

DIRECTIONS FOR FILLING OUT INTERS EXCEL SPREADSHEET

COLUMN LETTER	COLUMN HEADER	REPORT DATE	INSTRUCTIONS	RULES
A	Last Name	Fall	Student Last Name	Must be filled in
B	First name	Fall	Student First Name	Must be filled in
C	STN	Fall	Student STN Number 9 digits in text format no custom format	Must have a 9 digit number
D	SSN	Fall	Student Social Security Number 9 digits in text format no custom format	Must be a 9 digit number, must have a SSN
E	DOB	Fall	Xx/xx/xx Must be formatted as a date	Must have a DOB
F	Gender *	Fall	Student Sex – <i>M</i> for male, <i>F</i> for Female	Should only be one character, if Male or Female is spelled out then the import will fail
G	address	Fall	Student Address (if you have the SSN this may be left blank)	if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out
H	city	Fall	Student City (if you have the SSN this may be left blank)	if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out
I	state	Fall	Student State (if you have the SSN this may be left blank)	if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out
J	Zip	Fall	Student Zip (if you have the SSN this may	if they have

			be left blank)	a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out
K	Home Phone	Fall	Students home phone number- 999-999-9999 or 9999999999	This field is optional. Either format option will work with the import.
L	Emergency Phone	Fall	Emergency phone number for student. Should be different than the home phone number. 999-999-9999 or 9999999999	This field is optional. Either format option will work with the import
M	Email	Fall	Email for the student. Ex...johndoe@yahoo.com	This field is optional. Should be a valid email address
N	stud type	Fall	Student Type – <i>a</i> for adult, <i>s</i> for secondary only one character	If this filed is spelled out then the import will fail.
O	Ethnicity*	Fall	In this field it is either a 1= Other 2= Hispanic	This field is optional, if left blank will be ok
P	Race *	Fall	Student Race Code – Use the following codes. <i>Enter only the code as text format:</i> <div style="display: flex; justify-content: space-between;"> <div>African American</div> <div>B</div> </div> <div style="display: flex; justify-content: space-between;"> <div>American Indian</div> <div>I</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Asian</div> <div>A</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Pacific Islander</div> <div>P</div> </div> <div style="display: flex; justify-content: space-between;"> <div>White</div> <div>W</div> </div>	This field is optional, if left blank then it will be ok

Q	Grade	Fall	Grade Level Code – Use the following codes. <i>Enter only the code as text format:</i> <i>Secondary:</i> Grade Eight 01 Grade Nine 02 Grade Ten 03 Grade Eleven 04 Grade Twelve 05 <i>Adult:</i> Long or Short Term 06 Apprenticeship 07	This field needs to be collected again, Do NOT leave blank
R	Session Name	Fall	Session Name - Course Title	Name of the course- must be filled out
S	Session Code	Fall	Session Code- A <u>unique</u> code for each session that is no longer than 12 characters in length.	Code for the course- must be filled out
T	Home School	Fall	Home School – School that the student is enrolled at. <i>Use 4 digit school codes entered as text format</i>	Must be the four digit school number- if the name of the school is spelled out then the import will fail
U	Cond School	Fall	Conducting School – School where the class is taught. <i>Use 4 digit school codes entered as text format</i>	Must be the four digit code for where the class is being taught- if school name is filled out then the import will fail
V	Teacher School	Fall	Teacher School – School teacher teaches at. <i>Use 4 digit school codes entered as text format</i>	Must be the four digit code for where the teacher teaches- if the school name is spelled out then the import will fail
W	Teacher First Name	Fall	Teacher First Name	Must be filled out
X	Teacher Last Name	Fall	Teacher Last Name	Must be

