered to include adults who have not gone beyond the eighth grade or who cannot read, write, and compute at or about an eighth grade level of performance.
- 69 - Other Culturally Handicapped Pupils - pupils identified by professionally qualified personnel as having cultural handicaps in a manner other than those identified under the items above, for example, culturally different, parental neglect, and economically disadvantaged. The nature of their handicap should be specified.

70 - Pupils with Learning Difficulties

- 71 - Learning Difficulties - pupils identified by professionally qualified personnel as having sharp deficits in one or a limited number of aspects of the cognitive processes, that is, the sensory, associate, or expressive processes and marked underachievement when considering the general level or mode of the overall abilities. Many such pupils are also said to have brain injury (Strauss Syndrome), perceptual handicaps, or minimal brain dysfunctions. For reporting purposes, pupils having learning difficulties also should be identified according to other characteristics such as being within the normal range of pupils, being gifted or talented, being mentally handicapped, partially seeing, hard of hearing, or speech impaired, or having other specific types of handicaps. In each case, the distinctive features are the sharp imbalance within the pupil's cognitive development and marked underachievement.
- 72 - Communication Disorder - pupils identified as having a communication problem for which no physical reason can be determined.
- 73 - Underachieving Pupils - pupils who score consistently and significantly below their expected performance levels on standardized achievement tests. Their expected performance levels are determined by using scores on standardized tests of ability to predict performance on standardized tests of achievement.
- 80 - Former Dropouts - pupils who have returned to school after dropping out, that is, pupils whose most recent formal education was in an elementary or secondary school and who withdrew from this school by dropping out.
- 90 - Miscellaneous Characteristics
 - 91 - Multiple Handicaps - pupils having more than one handicap. These pupils should be identified also according to the nature of each handicap as indicated elsewhere in this series.
 - 92 - Pre-kindergarten Age - pupil is below legal age for admission into kindergarten.
 - 93 - Employed Youth Under Age 18 - persons under 18 years of age who have not completed a secondary school and who left full time instruction to enter the labor force.
 - 94 - Pregnancy - a pupil who is receiving a special program because of pregnancy.

95 - Adult and Post High School - persons of adult age, usually 21 years old, and youth beyond the age of compulsory school attendance who enroll in a program of instruction.

96 - Parents - parents of school children and children of pre-school age.

99 - Other Characteristics - distinctive characteristics of pupil groups not identified elsewhere under this series, such as pupils in a given program of study. Any such characteristic should be specified.

20. RECORD TYPE - 504

21. RECORD CODE - 02

22. CARD NUMBER - 01

23. AGE GROUP OF THE PUPIL - the age group into which a pupil falls at the time of registration for an adult education program.

- | | |
|--------------|-----------------|
| 1 - Under 18 | 6 - 35-44 |
| 2 - 18-19 | 7 - 45-54 |
| 3 - 20-24 | 8 - 55-64 |
| 4 - 25-29 | 9 - 65 and over |
| 5 - 30-34 | |

24. ANY OTHER NAME - the last name and any appendages such as Jr. or III, first name, and middle initial other than the legal name by which the pupil is known.

25. AREA OF SPECIALIZATION AND COURSE EMPHASIS - the general accumulation of courses completed by a pupil enabling him to qualify for a diploma, certificate, or degree for completion of schoolwork as stipulated by the practices of the local and/or state school system.

Area of Specialization

- | | |
|-------------------------|---------------------------|
| 0 - Does Not Apply | 5 - Liberal Arts |
| 1 - General | 6 - Liberal Arts Transfer |
| 2 - College Preparatory | 7 - Technical |
| 3 - Business | 8 - Terminal Occupational |
| 4 - Vocational | 9 - Other |

Course Emphasis

- | | |
|-----------------------------|---------------------------|
| 00 - Does Not Apply | 08 - Health, Safety, P.E. |
| 01 - Agriculture | 09 - Home Economics |
| 02 - Art | 10 - Industrial Arts |
| 03 - Business | 11 - Mathematics |
| 04 - Distributive Education | 12 - Music |
| 05 - English Language Arts | 13 - Natural |
| 06 - Foreign Language | 14 - Office Occupations |
| 07 - Health Occupations | 15 - Social Studies |

- | | |
|---|---|
| 16 - Technical Education | 23 - Music Cocurricular Activities |
| 17 - Trades and Industry | 24 - School Service Cocurricular Activities |
| 18 - General Education (Gen. Elem. & Sec. Education | 25 - Cocurricular Social Organizations |
| 19 - Exceptional Child Education | 30 - Driver Education |
| 20 - Cocurricular Activities | 50 - Homeroom, Elementary |
| 21 - Academic Cocurricular Activities | 51 - Homeroom, Secondary |
| 22 - Athletic Cocurricular Activities | |

26. BUSINESS TELEPHONE NUMBER OF THE HEAD OF HOUSEHOLD (If Different from the Parent's or Legal Guardian's) - the current telephone number of the head of household's employer. Indicate the area code and all of the letters and/or digits.

27. BUSINESS TELEPHONE NUMBER OF THE MALE PARENT OR LEGAL GUARDIAN - the current telephone number of the male parent's or legal guardian's employer. Indicate the area code and all of the letters and/or digits.

28. CITIZENSHIP STATUS - the nature of the pupil's citizenship status within the United States.

- 1 - United States Citizen
- 2 - Other than United States Citizen

29. COURSE LOAD AND TIME STATUS - whether a pupil is carrying a full course load as designated by his state and/or local school district, and the percent of time a pupil is in school.

Course Load - Is the pupil carrying a full course load as determined by the state or local school system?

- 1 - Yes
- 2 - No

Time Status - to determine the percent of time a pupil is in school, divide the number of clock hours per week a pupil is in school by the number of clock hours school is in session, and multiply by 100.

00 - Full time

For part-time, enter the percent figured to the nearest whole number.

30. CARD NUMBER - 02

31. DATE OF BIRTH - the year, month, and day of the pupil's birth.

32. EDUCATIONAL LEVEL OF THE MAN WITH WHOM THE PUPIL RESIDES (Parent or Male Head of Household) - the highest educational level attained by the man with whom the pupil resides. The codes are listed on the next page.

- | | |
|--------------------------------|--|
| 00 - None | 14 - Grade 14 (College 2 Years) |
| 01 - Grade 1 | 15 - College 3 Years |
| 02 - Grade 2 | 16 - College 4 Years |
| 03 - Grade 3 | 60 - High School Diploma |
| 04 - Grade 4 | 61 - High School Equivalency |
| 05 - Grade 5 | 62 - Business or Clerical School Diploma or Certificate |
| 06 - Grade 6 | 63 - Voc-Tech 2-Year Certificate |
| 07 - Grade 7 | 64 - Associate of Arts Degree |
| 08 - Grade 8 | 65 - Other Post High School |
| 09 - Grade 9 | 70 - Bachelor's Degree |
| 10 - Grade 10 | 71 - Master's Degree |
| 11 - Grade 11 | 72 - Doctor's Degree |
| 12 - Grade 12 | 80 - No Information Available |
| 13 - Grade 13 (College 1 Year) | |

33. EDUCATIONAL LEVEL OF THE WOMAN WITH WHOM THE PUPIL RESIDES (Parent or Female Head of Household) - the highest educational level attained by the woman with whom the pupil resides.

- | | |
|--------------------------------|--|
| 00 - None | 14 - Grade 14 (College 2 Years) |
| 01 - Grade 1 | 15 - College 3 Years |
| 02 - Grade 2 | 16 - College 4 Years |
| 03 - Grade 3 | 60 - High School Diploma |
| 04 - Grade 4 | 61 - High School Equivalency |
| 05 - Grade 5 | 62 - Business or Clerical School Diploma or Certificate |
| 06 - Grade 6 | 63 - Voc-Tech 2-Year Certificate |
| 07 - Grade 7 | 64 - Associate of Arts Degree |
| 08 - Grade 8 | 65 - Other Post High School |
| 09 - Grade 9 | 70 - Bachelor's Degree |
| 10 - Grade 10 | 71 - Master's Degree |
| 11 - Grade 11 | 72 - Doctor's Degree |
| 12 - Grade 12 | 80 - No Information Available |
| 13 - Grade 13 (College 1 Year) | |

34. EVIDENCE AND VERIFICATION OF BIRTH - the type of evidence by which the pupil's birthdate is verified.

- 1 - Birth Certificate
- 2 - Previously Verified School Record
- 9 - Other

35. FOLLOW-UP AFTER HIGH SCHOOL GRADUATION OR WITHDRAWAL - information concerning the employment or other activities of a former pupil after he leaves a school.

