



## **Data Formats: WDE950 - Transcript Collection**

**Collection Dates: 9/22 - 10/31/2014**

A summary of the information in this document is as follows:

**Data Elements**

**Rule Key**

**CSV format**

**Contact Info**

**Any updates to this document will be sent out to all districts as needed.**

This page explains the code values or keys that are used in this document.

**CODE KEYS on the Data Elements:**

Rule	Description
M	Mandatory
C	Conditional
O/S	Optional, must be supported by the software
O	Optional

**Student Data File - Mandatory for WDE949**

**Students.csv**

Field #	Field Name	Length	Valid Values / Format Notes	Notes	Rule
1	lastName	1-35	Name characters	Student's last name, may include the number "3"	M
2	firstName	1-25	Name characters	Student's first name, may include the number "3"	M
3	middleName	0-15	Name characters (optional)	Student's middle name, may include the number "3"	O/S
4	nameSuffix	0-8	One of the values: SR, JR., I, II, III, IV, V (optional)	Generation indicator	O/S
5	street	1-30	Alpha/Numeric		O/S
6	aptNum	5	Alpha/Numeric		O/S
7	city	1-25	Character		O/S
8	state	2	2 Character state postal abbreviation		O/S
9	zipCode	5 or 10	Numeric xxxxx or xxxxx-xxxx		O/S
10	phone	10	Numeric (without hyphens) xxxxxxxxxx		O/S
11	birthDate	10	YYYYMMDD	Student's date of birth	M
12	gradeLevel	2	Numeric	Report students based on their current grade level placement	M
13	gender	1	M or F		M
14	studentNum	10	Alpha/Numeric	Local Student ID	O
15	wiserID	8	Numeric	The WDE 8-digit state assigned student record identifier	M
16	schoolDistrictName	1-25	Character		M
17	schoolName	1-25	Character		M
18	schoolStreet	1-30	Alpha/Numeric		O/S
19	schoolApt	5	Alpha/Numeric		O/S
20	schoolCity	1-30	Character		O/S
21	schoolState	2	2 Character state postal abbreviation		O/S
22	schoolZip	5 or 10	Numeric xxxxx or xxxxx-xxxx		O/S
23	schoolPhone	10	Numeric (without hyphens)		O/S
24	schoolDistrictURL	1-50	Alpha/Numeric	School District Website	O
25	stateID	7	Whole number State-issued School ID	The WDE 7-digit ID for the school of the student's enrollment.	M
26	gradDate	10	YYYYMMDD	Graduation Date, mandatory for all grade level 12 transcripts, even if student has not yet graduated. Must be supported.	C
27	endorsementType	1-30 ENUM	General, Advanced, Comprehensive, Pending (Character)	Mandatory for grade level 12 transcripts, otherwise it is optional. Must be supported.	C
28	successCurriculumLevel	1-30	Honors/Performance, Opportunity, Provisional Opportunity, None (Character)	Mandatory for grade level 12 transcripts. The Honors and Performance Success Curriculum is identical. "None" is the value for instances of no level of Hathaway Success Curriculum being completed.	C
29	successCurriculumWaiver	1	Y, N	Mandatory for grade level 12 transcripts. Instances of Y will be infrequent as not very many students request or qualify for Success Curriculum waivers.	C
30	gpaUnWeighted	1,3	Numeric (must include 2 decimal places, e.g., 3.59 out of a 4.00)	Mandatory for all graduated students, otherwise it is an optional field. Must be supported.	C
31	gpaWeighted	1,3	Numeric (must include 2 decimal places, e.g., 3.59 out of a 4.00)		O/S
32	creditEarned	1,3	Numeric (e.g., 1.25 credits received)	Credits received, mandatory for all grade levels	M
33	classSize	4	Numeric		O/S
34	classRank	4	Numeric		O/S
35	rankDate	10	YYYYMMDD		O/S

