

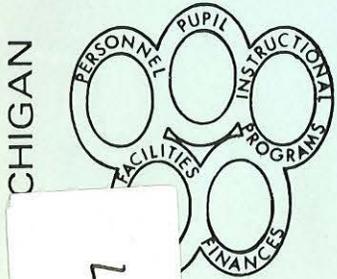
III. Midwestern States  
Educ'l Info Project

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DOCUMENTATION  
SUPPLEMENT

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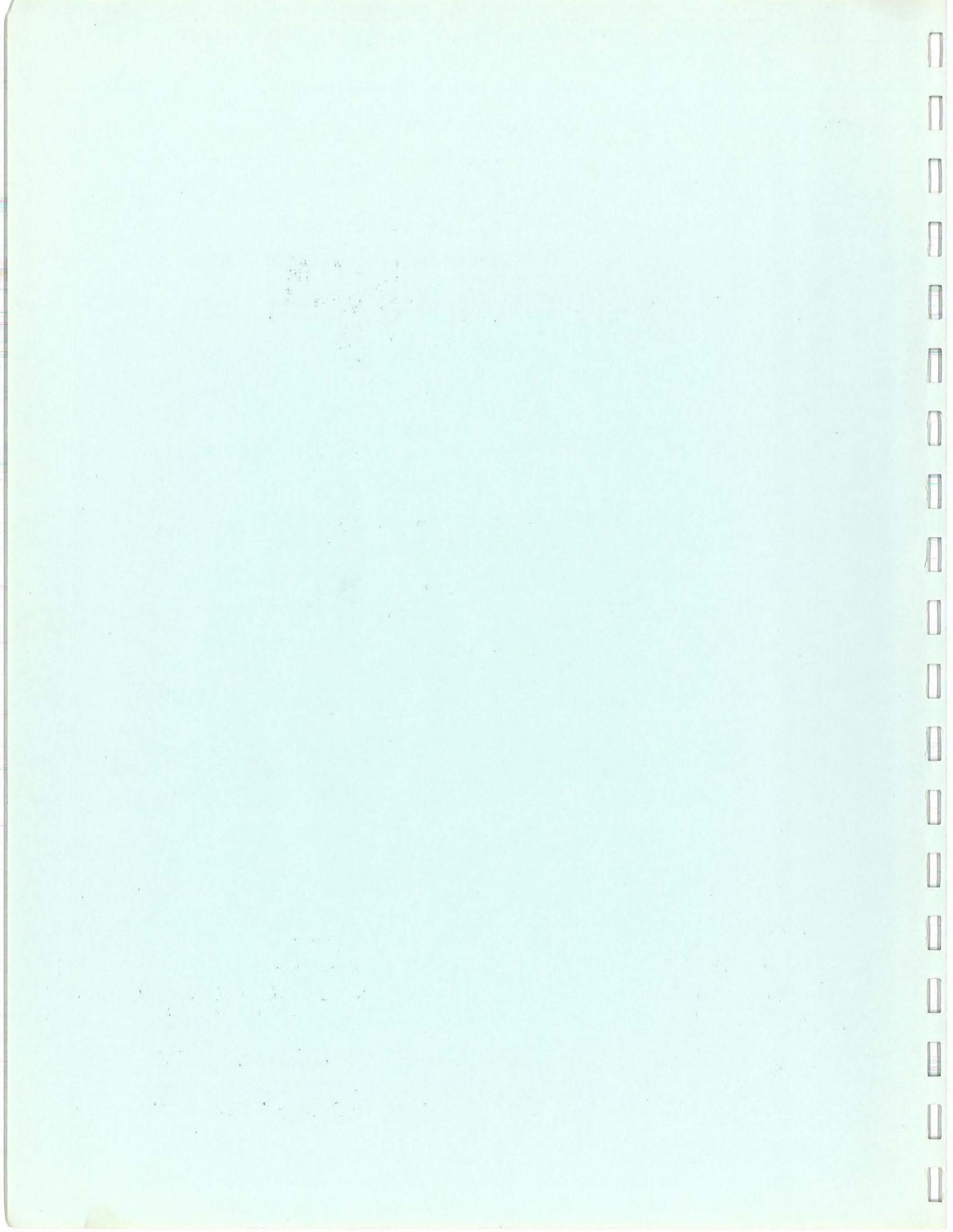
MIDWESTERN STATES  
EDUCATIONAL INFORMATION  
PROJECT (PL 89-10 TITLE V, SECTION 505)

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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.

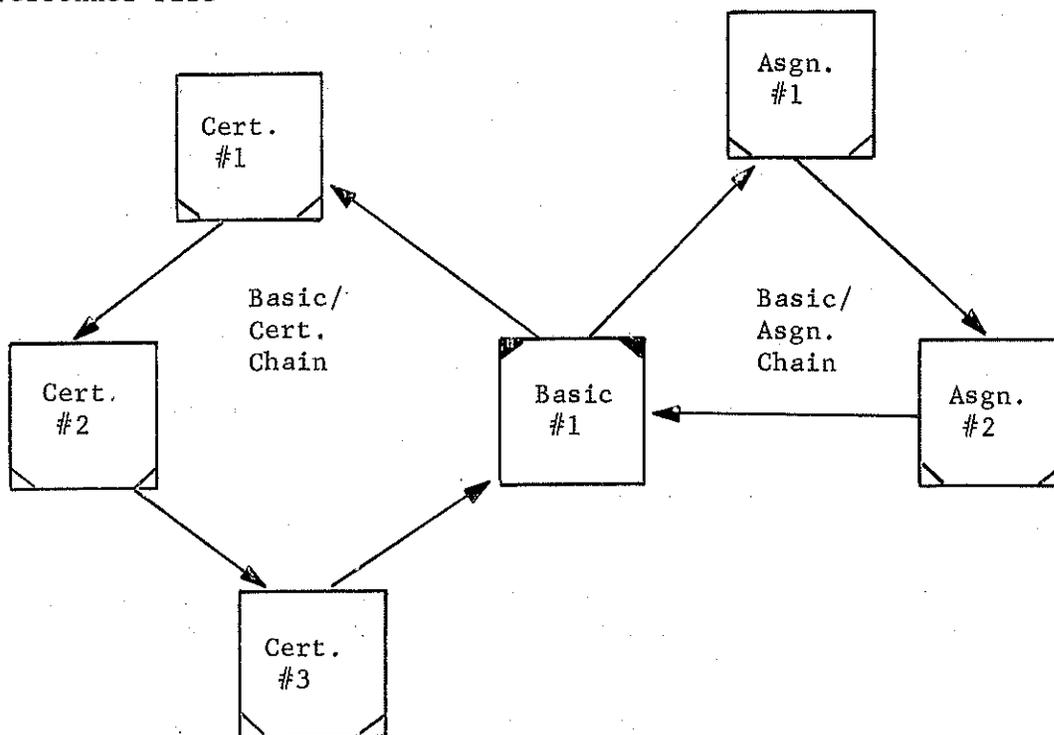
Superior-inferior relationships are established between the records of two contiguous levels of the structure. A detail record, therefore, may also be the master of records of the next lower level.

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.