Education

- 00 - None
- 01 - Less than High School Graduation
- 02 - High School Graduation
- 03 - On-the-job Training
- 04 - Apprentice Program

- 05 - Go to School in Military Service
- 06 - Technical, Trade, or Business School - Two Years or Less
- 07 - Technical, Trade, or Business School - More than Two Years
- 08 - Some College - not to Graduate
- 09 - Complete Junior College
- 10 - Bachelor's Degree
- 11 - Beyond a Bachelor's Degree
- 99 - Other

Employment

- 0 - No Information Available
- 1 - Professional, Technical and Managerial Occupations
- 2 - Clerical and Sales Occupations
- 3 - Service Occupations
- 4 - Farming, Fishing, Forestry, and Related Occupations
- 5 - Processing Occupations
- 6 - Machine Trades Occupations
- 7 - Bench Work Occupations
- 8 - Structural Work Occupations
- 9 - Miscellaneous Occupations

36. FULL LEGAL NAME - the last name and any appendages such as Jr. or III, first name, and middle initial of the pupil.
37. HEARING - a measurement that indicates normal or abnormal hearing in a pupil. Record the measurement of hearing ability for each ear in decibels and the speech range due to hearing loss, along with the name of the test or instrument used, and the year the test was administered.

First Space

- 0 - Normal
- Loss in Decibels
 - 1 - 10
 - 2 - 20
 - 3 - 30
 - 4 - 40
 - 5 - 50
 - 6 - 60
 - 7 - 70
 - 8 - 80
 - 9 - 90 or more

Second Space

- Speech Range
 - 1 - Normal
 - 2 - Limited

Third Space

- Test Used
 - 1 - Air Conduction Audiometer
 - 2 - Bone Conduction Audiometer
 - 9 - Other

Fourth and Fifth Spaces

Year the Test was Administered - enter the last two digits of the year.

38. HEIGHT - the height of the pupil expressed in inches, without shoes.
39. IDENTIFICATION NUMBER - the number assigned to the pupil that will be used for identification. The Universal Birth Number, a number assigned by the Bureau of Vital Statistics within each state, is recommended by the Pupil Subsystem Committee.

The Universal Birth Number is stamped on the birth certificate and is developed in the following manner:

A - an 11-digit identifier which is coded as follows:

| | | |
|------|--------------|-------|
| 000 | 000000 | 00 |
| Area | Birth | Year |
| Code | Registration | of |
| | Number | Birth |

B - a temporary 11-digit identifier could be developed for those state education agencies that do not have access to state-assigned Universal Birth Numbers. The following alpha-numeric system is suggested:

| | | |
|------|--------------|-------|
| 000 | A00000 | 00 |
| Area | Temporary | Year |
| Code | Registration | of |
| | Number | Birth |

Use an alpha character for the first space of the registration number, as illustrated. The remaining five spaces should be numeric and taken from blocks of numbers assigned by the state education agency. The same format as A above is retained. Efforts to obtain the Universal Birth Number should be pursued.

Area Codes to be used in A and B:

| | |
|----------------------------|----------------------|
| 101 - Alabama | 118 - Maine |
| 102 - Arizona | 119 - Maryland |
| 103 - Arkansas | 120 - Massachusetts |
| 104 - California | 121 - Michigan |
| 105 - Colorado | 122 - Minnesota |
| 106 - Connecticut | 123 - Mississippi |
| 107 - Delaware | 124 - Missouri |
| 108 - District of Columbia | 125 - Montana |
| 109 - Florida | 126 - Nebraska |
| 110 - Georgia | 127 - Nevada |
| 111 - Idaho | 128 - New Hampshire |
| 112 - Illinois | 129 - New Jersey |
| 113 - Indiana | 130 - New Mexico |
| 114 - Iowa | 131 - New York |
| 115 - Kansas | 132 - North Carolina |
| 116 - Kentucky | 133 - North Dakota |
| 117 - Louisiana | 134 - Ohio |

135 - Oklahoma
136 - Oregon
137 - Pennsylvania
138 - Rhode Island
139 - South Carolina
140 - South Dakota
141 - Tennessee
142 - Texas
143 - Utah
144 - Vermont
145 - Virginia
146 - Washington
147 - West Virginia
148 - Wisconsin

149 - Wyoming
150 - Alaska
151 - Hawaii
152 - Puerto Rico
153 - Virgin Islands
154 - Baltimore
155 - Boston
156 - New York City
157 - New Orleans
158 - Immigration & Naturalization
Service, Department of Justice
159 - Passport Division,
Department of State

40. MARITAL STATUS - the marital status of the pupil.

- 1 - Single
- 2 - Married, Living With Spouse
- 3 - Married, Separated
- 4 - Divorced
- 5 - Widowed

41. CARD NUMBER - 03

42. NAME OF THE FEMALE HEAD OF HOUSEHOLD (If Different from the Female Parent) - the last name, first name, and middle initial of the female assuming the responsibility for the family.

43. NAME OF THE FEMALE PARENT - the last name, first name, and middle initial of the female having parental or guardian responsibility for a pupil.

Control - is the female parent living?

- 1 - Yes
- 2 - No

44. CARD NUMBER - 04

45. NAME OF THE MALE HEAD OF HOUSEHOLD (If Different from the Male Parent) - the last name and any appendages such as Sr. or II, first name and middle initial of the man assuming the responsibility for the family.

46. NAME OF THE MALE PARENT - the last name and any appendages such as Sr. or II, first name, and middle initial of the man having parental or guardianship responsibility for a pupil.

Control - is the male parent living?

- 1 - Yes
- 2 - No

47. CARD NUMBER - 05

48 and 50. NAME OF SCHOOL - the complete name, number, and address of the school in which the pupil is enrolled.

This item should be coded by separating the complete name, number, and address with spaces. Example:

WEST FARGO HIGH SCHOOL 123 211 NORTH HIGH STREET
FARGO NORTH DAKOTA 58102

49. CARD NUMBER - 06

51. NUMBER OF HALF DAYS ABSENT - the number of half days a pupil is absent when school is in regular session during a given reporting period.

52. NUMBER OF TIMES TARDY - the number of times a pupil is tardy during a given reporting period.

53. OCCUPATION OF THE MAN WITH WHOM THE PUPIL RESIDES (Parent or Male Head of Household) - the nature of the work usually performed by the man with whom the pupil resides and his current employment status.

Occupation

- 0 - No Information Available
- 1 - Professional, Technical, and Managerial Occupations
- 2 - Clerical and Sales Occupations
- 3 - Service Occupations
- 4 - Farming, Fishing, Forestry, and Related Occupations
- 5 - Processing Occupations
- 6 - Machine Trades Occupations
- 7 - Bench Work Occupations
- 8 - Structural Work Occupations
- 9 - Miscellaneous Occupations

Employment Status

- 0 - No Information Available
- 1 - Full Time
- 2 - Part-Time
- 3 - Unemployed
- 4 - Disabled
- 5 - Retired

54. OCCUPATION OF THE WOMAN WITH WHOM THE PUPIL RESIDES (Parent or Female Head of Household) - the nature of the work usually performed by the woman with whom the pupil resides and her current employment status.

Occupation

- 00 - No Information Available
- 01 - Professional, Technical, and Managerial Occupations

- 02 - Clerical and Sales Occupations
- 03 - Service Occupations
- 04 - Farming, Fishing, Forestry, and Related Occupations
- 05 - Processing Occupations
- 06 - Machine Trades Occupation
- 07 - Bench Work Occupations
- 08 - Structural Work Occupations
- 09 - Miscellaneous Occupations
- 10 - Housewife

Employment Status

- 0 - No Information Available
- 1 - Full Time
- 2 - Part-time
- 3 - Unemployed
- 4 - Disabled
- 5 - Retired

55. CARD NUMBER - 07

56. PERSON TO CALL IN CASE OF EMERGENCY - the last name, and locator information of the individual designated by the parents as the person to notify in case of emergency. Example:

S M I T H 5 1 3 E A S T C E N T R A L A V E N U E W E S T S A L E M

6 0 8 7 8 6 2 3 3 1

57. PHYSICAL EXAMINATION - a record of physical examinations administered to the pupil.

0 - No Physical Examination

School Examination

- 1 - School Physical Examination that Was Required
- 2 - School Physical Examination that Was Not Required

Nonschool Examination

- 3 - Nonschool Physical Examination Required
- 4 - Nonschool Physical Examination Not Required

Year - enter the last two digits of the most recent physical examination.

58. CARD NUMBER - 08

59. PLACE OF BIRTH - the city, county, state and zip code, and if born outside the United States, the city, province, and country in which the pupil was born. Leave a blank space between city and county, and county and state. Also, leave a blank space between city and province, and province and country where applicable. Example:

W E S T F A R G O C A S S N O R T H D A K O T A 5 8 0 7 8

60. PROMOTION OR RETENTION - information about the progress of a pupil in a full time school program or in a graded or an ungraded situation during a regular school term.

