# SECTION VI

## Transmission

# TRANSMISSION RULES

**General Rules**

1. Records in  extract files must be in ASCII text format with characters being all numeric or upper case alphabetic and must contain complete data.  Records with partial data cannot be accepted for the updating of data sent in a prior transmission.  When corrections, changes, or additional records are transmitted, previously transmitted records should not be re-transmitted.

2. Data in the fields in the extract records  with a picture of "9" must be right justified and filled with leading zeros.

3. Data in the fields in the extract records  with a picture of "A" or "X" must be left justified with trailing spaces (ASCII Hex 20).  **Do not include the character '&' in data.**

4. Records in  extract files must have an end of record delimiter which is a Carriage Return (ASCII Hex 0D) followed by a Line Feed (ASCII Hex 0A).  All other fields must be non-delimited.

5.     Listed below are the directory or folder naming standards for the creation of extracts.
    SDEUPL - To contain records created by the student management software to be uploaded to the State

6. Each transmission activity is considered a batch (file), composed of the header record, a varying number of extract records and a trailer record.  All types of extract records can be sent in a batch (file).  Listed below is the file naming convention to be used for files to be sent to the State.
    District Number - 3 digits
    Last digit of Year - 1 digit *Only the last digit for the year
    Month File was Created - 2 digits
    Day File was Created - 2 digits
    Data Type (R or S)
        R – Regular data from the Student Management Software
        S – Data from the D&A (special education) software
    Sequence Number for the day
    Filename extension of EIS

    **NOTE: When the file is zipped up to be sent to the State, the filename remains the same, the extension is changed to ZIP

(For example: A file from Lake County containing all types of R (regular data)  which is created on November 29, 2000 would be named **48001129R01.EIS.** The header record would also include this file name. After the file is zipped the filename would be **48001129R01.ZIP.**  If another transmission is sent later on the same day, this would be the second batch.  The file name would be **48001129R02.EIS**. After the file is zipped the filename would be **48001129R02.ZIP.**
When the data from the D&A or Special Education Software is extracted on the same day, the filename would be *48001129S01.EIS (Special Education uses an S instead of R)*. After the file is zipped the filename would be *48001129S01.ZIP*. If another transmission is sent later on the same day, this would be the second batch from the Special Education Software. The filename would be *48001129S02.EIS*. After the file is zipped the filename would be *48001129S02.ZIP*. The sequence number for Special Education Data transmissions would start with 01 and be numbered sequentially also.

# TRANSMISSION RULES

7.  The last record of each transmission batch to the State must be a trailer record.

8.  Each transmission batch (file) must stand alone and is composed of:
    a.  A header record.
    b.  One or more types of records to be transmitted to the State.
    c.  A trailer record (transmission control totals).

9.  For each transmission batch sent, the district should:
    a.  Clear SDEUPL directory.
    b.  Create the header record in SDEUPL.
    c.  Create all of the records in SDEUPL.
    d.  Copy records from SDEUPL into a directory for upload.  Name the directory the same as the name in the Header Record.
    e.  ZIP the file.
    f.  Upload the zipped file to SDE.
    g.  Print the receipt confirmation message from SDE.
    h.  If successfully received, back up a copy of the directory that was transmitted.
    i.  Archive the data in the student management software.
    j.  If data must be resent at a later time, the contents saved in "Item h" can be used.

11.  District must reconcile the Transmission Balancing Report.

# TRANSMISSION/REPORT CUTOFF SCHEDULE
## 08/07/00

**Any extract may be transmitted at any time.**
**Transmit on or before the following times:**

| PRE | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | CALENDAR | P9 | EOY | SUM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 | | Period 9 ** | EOY | Summer Session |

**District / School**

| PRE | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | CALENDAR | P9 | EOY | SUM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Instructional Programs (School Calendar), Report Periods, and School Days Any new or changed information | | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | 200 Day Accountability Calendar and Events for Each Different Calendar for Next Year, Instructional Programs (School Calendar), Any new or changed information | Any new or changed information | Any new or changed information | |

**Student**

| PRE | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | CALENDAR | P9 | EOY | SUM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Student (Demographics) Classification, Student Instructional Grade, Enrollment, Withdrawals, Disciplinary | Attendance, Funding Status, Student Std Day, Student Class Assignment, SE Student, SE Instructional Grade, SE Options, Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information Second Semester Student Class Assignment (2/1) Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Student End of Service, Student Transportation Any new or changed information | Student End of Service |

**Staff / Classes**

| PRE | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | CALENDAR | P9 | EOY | SUM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Demographics for Staff | Staff Current Assignment, Staff Class Assignment, Staff Grandfather Course, Class Section, Class Section Schedule, Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information Second Semester Staff Class Assignment, Class Section, Class Section Schedule (2/1) | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | Any new or changed information | |

* EXTRACTS due to State Department of Education within 5 days after report-period-end-date.
  ** 9th period may be more or less than 20 days.

**Transmittal files received at the State before 8:00 P.M. will be processed that night.  Any transmittal files received after 8:00 P.M. will be processed the next day.**

Rev. 8/7/00

EDUCATION INFORMATION SYSTEM

## TRANSMISSION/REPORT CUTOFF SCHEDULE
## 08/07/00

**Any extract may be transmitted at any time.**
**Transmit on or before the following times:**

| | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 | | Period 9 ** | EOY | Summer Session |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Reports** | | | | | | | | | | | | |
| | Preliminary School Report, Preliminary Staff Report, Deficiency Report Report Period 1 ADM Reports, Report Period 1 ADA Reports, Net Enrollment Report, Membership Report, SE Options by Primary and Secondary ADM and ADA Reports | ADM/ADA Reports | ADM/ADA Reports | ADM/ADA Reports | ADM/ADA Reports Preliminary School Report, Preliminary Staff Report, Deficiency Report, | ADM/ADA Reports | ADM/ADA Reports | Revised 200 Day Accountability Calendar Report, ADM/ADA Reports | 200 Day Accountability Report | ADM/ADA Reports | End of Year Funding Reports, Roster of Graduates Report, Report of 12th Graders, Promotion/Retention Report, SE Report of 12th Graders, SE Promotion/Retention Report, Dropout Reports, Withdrawals by Category, Suspension/ Expulsion/ Remandment Report, SE Suspension/ Expulsion/ Remandment Report, ADT Transportation Report, SE Options by Primary and Secondary | Roster of Graduates Report of 12th Graders Promotions / Retentions Report |
| **District Sign-Off Required for Respective Periods** | | | | | | | | | | | | |
| None | Preliminary School, **** Preliminary Staff, **** Deficiency Report**** ADM/ADA Reports *** | ADM/ADA Reports *** | ADM/ADA Reports *** | ADM/ADA Reports *** | ADM/ADA Reports *** Preliminary School**** Preliminary Staff,**** Deficiency Report**** | ADM/ADA Reports *** | ADM/ADA Reports *** | ADM/ADA Reports *** Revised 200 Day Accountability Report, (current Year) | 200 Day Accountability Report, for next school year | ADM/ADA Reports *** | All End of Year Reports | |

\* EXTRACTS due to State Department of Education within 5 days after report-period-end-date.
\*\* 9th period may be more or less than 20 days.
\*\*\* Includes Regular, Vocational, and Special Education
\*\*\*\*Sign-off separate from ADM/ADA reports