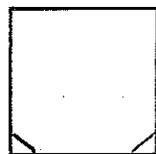
Hierarchical Data Structure  
Personnel File



Legend:



Master Record



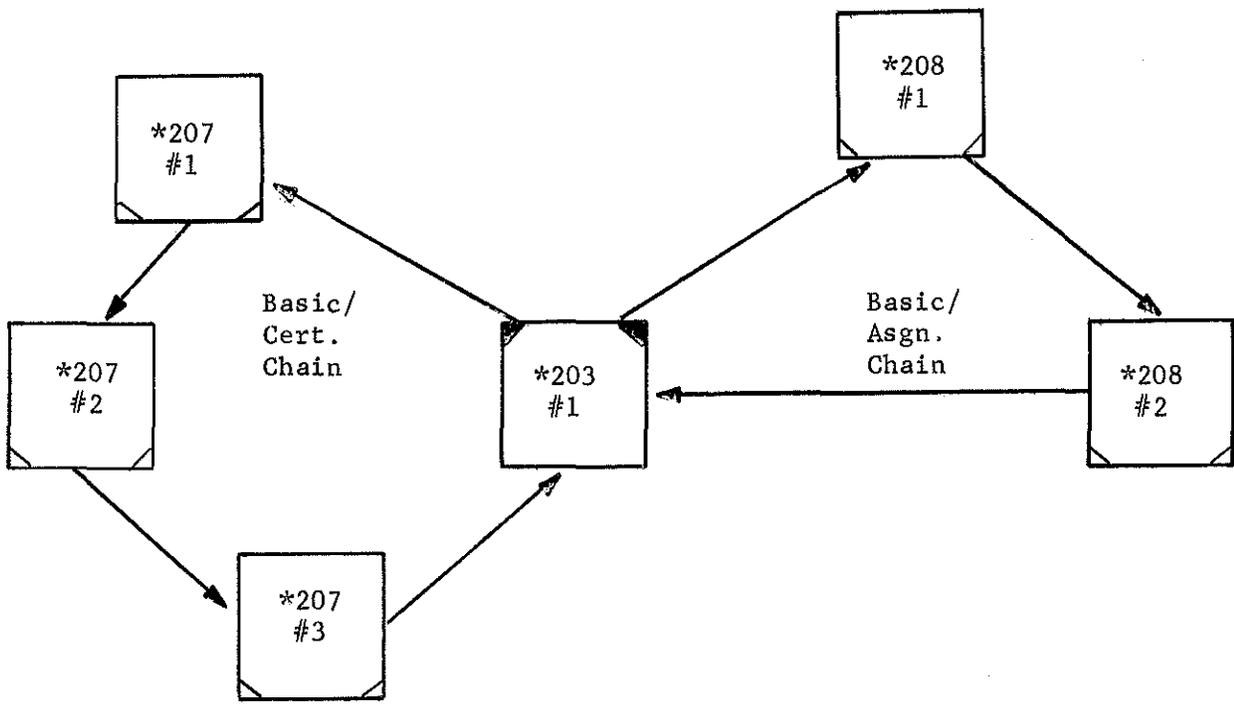
Detail Record

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.

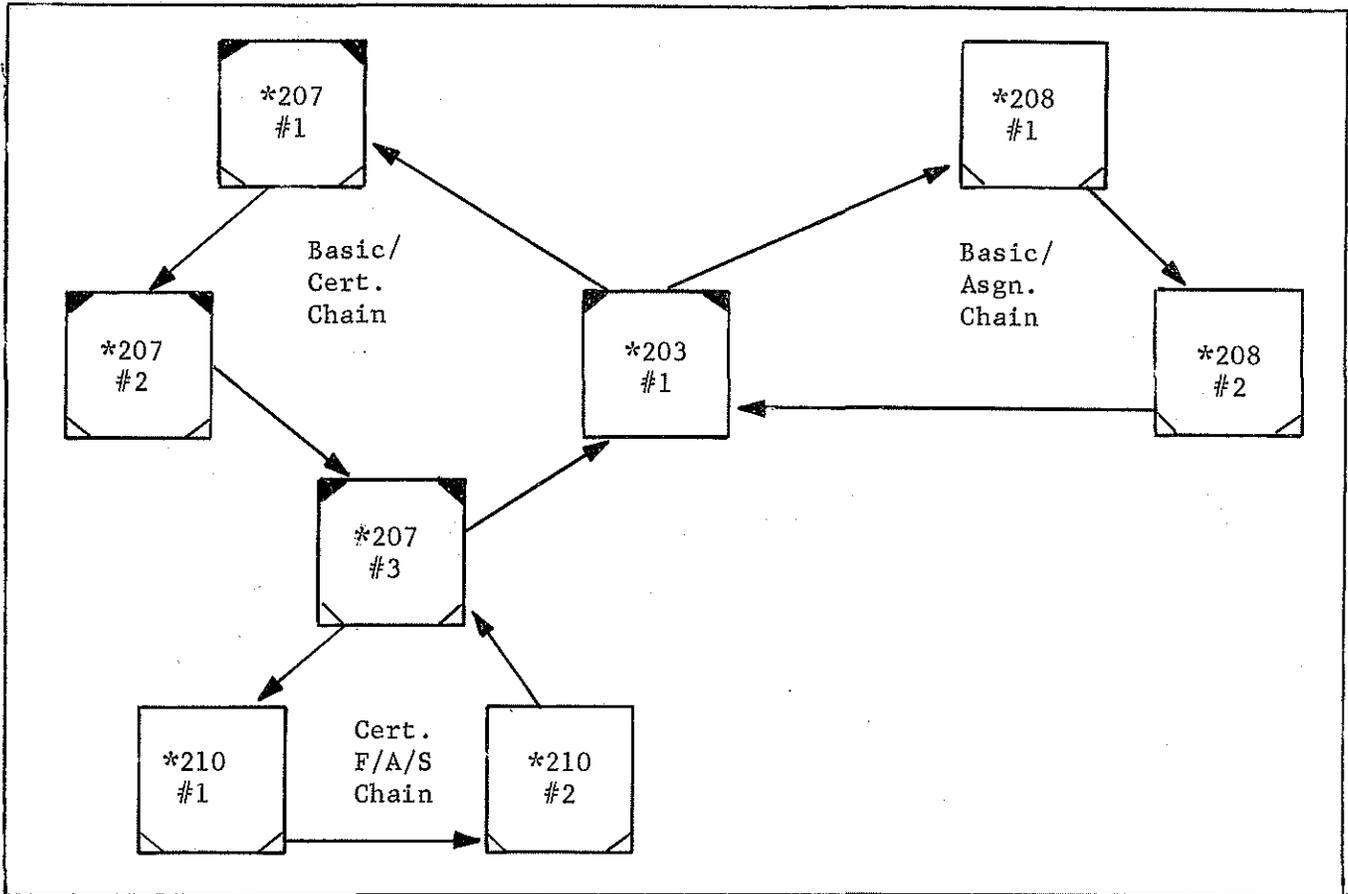
Threaded List  
Personnel File



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.

