

# 2013-2014 Data Pipeline Directory

## Data Fields and Definitions



### DISTRICT INFORMATION

FIELD	DEFINITION	Format	NOTE
Site Number	Add Multiple Sites		Disabled
Mailing Address*	District Mailing Address	Text	
Mailing City*	District Mailing City	Text	
Mailing State*	District Mailing State	Text	Auto Filled
Mailing Zip*	District Mailing Zip	Number	
Phone	District Phone Number	XXX-XXX-XXXX	
Phone Ext	District Phone Extension Number	Number	
FAX	District FAX Number	XXX-XXX-XXXX	
Web Page	District Web Page	Text	
Email Address	District Email Address	Text	
Physical Address*	District Physical Address	Text	
Physical City*	District Physical City	Text	
Physical State*	District Physical State	Text	Auto Filled
Physical Zip*	District Physical Zip	Number	
Phone	District Alt Phone Number	XXX-XXX-XXXX	
Phone Ext	District Alt Phone Extension Number	Number	

### KEY PERSONNEL

FIELD	DEFINITION	Format	NOTE
Title*	Title of Staff Member	Text	Required Staff - Superintendent and Child Welfare Education Liaison, Additional staff listings are optional
Rank	Rank of Staff Member	Number	Superintendent = 1, districts may rank other staff in any way they want
First Name*	Staff First Name	Text	
Middle Name	Staff Middle Name	Text	
Last Name*	Staff Last Name	Text	
Site Number*	Staff Site Number		Disabled

**BOARD MEMBER**

<b>FIELD</b>	<b>DEFINITION</b>	<b>Format</b>	<b>NOTE</b>
First Name*	Board Member First Name	Text	
Middle Name	Board Member Middle Name	Text	
Last Name*	Board Member Last Name	Text	
Mailing Address*	Board Member Home Mailing Address	Text	
Mailing City*	Board Member Home Mailing City	Text	
Mailing State*	Board Member Home Mailing State	Dropdown	
Mailing Zip code*	Board Member Home Mailing Zip	Number	
Mailing Zip code 4	Board Member Home Mailing Zip+4	Number	
Term Expire (YYYY)	Term Expire (YYYY)	Number	
Current or Mid Term Replacement	Current or Mid term Replacement (C or M)	C or M	

**SCHOOLS**

<b>FIELD</b>	<b>DEFINITION</b>	<b>Format</b>	<b>NOTE</b>
School	Name of School	Text	District may apply to change name.
School Code	Unique School Code	Number	
Mailing Address*	School Mailing Address	Text	
Mailing City*	School Mailing City	Text	
Mailing State*	School Mailing State	Dropdown	
Mailing Zip*	School Mailing Zip	Number	
Physical Address*	School Physical Address	Text	
Physical City*	School Physical City	Text	
Physical State*	School Physical State	Dropdown	
Physical Zip*	School Physical Zip	Number	
Phone	School Phone Number	XXX-XXX-XXXX	
Ext	School Phone Number Extension	Number	
Web Page	School Web Page	Text	
FAX	School FAX Number	XXX-XXX-XXXX	
Email Address	School Email Address	Text	
Principal First Name	School Principal First Name	Text	
Principal Middle Name	School Principal Middle Name	Text	
Principal Last Name	School Principal Last Name	Text	
Co-Principal First Name	School Co-Principal First Name	Text	
Co-Principal Middle Name	School Co-Principal Middle Name	Text	
Co-Principal Last Name	School Co-Principal Last Name	Text	

Phone	Principal Phone Number	XXX-XXX-XXXX	
Email Address	Principal Email Address	Text	
Lowest Grade	School Lowest Grade	Dropdown	District may apply to change grade levels.
Highest Grade	School Highest Grade	Dropdown	District may apply to change grade levels.
District of Location*	School District Boundary Where School Resides	Dropdown	
Alternative School		Checkbox	
Vocation School		Checkbox	
Special Ed School		Checkbox	
Magnet School		Checkbox	
On-Line School		Checkbox	
Charter School		Checkbox	
Homeschool/Options		Checkbox	

**District Calendar**

FIELD	DEFINITION	Format	NOTE
Date School Starts	Date School Starts	MM/DD/YYYY	
Date School Ends	Date School Ends	MM/DD/YYYY	
Date Winter Break Starts	Date Winter Break Starts	MM/DD/YYYY	
Date Winter Break Ends	Date Winter Break Ends	MM/DD/YYYY	
Date Spring Break Starts	Date Spring Break Starts	MM/DD/YYYY	
Data Spring Break Ends	Date Spring Break Ends	MM/DD/YYYY	
Other Day Closed	Day of the Week School Observes 4 Day School Week	MM/DD/YYYY	

**BOCES MEMBER**

FIELD	DEFINITION	Format	NOTE
Data Entered by BOCES			

**Vendor Information**

FIELD	DEFINITION	Format	NOTE
System	Vendor System Type	Dropdown	
Vendor Name	Vendor Name	Dropdown	

**Request Four Day Week**

FIELD	DEFINITION	Format	NOTE
When was the first year of the four-day week?*	First Year the District First Went on Four Day Week	YYYY	
Are all schools in the district on the four-day school week?*	Indicate if all schools are on four-day school week (Y/N)	Dropdown	
Individual Schools if not all schools are on four-day school week.	Select schools on four-day school week with Y.	Dropdown	
Day of the week not in session for four-day school week?	Select day of the week.	Dropdown	
Actual number of school days scheduled.*	Must be more than 140 days	Number	
Number of hours scheduled: Elementary*	Cannot be less than 990 hours	Number	
Number of hours scheduled: Secondary*	Cannot be less than 1080 hours	Number	
Date Current year calendar adopted by local school board.*	Date calendar approved	MM/DD/YYYY	
List specific reasons for making application this year.	Reasons for district choosing to be on four-day school week.	Text	

\* = Mandatory Field