				filled out
Y	Teacher Level	Fall	Teacher Level Adult or Secondary – <i>a</i> for adult, <i>s</i> for secondary only one character.	Must be filled out with a s, S or a, A. any one of these should be ok to use
Z	Teacher SPN	Fall	8 digit SPN for the teacher. If teacher is a post secondary teacher then the code of 88888888 should be used.	Must be filled out in the fall
AA	DOE course code	Fall	Course Code – Enter the 4-digit code. Only Course Codes listed on the Secondary Program Inventory and the approved DOE Crosswalk will be accepted. <i>all course codes must be entered as text format</i>	Must be the four digit DOE code- if not filled out then this will cause the import to fail
AB	Pathway Code	Spring	All students must have a Pathway, and the code must be entered. Please see DWD website for the Pathway codes.	Must be filled out, if left blank will cause errors
AC	Grading Period	Fall	A = Annual S = Semester/Traditional T = Trimester B = Block	Must be filled out
AD	Session Credits 1st	Fall	Credit Hours –enter 01-03 to designate Credits per semester, Term, Trimester as text	Must be filled out
AE	Session Credits 2nd	Fall	Credit Hours –enter 01-03 to designate Credits per semester, Term, Trimester as text	Must be filled out
AF	Session Credits 3rd	Fall	Credit Hours –enter 01-03 to designate Credits per semester, Term, Trimester as text	Must be filled out
AG	Session Credits 4th	Fall	Credit Hours –enter 01-03 to designate Credits per semester, Term, Trimester as text	Must be filled out
AH	Fund Design	Fall	Funding Semester Designation: Please mark with; F = Sessions that are funded for the full year S = Sessions that are intro and foundational and start in the second half of the school year.	Must be filled out. If left blank it will default to F
AI	Nonvoced	Fall	Mark the field with an “N” for non-vocational education if the program on the form is not a State approved vocational program at the school. If the class is on your secondary vocational inventory, leave this field blank or “V”. This is for only Tech Prep classes, and if the class is not	If this field is left blank then it will always default to Voted

			State approved vocational. *In most cases, leave blank.	
AJ	Spec Cons *	Fall	Special Considerations – If applicable, enter the student’s special consideration using the codes on the attached sheet labeled “Special Considerations” (Choose Only One) . The identifier numbers for each special consideration are listed in this box and complete definitions are included in these instructions. This column is extremely important in identifying the special populations which are being served in career-technical education programs. The information is used in monitoring plans for Perkins dollars.	This field is optional, if left blank then the import will still work
AK	Spec Cons 2	Fall	Special Considerations – If applicable, enter the student’s special consideration using the codes on the attached sheet labeled “Special Considerations” (Choose Only One) . The identifier numbers for each special consideration are listed in this box and complete definitions are included in these instructions. This column is extremely important in identifying the special populations which are being served in career-technical education programs. The information is used in monitoring plans for Perkins dollars.	This field is optional, if left blank then the import will still work
AL	Disadv *	Fall	If <i>Special Consideration</i> is “50”, enter a disadvantaged code of 01 through 10 (only one) as defined on the back of the enrollment form. If the type of disadvantage is known, select one of the codes from 01 through 07, otherwise enter 08, 09, or 10 as appropriate.	This field is optional, if left blank then the import will still work
AM	Disadv 2	Fall	If <i>Special Consideration</i> is “50”, enter a disadvantaged code of 01 through 10 (only one) as defined on the back of the enrollment form. If the type of disadvantage is known, select one of the codes from 01 through 07, otherwise enter 08, 09, or 10 as appropriate.	This field is optional, if left blank then the import will still work
AN	Single par	Fall	Single parent/displaced homemaker: Enter an S for Single Parent, H for Displaced Homemaker, or B for Both, if any of your enrollees meet the following descriptions for being a Single Parent and/or Displaced Homemaker. S (Single Parent): An individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.	Is the student themselves a single parent? This field can be left blank and the import will work fine