- 1 - Promotion
- 2 - Retention

61. PUPIL'S TELEPHONE NUMBER AND LOCATION - the current residence telephone number of the pupil with area code and all letters and/or digits.

Location of the Telephone

- 0 - No Information Available
- 1 - In the Home
- 2 - In the Same Building
- 3 - Neighbor's Home
- 4 - No Telephone Available
- 9 - Other

This eleven-character field should be specified with the location code left justified followed by the ten-character telephone number. Example:

1 7 0 1 6 3 3 2 7 9 0

62. CARD NUMBER - 09

63. RACE - the pupil's racial origin.

- 1 - American Indian
- 2 - Caucasian
- 3 - Negro
- 4 - Oriental
- 9 - Other

64. REASON FOR NOT ENTERING LOCAL PUBLIC SCHOOL - the explanation why a child or youth of compulsory attendance age or of school census age has not entered any local public school for the regular school term.

- | | |
|--|---------------------------------|
| 0 - No Information Available | 4 - Entered Private School |
| 1 - Completed School in an Approved Manner | 5 - Entered Parochial School |
| 2 - Physically Incapable | 6 - Entered Other Public School |
| 3 - Mentally Incapable | 9 - Other |

65. REASON FOR WITHDRAWAL - the reason given by the pupil for leaving school and his planned destination.

- | | |
|---|---|
| 01 - New Residence, Different School | 03 - Graduated from High School or Junior College |
| 02 - New Residence, School Status Unknown | 04 - Completed Other Schoolwork |
| | 05 - Physical Illness |

- | | |
|--|-----------------------------------|
| 06 - Physical Disability | 14 - Dislike of School Experience |
| 07 - Mental Illness | 15 - Parental Influence |
| 08 - Mental Disability | 16 - Needed at Home |
| 09 - Behavioral Difficulty | 17 - Economic Reasons |
| 10 - Academic Difficulty | 18 - Employment |
| 11 - Lack of Appropriate Curriculum | 19 - Enter Military Service |
| 12 - Poor Pupil-Staff Relationships | 20 - Marriage |
| 13 - Poor Relationships with Fellow Pupils | 21 - Pregnancy |
| | 22 - Other Known Reasons |
| | 23 - Reason Unknown |
| | 99 - Other |

66. RELATIONSHIP OF THE FEMALE HEAD OF HOUSEHOLD TO THE PUPIL - the legal relationship of the female head of household to the pupil.

- | | |
|------------------------------|--------------------|
| 0 - No Information Available | 5 - Other Relative |
| 1 - Mother | 6 - Foster Parent |
| 2 - Other Legal Guardian | 7 - Self |
| 3 - Stepmother | 8 - None |
| 4 - Wife | |

67. RELATIONSHIP OF THE FEMALE PARENT TO THE PUPIL - the legal relationship of the female parent to the pupil.

- | | |
|------------------------------|--------------------|
| 0 - No Information Available | 5 - Other Relative |
| 1 - Mother | 6 - Foster Parent |
| 2 - Other Legal Guardian | 7 - Self |
| 3 - Stepmother | 8 - None |
| 4 - Wife | |

68. RELATIONSHIP OF THE MALE HEAD OF HOUSEHOLD TO THE PUPIL - the legal relationship of the male head of household to the pupil.

- | | |
|------------------------------|--------------------|
| 0 - No Information Available | 5 - Other Relative |
| 1 - Father | 6 - Foster Parent |
| 2 - Other Legal Guardian | 7 - Self |
| 3 - Stepfather | 8 - None |
| 4 - Husband | |

69. RELATIONSHIP OF THE MALE PARENT TO THE PUPIL - the legal relationship of the male parent to the pupil.

- | | |
|------------------------------|--------------------|
| 0 - No Information Available | 5 - Other Relative |
| 1 - Father | 6 - Foster Parent |
| 2 - Other Legal Guardian | 7 - Self |
| 3 - Stepfather | 8 - None |
| 4 - Husband | |

70. RELIGION - the pupil's religious preference as indicated by the pupil or his family.

- | | |
|------------------------------|----------------|
| 0 - No Information Available | 3 - Protestant |
| 1 - Catholic | 4 - Undeclared |
| 2 - Jewish | 9 - Other |

71. SPEECH - a measurement that indicates normal or abnormal speaking patterns in a pupil, also the type of impairment, the test used, and the year of the test.

First Space

- 0 - Normal
Impairment
1 - Articulation
2 - Cleft Palate
3 - Cerebral Palsy
4 - Stutter
5 - Stammer
6 - Voice
9 - Other

Second Space

- Extent
1 - Slight
2 - Moderate
9 - Other

Third Space

- Test Used
1 - Templin-Darley
2 - Locally Devised Test
9 - Other

Fourth and Fifth Spaces

Year the Test was Administered - enter the last two digits of the year.

72. TEETH - the condition of the teeth and gums of the pupil. Record the number of teeth missing, decayed, and filled.

- Gum Condition
0 - Normal
1 - Fair
2 - Poor
3 - Serious
4 - Critical
5 - No Information Available

Enter this item without spaces. Example:

0 1 0 7 1 7 2

This pupil has one tooth missing (01), seven decayed (07), seventeen filled (17), and has a gum condition classified as poor (2).

73. TELEPHONE NUMBER OF THE MALE HEAD OF HOUSEHOLD AND LOCATION (If Different from the Pupil's and Male Parent's) - the current residence telephone number of the male head of household.

Location of the Telephone

- 0 - No Information Available
- 1 - In the Home
- 2 - In the Same Building
- 3 - Neighbor's Home
- 4 - No Telephone Available
- 9 - Other

74. TELEPHONE NUMBER OF THE MALE PARENT OR LEGAL MALE GUARDIAN AND LOCATION (If Different from the Pupil's) - the current residence telephone number of the male parent or legal male guardian.

Location of the Telephone

- 0 - No Information Available
- 1 - In the Home
- 2 - In the Same Building
- 3 - Neighbor's Home
- 4 - No Telephone Available
- 9 - Other

75. VISION - a measurement that indicates normal or abnormal vision in a pupil.

Record the measurement of visual ability uncorrected and corrected with eye-glasses, along with the name of the vision test and the year of the test.

First Space

Uncorrected Vision

- | | |
|--------------------|-----------------------------|
| 0 - 20/20 (normal) | 5 - 20/70 |
| 1 - 20/30 | 6 - 20/80 |
| 2 - 20/40 | 7 - 20/90 |
| 3 - 20/50 | 8 - 20/100 |
| 4 - 20/60 | 9 - More Severe than 20/100 |

Second Space

Corrected Vision

- | | |
|------------------|----------------------|
| 0 - 20/20 Normal | 5 - 20/70 |
| 1 - 20/30 | 6 - 20/80 |
| 2 - 20/40 | 7 - 20/90 |
| 3 - 20/50 | 8 - 20/100 |
| 4 - 20/60 | 9 - Less than 20/100 |

Third Space

Test Used

- | | |
|------------------------------|-----------------------------------|
| 0 - No Information Available | 3 - Titinus Optical School Vision |
| 1 - Snellen Illiterate "E" | Tester |
| 2 - Snellen Alphabetic | 9 - Other |

Fourth and Fifth Spaces

Year the test was administered - enter the last two digits of the year.

76. WEIGHT - the weight of the pupil without shoes, expressed in pounds.
77. CARD NUMBER - 10
- 78 and 80. RESIDENCE OF THE FEMALE PARENT (If Different from the Pupil's) - the current residence of the pupil's female parent.

Enter this item with spaces as indicated. Example:

A P T 5 G M O O R H O T E L 1 4 4 A W E S T H I G H S T R E E T

W E S T F A R G O N O R T H D A K O T A 5 8 0 7 8

79. CARD NUMBER - 11
81. CARD NUMBER - 12
- 82 and 84. RESIDENCE OF THE MALE PARENT (If Different from the Pupil's) - the current residence of the pupil's male parent.
83. CARD NUMBER - 13
85. CARD NUMBER - 14
- 86 and 88. RESIDENCE OF THE PUPIL - the current residence address of the pupil, including whenever applicable, the number of the house or hotel name and number, or apartment name and apartment number. Also include the name of the street, trailer park, city, zip code, county, or RFD, and state.
- Enter this item with spaces as indicated in RESIDENCE OF FEMALE PARENT.
87. CARD NUMBER - 15
89. CARD NUMBER - 16
- 90 and 92. SCHOOL FROM WHICH INCOMING PUPIL IS RECEIVED - the complete name, number, and address of the school from which an incoming pupil is received.
91. CARD NUMBER - 17
93. RECORD TYPE - 505
94. RECORD CODE - 03
95. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of adults living in the household.

