Student Data Instructions

In Stepwell, we use templated spreadsheets to load your data each year. These templates will allow you to add each year's student list for review. Here are a few notes on the Student Data template.

- The column order of your data must match the template. If it does not, this can lead to details for each location being in the wrong place.
    - This includes hidden columns. Hidden columns are still counted in the order of columns so our recommendation is to refrain from hiding columns.
- Each row should be a unique record for a student.
- This document contains information about the Template, the Primary Disability Mapping codes, the Federal Race Ethnicity and the Federal Federal Setting Codes.

Below are the requirements for each column:

Column Position	Column	Description	Required?	Conditional Requirements
A	State ID number	Unique identifying number for a student assigned by the state	Yes	
B	Local ID number	If the district assigns students ID numbers that are separate from the state assigned ID, this column can be used	No	

C	First Name	Student's first name	Yes	
D	Middle Name	Student's middle name	No	
E	Last Name	Student's last name	Yes	
F	District Code	Unique identifying number for the district that the student is at	Yes	
G	District Name	Name of the district that the student is at	No	
H	School Code	Unique identifying number for the school that the student is at	Sometimes	This is required for SW District implimentations but not SEA
I	School Name	Name of the school that the student is at	No	
J	Census age	Single age for the student for the school year. This is to ensure that the student's clasification does not change throughout a given activity. This can be the age as of the beginning of the year, January 1st or another relevent date for the tenant	Sometimes	This is required for Stratified Random in the Sample Builder
K	Date of Birth	Student's data of Birth (mm/dd/yyyy)	Yes	This is required from the business side to ensure accurate data. This isn't necessarily required for any workflow input.

L	Grade	Student's grade	Sometimes	This is required for Stratified Random in the Sample Builder or Restrictive Procedures
M	Age Group	Students can have the age group of Infant and Toddler, Preschool or School Age	No	
N	Primary Disability	Primary Disability of the student	Sometimes	This is required for Stratified Random in the Sample Builder
O	Race/Ethnicity	Federally recognized race/ethnicity of the student	Sometimes	This is required for Stratified Random in the Sample Builder
P	(state) Race/Ethnicity	If the state recognizes more races/ethnicities than the federaly defined ones, they can be noted here	No	
Q	Gender	Student's gender	Sometimes	This is required for Stratified Random in the Sample Builder
R	English Language Learner	Yes or No for if the student is an English Language Learner	Sometimes	This is required for Stratified Random in the Sample Builder
S	Primary Language	Student's Primary Language	No	
T	Home Language	Language that is spoken in the home	No	
U	Federal Setting	Student's Federal Setting. There are three options: Reg. Class <40% of the day Reg. Class 40%-79% of the day Reg. Class 80% or more of the day	No	
V	(state) Educational Setting	Student's Stae defined Educational Setting (if the state has settings other than the Federal Settings)	No	

W				
	Plan type	Type of Plan (IEP, ISP, IFSP)	No	
X	IEP/IFSP Type	Type of the student's most recent IEP or IFSP	No	
Y	IEP/IFSP Date	Date of the student's most recent IEP or IFSP	No	
Z	District of Residence	The district that the student resides in (this can be different than the district that is responsible for the student)	No	

Below is also a table explaining the Primary Disability Mapping codes:

Code	Description
NONE	No IEP/IFSP/IIIP Non-Disabled
S/LI	Speech/Language Impaired
DCD	DCD - Mild Moderate
DCD	DCD - Severe Profound
PI	Physically Impaired
D/HH	Deaf-Hard of Hearing
B/VI	Visually Impaired
SLD	Specific Learning Disability
EBD	Emotional Behavior Disorders
D/B	Deaf-Blind
OHD	Other Health Disabilities
ASD	Autism Spectrum Disorders
D/D	Developmental Delay

TBI	Traumatic Brain Injury Disabled
SMI	Severely Multiply Impaired
504PLAN	504 Accommodation Plan

Federal Race Ethnicity Mapping codes:

Code	Description
1	American Indian/Alaska Native
2	Asian
3	Black/African American
4	Hispanic
5	Pacific Islander/Native Hawaiian
6	White
7	2 or More Races

Federal Setting Mapping Codes:

Code	Description
0	00 No IEP/IFSP
1	01 Outside of regular class room less than 21 percent of school day
2	02 Resource room between 21 percent and 60 percent of school day
3	03 Separate classroom more than 60 percent of school day
4	04 Public separate day school facility > 50 percent of school day
5	05 Private separate day school facility > 50 percent of school day
6	06 Public residential facilities greater than 50 percent of school day

7	07 Private residential facility greater than 50 percent of school day
8	08 Homebound/hospital placement
11	11 Designed for children with developmental delays
12	12 Designed for typically developing children
13	13 Home
14	14 Hospital (inpatient)
15	15 Residential Facility
16	16 Service provider location
17	17 Other setting
30	30 Child receiving special education services in approved pre-K setting
31	31 Regular EC or KG more than 10 hrs/week; SpEd received in this setting\
32	32 Regular EC or KG more than 10 hrs/week; SpEd received in other location
33	33 Regular EC or KG up to 10 hrs/week; SpEd received in setting
34	34 Regular EC or KG up to 10 hrs/week; SpEd received in other location
39	39 Child enrolled in and receiving special education services in SRP
41	41 Separate Class
42	42 Separate School
43	43 Residential Facility
44	44 Service Provider Location
45	45 Home