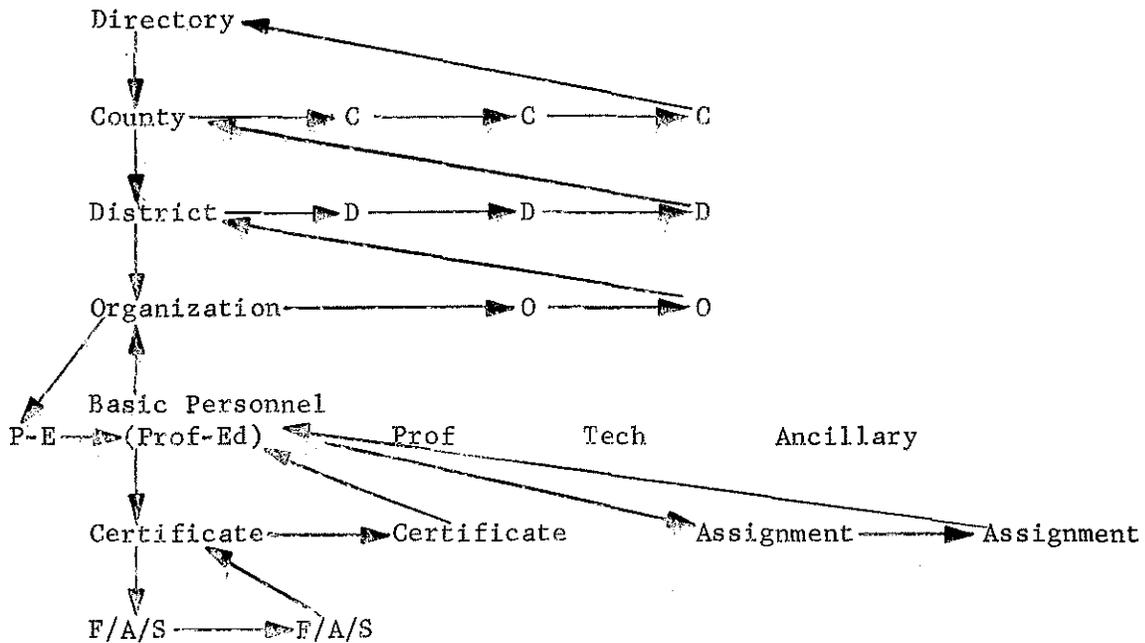
Hierarchial Structure: Personnel File

No.	Record Name	Type	Master of Record		Detail of Record	
			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 hierarchical 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 \_\_\_\_\_.



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 Record Type 1 0 1			2 County Code			3 District Code				4 Filler 0 0 0			5 Rec. Code 1	6 Card No. 1	7 Filler 0 0 0 0 0 0 0						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

8 District Name																																9 Street Address																			
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

10 Card Number 2	11 City																12 Zip Code					13 Telephone Number																
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

14 Superintendent's Last Name																15 First Name												M.I.	No. Years in This Position	
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				

16 Card Number 3	17 Assessed Valuation of the District																18 Area of the District													
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

FILE LAYOUT - DISTRICT HEADER (cont.)

19	20	21										22		
Type of Organ.	Organ. of Ed. Prog.	Number of Staff members										Type of Accred- itation		
		Professional Staff					Technical/Ancillary Staff							
46	47	48						53					59	60

23	24										25												
Card Number	Total Fund Levy, in Mills															Bond Indebtedness							
	General Fund Ag.			General Fund Nonag.				Capital Outlay			Special Education			Bond Redemption									
4																							
15	23	27	28	32	33	37	38	42	43	47	48				56								

26	27																
Card Number	School District Census, By Age																
	0			1			2			3			4			5	
5																	
15	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	School District Census, By Age (continued)																
	11			12			13			14			15			16	
6																	
15	23	27	28	32	33	37	38	42	43	47	48				52		

29

School District Census, By Age (continued)																			
17					18					19					20				

53                      57 58                      62 63                      67 68                      72

30

Card Number
7

15

31

Total Number of Students in the District, By Grade																							
Kindergarten				1st Grade				2nd Grade				3rd Grade				4th Grade				5th Grade			

23                      27 28                      32 33                      37 38                      42 43                      47 48                      52

31

Total Number of Students in the District, By Grade (continued)																								
6th Grade					7th Grade					8th Grade					9th Grade					10th Grade				

53                      57 58                      62 63                      67 68                      72 73                      77

32

Card Number
8

15

33

Total Number of Students (continued)									
11th Grade					12th Grade				

23                      27 28                      32

34

Record Type
1 0 3

1                      3

35

County Code

4                      6

36

District Code

7                      10

37

Filler
0 0 0

11                      13

38

Rec Cd.
2

14

39

Site Number

15                      17

40

Building Number

18                      20

41

Unit Code

21

42

Filler
0

22

43

Building Name

23                      42



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.



## 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** - NEBRASKA  
 MIDWESTERN STATES  
 EDUCATIONAL INFORMATION  
 PROJECT  
 KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

4 Site Number	5 Record Code	10 Card Number	11 Appraised or Estimated Value	12 Area of Site	13 Cost of Improve- ments	14 Cost of Site	16 Date of Acquisition		17 Date of Disposal		18 Ownrshp Card Number	19 Card Number	20 Site Location	21 Record Type	25 Record Code	31 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	27	27				
	1	01										02		404	2																								
	1	01										02		404	2																								
	1	01										02		404	2																								
	1	01										02		404	2																								
	1	01										02		404	2																								
	1	01										02		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<br>& Community College Plant |
| 03 - Combined Elementary &<br>Secondary School 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<br>Site |
| 14 - Living Quarters for Professional<br>Personnel | 99 - Other Site                        |
| 15 - Living Quarters for Service<br>Personnel      |  |

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.		8 Filler 0 0 0 0				9 Sub-Rec. Code 0		10 Card Number 0 1	
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			

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	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

37

19 Card Number 0 2		20 Site Location																																																									
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																							

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.		28 Filler 0 0 0 0				29 Sub-Rec. Code 0		30 Detail No., Use of Site		31 Use of Site	
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			

## 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.



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 Convector
- 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

FILE LAYOUT - BUILDING RECORD

1 Record Type 4 0 5 1 3			2 County Code 4 6			3 District Code 7 10				4 Site Number 11 13			5 Rec. Code 14 3		6 Building Number 15 17			7 Bldg. Unit No. 18		8 Filler 19 22 0 0 0 0				9 Sub. Rec. Code 23 0		10 Card Number 24 25 0 1													
11 Address of the Building 26 60																										12 Avail. Bldg. 61		13 Date Acquisition 62 65 Year Month				14 Date, Construction Contract 66 69 Year Month				15 Date of Disposal 70 73 Year Month			
16 No. of Elev. 74		17 Fire Rat. 75		18 Kind of Bldg. 76 77			19 Mobil. of Bldg. 78		20 Own. of Bldg. 79		21 Card Number 24 25 0 2		22 Ext. Wall		23 Floor Fram.		24 Inter. Fram.		25 Roof Deck		26 Roof Fram.		27 Struc. System		28 App. / Est. Code 33		29 Appraised or Estimated Value 34 40												
30 Cost of Architectural & Engineering Services 41 45					31 Cost of Built-In Equipment 46 51					32 Cost of Educational Consultant Services 52 56					33 Cost of Electrical Contract 57 62					34 Cost of Fiscal Services Fees 63 67					35 Cost of General Contract 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. Extin- guisher Sta.	No. Hose Cabinets	Ext. of Sys.	Sys. Type	Vent. Sys.
54 61	62 63	64 67	68 69	70 71	72 74	75 76	77 78	79		

