

## Appendix A – Data Layout for all Output files from system

This is the file layout for all records downloaded from the Direct Certification Application.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Submitted County	2	Data Type: Numeric Valid Range: 00-99	
2	School submitted Corporation Number	4	State Assigned corporation number	
3	School Number	4	Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9'	
4	School-Submitted Corporation Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters	This field is for corporations that use a student ID for their own purposes other than the STN Number.
5	STN	9	Data Type: Alpha-Numeric 9-digit Student Test Number	
6	School-Submitted Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
7	School-Submitted Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
8	ICES Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
9	School-Submitted Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z	
10	ICES Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z	
11	School-Submitted Suffix	3	Data Type: Alpha Valid Range: A-Z	
12	School-Submitted Birth Date	10	Data Type: Alpha-Numeric MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	
13	School-Submitted Address – Street	30	Data Type: Alpha Numeric Valid Range: A-Z, (period) ., ' (apostrophe), / (slash), - (hyphen), Valid Range: Space 0-9	

14	ICES Address – Street	30	Data Type: Alpha-Numeric Valid Range: A-Z, (period) ., ‘ (apostrophe), / (slash), - (hyphen), Valid Range: Space	
15	School-Submitted Address - City	20	Data Type: Alpha Valid Range: A-Z, space	
16	ICES Address - City	20	Data Type: Alpha Valid Range: A-Z, space	
17	School-Submitted Address - State	2	Two-Letter State Abbreviation Data Type: Alpha Valid Range: A-Z	
18	School-Submitted Address - Zip Code	9	Data Type: Numeric Valid Range: 0-9	
19	School-Submitted Social Security Number	9	Data Type: Numeric Valid Range: 0-9	
20	ICES Case Number	16	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space	
21	ICES Assistance Type	1		
22	Hard/Soft Match	1	Data Type: Alpha Valid Range: H, S	Indicates whether the match was exact
23	Certification Date	10	Data Type: Alpha-Numeric MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	

24	School-Submitted Grade Level	2	Data Type: Alpha-Numeric Allowable Codes are: PK=Pre-Kindergarten KG=Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 04=Grade 4 05=Grade 5 06=Grade 6 07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 13=Grade 12+/Adult	
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25	Guardian Last Name	25	Data Type: Alpha	
26	Guardian First Name	20	Data Type: Alpha	
27	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha	
28	Guardian Whole Name	35	Data Type: Alpha	
29	Match Month	2	FSSA Data used in matching names was current as of this Month.	
30	Special Match Characters	8	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space  *This optional field allows you to classify records into user specific categories	

### Direct Certification XML OUTPUT Data Layout

```

<XIF_DCData> <Corporation Id=""> <School Id="">
  <Student STN="" > <Name Last="" First="" IcesFirst="" Middle="" IcesMiddle="" Suffix">
    <Address Street="" IcesStreet="" City="" IcesCity="" State="" Zip=""> <Birth Date="">
    <DirectCertificationInfo GradeLevel="" County="" SSN=""> <SchoolUse StudentID=""
      GuardLastName="" GuardFirstName="" GuardMiddleName=""
      GuardWholeName="" STN="">
  <IcesMatchInfo CaseNumber=""
  AssistanceType="" MatchType=""
  CertDate="" Matchmonth="" MatchChar="" >
</Student> </School> </Corporation>
</XIF_DCData>

```

## Appendix B – Data Layout for Optional file upload

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	County of Residence	2	State Assigned County ID Data Type: Numeric  Required Field: YES	County in which the student lives.
2	Corporation/Diocese Number	4	State Assigned Corporation ID Data Type: Numeric Valid Range: 0000-9999  Required Field: YES	Corporation where the student is enrolled
3	School Number	4	State Assigned School ID Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9' EXAMPLE: Public = 0025 or Non-Public = A235  Required Field: YES	School building where the student is enrolled
4	Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space  Required Field: YES	
5	Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space  Required Field: YES	
6	Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space  Required Field: NO	
7	Student Name Suffix	3	Data Type: Alpha Valid Range: A-Z  Required Field: NO	
8	Birth Date	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099  Required Field: YES	
9	Social Security Number	9	Data Type: Numeric  Required Field: NO	
10	Address – Street	30	Data Type: Alpha-Numeric  Required Field: YES	
11	Address - City	20	Data Type: Alpha  Required Field: YES	
12	Address - State	2	Two-Letter State Abbreviation Data Type: Alpha  Required Field: NO	
13	Address - Zip Code	9	Data Type: Numeric  Required Field: NO	Use 5- or 9-digit zip code

14	Corporation Assigned Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters Required Field: YES	A student ID that, the corporation has assigned, is unique to the school building and will be used instead of the STN Number.
15	Guardian Last Name	25	Data Type: Alpha Required Field: NO	
16	Guardian First Name	20	Data Type: Alpha Required Field: NO	
17	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha Required Field: NO	
18	Guardian Whole Name	35	Data Type: Alpha Required Field: NO	

19	Grade Level	2	<p>Data Type: Alpha-Numeric Allowable Codes are:</p> <p>PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult</p> <p>Required Field: YES</p>	
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20	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to the student  Required Field: YES	
21	Special Match Characters	8	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space  Required Field: NO	

Certification XML Data Layout – INPUT for Traditional Match

```
<XIF_DCData> <Corporation Id="">
<School Id="">
```

```

    <Student> <Name Last="" First="" Middle="" Suffix=""/> <Address Street="" City="" State="" Zip=""/> <Birth
      Date=""/> <DirectCertificationInfo GradeLevel="" County="" SSN=""/> <SchoolUse StudentID=""
      GuardLastName="" GuardFirstName="" GuardMiddleName=""
      GuardWholeName="" STN=""/> </Student>
<Match Char=""></Match> </School> </Corporation> </XIF_DCData>
```