

# Creating a Student Batch File

---

## Contents

<b>Creating a Student Batch File for PAsecureID .....</b>	<b>2</b>
General Overview .....	2
When to Create a Batch File .....	2
Creating the Batch File – General Instructions .....	2
Problems? .....	3
<b>General Instructions .....</b>	<b>4</b>
Use Complete Legal Names .....	4
Put Legal Name Suffix in Correct Field .....	4
Remove Special Characters.....	4
Use of Formal Case .....	4
Use of Local Student ID .....	4
<b>Header Record Layout .....</b>	<b>5</b>
Cell A1 .....	5
<b>Detail Record Layout.....</b>	<b>6</b>
Columns A - P.....	6
<b>Trailer Record Layout.....</b>	<b>8</b>
First blank row after the Detail Record .....	8
<b>Sample Batch File Layout .....</b>	<b>9</b>
Notepad View .....	9
Correct.....	9
Incorrect .....	9

# Creating a Student Batch File for PAsecureID

## General Overview

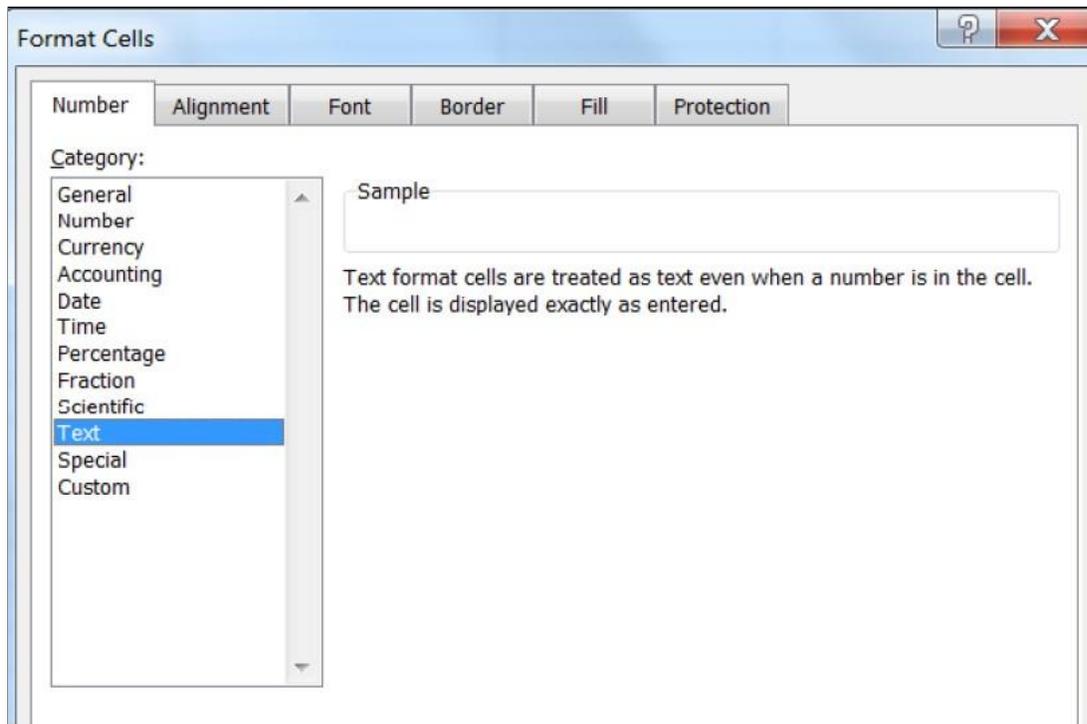
### When to Create a Batch File

There are several conditions under which a student batch file is created. These include:

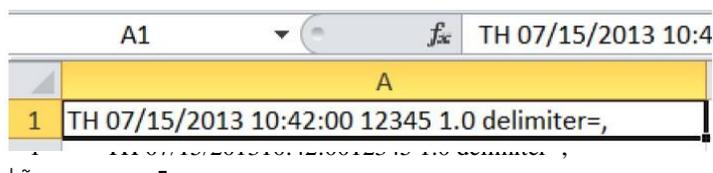
1. Students enter a Pennsylvania LEA for the first time. For example,
  - a. students who are brand new to an education institution (ex., pre-K or kindergarten students)
  - b. students who are coming from parochial or home-school situations
  - c. students who are coming from out of state;
2. students who are coming to your LEA from another LEA and need their records in PAsecureID updated;
3. students whose records in PAsecureID are found to have errors that need correcting.