51

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 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



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 Record Type 4 0 6			2 County Code			3 District Code				4 Site Number			5 Rec. Code 3		6 Building Number			7 Bldg. Unit No.		8 Space Number				9 Sub. Rec. Code 1		10 Card Number 0 1		11 Name/Type of Space	
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			

12 Dimensions of the Space						13 Floor Level		14 Air Cond.		15 Area of the Windows				16 Lighting			17 Wall Flex.			18 Finishes					
Length			Width			Height			Floor Level		Air Cond.		Area of the Windows				Lighting			Wall Flex.		Ceil.	Floor Surf.		Walls
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					

19 Card Number 0 2		20 Date Acquired Year Month			21 Description of the Built-In Equipment															22 Number of Units			23 Total Cost																							
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

24 Record Type 4 0 9			25 County Code			26 District Code				27 Site Number			28 Rec. Code 3		29 Building Number			30 Bldg. Unit No.		31 Space Number				32 Sub. Rec. Code 4		33 Detail No. of Adj. Rec.		34 Type of Adjunct		35 Number of Adjunct		36 Area of Adjunct																				
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	41	42	43	44	45	46	47	48	49	50	51	52	53

## 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.



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 Record Type 4 0 7			2 County Code			3 District Code				4 Site Number			5 Rec. Code 3	6 Building Number			7 Bldg. Unit No.	8 Space Number				9 Sub. Rec. Code 2	10 Card Number 0 1	
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

11 Name/Type of Space		12 Dimensions of the Space									13 Floor Level	14 No. of Lavatories		15 No. of Shower Heads		16 No. of Urinals		17 No. of Water Closets	
		Length			Width			Height											
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	

65

18 Record Type 4 0 9			19 County Code			20 District Code				21 Site Number			22 Rec. Code 3	23 Building Number			24 Bldg. Unit No.	25 Space Number				26 Sub. Rec. Code 4
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

27 Detail No. Adj. Records		28 Type of Adjunct		29 No. of Adjuncts		30 Area of Adjuncts			
24	25	26	27	28	29	30	31	32	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**

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO

This form developed for MSEIP  
 demonstration in South Dakota

MICHIGAN



MIDWESTERN STATES  
 EDUCATIONAL INFORMATION  
 PROJECT

NEBRASKA

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			

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

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

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

17				
Cost				
38				42

## 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		Description (For office use-not in system)
Type Account	Area of Respon.		Inst'l Area		Local Course #		Activity		Object		Fund		Specific Account		Asset Amount		
14	15	17	18	19	20	22	23	24	25	26	27	28	29	33	34	42	
1																	
1																	
1																	
1																	
1																	
1																	
1																	
1																	
1																	
1																	
1																	



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		Description  (For office use-not in system)
Type Account	Area of Respon.	Instr'l Area		Local Course #		Activity		Object		Fund		Specific Account		Amount of Fund Balance				
14	15	17	18	19	20	22	23	24	25	26	27	28	29	33	34	42		
3																		
3																		
3																		
3																		
3																		
3																		
3																		
3																		
3																		
3																		
3																		

40. Record Type 606  
                   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		Description (For office use not in system)
Type Account	Area of Respon.	Instr'l Area		Local Course		Activity		Object		Fund		Source & Type Rev		Amount of Revenue				
14	15 - 17	18	19	20 #	22	23	24	25	26	27	28	29	31	32	40			
4																		
4																		
4																		
4																		
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4																		
4																		



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 OPER.
151	Audiovisual Services		
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 IMPROVEMENT
241	Other General Control	351	Plant Acq./Improvement Gen.
250-269	INSTRUCTIONAL ADMINISTRATION		
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./Improvement
266	Other Instructional Admin.	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			
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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		
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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		
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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							
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FILE LAYOUT - FINANCE (cont.)

40 Record Type 6 0 6			41 County Code			42 District Code				43 Organiza- tion Code			44 Type of Acct. 4	45 Area of Respon.			46 Inst. Area		47 Local Course Number			48 Activ- ity		49 Object		50 Fund	
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

51 Source & Type Revenue			52 Revenue Amount								
29	30	31	32	33	34	35	36	37	38	39	40

53 Record Type 6 0 7			54 County Code			55 District Code				56 Organiza- tion Code			57 Type of Acct. 5	58 Area of Respon.			59 Inst. Area		60 Local Course Number			61 Activ- ity		62 Object		63 Fund		64 Expended Amount								
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

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## 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
			1				13

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
2	23	23	23	23	23	23	24
2							

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
			1				13

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
2	23	23	23	23	23	23	24
2							

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 Illustration	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		

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	050300	Literature
050113	Developmental Reading	050301	General Literature
050116	Individualized Reading	050310	American Literature
050119	Reading for Enrichment	050311	American Folklore
050120	Handwriting	050320	Bible Literature
050124	Penmanship	050330	Classical Literature
050130	Spelling	050334	Poetry
050140	Language Arts	050337	Drama
050141	Vocabulary	050340	English Literature
050200	Linguistics	050341	Great Books
050220	Grammar	050350	World Literature
050221	Fundamental Grammar	050353	Modern Literature
050222	Language-linguistics	050368	Mythology
050223	Language Orientation	050369	Humanities
050240	History of the English Language	050400	Composition
050241	Language Culture	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
100000	— Industrial Arts
100010	— Industrial Arts Theory
100020	— Industrial Arts Shop
100030	— Industrial Arts Laboratory
100100	— Construction
100101	— Pre-engineering
100102	— Pre-engineering Shop
100110	— Carpentry
100120	— Cabinetmaking
100200	— Crafts
100201	— Art Metals Crafts
100202	— Ceramics Crafts
100204	— Plastics Crafts
100205	— Leather Crafts
100206	— Textiles Crafts
100207	— Creative Crafts
100208	— Upholstery
100300	— Drafting
100301	— Drafting Architectural
100305	— Drawing, Engineering
100307	— Drawing, Mechanical
100309	— Drawing, Machine
100319	— Drawing, Shop
100329	— Blueprints
100339	— Patternmaking
100400	— Electricity and Electronics
100401	— Electricity
100403	— Electronics
100404	— Radio Technical Electricity
100500	— Elementary Industrial Arts
100502	— Handicrafts
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

Code	Course Title
101200	— Industrial Materials and Processes
101201	— Fluid Power
101202	— Industrial Materials
101204	— Industrial Processes
101210	— Industrial Survey
101300	— Manufacturing
101310	— Group Manufacturing
101320	— Industrial Technology
101330	— Job Orientation
101400	— Metalworking
101402	— Machine Shop
101405	— Welding
101406	— General Metal Shop
101407	— Foundry
101500	— Plastics
101600	— Power Machines
101601	— Auto Mechanics
101603	— Mechanics
101604	— Transportation
101605	— Aeronautics
101606	— Gasoline Engines
101607	— Machines
101608	— Machine Technology
101609	— Millwork
101800	— Services
101801	— Surveying
101802	— Surveying Stress and Design
101803	— Stagecraft
101804	— Gardening
101900	— Woods
101901	— Woodworking