96. ADULT LIVING IN THE HOUSEHOLD (21 Years or Older) - the name (last name, first name, and middle initial) of an adult living in the household, other than parents, heads of household, or brothers and sisters.
97. BIRTHDATE - the birthdate (year, month, and day) of an adult living in the household, other than parents, heads of household, or brothers and sisters.
98. RELATIONSHIP CODE - the relationship of an adult living in the household, other than parents, heads of household, or brothers and sisters.
- | | |
|------------|-----------------|
| 1 - Aunt | 6 - Grandmother |
| 2 - Uncle | 7 - Grandfather |
| 3 - Niece | 8 - No Relation |
| 4 - Nephew | 9 - Other |
| 5 - Cousin | |
99. RECORD TYPE - 506
100. RECORD CODE - 04
101. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of brothers and sisters living in the household.
102. BROTHER/SISTER LIVING IN HOUSEHOLD - the names (first name and middle initial) of brothers and sisters living in the same household as the pupil.
103. BIRTHDATE - the birthdate (year, month, and day) of the brothers and sisters living in the same household as the pupil.
104. RELATIONSHIP CODE - the relationships of brothers and sisters living in the same household as the pupil, as coded below:
- | | |
|------------------|------------------|
| 1 - Brother | 4 - Half Sister |
| 2 - Sister | 5 - Step Brother |
| 3 - Half Brother | 6 - Step Sister |
105. RECORD TYPE - 507
106. RECORD CODE - 05
107. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of local course and section numbers.
- 108 and 109. COURSE INFORMATION - the local course number and section number given to the individual courses in which a pupil is enrolled.
110. MARK OF COURSE PERFORMANCE - any final mark or report received by the pupil for a course or for a portion of subject matter. If a percentage grade is used, convert to the appropriate letter grade. Codes are listed on the following page.

0 - No Grade
1 - A
2 - B
3 - C
4 - D

5 - F
6 - Unsatisfactory
7 - Satisfactory
8 - Incomplete
9 - Withdrawal

111. CREDIT INFORMATION - the credit or credits, expressed in Carnegie Units or their equivalent, to be reported in whole or decimal fractions to the nearest hundredth. If credit units are inappropriate to be given, as in an elementary school, this item should be reported as zeros in all spaces.

112. RECORD TYPE - 508

113. RECORD CODE - 06

114. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of diseases or illness of the pupil..

115. DISEASE AND ILLNESS - a record of each disease or physical illness contracted which might or does affect the pupil's school performance.

00 - None
01 - Measles
02 - Pneumonia
03 - Chicken Pox
04 - Tuberculosis
05 - Polio

06 - Rheumatic Fever
07 - Diphtheria
08 - Whooping Cough
09 - Mumps
98 - No Information Available
99 - Other

116. EXTENT OF DISEASE OR ILLNESS

1 - Slight
2 - Moderate
3 - Severe

117. DATE - enter the year and month the disease or illness was contracted.

118. RECORD TYPE - 509

119. RECORD CODE - 07

120. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of pupils eligible for federal assistance.

121. ELIGIBLE FOR FEDERAL ASSISTANCE - information necessary to establish the eligibility of the local school system to receive federal assistance.

400 - Revenue from Federal Sources
410 - Vocational Education
411 - Agriculture
412 - Distributive Education

- 413 - Health Occupation Education
- 414 - Home Economics
- 415 - Office Education
- 416 - Technical Education
- 417 - Trades and Industrial Education
- 418 - Practical Nurse Training P.L. 84-911
- 419 - Area Vocational Education P.L. 85-864, Title VIII
- 420 - Vocational Education Act 1963 P.L. 88-210
- 421 - Manpower Development Training Act 1963 (Indian Vocational Training) P.L. 88-214
- 422 - Manpower Development Training Act 1962 (Training Programs) P.L. 88-214
- 423 - Public Health Training (Traineeships) P.L. 88-498
- 424 - Public Health Service Act (Nurses Training) Title VIII
- 425 - Welfare Education Program (ADC) P.L. 87-543
- 426 - Vocational Rehabilitation P.L. 66-236

- 430 - Educational Opportunity Act 1964 P.L. 88-452
- 431 - Title I B (Neighborhood Youth Corps)
- 432 - Title II A (Community Action Programs - Basic Adult Education)
- 433 - Title II A and III B (Special Poverty Programs)

- 440 - Elementary and Secondary Education Act P.L. 89-10
- 441 - Title I (Educationally Deprived)
- 442 - Title II (Library)
- 443 - Title III (Supplementary Education)
- 444 - Title VI (Special Education)

- 460 - Miscellaneous
- 464 - Johnson-O'Malley Act P.L. 73-167
- 465 - Adult Education (Indian Program) P.L. 67-85
- 469 - Construction/Federally Impacted Area P.L. 81-815
- 470 - Maintenance and Operation/Federally Impacted Areas P.L. 81-874
- 472 - Immigration and Nationality Act (Citizenship Training) P.L. 83-414
- 473 - Juvenile Delinquency and Youth Offenses Control Act of 1961 P.L. 87-274
- 474 - Migrant Health Act 1962 P.L. 87-692
- 480 - Teaching Materials for the Blind 20 USC 101-105
- 482 - Area Redevelopment Act P.L. 87-27
- 483 - Civil Defense Adult Education

- 490 - Other
- 491 - Federal Reimbursement

122. RECORD TYPE - 510

123. RECORD CODE - 08

124. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of pupils eligible to receive welfare.

125. ELIGIBLE FOR WELFARE - information as to whether a pupil is receiving a portion of his support via some welfare program.

| | |
|-------------------------------|--------------------------|
| 00 - None | 05 - Federal Government |
| 01 - No Information Available | 06 - Private Institution |
| 02 - Local Government | 07 - Private Individual |
| 03 - County Government | 09 - Other, Specify |
| 04 - State Government | |

126. RECORD TYPE - 511

127. RECORD CODE - 09

128. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of immunizations.

129. IMMUNIZATION RECORD - a record of each immunization or immunity test and the date of administration to the pupil.

| | |
|--------------------|--------------------|
| 0 - None | 5 - Measles |
| 1 - Smallpox | 6 - Schick Test |
| 2 - Diphtheria | 7 - TB Test |
| 3 - Whooping Cough | 8 - Tetanus |
| 4 - Polio | 9 - Other, specify |

130. DATE - enter the last two digits of the year the immunization was administered.

131. RECORD TYPE - 512

132. RECORD CODE - 10

133. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of languages that are spoken in the pupil's home.

134. LANGUAGE - the language or languages spoken in the pupil's home.

| | |
|----------------------|----------------|
| 01 - English | 09 - Italian |
| 02 - American Indian | 10 - Japanese |
| 03 - Chinese | 11 - Norwegian |
| 04 - Finnish | 12 - Polish |
| 05 - French | 13 - Russian |
| 06 - German | 14 - Spanish |
| 07 - Greek | 15 - Swedish |
| 08 - Hebrew | 99 - Other |

135. RECORD TYPE - 513

136. RECORD CODE - 11

137. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of restrictions upon a pupil's activity.

138. RESTRICTION

- | | |
|---------------------------|-------------------------------|
| 1 - No Physical Education | 4 - No Climbing Stairs |
| 2 - No Shop Classes | 5 - Seat at Front of the Room |
| 3 - No Laboratory Classes | 9 - Other |

139. DURATION OF THE RESTRICTION

- | | |
|------------------|----------------|
| 1 - One Month | 5 - Indefinite |
| 2 - One Quarter | 6 - Permanent |
| 3 - One Semester | 9 - Other |
| 4 - One Year | |

140. PERSON MAKING THE RECOMMENDATION

- | | |
|---------------------------|--------------------------|
| 1 - Physician | 6 - Psychologist |
| 2 - Nurse | 7 - Social Worker |
| 3 - Dentist | 8 - School Administrator |
| 4 - Other Health Official | 9 - Other |
| 5 - Mental Health Worker | |

141. DATE - enter the year and month of the recommendation.

142. RECORD TYPE - 514

143. RECORD CODE - 12

144. DETAIL NUMBER - a consecutive line number assigned to each nonschool activity or job held (whether performed during the school year or during vacations).