36	birthCity	2-30	Character		O/S
37	schoolEntryDate	10	YYYYMMDD	Indicates the date the student entered the school reporting the transcript	O
38	englishProficiency	1	Y,N		O/S
39	foreignLangugage Proficiency	1	Y, N	Mandatory for grade level 12 transcripts, otherwise it is optional. Based on district's foreign language proficiency requirements for Hathaway Success Curriculum.	C
40	creditAttempted	1,4	Decimal (can include up to 2 decimal places)		O/S
41	gpaCreditEarned	1,4	Decimal (can include up to 2 decimal places)		O/S
42	gpaQualityPoints	1,4	Decimal (can include up to 2 decimal places)		O/S

### Courses File - Mandatory for WDE949

#### StudentsCourses.csv

Field #	Field Name	Length	Valid Values / Format Notes	Notes	Rule
101	wiserID	8	Numeric		M
102	courseSchoolName	1-25	Character		M
103	termYear	4 or 9	Year. Format will be xxxx or xxxx-xxxx (for example 0910 or 2009-2010)	Value can be in either format: 0910 or 2009-10	M
104	termCode	12	Alpha/Numeric		M
105	sessionCode	2	Alpha/Numeric (e.g., S1, S2, Q1, Q2, etc...)		M
106	startDate	10	YYYYMMDD	Not required for transfer-in courses	C
107	endDate	10	YYYYMMDD	Mandatory for all courses including transfer-in	M
108	courseID	1-7	Alpha/Numeric		M
109	scedCode	12	Alpha/Numeric	NNNNNCN.NNNN or "NoCourseSCED", not required for transfer-in courses	C
110	title	1-35	Alpha/Numeric		M
111	scholarshipCourseIndicator	1	Y, N	All Hathaway Success Curriculum courses including transfer-in courses and courses taken prior to 9th grade	M
112	preNinthHath	1	Y, N	Hathaway Success Curriculum courses taken prior to 9th grade.	M
113	mark	4	A, B, C, D, F, AU, I, N, NC, NG, O, P, PA, S, U, W, WF, WP, 0-100,+, -	The letters listed are the only allowable alpha values. Numbers 0 through 100 may be used. "+" or "-" may follow a letter (e.g., A+, A-, etc.).	M
113	creditEarn	1,3	Numeric (e.g., 1.25 credits received)	Not required for preNinthHath	C

### Tests File - Optional for WDE949

#### StudentsTests.csv

Field #	Field Name	Length	Valid Values / Format Notes	Notes	Rule
201	wiserID	8	Numeric		M
202	testType	1-25	Character		M
203	subtestName	1-15	Character		O
204	testScore	1-25	Character		M
205	scoreType	1-50	Alpha/Numeric/Character		M
206	testDate	10	YYYYMMDD		M

### Immunizations File - Optional for WDE949

#### StudentsImmunizations.csv

Field #	Field Name	Length	Valid Values / Format Notes	Notes	Rule
301	wiserID	8	Numeric		O/S
302	ImmunizationType	1-25	Character		O/S
303	ImmunizationDate	10	YYYYMMDD	Can be left blank	O/S
304	ImmunizationStatus	2	RE, ME, CE, DE		O/S

## WDE950 - Contact Info

### Support

\* The WDE is committed to providing districts with the tools and information they need to make the WISE project successful. Any suggestions that could make the process better are welcomed.

\* WDE appreciates all efforts that will make WISE a solution that works for everyone.

\* You are always welcome to contact us directly at any time. Our contact information is below.

### Data Elements and WTC Navigation Support

#### WDE Contact to be determined

Sean McInerney  
Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne, WY 82002-0050  
Phone: 307.777.8752  
[sean.mcinerney@wyo.gov](mailto:sean.mcinerney@wyo.gov)

### Data Uploads/Filezilla Support

WTC Support  
email: [ntcsupport@hobsons.com](mailto:ntcsupport@hobsons.com)  
877.235.9724