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 (SMSG)
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	Code	Course Title
132000	Biological Science	133105	Chemical Bond Approach
132001	Biology	133110	Applied Chemistry
132010	Applied Biology	133113	Inorganic Chemistry
132020	Biology Laboratory	133120	Chemistry Laboratory
132030	Marine Biology	133122	Organic Chemistry
132040	Radiation Biology	133125	Qualitative Analysis
132050	Laboratory Research Biology	133126	Quantitative Analysis
132060	Biological Science	133130	Chemistry Study
132070	Biological Science Curriculum Study (BSCS)	133200	Physics
132100	Botany	133210	Applied Physics
132200	Microbiology	133219	Nuclear Science
132300	Zoology	133220	Physics Laboratory
132401	Anatomy	133221	Optics
132420	Physiology	133250	Laboratory Research Physics
132511	Ecology	133252	Physics, Physical Science Study Committee (PSSC)
132600	Science and Health	133300	Science of Photography
132812	Entomology		
133000	Physical Science	134000	Earth-Space Science
133001	General Science	134001	Aeronautics
133008	Electricity	134005	General Earth Space Science
133009	Electronics	134010	Applied Earth Science
133010	Applied Science	134100	Astronomy
133019	Nuclear Science	134101	Space Science
133033	Thermodynamics	134105	Cosmology
133091	Practical Science	134200	Geology
133100	Chemistry	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.

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	— Differentiated Curriculum, General	192073	— Multihandicapped, Crippled and Deaf or Blind
		192080	— Physical Therapy
191000	— Intellectually Disabled (Mentally Handicapped)	193010	— Emotionally Handicapped
191010	— Educable Mentally Handicapped		
191020	— Trainable Mentally Handicapped	194000	— Varying Exceptionalities
191030	— Learning Disabilities	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	— Riflery
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 nonde-  
partmentalized and cannot appropriately be reported by sub-  
ject 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 | 4 - IV |
| 1 - I              | 5 - V  |
| 2 - II             | 6 - VI |
| 3 - III            |        |

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 | 07 - 7               |
| 20 - N              | 08 - 8               |
| 21 - K              | 09 - 9               |
| 01 - 1              | 10 - 10              |
| 02 - 2              | 11 - 11              |
| 03 - 3              | 12 - 12              |
| 04 - 4              | 13 - 13              |
| 05 - 5              | 14 - 14              |
| 06 - 6              | 15 - Adult Education |

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

0	0	1	0
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13. SOCIAL SECURITY NUMBER - the number assigned to the teacher or instructor 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
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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<br>(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
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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		
200	Safety Education	500	Recreation
201	Civil Defense	501	Arts and Crafts
202	Explosives	502	Communicative Arts
203	Fire Arms	503	Hobbies
204	Fire Safety	504	Outdoor Recreation
205	Holiday and Vacation Safety	505	Performing Arts
206	Law, Liability, and Responsibility	506	Physical Recreation
207	Personal Responsibility and Unsupervised Activities	507	Voluntary Service
208	Safety in Home	599	Other Recreation
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                          | Code | Content Descriptors                                    |
|------|--|------|--|
| 100  | Communication Skills                         | 400  | Perceptual Skills                                      |
| 101  | Language Stimulation                         | 401  | Auditory Stimulation                                   |
| 102  | Language Development                         | 402  | Auditory Development                                   |
| 103  | Language Correction                          | 403  | Auditory Correction                                    |
| 104  | Speech Stimulation                           | 404  | Tactile and Kinesthetic Stimulation                    |
| 105  | Speech Development                           | 405  | Tactile and Kinesthetic Development                    |
| 106  | Speech Correction                            | 406  | Tactile and Kinesthetic Correction                     |
| 107  | Special Communication Methods                | 407  | Visual Stimulation                                     |
| 171  | Braille Reading/Writing                      | 408  | Visual Development                                     |
| 172  | Object Magnification                         | 409  | Visual Correction                                      |
| 173  | Finger Spelling                              | 410  | Personal Spatial Relationships                         |
| 175  | Typing for Communication                     | 499  | Other Perceptual Skills                                |
| 176  | Speech (Lip) Reading                         |      |  |
| 200  | Interpersonal and Behavioral Coping Skills   | 500  | Vocational and Avocational Orientation                 |
| 201  | Self Concept Development                     | 501  | Vocational Information                                 |
| 202  | Self Concept Re-education                    | 502  | Prevocational Work Experience                          |
| 203  | Social Stimulation                           | 503  | Specialized Vocational Preparation                     |
| 204  | Social Development                           | 504  | Avocational Information                                |
| 205  | Social Re-education                          | 505  | Avocational Experience                                 |
| 299  | Other Interpersonal Behavioral Coping Skills | 599  | Other Vocational and Avocational Orientation           |
| 300  | Motor Skills                                 |      |  |
| 301  | Dexterity Skills                             |      |  |
| 302  | Physical Management                          |      |  |
| 303  | Mobility Training                            |      |  |
| 321  | Self-help Skills                             |      |  |
| 322  | Use of Devices and Equipment                 | 990  | Other Differentiated Curriculum for Handicapped Pupils |
| 323  | Personal Safety                              |      |  |
| 331  | Mobility Orientation                         |      |  |
| 332  | Travel                                       |      |  |
| 399  | Other Motor Skills                           |      |  |

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
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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 

