ROSTER VERIFICATION DATA DICTIONARY

General Considerations

- The data templates are provided in Excel format for readability purposes. If your data set is small, you may choose to provide it in Excel. If your data set is large, you should provide it in Comma Separated Value format files (CSV)

- Please match templates without making any file structure or formatting changes. Make sure to include any leading zeros in the data.

- The templates include color-coded columns to indicate whether a field is required or optional. Please provide optional information only if it is required for your specific configuration of roster verification or readily available to you. Columns with a blue background are required, and columns with a light green background are optional.

- Descriptions can be found on the following pages. Sample data is provided in each individual spreadsheet, but the "Template Descriptions" section provides a description of each field.

- If you have any questions during this process please contact the Roster Verification State Support Team by: 1) submitting a help ticket at https://www.ohio-k12.help/rosterv; or 2) calling 844-512-6446.

- For the sake of consistency, it is best to put in the headers for ALL the fields whether you are using them or not.

File Descriptions

The data elements needed for the roster verification process center around four main concepts—schools, employees (or more specifically teachers, principals, and their designated School Support Team members), students, and classes—that ITCs/LEAs will extract from the student information data systems. To facilitate the data exchange, BFK will provide the ITCs/LEAs the following templates.

	File name	Description	Notes

1	School	List of schools participating in the class roster verification process.	Leave the following Blank:
			    DistrictGroupID
			    DistrictGroupName
			    SchoolGroupID
			    SchoolGroupName

2	Employee	List of every employee with instructional responsibility, plus administrators participating in the roster verification process (principals, assistant principals, etc.).	• Verify all staff credential ID's for accuracy • Include ALL staff (not just teachers), for example include: Principals, Assistant Principals, etc. • Username should be blank
3	Student	List of all students enrolled in schools participating in the roster verification process.	• All students enrolled at any point in the school year should be submitted despite their active/inactive status • Verify student birthdates for accuracy • Verify that any student in Class Roster file is included in the student file
4	Class Roster	Contains the rosters for all classes that are included in the roster verification process. It must contain one record for each student in each class. When student membership information is being provided, a student may have multiple records with different entry and exit dates to represent mobility.	• Include all student/course enrollments • ALL course enrollments MUST have an entry and exit date when providing a file with roster dates. • When filling in the "TERM" be sure to sue the table provided in this document for reference • Include all applicable co- or team teaching staff members

1. SCHOOL FILE
Source: EMIS or Student Information System
Scope: K–12

Column Name	Required/Optional	Description of Request
DistrictID	Required	District IRN as assigned by the state.
DistrictName	Required	Full name of school district.
SchoolID	Required	School IRN as assigned by the state (Must be a number valid for the district)
SchoolName	Required	Full name of school.
PrincipalEmailAddress	Required	E-mail address of school principal. Must match an employee e-mail address provided in the employee file.

Column Name	Required/Optional	Description of Request
AssistantPrincipalEmailAddress	Optional	E-mail address of school assistant principal. Must match an employee e-mail address provided in the employee file.
SchoolType	Optional	Designate type of school. Concatenate all grade levels served by the school separated by commas. Use the Grade Level table listed in this document.
StreetAddress	Optional	Street address of school.
City	Optional	City in which school is located.
State	Optional	State in which school is located.
ZipCode	Optional	Zip code in which school is located.
PhoneNumber	Optional	Main phone number of school.
SchoolWebsiteAddress	Optional	Website address of school.
DistrictGroupID	Optional	N/A
DistrictGroupName	Optional	N/A
SchoolGroupID	Optional	N/A
SchoolGroupName	Optional	N/A
Attribute1	Optional	N/A
Attribute2	Optional	N/A
Attribute3	Optional	N/A
Attribute4	Optional	N/A
Attribute5	Optional	N/A
Attribute6	Optional	N/A
Attribute7	Optional	N/A
Attribute8	Optional	N/A
Attribute9	Optional	N/A
Attribute10	Optional	N/A

2. EMPLOYEE FILE

Source: EMIS or Student Information System
Scope: All teachers, principals, and RV support staff

Column Name	Required/Optional	Description of Request
DistrictID	Required	District IRN as assigned by the state.
EmployeeID	Required	Ohio Educator State ID
Email	Required	E-mail address of employee.
LastName	Required	Last name of employee.
FirstName	Required	First name of employee.
MiddleName	Optional	Middle name of employee.
SchoolID	Optional	School IRN as assigned by the state