145. EMPLOYMENT - enter a job title if the pupil is employed at a job other than as part of a family endeavor.

146. NONSCHOOL PERFORMANCE - information concerning activities performed outside the school.

- | | |
|---|--------------------------------|
| 000 - None | 117 - Junior Achievement, Inc. |
| 001 - No Information Available | 120 - Music Club |
| 101 - Art Club | 124 - Photography Club |
| 108 - 4-H Club | 133 - Young Farmers Assoc. |
| 110 - Future Business Leaders of America | 201 - Aquatics |
| 111 - Future Farmers of America | 202 - Archery |
| 112 - Future Homemakers of America | 204 - Baseball |
| | 205 - Basketball |
| | 206 - Bowling |

- | | |
|--|--|
| 210 - Football | 311 - Glee Club |
| 212 - Golf | 312 - Music Production |
| 214 - Riflery | 313 - Orchestra |
| 215 - Snowskiing | 399 - Other Music Cocurricular Activities |
| 216 - Soccer | 501 - Boy Scouts of America |
| 217 - Softball | 502 - Camp Fire Girls |
| 218 - Tennis | 503 - Creative Dance |
| 219 - Track and Field | 504 - Cub Scouts |
| 220 - Twirlers | 505 - Folk Music Club |
| 221 - Volleyball | 506 - Girls Recreation Ass'n. |
| 222 - Wrestling | 507 - Girl Scouts of the USA |
| 299 - Other Athletic and Sport Cocurricular Activities | 508 - Hi-Y |
| 301 - Combo | 509 - Hobby Club |
| 302 - Concert Band | 510 - Junior Hi-Y |
| 303 - Dance Band | 511 - Junior Tri-Hi-Y |
| 304 - Drum & Bugle Corps | 512 - Stamp Club |
| 305 - Marching Band | 513 - Tri-Hi-Y |
| 306 - Pep Band | 514 - YMCA |
| 307 - Choir | 515 - Y-Teens |
| 308 - Chorus | 516 - YWCA |
| 309 - Instrumental Ensemble | 599 - Other Social Cocurricular Activities |
| 310 - Voice Ensemble | |

147. YEARS - enter the last two digits of the year or years during which the pupil was employed or involved with the activity reported.

148. HONORS - enter one or more of the following:

- | | |
|--------------------------|----------------------------|
| 00 - None | 07 - Historian |
| 01 - President | 08 - State Honors |
| 02 - Vice President | 09 - National Honors |
| 03 - Secretary | 10 - Team Captain |
| 04 - Treasurer | 11 - All Conference Honors |
| 05 - Secretary/Treasurer | 99 - Other |
| 06 - Sergeant at Arms | |

149. RECORD TYPE - 515

150. RECORD CODE - 13

151. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of other children living in the household.

152. NAME OF OTHER CHILDREN LIVING IN THE HOUSEHOLD - last name, first name, and middle initial of children in the household other than brothers and sisters..

153. BIRTHDATE - year, month, and day.

154. RELATIONSHIP CODE - relationship of children, other than brothers and sisters, living in the same household as the pupil.

- | | |
|------------|------------------|
| 1 - Aunt | 5 - Cousin |
| 2 - Uncle | 6 - Foster Child |
| 3 - Niece | 7 - No Relation |
| 4 - Nephew | 9 - Other |

155. RECORD TYPE - 516

156. RECORD CODE - 14

157. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the nature and degree of physical impairment which might or does affect the pupil's normal progress in the usual school program.

158. NATURE OF IMPAIRMENT

- | | |
|---------------------|---------------------------|
| 01 - Asthma | 05 - Heart Condition |
| 02 - Epilepsy | 07 - Crippled |
| 03 - Cerebral Palsy | 08 - Physical Development |
| 04 - Diabetes | 09 - Hernia |
| 05 - Allergy | 99 - Other |

159. EXTENT OF IMPAIRMENT

- 1 - Slight
- 2 - Moderate
- 3 - Severe

160. RECORD TYPE - 517

161. RECORD CODE - 15

162. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate information about instances in which the pupil was referred to a person or agency for assistance or guidance.

163. PUPIL REFERRED BY

00 - Does Not Apply

School Personnel

- | | |
|---------------------------------|--|
| 01 - Self | 08 - Attendance Officer |
| 02 - Teacher | 09 - Mental Health Worker |
| 03 - Counselor | 10 - Psychologist |
| 04 - Principal | 11 - Psychiatrist |
| 05 - Other School Administrator | 12 - County Level Supervisor or Administrator |
| 06 - Social Worker | 13 - State Level Supervisor |
| 07 - Visiting Teacher | |

14 - Nurse
15 - Physician
16 - Dentist

17 - Other Health Worker
19 - Other

Nonschool Personnel

20 - Parent
21 - Other Relative
22 - Foster Parent
23 - Legal Guardian
24 - Counselor
25 - Social Worker
26 - Welfare Official
27 - Police Official
28 - Court Official
29 - Mental Health Worker

30 - Psychologist
31 - Psychiatrist
32 - Nurse
33 - Physician
34 - Dentist
35 - Other Health Worker
36 - Employer or Related Personnel
37 - Community Agency
38 - Vocational Rehabilitation
99 - Other

164. PUPIL REFERRED TO

00 - Does Not Apply

School Personnel

01 - Teacher
02 - Counselor
03 - Principal
04 - Other School Administrator
05 - Social Worker
06 - Visiting Teacher
07 - Attendance Officer
08 - Mental Health Worker
09 - Psychologist

10 - Psychiatrist
11 - County Level Supervisor or
Administrator
12 - State Level Supervisor
13 - Nurse
14 - Physician
15 - Dentist
16 - Other Health Worker
19 - Other

Nonschool Personnel

20 - Parent
21 - Other Relative
22 - Foster Parent
23 - Legal Guardian
24 - Counselor
25 - Social Worker
26 - Welfare Official
27 - Police Official
28 - Court Official
29 - Mental Health Worker

30 - Psychologist
31 - Psychiatrist
32 - Nurse
33 - Physician
34 - Dentist
35 - Other Health Worker
36 - Employer or Related Personnel
37 - Community Agency
38 - Vocational Rehabilitation
99 - Other

165. DATE - enter the year, month, and day the referral was made.

166. RECORD TYPE - 518

167. RECORD CODE - 16

168. DETAIL NUMBER - a consecutive line number assigned to each cocurricular activity.
169. SCHOOL ACTIVITIES (Cocurricular) - information about participation in noncourse activities under the direction of a school.

Cocurricular Activities

- | | |
|--|---|
| 000 - None | 201 - Aquatics (includes swimming) |
| 101 - Art Club | 202 - Archery |
| 102 - Biology Club | 203 - Badminton |
| 103 - Boys Nation | 204 - Baseball |
| 104 - Debate Club | 205 - Basketball |
| 105 - Distributive Education Clubs of America | 206 - Bowling |
| 106 - Dramatics Club | 207 - Cheerleading |
| 107 - Family Living Club | 208 - Cross Country |
| 108 - 4-H Club | 209 - Field Hockey |
| 109 - Foreign Language Club | 210 - Football |
| 110 - Future Business Leaders of America | 211 - Girls Athletic Association |
| 111 - Future Farmers of America | 212 - Golf |
| 112 - Future Homemakers of America | 213 - Gymnastics |
| 113 - Future Teachers of America | 214 - Riflery |
| 114 - Girls Nation | 215 - Snowskiing |
| 115 - International Relations Club | 216 - Soccer |
| 116 - Journalism Club | 217 - Softball |
| 117 - Junior Achievement, Inc. | 218 - Tennis |
| 118 - Literary Club | 219 - Track and Field |
| 119 - Mathematics | 220 - Twirlers |
| 120 - Music Club | 221 - Volleyball |
| 121 - National Honor Society (NEA) | 222 - Wrestling |
| 122 - National Junior Honor Society (NEA) | 229 - Other Athletic and Sport Cocurricular Activities |
| 123 - National Thespian Society | 301 - Combo |
| 124 - Photography Club | 302 - Concert Band |
| 125 - Quill and Scroll | 303 - Dance Band |
| 126 - Science Club | 304 - Drum and Bugle Corps |
| 127 - Science Fair, International | 305 - Marching Band |
| 128 - Social Studies Club | 306 - Pep Band |
| 129 - Speech Club | 307 - Choir |
| 130 - Student Nurses Ass'n. | 308 - Chorus |
| 131 - Trades and Industrial Education Club | 309 - Instrumental Ensemble |
| 132 - Voice of Democracy | 310 - Voice Ensemble |
| 133 - Young Farmers Ass'n. | 311 - Glee Club |
| 199 - Other Academic Cocurricular Activities | 312 - Music Production |
| | 313 - Orchestra |
| | 399 - Other Music Cocurricular Activities |
| | 401 - Audiovisual Assistant |
| | 402 - Class Officer |
| | 403 - Film Projectionist |

- | | |
|--|--|
| 402 - Class Officer | 501 - Boy Scouts of America |
| 403 - Film Projectionist | 502 - Camp Fire Girls |
| 404 - Laboratory Assistant | 503 - Creative Dance |
| 405 - Library Assistant | 504 - Cub Scouts |
| 406 - National Junior Red Cross | 505 - Folk Music Club |
| 407 - National Student Traffic Safety Program | 506 - Girls' Recreation Ass'n. |
| 408 - Office Assistant | 507 - Girl Scouts of the USA |
| 409 - Poster and Display Club | 508 - Hi-Y |
| 410 - School Newspaper Photographer | 509 - Hobby Club |
| 411 - School Safety Patrol | 510 - Junior Hi-Y |
| 412 - School Service Club | 511 - Junior Tri-Hi-Y |
| 413 - Student Council, National Association of | 512 - Stamp Club |
| 414 - Student Union and/or Student Activity Center | 513 - Tri-Hi-Y |
| 499 - Other School and/or Public Service Cocurricular Activities | 514 - YMCA |
| | 515 - Y-Teens |
| | 516 - YWCA |
| | 599 - Other Social Cocurricular Activities |

170. YEARS - enter the last two digits of the year or years during which the pupil was involved with the activity reported.