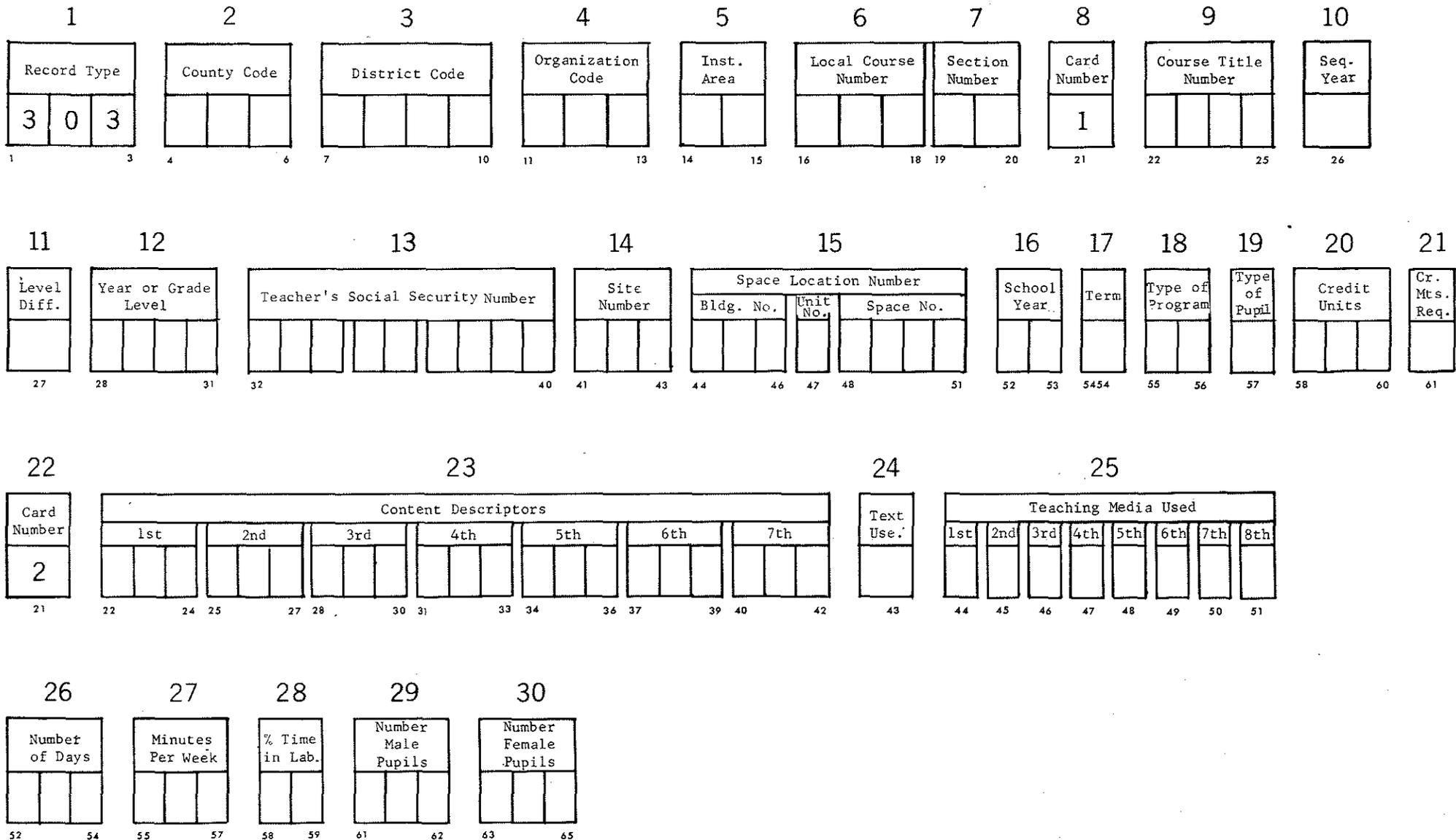
0	3	1
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30. NUMBER OF FEMALE PUPILS - the enrollment of female pupils in the course section. Example: 6 girls would be reported as 

0	0	6
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FILE LAYOUT - INSTRUCTIONAL PROGRAMS



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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).



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
  - 2 - Nonpublic/Private Education
  - 3 - Business or Industry
  - 4 - Military
  - 5 - Student
  - 6 - Housewife/Homemaking
  - 7 - Retired
  - 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.
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
0 1			

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
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

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
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
0 2								

28	29	30	31	32	33
Employment Status	Local Experience	State Experience	Total Educational Experience	Medical Examination	Accident Record
52	53 54 55	56 57 58	59 60 61	62 63 64 65	66 67 68 69 70 71

FILE LAYOUT - PROFESSIONAL PERSONNEL (Cont.)

34		35	36	37	38	39	40																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="3" style="text-align: center;">Record Type</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">0</td><td style="text-align: center;">7</td></tr> </table>	Record Type			2	0	7	Fields 2-6, card columns 4-23 from the preceding page must be repeated.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Record Code</td></tr> <tr><td style="text-align: center;">1</td></tr> </table>	Record Code	1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Cert. Detail Number</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Cert. Detail Number			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Filler</td></tr> <tr><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> </table>	Filler	0	0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Cert. Held</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Cert. Held			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="3" style="text-align: center;">Date Certificate Issued</td></tr> <tr><td style="text-align: center;">Year</td><td style="text-align: center;">Month</td><td style="text-align: center;">Day</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Date Certificate Issued			Year	Month	Day				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="3" style="text-align: center;">Date Certificate Expires</td></tr> <tr><td style="text-align: center;">Year</td><td style="text-align: center;">Month</td><td style="text-align: center;">Day</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Date Certificate Expires			Year	Month	Day			
Record Type																																										
2	0	7																																								
Record Code																																										
1																																										
Cert. Detail Number																																										
Filler																																										
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Cert. Held																																										
Date Certificate Issued																																										
Year	Month	Day																																								
Date Certificate Expires																																										
Year	Month	Day																																								
1      3		24	25      26	27      28	29      30	31      36	37      42																																			

41		42		43		44	45	46																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Inst. Level Auth.</td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	Inst. Level Auth.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Grades Authorized by Certificate</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Grades Authorized by Certificate					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Record Type</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">1</td><td style="text-align: center;">0</td></tr> </table>	Record Type	2	1	0	Fields 2-6, 24 & 25; card columns 4-26 from the 207 Record must be repeated.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">F.A.S. Detail Number</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	F.A.S. Detail Number			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Field Area/Service</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Field Area/Service			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Subject Authorized</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Subject Authorized				
Inst. Level Auth.																												
Grades Authorized by Certificate																												
Record Type																												
2	1	0																										
F.A.S. Detail Number																												
Field Area/Service																												
Subject Authorized																												
43	44      47	1      3		27      28	29      30	31      34																						

47		48	49	50		51	52	53																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Record Type</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">0</td><td style="text-align: center;">8</td></tr> </table>	Record Type	2	0	8	Fields 2-6, card columns 4-23 from the preceding page must be repeated.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Record Code</td></tr> <tr><td style="text-align: center;">2</td></tr> </table>	Record Code	2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Detail Number of Assign.</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Detail Number of Assign.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Filler</td></tr> <tr><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> </table>	Filler	0	0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Position Title</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Position Title			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Area of Responsibility</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Area of Responsibility				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Inst. Area</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Inst. Area		
Record Type																													
2	0	8																											
Record Code																													
2																													
Detail Number of Assign.																													
Filler																													
0	0																												
Position Title																													
Area of Responsibility																													
Inst. Area																													
1      3		24	25      26	27      28		29      30	31      33	34      35																					

54	55	56	57	58															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Scope of Assign.</td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	Scope of Assign.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Level of Assign.</td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	Level of Assign.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Percent of Time on Assignment</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Percent of Time on Assignment				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Local Course Number</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Local Course Number				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Section Number</td></tr> <tr><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr> </table>	Section Number		
Scope of Assign.																			
Level of Assign.																			
Percent of Time on Assignment																			
Local Course Number																			
Section Number																			
36	37	38      40	41      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.

MICHIGAN



MIDWESTERN STATES  
EDUCATIONAL INFORMATION  
PROJECT

NEBRASKA

DATA COLLECTION FORM  
PERSONNEL RECORD  
TECHNICAL / ANCILLARY

This form developed for MSEIP  
demonstration in South Dakota.

