



New Mexico Student Identification System (NMSIS)

Student Batch File Layout

Version 1.0

The Student Batch File should contain three different types of records. The three types of records are Header record, Detail Record and Trailer Record.

The Header and Trailer record must be delimited by a single tab or a space character between fields. The same delimiter should be used for both the Header and Trailer record.

The Detail records can be either tab or comma delimited. Note that the Header record identifies which delimiter is being used for the Detail records (in the delimiter field).

All records should be delimited from each other by the source operating system's end of line character or character sequence.

In the New Mexico Student Identification System, errors in the Student Batch File will be handled in two different ways. One way is to flag the particular record and allow the user to repair it in the "Fix Errors" stage. The other way is to reject the entire Student Batch File and require that the user resubmit it. Rejection of a Student Batch File will occur if:

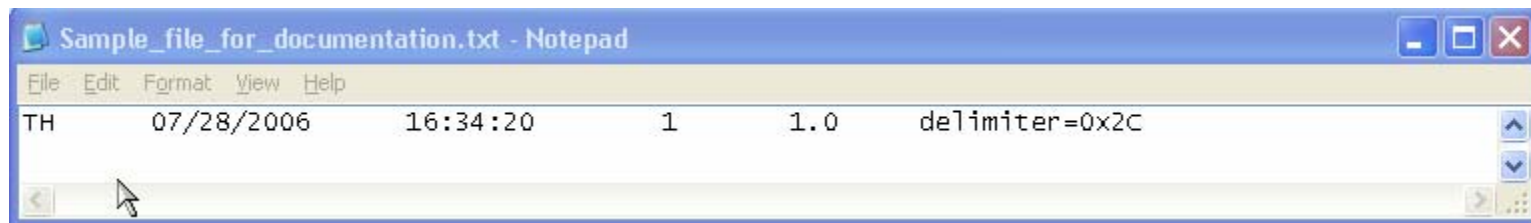
1. One or more record types are missing.
2. One or more fields have been omitted from a record.
3. The "Number of Records" field in the trailer record is incorrect.
4. The "Transmission ID" fields in the header and trailer records do not match.
5. The maximum allowable number of detail record errors has been exceeded.
6. The maximum allowable number of records in the entire file has been exceeded.



1. Header Record Layout

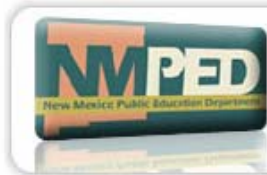
The header record should always be the first record in the file and should contain the following fields:

Field Name	Required	Data Type	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Always 'TH'.	TH
Extract Date	Yes	VarChar (10)	Must be in 'mm/dd/yyyy' format.	03/28/2007
Extract Time	Yes	VarChar (8)	Must be in 'hh:mm:ss' format.	12:15:00
Transmission ID	Yes	VarChar (10)	An arbitrary number.	12345
Version	Yes	VarChar (10)	Always '1.0'.	1.0
Delimiter	Yes	VarChar (25)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'.	delimiter=,



2. Trailer Record Layout

The trailer record should always be the last record in the file and should contain the following fields:



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Field Name	Required	Data Type	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Always 'TT'.	TT
Transmission ID	Yes	VarChar (10)	An arbitrary number. Should match the Transmission ID in the header record.	12345
Number of Records	Yes	VarChar (10)	Number of records in the file, including the 'TH' and 'TT' records. The value should be left aligned and not have any trailing spaces.	3002



3. Detail Record Layout

The detail records should appear between the header and trailer records. These records should represent individual student data and should contain the following fields:

Field Name	Required	NMSIS - Data type	Used for matching student records?	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Not Applicable	Always 'ID'.	ID
Current Location Code	Yes	VarChar (6)		Location (School) Code where the student is currently enrolled. School must be located in the district that the submitting user has set as his/her current location. If not, the System will consider that record invalid upon submission and the user will have to repair the record in the "Fix Errors" stage. Please view to STARS Manual for the current list of Location Codes.	101