171. HONORS - enter one or more of the following:

- | | |
|--------------------------|----------------------------|
| 00 - None | 07 - Historian |
| 01 - President | 08 - State Honors |
| 02 - Vice President | 09 - National Honors |
| 03 - Secretary | 10 - Team Captain |
| 04 - Treasurer | 11 - All Conference Honors |
| 05 - Secretary/Treasurer | 99 - Other |
| 06 - Sergeant at Arms | |

172. RECORD TYPE - 519

173. RECORD CODE - 17

174. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate information about each standardized test, subtest, and/or inventory taken by the pupil.

175. TEST IDENTIFICATION

Achievement Batteries

- | | |
|--|--|
| 101 - American College Test | 105 - CEEB Achievement Tests |
| 102 - American School Achievement Test | 106 - Cooperative Primary Tests |
| 103 - California Achievement Tests | 107 - Coordinated Scales of Attainment |
| 104 - California Basic Skills Test | |

- 108 - Essential High School
Content Battery
- 109 - Gray-Votaw-Rogers
General Achievement Tests
- 110 - High School Placement Tests
- 111 - Iowa Tests of Basic Skills
- 112 - Iowa Tests of Educational
Development
- 113 - Metropolitan Achievement
Tests
- 114 - National Educational
Development Test
- 115 - National Merit Schol-
arship Qualifying Test
- 116 - Public School Achievement
Test
- 117 - Public School Attainment
Tests for High School
Entrance
- 118 - SRA Achievement Series
- 119 - SRA High School Place-
ment Test
- 120 - Sequential Tests of
Educational Progress
(STEP)
- 121 - Stanford Achievement
Test
- 122 - Test of Academic
Progress
- 123 - Wide Range Achievement
Test
- 199 - Other

Scholastic Aptitude (Intelligence)

- 201 - American Council on Edu-
cation Psychological
- 202 - American School
Intelligence Test
- 203 - Arthur Point Scale
- 204 - California Short-Form Test
of Mental Maturity
- 205 - California Test of
Mental Maturity
- 206 - CEEB Preliminary Scholastic
Aptitude Tests (PSAT)
- 207 - CEEB Scholastic Aptitude
Test (SAT)
- 208 - Goodenough-Harris Drawing
Test
- 209 - Henmon-Nelson Test of
Mental Ability
- 210 - Kuhlmann-Anderson
Intelligence Test
- 211 - Lorge-Thorndike
Intelligence Tests
- 212 - Otis Group Intelligence
Scale
- 213 - Otis Quick-Scoring Mental
Ability Tests
- 214 - Peabody Picture Vocabulary
Test
- 215 - Pitner General Ability
- 216 - SRA Tests of Educational
Ability (TEA)
- 217 - SRA Tests of General
Ability (TOGA)
- 218 - School and College Ability
Test (SCAT)
- 219 - Stanford-Binet
- 220 - Survey of Mental Maturity;
California Survey Series
- 221 - Terman-McNemar Test of
Mental Ability
- 222 - Wechsler Intelligence Scale
for Children (WISC)
- 223 - Wechsler Adult Intelligence
Scale (WAIS)
- 299 - Other

Single Subject Achievement

- 301 - Barrett-Ryan English Test
- 302 - Basic Skills in Arithmetic
Form A
- 303 - Basic Skills in Arithmetic
Form B
- 304 - Before We Read
- 305 - Silent Reading Diagnostic
Tests: Developmental
Reading Tests
- 306 - California Algebra Aptitude
- 307 - California Reading Test
- 308 - California Survey in Reading
- 309 - Cooperative Algebra Test
- 310 - Cooperative Chemistry
Achievement
- 311 - Cooperative English Test
- 312 - Cooperative Plane Geometry
Test

- 313 - Cooperative Science Test
- 314 - Cooperative Solid Geometry Test
- 315 - Cooperative Trigonometry
- 316 - Crary American History Test
- 317 - Betty Crocker Test
- 318 - Developmental Reading Test
- 319 - Durrell-Sullivan Reading Capacity & Achievement
- 320 - Gates Basic Reading Test
- 321 - Gates-McKillop Reading Test
- 322 - Gates Primary Reading Test
- 323 - General Reading Test
- 324 - Ginn Pre-Reading Test
- 325 - Ginn Achievement Test
- 326 - Gray-Oral Reading Test
- 327 - Green-Kelly Reading Test
- 328 - Iowa Algebra Prognostic Test
- 329 - Iowa Silent Reading Test
- 330 - Lee-Clark Reading Test
- 331 - Lee Test of Geometric Aptitude
- 332 - Metropolitan Readiness Test
- 333 - Metropolitan Reading Test
- 334 - Nelson Biology Test
- 335 - Nelson-Denny Reading Test
- 336 - Nelson-Lohman Reading Test
- 337 - Orleans Algebra Prognosis
- 338 - Orleans Geometry Prognosis
- 339 - Purdue English Test
- 340 - SRA-Diagnostic Reading Test
- 341 - Scott-Foresman Reading Readiness
- 342 - Scott-Foresman Reading Test
- 343 - Shaycroft Plane Geometry Test
- 344 - Survey of Reading Achievement
- 345 - Traxler Silent Reading
- 399 - Other

Multifactor Aptitude Battery

- 401 - Differential Aptitude Test Battery (DAT)
- 402 - Flanigan Aptitude Classification Test
- 403 - General Aptitude Test Battery (GATB)
- 404 - Jostak
- 405 - SRA Primary Mental Abilities
- 499 - Other

Personality

- 601 - Anecdotal Records
- 602 - Assessment of Pupil Attitudes or Opinions
- 603 - Assessment of Project Teacher Attitudes or Opinions
- 604 - Assessment of Nonproject Teacher Attitudes or Opinions
- 605 - Interviews
- 606 - Locally Devised Achievement Measures
- 607 - Observer Rating
- 608 - Parental Opinion Questionnaire
- 609 - Preschool Measures
- 699 - Other

Miscellaneous

- 701 - Frostig Developmental Test of Visual Perception
- 799 - Other

176. PUBLISHER

- 01 - American College Testing Program, Incorporated
- 02 - American Guidance Services, Incorporated
- 03 - American Orthopsychiatric Association
- 04 - Association Press
- 05 - Bobbs-Merrill Company, Incorporated
- 06 - California Test Bureau
- 07 - Columbia University
- 08 - Consulting Psychologists Press, Incorporated
- 09 - Education Testing Service
- 10 - Educators and Employers Tests and Services Association
- 11 - Ginn and Company

- 12 - Harcourt, Brace & World
- 13 - Houghton-Mifflin
- 14 - Lyons and Carnahan
- 15 - Minneapolis Educational
Test Bureau
- 16 - Personnel Press,
Incorporated
- 17 - Psychological Corporation
- 18 - Public School Publishing
Company

- 19 - Science Research Associates,
Incorporated
- 20 - Scott-Foresman
- 21 - The Steck Company
- 22 - U.S. Employment Security
Commission
- 23 - State Devised Test
- 24 - Locally Devised Test
- 99 - Other

177. YEAR OF COPYRIGHT - enter the last two digits of the year of the copyright.
1962 should be entered as 62.

178. TITLE OF TEST ADMINISTRATOR

School Personnel

- 01 - Teacher
- 02 - School Counselor
- 03 - Administrator
- 04 - School Psychologist

- 05 - Psychometrist
- 06 - County School Official
- 07 - State School Official
- 09 - Other

Nonschool Personnel

- 10 - Psychologist
- 11 - Psychiatrist
- 12 - Mental Health Worker
- 13 - Guidance Clinic Personnel
- 14 - Social Worker

- 15 - State Employment Agency
Personnel
- 16 - Vocational Rehabilitation
Personnel
- 99 - Other

179. NORM GROUP

First Digit

- 1 - National
- 2 - Regional
- 3 - State
- 4 - County

- 5 - District
- 6 - School
- 9 - Other

Second Digit

- 0 - Does Not Apply
- 1 - Sex

- 2 - Age
- 9 - Other

180. TYPE OF CONVERSION SCORE

- 0 - Does Not Apply
(Raw Score)
- 1 - Percentile Band
- 2 - Percentile
- 3 - Stanine
- 4 - Standard Score

- 5 - Grade Equivalent
- 6 - Age Equivalent
- 7 - I.Q.
- 8 - Mental Age
- 9 - Other

181. LEVEL OF TEST

- | | |
|----------------------|------------------------|
| 1 - Primary | 5 - Junior High School |
| 2 - Intermediate | 6 - Secondary |
| 3 - Upper Elementary | 7 - Adult |
| 4 - Elementary | 9 - Other |

182. TEST FORM - enter the form (number and/or letters) of the test. Left justify this number.

000 - Does Not Apply

183. DATE ADMINISTERED - enter the year and month.

184. SCORES - enter the test score or scores.

185. RECORD TYPE - 520

186. RECORD CODE - 18

187. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate a record of surgery undergone and/or injuries sustained which might or does affect the pupil's school performance.