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

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

10 Last Name										11 First Name					12 M.I.	13 Sex		14 Mar. Stat.	
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45

15 Date of Birth					
Year		Month		Day	
46	47	48	49	50	51

16 Highest Ed.	
52	53

17 Medical Exam.			
Year		Month	
54	55	56	57

18 Accident Report					
Year		Month		Day	
58	59	60	61	62	63

19 Card No.	
0	2
27	28

20 Days Employed		
3	4	5
29	30	31

21 Hours Per Day	
6	7
32	33

22 Hourly Wage			
8	9	10	11
34	35	36	37

23 Annual Wage			
12	13	14	15
38	39	40	41

24 Record Code		
2	0	9
1	2	3

25 Rec. Code
2
24

26 Detail Number	
0	1
25	26

27 Position Title	
29	30

28 Area of Respon.		
31	32	33

29 Inst. Area	
34	35

30 Scope of Assign.		
36	37	38

31 Level of Assign.		
39	40	41

32 % of Time on Assign.		
42	43	44

24 Record Code		
2	0	9
1	2	3

25 Rec. Code
2
24

26 Detail Number	
0	2
25	26

27 Position Title	
29	30

28 Area of Respon.		
31	32	33

29 Inst. Area	
34	35

30 Scope of Assign.		
36	37	38

31 Level of Assign.		
39	40	41

32 % of Time on Assign.		
42	43	44

24 Record Code		
2	0	9
1	2	3

25 Rec. Code
2
24

26 Detail Number	
0	3
25	26

27 Position Title	
29	30

28 Area of Respon.		
31	32	33

29 Inst. Area	
34	35

30 Scope of Assign.		
36	37	38

31 Level of Assign.		
39	40	41

32 % of Time on Assign.		
42	43	44

24 Record Code		
2	0	9
1	2	3

25 Rec. Code
2
24

26 Detail Number	
0	4
25	26

27 Position Title	
29	30

28 Area of Respon.		
31	32	33

29 Inst. Area	
34	35

30 Scope of Assign.		
36	37	38

31 Level of Assign.		
39	40	41

32 % of Time on Assign.		
42	43	44

24 Record Code		
2	0	9
1	2	3

25 Rec. Code
2
24

26 Detail Number	
0	5
25	26

27 Position Title	
29	30

28 Area of Respon.		
31	32	33

29 Inst. Area	
34	35

30 Scope of Assign.		
36	37	38

31 Level of Assign.		
39	40	41

32 % of Time on Assign.		
42	43	44

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         | 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     |  |

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.	Medical Exam.	Accident Record
29 44	45 52	53	54	55	56 61	62 63	64 67	68 73
					Year Month Day		Year Month	Year Month Day

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.

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

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

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					
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					
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<br>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<br>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 | 6 - 60         |
| 2 - 20 | 7 - 70         |
| 3 - 30 | 8 - 80         |
| 4 - 40 | 9 - 90 or more |
| 5 - 50 |                |

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       | 149 - Wyoming  |
| 136 - Oregon         | 150 - Alaska   |
| 137 - Pennsylvania   | 151 - Hawaii   |
| 138 - Rhode Island   | 152 - Puerto Rico  |
| 139 - South Carolina | 153 - Virgin Islands   |
| 140 - South Dakota   | 154 - Baltimore  |
| 141 - Tennessee      | 155 - Boston   |
| 142 - Texas          | 156 - New York City  |
| 143 - Utah           | 157 - New Orleans  |
| 144 - Vermont        | 158 - Immigration & Naturalization<br>Service, Department of Justice |
| 145 - Virginia       | 159 - Passport Division,<br>Department of State                      |
| 146 - Washington     |  |
| 147 - West Virginia  |  |
| 148 - Wisconsin      |  |

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 locater 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 | 5 - 20/70                   |
| 0 - 20/20 (normal) | 6 - 20/80                   |
| 1 - 20/30          | 7 - 20/90                   |
| 2 - 20/40          | 8 - 20/100                  |
| 3 - 20/50          | 9 - More Severe than 20/100 |
| 4 - 20/60          |                             |

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 Tester |
| 1 - Snellen Illiterate "E"   |  |
| 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<br>of America | 201 - Aquatics                 |
| 111 - Future Farmers of America             | 202 - Archery                  |
| 112 - Future Homemakers of<br>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<br>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<br>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<br>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<br>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<br>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<br>of America       | 211 - Girls Athletic Association                          |
| 111 - Future Farmers of America                   | 212 - Golf  |
| 112 - Future Homemakers of<br>America             | 213 - Gymnastics  |
| 113 - Future Teachers of America                  | 214 - Riflery   |
| 114 - Girls Nation                                | 215 - Snowskiing  |
| 115 - International Relations<br>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<br>Society (NEA)      | 229 - Other Athletic and Sport<br>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<br>Education Club     | 309 - Instrumental Ensemble                               |
| 132 - Voice of Democracy                          | 310 - Voice Ensemble                                      |
| 133 - Young Farmers Ass'n.                        | 311 - Glee Club   |
| 199 - Other Academic Cocur-<br>ricular Activities | 312 - Music Production                                    |
|   | 313 - Orchestra   |
|   | 399 - Other Music Cocurricular<br>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<br>Cross                                     | 505 - Folk Music Club                         |
| 407 - National Student Traffic<br>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<br>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<br>Association of                      | 512 - Stamp Club                              |
| 414 - Student Union and/or<br>Student Activity Center                  | 513 - Tri-Hi-Y                                |
| 499 - Other School and/or Public<br>Service Cocurricular<br>Activities | 514 - YMCA                                    |
|  | 515 - Y-Teens                                 |
|  | 516 - YWCA                                    |
|  | 599 - Other Social Cocurricular<br>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 Achieve-<br>ment Test | 106 - Cooperative Primary Tests           |
| 103 - California Achievement Tests          | 107 - Coordinated Scales of<br>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 Scholarship Qualifying Test
- 116 - Public School Achievement Test
- 117 - Public School Attainment Tests for High School Entrance
- 118 - SRA Achievement Series
- 119 - SRA High School Placement 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 Education 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                | 19 - Science Research Associates,<br>Incorporated |
| 13 - Houghton-Mifflin                       | 20 - Scott-Foresman                               |
| 14 - Lyons and Carnahan                     | 21 - The Steck Company                            |
| 15 - Minneapolis Educational<br>Test Bureau | 22 - U.S. Employment Security<br>Commission       |
| 16 - Personnel Press,<br>Incorporated       | 23 - State Devised Test                           |
| 17 - Psychological Corporation              | 24 - Locally Devised Test                         |
| 18 - Public School Publishing<br>Company    | 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             | 05 - Psychometrist          |
| 02 - School Counselor    | 06 - County School Official |
| 03 - Administrator       | 07 - State School Official  |
| 04 - School Psychologist | 09 - Other                  |

Nonschool Personnel

- |                                |   |
|--------------------------------|---|
| 10 - Psychologist              | 15 - State Employment Agency<br>Personnel   |
| 11 - Psychiatrist              | 16 - Vocational Rehabilitation<br>Personnel |
| 12 - Mental Health Worker      | 99 - Other                                  |
| 13 - Guidance Clinic Personnel |   |
| 14 - Social Worker             |   |

