

BIS Student Record Layout

The following record layout should be used for enrollments in BIS. This data can be submitted as a fixed format or a comma-delimited file.

<u>Field #</u>	<u>Field Name</u>	<u>Type</u>	<u>Columns</u>	<u>Length</u>	<u>Format</u>
Field 1	Contract Number	Alpha/Num	5	1-5	
Field 2	School Code	Alpha/Num	9	6-14	
Field 3	First Name	Alpha	20	15-34	
Field 4	Last Name	Alpha	20	35-54	
Field 5	Suffix	Alpha/Num	3	55-57	
Field 6	Social Security Number	Numeric	9	58-66	
Field 7	Student Testing Number (STN)	Numeric	10	67-76	
Field 8	School ID	Alpha/Numeric	10	77-86	
Field 9	Gender	Alpha	1	87	
Field 10	Date of Birth	Numeric	8	88-95	
	yyymmdd				
Field 11	Race - Hispanic	Numeric	1	96	
Field 12	Race - American Indian	Numeric	1	97	
Field 13	Race - Asian	Numeric	1	98	
Field 14	Race - Black	Numeric	1	99	
Field 15	Race - Hawaiian/Pac Islander	Numeric	1	100	
Field 16	Race - White	Numeric	1	101	
Field 17	Race - Unknown	Numeric	1	102	
Field 18	Education Level	Numeric	2	103-104	
Field 19	Clock Hours	Numeric	7	105-111	xxxx.xx
Field 20	Business Code	Numeric	5	112-116	

All secondary students must be submitted with a 10-digit numeric Student Testing Number. The only exception would be for students attending a private school, home school or are from out of state. Adult students may be submitted with a Student Testing Number if they were assigned while a secondary student.

All students must be submitted with a unique alpha/numeric school assigned number.