### Creating the Batch File – General Instructions

1. Open Excel and format the cells.



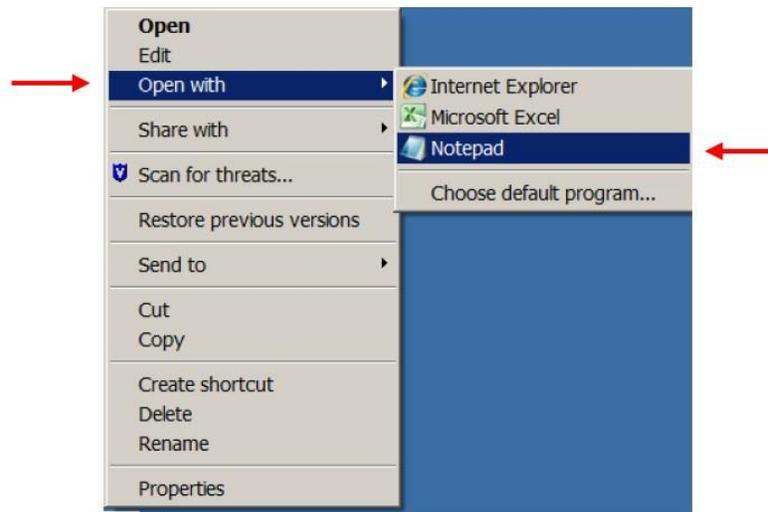
- a. Press CTRL+A to select the entire worksheet.
  - b. Right click the mouse and select "Format cells"
  - c. Format the cells to text. This will allow for any leading zeros in the date and grade fields.
2. Create the Header Record
    - a. The header record must be created in cell A1 only.
    - b. Each value must be separated by a space.



3. Create the Detail Record.
  - a. The detail record must be comma delimited, meaning that each value (i.e., school code, the name fields, birth date field, etc.) is entered in a separate column and each column is accessed by use of the Tab key.
  - b. Data for each student must be entered in a different row.
  - c. If a value for any of the unrequired fields (those not asterisked) is not available, leave it blank.
4. Create the Trailer Record.
  - a. The trailer record must be created in one cell, and each value must be separated by a space.

	A4	TT 12345 4
	A	
1	TH 07/15/2013 10:42:00 12345 1.0 delimiter=	
2	ID	
3	ID	
4	TT 12345 4	

5. Save the worksheet as a .csv file.
6. Check the batch file for accuracy before uploading into PAsecureID.



- a. Go to the location of the saved file. Right-click on it and open it with Notepad.
- b. Assess the three separate portions of the file:
  - i. the header record should have no quotation marks, only one comma at the end (remove any superfluous ones), and no extra spaces at the end;
  - ii. the detail record should retain all leading zeros in the date and grade fields;
  - iii. the trailer record should have no commas or extra spaces.

### **Problems?**

If the file will not upload and you believe everything is entered correctly, contact PIMS Application Support at 800-661-2423 for assistance.

## General Instructions

### Use Complete Legal Names

1. Only the student's **legal** last name should be used. The preferable source document for this information is a copy of the student's birth certificate, or any subsequent **legal** document (passport, adoption papers, etc.).
2. Do not use nicknames or any information other than the full name as it appears on the source document. If the legal name contains more than one word in first, middle, or last names, the name should appear with a space between the words or a hyphen **as it appears on the legal document**.
3. All name fields, including "LEGAL MIDDLE NAME," should include the full name, **not** an abbreviation or initial unless that is what appears on the legal source document.

### Put Legal Name Suffix in Correct Field

1. Make sure that any suffixes (Sr., Jr., II, III, etc.) are entered in the "LEGAL NAME SUFFIX" field, **not** the "LEGAL LAST NAME" field.

### Remove Special Characters

1. Remove all commas, asterisks, parentheses, and quotation marks from name fields. Periods should be used only when they appear on the birth certificate or subsequent legal document(s).
2. Apostrophes, hyphens, and spaces between multiple words in a name field are acceptable.

### Use of Formal Case

1. Use of ALL CAPS, all lower case, or any combination in name fields will not impact the PAsecureID application. However, **formal case is recommended**. Formal case is defined as the capitalization of the first letters of the first and last name. There may be exceptions for hyphenated, apostrophized, or compound names.

### Use of Local Student ID

1. The Local Student ID is defined as the ID used in the local Student Information System (SIS) to uniquely identify the student. The primary purpose of this field is to provide a mechanism to import student data from the PAsecureID application back into the local Student Information System. In addition, this field is used in a limited capacity to match student records within the PAsecureID application.

# Header Record Layout

## Cell A1

The header record must always be the first record in the file and must contain the fields below. As shown in the record layout below, the header record is **space** delimited.

