

1 *Key to File Layout*2 **** (A8) COMMUNICATIONS DATA FILE - E-File Layout ****3 **This mailing file is a compilation of several "groups", each of which can be identified by**
4 **examining the three-character SDE "ID-LIST CODE" (eg. 04A, 31A, etc.).**5 **Record Length: 347**6 **NAME, TYPE, LENGTH:**

7	COUNTY CODE,	ALPHA,2	(eg. 01, 55, 72)
8	DISTRICT CODE,	ALPHA,4	(eg. C001, I089, G001, P001, etc.)
9	SITE CODE,	ALPHA,3	
10	PREFIX,	ALPHA,4	(eg. DR., MR., etc.)
11	FIRST NAME,	ALPHA,12	
12	LAST NAME,	ALPHA,20	
13	TITLE,	ALPHA,25	(eg. PRINCIPAL)
14	COUNTY NAME,	ALPHA,12	(eg. ADAIR)
15	SCHOOL DISTRICT NAME,	ALPHA,40	(eg. ROCKY MOUNTAIN)
16	INSTITUTION/SCHOOL NAME (long) ,	ALPHA,60	(eg. ROCKY MOUNTAIN HIGH SCHOOL. <i>For use where space is not an issue</i>)
17	INSTITUTION/SCHOOL NAME (short),	ALPHA,44	(eg. ROCKY MOUNTAIN HS. <i>For use where space is limited</i>)
18	SITE LEVEL * ,	ALPHA,12	(eg. ELEMENTARY, JUNIOR HIGH)
19	ADDRESS,	ALPHA,30	
20	CITY,	ALPHA,17	
21	STATE CODE,	ALPHA,2	
22	ZIP+4,	ALPHA,10	(eg. 73105-4599)
23	TELEPHONE,	ALPHA,14	(eg. (405) 555-1212)
24	SDE ID-LIST CODE,	ALPHA,3	(eg. 04A, 31A, etc.)
25	SDE ACCT,	ALPHA,6	(for SDE use)
26	# OF CERTIFIED STAFF,	NUMERIC,4	
27	SCHOOL YEAR,	ALPHA,4	(eg. 0809 indicates school year 2008-2009)
28	MEMBERSHIP OCT 1,	NUMERIC,5	(from Application for Accreditation)
29	LOW GRADE OCT 1,	ALPHA,2	(from Application for Accreditation)
30	HIGH GRADE OCT 1,	ALPHA,2	(from Application for Accreditation)
31	SDE ADDR LOCATION,	ALPHA,1	(for SDE use)
32	SDE KEY,	ALPHA,9	(for SDE use)

33 *** SCHOOL SITE LEVEL**

34 The following ranges indicate the SDE ACCREDITED designations:

35 ELEMENTARY - Any combination of grades PK-8

36 MIDDLE - Any combination of grades 5-8

37 JUNIOR HIGH - Any combination of grades 7-9

38 HIGH SCHOOL - Any combination of grades 9-12

39 CHARTER - Any combination of grades PK-12

	A	B	C
1	<i>A8_ReadMe2.xls</i>		<i>Key to ID-List Code</i>
2		The School District Mailing List is a compilation of several "lists"	
3		which can be identified by looking at the three-character ID-LIST-CODE:	
4	ID-List Code	Public:	Any combination of grades...
5	04A	Superintendents , Independent (K-12) districts	PK-12
6	04B	Principals, High School	PK-8
7	04C	Principals, Junior High	7-9
8	04D	Principals, Middle School	5-8
9	04E	Principals, Elementary Schools in Independent (K-12) districts	PK-8
10	04F	Superintendents , Elementary (K-8) districts	PK-8
11	04G	Principals, Other Schools. This list contains:	PK-12
12		1) <i>Principals of Elementary (K-8) districts</i>	
13		2) <i>Administrators of a few unaccredited schools</i>	PK-12
14	04H	Charter Schools that are sponsored by a Public School	PK-12
15	04I	Charter Schools that are sponsored by a University, Career Technology Center, or by a federally recognized Indian tribe	PK-12
16		<i>NOTE that list 04I contains two rows for each charter: one for the school and one for the sponsor.</i>	
17		Information regarding PUBLIC school "groups":	
18		.For all DISTRICTS (superintendents), select: 04A, 04F, 04I	
19		.For all SCHOOL SITES (principals), select: 04B, 04C, 04D, 04E, 04F, 04G, 04H, 04I	
20		.For ELEMENTARY SCHOOLS ONLY, select: 04E, 04F, 04I (You may want to include Charter School list "04H").	
21		.NOTE that you may have some duplication in your "group", as some administrators are reported at more than one location	
22		<i>(a principal may serve at more than one site, or a superintendent may serve as the "principal" at one or more sites in his district).</i>	
23		Nonpublic:	
24	31A	Accredited by: Oklahoma State Department of Education (OSDE)	
25	31B	Not accredited by OSDE or OPSAC	
26	31C	Accredited by: Oklahoma Private School Accreditation Commission (OPSAC)	
27		Information regarding NONPUBLIC schools:	
28		.Enrollment information is available only for list 31A.	

	A	B	C
1	<i>A8_ReadMe2.xls</i>	<i>Key to CDS Codes</i>	
2	<i>This "Read Me" spreadsheet contains more details about the County-District-Site (CDS) codes used in the "School District Database" Mailing List.</i>		
3	COUNTY CODES:	01-77 (99 is a special STATEWIDE designation)	
4	DISTRICT (or Region/Unit) CODES:	<i>*Where "####" represents the District Number, 001-999:</i>	
5	Elementary (K-8) District	C###*	
6	Independent District	I###*	
7	CHARTER school, special tracking code	E###* (Public school sponsor)	
8	CHARTER "district"	G###* (University or CareerTech sponsor)	
9	CHARTER "district"	T###* (sponsored by a federally recognized Indian tribe)	
10	Interlocal Cooperative	K###*	
11	CareerTech	V###*	
12	Department of Corrections	0###*	
13	Early Intervention	R###* ("COUNTY" 99, UNITS 010-090)	
14	Bureau of Indian Affairs (BIA)	B###*	
15	Hospital	H###*	
16	Private/Parochial	P###*	
17	University	U###*	
18	Other entity	A###*, S###*, X###*, Y###*	
19	SITE CODES:		
20	Note: A "school site" is not necessarily "one building". A <u>building</u> can house more than one site, or multiple buildings can reported as one "site".		
21	000 = District-level record (contains DISTRICT address)		
22	050 = District-wide Services		
23	<i>Site codes are assigned according to the way a school will be accredited on the annual "Application of Accreditation" (October 1). We use the following ranges:</i>		
24	100-499 = Elementary ("ES")	Any combination of grades (PK) K-8	
25	500-599 = Middle ("MS")	Any combination of grades 5-8	
26	600-699 = Junior High ("JHS" or "JR")	Any combination of grades 7-9	
27	700-799 = High School ("HS" or "SR")	Any combination of grades 9-12	
28	970-989 = Charter School ("CS")	Any combination of grades (PK) K-12	
29	<i>Other site codes reserved for OSDE use: 001-099, 800-969, 990-999</i>		
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