188. SURGERY

- | | |
|--------------------|---------------|
| 00 - None | 06 - Eye |
| 01 - Tonsillectomy | 07 - Ear |
| 02 - Appendectomy | 08 - Oral |
| 03 - Heart | 09 - Organic |
| 04 - Thoracic | 10 - Muscular |
| 05 - Brain | 99 - Other |

189. DATE - year and month in which the surgery occurred.

190. INJURIES

- | | |
|----------------------|-------------------------------|
| 00 - None | 06 - Dislocation of Joint |
| 01 - Broken Bones | 07 - Burn |
| 02 - Loss of Limb | 08 - Muscular |
| 03 - Loss of Eye | 09 - Internal |
| 04 - Loss of Hearing | 98 - No Information Available |
| 05 - Loss of Teeth | 99 - Other |

191. DATE - year and month in which the injury occurred.

FILE LAYOUT - PUPILS

| | | | | | | | | | | |
|------------|-------------|---------------|------------------------|-----------------------------------|----------------|----------------|-----|------------------|--------------------------------|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| RecordType | County Code | District Code | Organiza- tion Code | Internal Pupil Sequence Number | Record Code | Card Number | Sex | Grade Entered | Type of Entry or Reentry | With- drawal |
| 5 0 3 | | | | | 0 1 | 0 1 | | | | |
| 1 3 | 4 6 | 7 10 | 11 13 | 14 18 | 19 20 | 21 22 | 23 | 24 25 | 26 28 | 29 30 |

| | | | | | | | | | | |
|--|---------------|----------------|--------------------------------------|-----------------------------------|-----------------------------|---------------------|---------------------|-------------|----------------|----------------|
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| Transportation Status of the Pupil | Res. Crit. | Tuit. Stat. | Number of Half Days Membership | Number of Half Days Present | Educ. & Voc. Interest | Type of Class | Type of Pupil | Record Type | Record Code | Card Number |
| | | | | | | | | 5 0 4 | 0 2 | 0 1 |
| 31 35 | 36 | 37 | 38 40 | 41 43 | 44 46 | 47 | 48 49 | 1 3 | 19 20 | 21 22 |

| | | | | |
|--------------|---|------------------------------------|--|---|
| 23 | 24 | 25 | 26 | 27 |
| Age Group | Any Other Name Last Name First Name MI | Area Spec. & Course Emphasis | Business Telephone of Head of Household | Business Telephone of Male Parent or Guardian |
| | | | | |
| 23 | 24 39 40 47 48 | 49 51 | 52 61 | 62 71 |

| | | | | | | | |
|----------------|-----------------------------------|----------------|---------------------------------|-----------------------|-------------------------|-------------------------|--|
| 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 |
| Citz. Stat. | Course Load and Time Status | Card Number | Date of Birth Year Month Day | Educ. Level Man | Educ. Level Woman | Evid. Verf. Birth | Follow-up H.S. Grad., Withdrawal |
| | | 0 2 | | | | | |
| 72 | 73 75 | 21 22 | 23 28 | 29 30 | 31 32 | 33 | 34 36 |

FILE LAYOUT - PUPILS (cont.)

36

| Legal Name of the Pupil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|--|--|--|--|--|--|----|--|--|--|--|--|--|--|
| Last Name | | | | | | | | | | | | | First Name | | | | | | | | | | MI | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

37 52 53 60 61

37

| | | | | |
|---------|--|--|--|--|
| Hearing | | | | |
| | | | | |

38

| | |
|--------|----|
| Height | |
| 67 | 68 |

39

| | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|
| Pupil Identification Number | | | | | | | |
| | | | | | | | |

40

| | |
|----------------------|--|
| Mar- ital Stat | |
|----------------------|--|

80

41

| | |
|-------------|---|
| Card Number | |
| 0 | 3 |

21 22

42

[illegible]

43

| Name of the Female Parent | | | | | | | | | | | | | Living |
|---------------------------|--|--|--|--|--|------------|--|--|--|--|----|--|--------|
| Last Name | | | | | | First Name | | | | | MI | | |
| | | | | | | | | | | | | | |

44

| | |
|-------------|---|
| Card Number | |
| 0 | 4 |

45

[illegible]

46

| Name of the Male Parent | | | | | | | | | | | | | Living |
|-------------------------|--|--|--|--|--|------------|--|--|--|--|----|--|--------|
| Last Name | | | | | | First Name | | | | | MI | | |
| | | | | | | | | | | | | | |

47

| | |
|-------------|---|
| Card Number | |
| 0 | 5 |

48

[illegible]

FILE LAYOUT - PUPILS (cont.)

| | | | | | |
|-------------|----------------------------|----------------------------|-----------------------|----------------------------|---------------------------|
| 49 | 50 | 51 | 52 | 53 | 54 |
| Card Number | Name of School (continued) | Number of Half Days Absent | Number of Times Tardy | Occ. of Man, Pupil Resides | Occ. of Woman, Pupil Res. |
| 0 6 | | | | | |
| 21 22 | 23 32 | 33 35 | 36 38 | 39 40 | 41 43 |

| | | |
|-------------|-------------------------------------|----------------------|
| 55 | 56 | 57 |
| Card Number | Person to Call in Case of Emergency | Physical Examination |
| 0 7 | | |
| 21 22 | 23 72 | 73 75 |

| | | | |
|-------------|----------------|-------------------|---------------------------------------|
| 58 | 59 | 60 | 61 |
| Card Number | Place of Birth | Promote or Retain | Pupil's Telephone Number and Location |
| 0 8 | | | |
| 21 22 | 23 67 | 68 | 69 79 |

| | | | | | | | | | | | |
|-------------|------|-----------|--------------------|---------------|---------|---------------|---------|-----------|--------|-------|--|
| 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 |
| Card Number | Race | Non-entry | Reason For Withdr. | Rel. Fem. HOH | Par-ent | Rel. Male HOH | Par-ent | Reli-gion | Speech | Teeth | Telephone Number of Male Head of Household |
| 0 9 | | | | | | | | | | | |
| 21 22 | 23 | 24 | 25 26 | 27 | 28 | 29 | 30 | 31 | 32 36 | 37 43 | 44 54 |

FILE LA. 7 - PUPILS (cont.)

74

| Telephone Number of Male Parent | | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

55 65

75

| Vision | | | | | |
|--------|--|--|--|--|--|
| | | | | | |

66

76

| Weight | | |
|--------|--|--|
| | | |

73 75

77

| Card Number | |
|-------------|---|
| 1 | 0 |

21 22

78

| Residence of Female Parent If Different From the Pupil's | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

23 78

79

| Card Number | |
|-------------|---|
| 1 | 1 |

21 22

80

| Residence of the Female Parent (continued) | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | |

23 46

81

| Card Number | |
|-------------|---|
| 1 | 2 |

21 22

82

| Residence of the Male Parent If Different From the Pupil's | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

23 80

FILE LAYOUT - PUPILS (cont.)

83

| | |
|-------------|---|
| Card Number | |
| 1 | 3 |

21 22

84

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Residence of the Male Parent (continued) | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |

23 44

85

| | |
|-------------|---|
| Card Number | |
| 1 | 4 |

21 22

86

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Residence of the Pupil | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

23 80

183

87

| | |
|-------------|---|
| Card Number | |
| 1 | 5 |

21 22

88

| | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Residence of the Pupil (continued) | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |

23 44

89

| | |
|-------------|---|
| Card Number | |
| 1 | 6 |

21 22

90

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| School From Which Incoming Pupil is Received | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

23 80

FILE LAYOUT - PUPILS (cont.)