Column Name	Required/Optional	Description of Request
BirthDate	Optional	Birth date of employee. This is often required to help uniquely identify employees.
JobTitle	Optional	Current job title of employee.
Username	Optional	N/A
Attribute1	Optional	**IRN of Teacher's Employer:** State assigned IRN of the LEA employing the teacher.
Attribute2	Optional	N/A
Attribute3	Optional	N/A
Attribute4	Optional	N/A
Attribute5	Optional	N/A
Attribute6	Optional	N/A
Attribute7	Optional	N/A
Attribute8	Optional	N/A
Attribute9	Optional	N/A
Attribute10	Optional	N/A

3. STUDENT FILE

Source: EMIS or Student Information System
Scope: All students enrolled in current school year

Column Name	Required/Optional	Description of Request
StudentID	Required	District Student Identifier (for supplemental loads, if EMIS data was loaded, then this must be the SSID)
LastName	Required	Last name of student.
FirstName	Required	First name of student.
MiddleName	Optional	Middle name of student.
Grade	Required	Current grade level of student; use the grade level table provided.
BirthDate	Required	Birth date of student.
Gender	Required	Gender of student.
DistrictID	Required	District IRN as assigned by the state.
SchoolID	Optional	School IRN as assigned by the state
StateStudentID	Required	State Student Identifier (SSID)
Attribute1	Optional	N/A
Attribute2	Optional	N/A
Attribute3	Optional	N/A
Attribute4	Optional	N/A
Attribute5	Optional	N/A
Attribute6	Optional	N/A
Attribute7	Optional	N/A

Column Name	Required/Optional	Description of Request
Attribute8	Optional	N/A
Attribute9	Optional	N/A
Attribute10	Optional	N/A

4. CLASS ROSTER FILE

Source: EMIS or Student Information System
Scope: All rosters for K–12

Column Name	Required/Optional	Description of Request
CourseID	Required	District Course ID.
CourseName	Required	Name of course.
TestedSubjectArea	Required	EMIS Course ID used to report to the State.
ClassNumber	Required	Classroom or section code. Uniquely identifies the classroom or section.
EmployeeID	Required	Ohio Educator State ID for teacher of this class.
SchoolID	Required	School IRN as assigned by the state
Term	Required	Please refer to table below for term guidelines.
StudentID	Required	District Student ID as reported on Student file.
DistrictID	Required	District IRN as assigned by the state.
StudentRosterEntryDate	Optional	Date student joined class.
StudentRosterExitDate	Optional	Date student left class.
ClassName	Optional	Name of class or section.
Period	Optional	Period assigned to class.
EmployeeID2	Optional	Ohio Educator State ID of a team teacher
Team TeachingType2	Optional	'CT' for Team Teaching, 'LT' for Lead Teacher, in other cases leave blank.
EmployeeID3	Optional	Ohio Educator State ID of additional team teacher
TeamTeachingType3	Optional	'CT' for Team Teaching, 'LT' for Lead Teacher, in other cases leave blank.
CreateBlankRoster	Optional	In order to create a blank roster for this class, set this field to "Y" and leave the Student ID field blank.
Attribute1	Optional	**Location IRN**: Indicates the physical location IRN where the class is held. IRN may be a location outside of the district.
Attribute2	Optional	**Provider IRN**: Indicates the IRN of the Service Provider if the class is taught by a provider other than district staff.
Attribute3	Optional	N/A
Attribute4	Optional	N/A
Attribute5	Optional	N/A
Attribute6	Optional	N/A

Attribute7	Optional	N/A
Attribute8	Optional	N/A
Attribute9	Optional	N/A
Attribute10	Optional	N/A

Term Guidelines

Specifying the term for a roster using codes that are easily interpreted will lead to a more accurate data load. Suggested values for term are as follows:

TERM TABLE

Term	Meaning
FY	Full Year
S1	Semester 1
S2	Semester 2
T1	Trimester 1
T2	Trimester 2
T3	Trimester 3
S1D	Semester 1 Full Year Equivalent
S2D	Semester 2 Full Year Equivalent
Q1	Quarter 1
Q2	Quarter 2
Q3	Quarter 3
Q4	Quarter 4
123	1st/2nd/3rd Quarter
234	2nd/3rd/4th Quarter
134	1st/3rd/4th Quarter
124	1st/2nd/4th Quarter
6W1	1st Six Weeks
6W2	2nd Six Weeks
6W3	3rd Six Weeks
6W4	4th Six Weeks
6W5	5th Six Weeks
6W6	6th Six Weeks
7W1	1st Seven Weeks
7W2	2nd Seven Weeks
7W3	3rd Seven Weeks
7W4	4th Seven Weeks
7W5	5th Seven Weeks
13	1st/3rd Quarters
24	2nd/4th Quarters

GRADE LEVEL TABLE

Grade Level	Meaning
PS	Preschool
KG	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
13	Grade 13
23	Grade 23