Excel Column		Data Item	Max Length	Instructions
A	1	RECORD TYPE	2	<ul style="list-style-type: none"> <li>Required</li> <li>Always "TH" (<i>minus quotation marks</i>)</li> </ul>
	1a	Blank Delimiter	1	<ul style="list-style-type: none"> <li>Required</li> <li>Always a space</li> </ul>
	2	EXTRACT DATE	10	<ul style="list-style-type: none"> <li>Required</li> <li>Must be formatted as mm/dd/yyyy</li> </ul>
	2a	Blank Delimiter	1	<ul style="list-style-type: none"> <li>Required</li> <li>Always a space</li> </ul>
	3	EXTRACT TIME	8	<ul style="list-style-type: none"> <li>Required</li> <li>Must be formatted as hh:mm:ss</li> </ul>
	3a	Blank Delimiter	1	<ul style="list-style-type: none"> <li>Required</li> <li>Always a space</li> </ul>
	4	TRANSMISSION ID	10	<ul style="list-style-type: none"> <li>Required</li> <li>An arbitrary</li> </ul>
	4a	Blank Delimiter	1	<ul style="list-style-type: none"> <li>Required</li> <li>Always a space</li> </ul>
	5	VERSION	10	<ul style="list-style-type: none"> <li>Required</li> <li>Always "1.0" (<i>minus quotation marks</i>)</li> </ul>
	5a	Blank Delimiter	1	<ul style="list-style-type: none"> <li>Required</li> <li>Always a space</li> </ul>
	6	DELIMITER	25	<ul style="list-style-type: none"> <li>Required</li> <li>Always "delimiter=" (<i>minus quotation marks</i>)</li> </ul>

## Detail Record Layout

### Columns A - P

The detail records must appear between the header and trailer records. These records must represent individual student data and should contain the fields below. As shown in the record layout below, the detail record is **comma** delimited (achieved by use of the Tab key).

Excel Column		Data Item	Max Length	Instructions
A	1	RECORD TYPE	2	<ul style="list-style-type: none"> <li>Required</li> <li>Always "ID" (<i>minus quotation marks</i>)</li> </ul>
B	2	CURRENT SCHOOL CODE	4	<ul style="list-style-type: none"> <li>Required</li> <li>The PDE 4-digit code of the school where the student is currently enrolled</li> </ul>
C	3	RESIDENT DISTRICT CODE	9	<ul style="list-style-type: none"> <li>Required</li> <li>The PDE 9-digit AUN code of the LEA fiscally responsible for the student</li> </ul>
D	4	LEGAL LAST NAME	60	<ul style="list-style-type: none"> <li>Required</li> <li>Legal last name of the student</li> </ul>
E	5	LEGAL FIRST NAME	60	<ul style="list-style-type: none"> <li>Required</li> <li>Legal first name of the student</li> </ul>
F	6	LEGAL MIDDLE NAME	60	<ul style="list-style-type: none"> <li>Optional, but strongly recommended</li> <li>If provided, makes the near match process easier</li> <li>Legal <b>FULL</b> middle name of the student</li> </ul>
G	7	LEGAL NAME SUFFIX	10	<ul style="list-style-type: none"> <li>Optional</li> <li>If, provided, makes the near match process easier</li> <li>Generation suffix (Sr., Jr., II, III, etc.)</li> </ul>
H	8	GENDER	1	<ul style="list-style-type: none"> <li>Required</li> <li>Gender of the student</li> <li>M = Male</li> <li>F = Female</li> </ul>
I	9	DATE OF BIRTH	10	<ul style="list-style-type: none"> <li>Required</li> <li>Birth date of the student</li> <li>Must be formatted as mm/dd/yyyy</li> </ul>

Excel Column		Data Item	Max Length	Instructions
J	10	CURRENT GRADE LEVEL	3	<ul style="list-style-type: none"> <li>• Required</li> <li>• Grade level of the student during the current school year <ul style="list-style-type: none"> <li>○ ECH = Early Childhood</li> <li>○ PKA = PreK Half Day - Morning (AM)</li> <li>○ PKP = PreK Half Day – Afternoon (PM)</li> <li>○ PKH = PreK, Half Day</li> <li>○ PKF = PreK, Full Day</li> <li>○ K4A = K4 Half Day, Morning (AM)</li> <li>○ K4P = K4 Half Day, Afternoon (PM)</li> <li>○ K4H = K4 Half Day</li> <li>○ K4F = K4 Full Day</li> <li>○ K5A = K5 Half Day, Morning (AM)</li> <li>○ K5P = K5 Half Day, Afternoon (PM)</li> <li>○ K5H = K5 Half Day</li> <li>○ K5F = K5 Full Day</li> <li>○ 001 = Grade 1</li> <li>○ 002 = Grade 2</li> <li>○ 003 = Grade 3</li> <li>○ 004 = Grade 4</li> <li>○ 005 = Grade 5</li> <li>○ 006 = Grade 6</li> <li>○ 007 = Grade 7</li> <li>○ 008 = Grade 8</li> <li>○ 009 = Grade 9</li> <li>○ 010 = Grade 10</li> <li>○ 011 = Grade 11</li> <li>○ 012 = Grade 12</li> <li>○ PSS = Post-Secondary Student</li> <li>○ 013 = Grade 13 (Freshman)</li> <li>○ 014 = Grade 14 (Sophomore)</li> <li>○ 015 = Grade 15 (Junior)</li> <li>○ 016 = Grade 16 (Senior)</li> <li>○ 017 = Grade 17 (Graduate Student)</li> <li>○ ADT = Adult</li> </ul> </li> </ul>
K	11	LOCAL STUDENT	20	<ul style="list-style-type: none"> <li>• Required</li> <li>• ID used in the local Student Information System (SIS) to uniquely identify the student</li> </ul>
L	12			<ul style="list-style-type: none"> <li>• Not collected</li> </ul>
M	13	RACE / ETHNICITY	N/A	<ul style="list-style-type: none"> <li>• Required</li> <li>• Race/Ethnicity of the student <ul style="list-style-type: none"> <li>○ 1 = American Indian/Alaskan Native</li> <li>○ 3 = Black/African American (not Hispanic)</li> <li>○ 4 = Hispanic (any race)</li> <li>○ 5 = White/Caucasian (not Hispanic)</li> <li>○ 6 = Multi-racial (not Hispanic)</li> <li>○ 8 = Unknown</li> <li>○ 9 = Asian (not Hispanic)</li> <li>○ 10 = Native Hawaiian or other Pacific Islander (not Hispanic)</li> </ul> </li> </ul>