			<p>H (Displaced Homemaker): An individual who is an adult and has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills.</p> <p>B (Both): An individual who meets both the Single Parent and Displaced Homemaker definitions.</p>	
AO	Enroll Stat	Spring	<p>This is the student's enrollment status.</p> <p>Codes are:</p> <p>A: Active C: Completed D: Dropped I: Incomplete X: Dropped not in Form 30A</p>	This field is optional and should be filled in during the spring reporting.
AP	Withdrawal Date	Spring	<p>This is the date the student withdrew from the session.</p> <p>1. xx/xx/xxxx</p>	This is an optional field. Please use the format in the example
AQ	Completion	Spring	<p>Completion Status – Use the attached codes for student's completion status.</p> <p>1. Expected to Continue 2. Completed 3. Transferred 4. Left</p>	This field is only filled out in the spring
AR	Concentrator	Spring	<p>A CONCENTRATOR is:</p> <p>A secondary student who has earned six (6) or more credits in a single CTE program sequence (could be one full year of a 3 credit course), OR four (4) credits (could be one full year of a 2 credit course) in a single CTE program sequence which is only 8 credits (2 full years of 2 credit courses) in length.</p> <p>This definition would include the following:</p> <ul style="list-style-type: none"> * A student who takes three year-long 1 credit per semester courses within a program – totaling 6 credits earned. * A student who takes one year-long 3 credit per semester course – totaling 6 credits earned. * A student takes a combination of 1 credit and multi credit courses within a program and reaches the credit hour threshold outlined in the above definition. 	This field is only filled out in the spring

			<p>The definition would include the following if your district/school has 2 credit course sequences:</p> <p>This definition would NOT include the following: * A student who takes one year-long 1 credit course.</p>	
AS	Dual Cred Trans	Spring	Dual Credits Transcribed - Enter the number of dual credits that are earned for that course. Transcribed credits can be transferred to any college or university that accepts credits from the granting college or university.	This field is filled out only in the spring
AT	Dual Cred PostSec Crse	Spring	This field is the course name and is made up of letters and digits and is limited to 20 characters	This field is optional, and is collected during the spring
AU	Dual Cred Inst	Spring	The name of the institution where the student is receiving the dual credits from needs to be listed in this column.	This field is optional, and is collected during the spring
AV	Assessment Taken	Spring	Enter the assessment exam that the student completed. Use the attached codes for the assessment exam.	This field is filled out only in the spring
AW	Assessment Passed	Spring	Enter a 1 if the student passed the exam. Enter a 0 or leave blank if student did not pass the exam	This field is filled out only in the spring.
AX	Assessment Taken 2	Spring	Enter the assessment exam that the student completed. Use the attached codes for the assessment exam.	This field is filled out only in the spring
AY	Assessment Passed 2	Spring	Enter a 1 if the student passed the exam. Enter a 0 or leave blank if student did not pass the exam	This field is filled out only in the spring.
AZ	Earned credits	Spring	How many credits did they earn? Codes are on the DWD website.	This field is filled out only in the spring
BA	Employer	Spring	Where is the student working?	This field is filled out in the Spring

BB	Employ Start	Spring	What is the start date of the Work Based Learning employment? Enter Date - xx/xx/xxxx	This field is filled out in the Spring
BC	Employ End	Spring	What is the End date of the Work Based Employment Enter Date - xx/xx/xxxx	This field is filled out in the Spring
BD	Employ Type	Spring	Must use one of the following the codes: P- Paid U-Unpaid E-Embedded A-Stand Alone S-Shadowing	This field is filled out in the Spring
BE	Employ Hours	Spring	Must fill in the Hours the student earned for the entire year	This field is filled out in the Spring
BF	Employ Pathway	Spring	Must fill in the pathway that the WBL course falls into.	This field is filled out in the Spring
			Disadvantaged Codes: 01=Family income is at or below national Disadvantaged Codes: 01=Family income is at or below national poverty level 02=Participant, parent(s), or guardian of the participant is unemployed 03=Participant or parent of participant is the recipient of public assistance 04=participant is institutionalized or under state guardianship 05=Lacks reading and writing skills 06=Lacks mathematical skills 07=Performs below grade level 08=Academically disadvantaged 09=Economically disadvantaged 10=Both academically and economically disadvantaged	
			Special Considerations Codes: 01=Mental Health 02=Hearing Impairment 03=Autism 04=Communication Disorder 05=Visual Impairment 06=Emotional Handicap 07=Orthopedic Impairment 08=Other health Impairment 09=Dual Sensory Impairment 10=Multiple Handicap 11=Learning Disabilities	

			12=Traumatic Brain Injury 50=Disadvantaged 51=Limited English Proficiency and Disadvantaged	
	Key:			
	All data that is not green or blue needs to be filled out			
Teal	This means that the data is only reported in the Spring			
Green	This means that the data is optional and you do not have to fill it out.			