179. NORM GROUP

First Digit

- |              |              |
|--------------|--------------|
| 1 - National | 5 - District |
| 2 - Regional | 6 - School   |
| 3 - State    | 9 - Other    |
| 4 - County   |              |

Second Digit

- |                    |           |
|--------------------|-----------|
| 0 - Does Not Apply | 2 - Age   |
| 1 - Sex            | 9 - Other |

180. TYPE OF CONVERSION SCORE

- |                                   |                      |
|-----------------------------------|----------------------|
| 0 - Does Not Apply<br>(Raw Score) | 5 - Grade Equivalent |
| 1 - Percentile Band               | 6 - Age Equivalent   |
| 2 - Percentile                    | 7 - I.Q.             |
| 3 - Stanine                       | 8 - Mental Age       |
| 4 - Standard Score                | 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
Record Type	County Code	District Code	Organization Code	Internal Pupil Sequence Number	Record Code	Card Number	Sex	Grade Entered	Type of Entry or Reentry	Withdrawal
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

179

23	24	25	26	27
Age Group	Any Other Name			Area Spec. & Course Emphasis
	Last Name		First Name	MI
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	Educ. Level Man	Educ. Level Woman	Evid. Verif. 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.)

49	50	51	52	53	54
Card Number 0 6	Name of School (continued)	Number of Half Days Absent	Number of Times Tardy	Occ. of Man, Pup. Resides	Occ. of Woman, Pupil Res.
21 22	23 32	33 35	36 38	39 40	41 43

55	56	57
Card Number 0 7	Person to Call in Case of Emergency	Physical Examination
21 22	23 72	73 75

58	59	60	61
Card Number 0 8	Place of Birth	Promote or Retain	Pupil's Telephone Number and Location
21 22	23 67	68	69 79

62	63	64	65	66	67	68	69	70	71	72	73
Card Number 0 9	Race	Non-entry	Reason For Withdr.	Rel. Fem. HOH	Parent	Rel. Male HOH	Parent	Religion	Speech	Teeth	Telephone Number of Male Head of Household
21 22	23	24	25 26	27	28	29	30	31	32 36	37 43	44 54





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



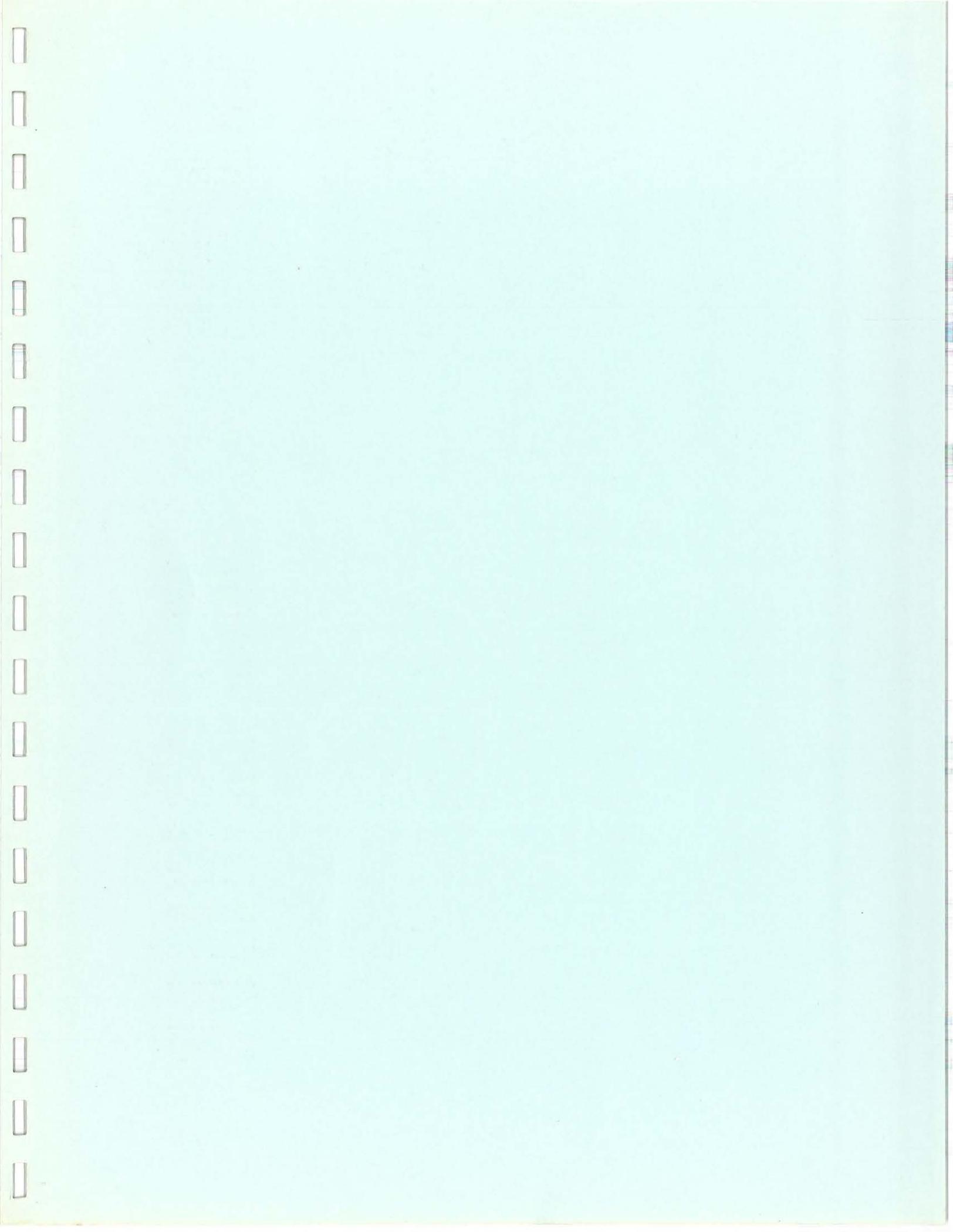
FILE LAYOUT - PUPILS (cont.)

160			161		162		163		164		165			166			167		168		169			
Record Type			Record Code		Detail Number		Pupil Referred By		Pupil Referred To		Date			Record Type			Record Code		Detail Number		In School Activity			
5	1	7	1	5							Year	Month	Day	5	1	8	1	6						
1		3	19	20	21	22	23	24	25	26	27			32	1		3	19	20	21	22	23		25

170				171				172			173		174		175			176		177		178				
Years				Honors				Record Type			Record Code		Detail Number		Test Identification			Publisher		Year of Copy-right		Admin. Code				
1st	2nd	3rd	4th	1st	2nd	3rd	4th	5	1	9	1	7														
								1		3	19	20	21	22	23		25	26	27	28	29	30		31		

179		180		181		182		183			184													
Norm. Group		Type. Conv. Score		Lev. of Test		Test Form		Date Administered			Scores													
								Year	Month															
32	33	34	35	36	38	39	42	43			42	43												52

185			186		187		188		189			190		191			
Record Type			Record Code		Detail Number		Surgery		Date			Injury		Date			
5	2	0	1	8					Year	Month			Year	Month			
1		3	19	20	21	22	23	24	25			28	29	30	31		34



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