Excel Column		Data Item	Max Length	Instructions
N	14	PAsecureID	10	<ul style="list-style-type: none"> <li>Required if available</li> <li>If a PAsecureID has not been assigned to the student, this field must be null</li> <li>Every effort should be made to obtain an existing PAsecureID from the transferring institution for all students that previously have been educated in a Pennsylvania school</li> </ul>
O	15	CURRENT DISTRICT CODE	9	<ul style="list-style-type: none"> <li>Required</li> <li>9-digit AUN code of the LEA educating the student</li> <li>Should be the AUN associated with the school code reported in Item 2 (CURRENT SCHOOL CODE)</li> </ul>
P	16	CURRENT SCHOOL YEAR		<ul style="list-style-type: none"> <li>Required</li> <li>Must be in "year" format (yyyy)</li> <li>The ending year of the current school year (ex. 2023 for the 2022-2023 school year)</li> </ul>

## Trailer Record Layout

### First blank row after the Detail Record

The trailer record must always be the last record in the file and must contain the fields below. As shown in the record layout below, the trailer record is **space** delimited.

Excel Column		Data Item	Max Length	Instructions
A	1	RECORD TYPE	2	<ul style="list-style-type: none"> <li>Required</li> <li>Always "TT" (<i>minus quotation marks</i>)</li> </ul>
	1a	Blank Delimiter	1	<ul style="list-style-type: none"> <li>Required</li> <li>Always a space</li> </ul>
	2	TRANSMISSION ID	10	<ul style="list-style-type: none"> <li>Required</li> <li>An arbitrary number</li> <li>Must match the TRANSMISSION ID in the header record</li> </ul>
	2a	Blank Delimiter	1	<ul style="list-style-type: none"> <li>Required</li> <li>Always a space</li> </ul>
	3	NUMBER OF RECORDS	8	<ul style="list-style-type: none"> <li>Required</li> <li>Number of records in the file, including the "TH" and "TT" records</li> <li>Cannot have any trailing spaces</li> </ul>

# Sample Batch File Layout

## Notepad View

### *Correct*

```
TH 08/25/2009 02:03:00 12345 1.0 delimiter=,  
ID,2725,113380303,Wolf,Vanessa,,,F,01/01/2001,005,987654,,5,4567891234,1133800303,2009  
ID,2190,112281302,Tillet,Joshua,,,M,02/14/2002,001,65432152,,3,,112281302,2009  
TT 12345 4
```

### *Incorrect*

```
TH 08/25/2009 02:03:00 12345 1.0 delimiter=,,,,,,,,,,,,,  
ID,2725,113380303,Wolf,Vanessa,,,F,1/1/2001,5,987654,,5,4567891234,1133800303,2009  
ID,2190,112281302,Tillet,Joshua,,,M,2/14/2002,1,65432152,,3,,112281302,2009  
TT 12345 4,,,,,,,,,,,,,
```

These are the errors in this example:

1. There are too many commas in the header record; there should be only one.
2. The leading zeros in the dates have been dropped, indicating the Excel spreadsheet was not formatted to text. (i.e., 1/1/2001 should read 01/01/2001, etc.)
3. The grade level is reported as one digit, when it should be three digits. (i.e., 5 should read 005, 1 should read 001.)
4. There are commas in the trailer record; there should be none.

Additionally, make sure there are no trailing spaces in the trailer record.

**This example demonstrates the importance of reviewing the file in Notepad before attempting an upload to PAsecureID.**