

RTIB Guidelines for submitting Student Roster Data

File Layout...

DistrictIdentifier	LastName	FirstName	EduStatus	Gender	Email	Hispanic	AmericanIndian	Asian	AfricanAmerican	Hawaiian	White	DOB	Action	SchoolCode
Text(20) Required – unique ID assigned by district	Text(100) Required	Text(100) Required	Text(20) Required: GenEd, IEP, 504	Text(10) Req: Male Female	Text(250) Opt: Null, Blank, “NA”	Text(1) Req: Y N	Text(1) Req: Y N	Text(1) Req: Y N	Text(1) Req: Y N	Text(1) Req: Y N	Text(1) Req: Y N	Text(8) Req: MMDDYYYY (no separators)	Text(2) Ignore: No longer Used	Text(4) Req: 4-digit FL code w/leading zeros

1. The data file should be in a *tab-delimited text* file (.txt) format
2. COLUMN HEADINGS:
  - a. First row in data file
  - b. Named exactly and in the left-to-right order as illustrated above in file layout
  - c. Not enclosed in quotes (double or single)
3. DATA VALUES:
  - a. Alphanumeric TEXT
  - b. See file layout above for details on allowable type, sizes, content, defaults, etc.
  - c. Not enclosed in quotes (double or single)
4. RACE/ETHNICITY FLAGS:
  - a. At least one flag per student should be identified by a “Y”, remaining flags should be set to “N”
  - b. *Exception*:
    - i. IF **Hispanic** = “Y” a qualifying ethnicity should also be specified, e.g., White, AfricanAmerican, etc.