91

| |
|-------------|
| Card Number |
| 1 7 |

21 22

92

| |
|--|
| School From Which Income Pupil is Received (continued) |
| |

23 27

93

| |
|-------------|
| Record Type |
| 5 0 5 |

1 3

94

| |
|-------------|
| Record Code |
| 0 3 |

19 20

95

| |
|---------------|
| Detail Number |
| |

21 22

96

| |
|-------------------------------|
| Adult Living in the Household |
| Last Name |
| First Name |
| MI |

23 38 39 46 47

97

| |
|-----------|
| Birthdate |
| Year |
| Month |
| Day |

48 53

98

| |
|------------|
| Rela. Code |
| |

54

99

| |
|--------|
| Record |
| 5 0 6 |

1 3

100

| |
|-------------|
| Record Code |
| 0 4 |

19 20

101

| |
|---------------|
| Detail Number |
| |

21 22

102

| |
|------------------------------------|
| Brother/Sister Living in Household |
| First Name |
| MI |

23 32

103

| |
|-----------|
| Birthdate |
| Year |
| Mo. |
| Day |

33 35

104

| |
|------------|
| Rela. Code |
| |

36

105

| |
|-------------|
| Record Type |
| 5 0 7 |

1 3

106

| |
|-------------|
| Record Code |
| 0 5 |

19 20

107

| |
|---------------|
| Detail Number |
| |

21 22

108

| |
|---------------------|
| Local Course Number |
| |

23 25

109

| |
|----------------|
| Section Number |
| |

26 27

110

| |
|---------------|
| Mark Co. Type |
| |

28

111

| |
|--------------------|
| Credit Information |
| |

29 31

112

| |
|-------------|
| Record Type |
| 5 0 8 |

1 3

113

| |
|-------------|
| Record Code |
| 0 6 |

19 20

114

| |
|---------------|
| Detail Number |
| |

21 22

115

| |
|---------------------|
| Disease & Ill. Code |
| |

23 24

116

| |
|-----------|
| Ext. Code |
| |

25

117

| |
|-----------------|
| Date Contracted |
| Year |
| Month |

26 29

118

| |
|-------------|
| Record Type |
| 5 0 9 |

1 3

119

| |
|-------------|
| Record Code |
| 0 7 |

19 20

120

| |
|---------------|
| Detail Number |
| |

21 22

121

| |
|-------------------------|
| Eligible for Fed. Asst. |
| |

23 25

122

| |
|-------------|
| Record Type |
| 5 1 0 |

1 3

123

| |
|-------------|
| Record Code |
| 0 8 |

19 20

124

| |
|---------------|
| Detail Number |
| |

21 22

125

| |
|-----------------|
| Elig. for Welf. |
| |

23 24

1 1 1
1 / 1 1

FILE LAYOUT - PUPILS (cont.)

| | | | | | | | | | | |
|-------------|---|---|-------------|----|---------------|----|-----------|--|------|----|
| 126 | | | 127 | | 128 | | 129 | | 130 | |
| Record Type | | | Record Code | | Detail Number | | Imm. Code | | Year | |
| 5 | 1 | 1 | 0 | 9 | | | | | | |
| 1 | | 3 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 |

| | | | | | | | | |
|-------------|---|---|-------------|----|---------------|----|----------|----|
| 131 | | | 132 | | 133 | | 134 | |
| Record Type | | | Record Code | | Detail Number | | Language | |
| 5 | 1 | 2 | 1 | 0 | | | | |
| 1 | | 3 | 19 | 20 | 21 | 22 | 23 | 24 |

| | | | | | | | | | | | | | | | | |
|-------------|---|---|-------------|----|---------------|----|------------|--|---------------|--|-----------|--|------|--|-------|----|
| 135 | | | 136 | | 137 | | 138 | | 139 | | 140 | | 141 | | | |
| Record Type | | | Record Code | | Detail Number | | Rstn. Code | | Duration Code | | Rec. Code | | Date | | | |
| 5 | 1 | 3 | 1 | 1 | | | | | | | | | Year | | Month | |
| 1 | | 3 | 19 | 20 | 21 | 22 | 23 | | 24 | | 25 | | 26 | | | 29 |

| | | | | | | |
|-------------|---|---|-------------|----|---------------|----|
| 142 | | | 143 | | 144 | |
| Record Type | | | Record Code | | Detail Number | |
| 5 | 1 | 4 | 1 | 2 | | |
| 1 | | 3 | 19 | 20 | 21 | 22 |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------|----|----|-------|-----|-----|-----|--------|-----|-----|-----|--|----|
| 145 | | | | | | | | | | | | | | | 146 | | | 147 | | | | 148 | | | | | |
| Employment | | | | | | | | | | | | | | | Activity | | | Years | | | | Honors | | | | | |
| | | | | | | | | | | | | | | | | | | 1st | 2nd | 3rd | 4th | 1st | 2nd | 3rd | 4th | | |
| 23 | | | | | | | | | | | | | | | 37 | 38 | 40 | 41 | | | | | 43 | 44 | | | 56 |

| | | | | | | |
|-------------|---|---|-------------|----|---------------|----|
| 149 | | | 150 | | 151 | |
| Record Type | | | Record Code | | Detail Number | |
| 5 | 1 | 5 | 1 | 3 | | |
| 1 | | 3 | 19 | 20 | 21 | 22 |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|----|------------|------|-------|-----|--|
| 152 | | | | | | | | | | | | | | | | | | | | | | | | | 153 | | | | 154 | | | | |
| Name of Other Children Living in Household | | | | | | | | | | | | | | | | | | | | | | | | | Birthdate | | | | Rela. Code | | | | |
| Last Name | | | | | | | | | | | | | | | | | | | | | | | | | First Name | | | | MI | Year | Month | Day | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 47 | | | | | |

| | | | | | | | | | | |
|-------------|---|---|-------------|----|---------------|----|-------------------|----|--------------|----|
| 155 | | | 156 | | 157 | | 158 | | 159 | |
| Record Type | | | Record Code | | Detail Number | | Nature of Impair. | | Ext. of Imp. | |
| 5 | 1 | 6 | 1 | 4 | | | | | | |
| 1 | | 3 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 |

FILE LAYOUT - PUPILS (cont.)

160

| Record Type | | |
|-------------|---|---|
| 5 | 1 | 7 |

1 3

161

| Record Code | |
|-------------|---|
| 1 | 5 |

19 20

162

| Detail Number | |
|---------------|--|
| | |

21 22

163

| Pupil Refer-red By | |
|--------------------|--|
| | |

23 24

164

| Pupil Refer-red To | |
|--------------------|--|
| | |

25 26

165

| Date | | |
|------|-------|-----|
| Year | Month | Day |
| | | |

27 32

166

| Record Type | | |
|-------------|---|---|
| 5 | 1 | 8 |

1 3

167

| Record Code | |
|-------------|---|
| 1 | 6 |

19 20

168

| Detail Number | |
|---------------|--|
| | |

21 22

169

| In School Activity | |
|--------------------|--|
| | |

23 25

170

| Years | | | |
|-------|-----|-----|-----|
| 1st | 2nd | 3rd | 4th |
| | | | |

26 33

171

| Honors | | | |
|--------|-----|-----|-----|
| 1st | 2nd | 3rd | 4th |
| | | | |

34 41

172

| Record Type | | |
|-------------|---|---|
| 5 | 1 | 9 |

1 3

173

| Record Code | |
|-------------|---|
| 1 | 7 |

19 20

174

| Detail Number | |
|---------------|--|
| | |

21 22

175

| Test Identification | |
|---------------------|--|
| | |

23 25

176

| Publisher | |
|-----------|--|
| | |

26 27

177

| Year of Copy-right | |
|--------------------|--|
| | |

28 29

178

| Admin. Code | |
|-------------|--|
| | |

30 31

179

| Norm. Group | |
|-------------|--|
| | |

32 33

180

| Type. Conv. Score |
|-------------------|
| |

34

181

| Lev. of Test |
|--------------|
| |

35

182

| Test Form | |
|-----------|--|
| | |

36 38

183

| Date Administered | |
|-------------------|-------|
| Year | Month |
| | |

39 42

184

| Scores | | | | |
|--------|-----|-----|-----|-----|
| 1st | 2nd | 3rd | 4th | 5th |
| | | | | |

43 52

185

| Record Type | | |
|-------------|---|---|
| 5 | 2 | 0 |

1 3

186

| Record Code | |
|-------------|---|
| 1 | 8 |

19 20

187

| Detail Number | |
|---------------|--|
| | |

21 22

188

| Surgery | |
|---------|--|
| | |

23 24

189

| Date | |
|------|-------|
| Year | Month |
| | |

25 28

190

| Injury | |
|--------|--|
| | |

29 30

191

| Date | |
|------|-------|
| Year | Month |
| | |

31 34

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3 1723 02121 7146