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Field Name	Required	NMSIS - Data type	Used for matching student records?	Notes/Format Details	Sample Data
Resident District Code	Yes	VarChar (8)		If this is unavailable, then record the "District of Record" in this field. Please refer to the STARS User Manual for the current list of District Codes.	001
Legal Last Name	Yes	VarChar (60)	Yes	See rules below.	Doe
Legal First Name	Yes	VarChar (60)	Yes	See rules below.	John
Legal Middle Initial	No	VarChar (60)	Yes		M
Legal Name Suffix	No	VarChar (10)	Yes	See rules below.	Jr
Gender	Yes	VarChar (6)	Yes	See rules below.	M
Date of Birth	Yes	VarChar (10)	Yes	Must be in 'mm/dd/yyyy' format.	01/30/1994
Current Grade Level	Yes	VarChar (2)		See rules below.	05
Local Student ID	Yes	VarChar (20)	Yes	ID used in the local Student Information System to uniquely identify the student. The primary purpose of this field is to provide a mechanism to import student data from the NMSIS back into the district's local Student Information System. In addition, this field is used in a limited capacity to match student records within the NMSIS .	123467
Social Security Number	No	VarChar (11)	Yes	Include dashes in the SSN.	111-11-1111
Race / Ethnicity	Yes	VarChar (4)	Yes	See rules below.	H
New Mexico State ID	No	VarChar (25)		Should be null if the student has not yet been assigned a NM State ID via the NMSIS. Once a student has been given a State ID, all subsequent submissions for that student should include this value.	
Current District of Record	Yes	VarChar (8)	Yes	District Code where the student is currently enrolled. District must be the same as the district that the submitting user has set as her/her current location. If not, the System will consider that record invalid upon submission and the user will have to repair the record in the "Fix Errors" stage.	28-0001

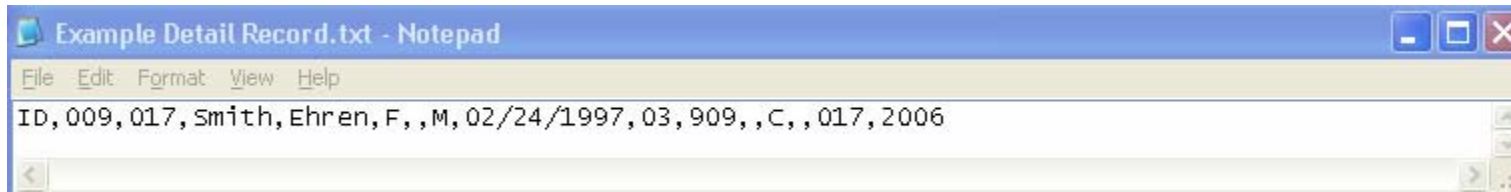


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Field Name	Required	NMSIS - Data type	Used for matching student records?	Notes/Format Details	Sample Data
Current School Year	Yes	VarChar (10)	School Ending Year – '2007' for 2006-2007	Must be in 'yyyy' format.	2007



3a. Legal Last Name and Legal First Name Fields

Districts may need to cleanse the name fields before submitting data to the NMSIS. Districts should check for the following:

- Check for standard suffixes like Jr, Sr, I, II, III, IV, V and VI. Suffixes should be reported in the Legal Name Suffix field rather than within Legal First Name or Legal Last Name.
- Remove any parentheses (including the text between the parentheses).
- Remove all special characters in the name fields other than hyphens and single quotes. Special characters include periods, commas, asterisks, exclamation points, and hyphens.

Using the above rules, if the last name field contained *Smith, Jr. (Jones)*, then the extract program would parse this into a Legal Last Name of *Smith* and a Legal Name Suffix of *Jr*.

Using the above rules, if the first name field contained *Mary, Jr*, then the extract program would parse this into Legal First Name of *Mary* and Legal Name Suffix of *Jr*.



3b. Gender Code

Gender Code	Description
M	Male
F	Female

3c. Current Grade Level

Grade Level Code	Description
PK	Pre-Kindergarten
KN	Kindergarten, Half-day
KF	Kindergarten, Full-day
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



3d. Race /Ethnicity Code

Race/Ethnic Code	Description
C	Caucasian (Non-Hispanic)
B	Black (Not Hispanic)
H	Hispanic
A	Asian/Pacific Islander
I	American Indian/Alaskan Native