2013-2014 Special Education December Count

Purpose:
The purpose of the Special Education December Count Snapshot is to obtain data for the Annual Count of Students with Disabilities in the State of Colorado and the associated Staff members.

Dependencies:

- The SASID/LASID combination will be a unique identifier for all special education students.
    - If a student is in a districts jurisdiction then the student will be assigned a SASID which is updated in the RITS system. The student will also be assigned a unique LASID by the district.
    - If the student is not part of a district then the student will be assigned a unique LASID by the Admin Unit, and the SASID will be zero filled.
- Special Education Students will be tracked through the Special Education IEP Interchange.
    - All special education students will have a record in a Special Education Participation file for their Admin Units.
    - All special education students will have a record in a Special Education Child file.
- Special Education Students who are part of a district will have records in the Student Enrollment interchange.
    - All special education students who are within a district's jurisdiction will have a record in the Student Demographic file.
    - All special education students who are with a district jurisdiction will have a record in the School Association file.
- Special Education staff or teacher's information will be captured by either a district or an Administration Unit. Staff/Teacher information will be contained in the Staff Profile Interchange.
    - All special education staff will have a record in the Staff Demographic file.
    - All special education staff will have a record in the Staff Assignment Association file.

Criteria:
There will be two snapshot performed for Special Education December Count.

- Special Education Student December Count.
- Special Education Staff December Count.

1. Criteria for Special Education Student December Count snapshot.
    - Data from the Student Enrollment Interchange will be based on the default tagging.
    - Pull all error-free records from the Student Participation file and match them with records in the Student Profile interchange (Student Demographic file and School Association file). The Student Profile Interchange is the authoritative source for (SASID, LASID, Student's First Name, Student's Middle Name, Student's Last Name, Student's Gender, Student Date of birth, Student's Ethnicity, Student Race American Indian, Student Race Asian, Student Race Black, Student Race White, Student's Race Native Hawaiian or Other Pacific Islander, Grade level).
    - The Special Education Child file, the Special Education participation file and the Student Demographics file will be joined based on the following criteria: SASID, LASID, school year, district (or Admin Unit), and error free records.
    - If the student is not part of a district then these fields will be pulled from the Special Education Child file.

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- All additional fields will be pulled from the Special Education Student Participation file, except for federal race student and the ELL status, which are calculated (See Special Processes for Special Education).

2. Criteria for Special Education Staff December Count snapshot.
   - Data from the Staff Profile Interchange will be based on the default flagging.
   - The Staff Demographics and Staff School Association file will be jointed based on the School year, the teachers EDID, the sped assignment flag = 1, the district (or Admin Unit), and the records being error free.

Note: The primary key for the Special Education December Count Snapshot aligns with the primary key for the IEP Interchange, Student Interchange, and Staff Interchange.

STAFF						
Name of Field	**Field Length**	**Source Interchange**	**Source File**			**Remarks**
Admin Unit/SOP Code	5	Staff Profile	Staff Demographics			Required
Social Security Number	9	Staff Profile	Staff Demographics			Required
EDID	8	Staff Profile	Staff Demographics			Required Will be validated against EDIS at the time of submission using four locator fields: last name, first name, date of birth, and EDID
School District/BOCES Code	4	Staff Profile	Staff Demographics			Required Must be the 4-digit code representing the district or BOCES that hired the employee and issues the paycheck Not required for SOPS
Staff's First Name	30	Staff Profile	Staff			Required

			Demographics			May only contain characters A-Z, blanks, apostrophes, hyphens and slashes May only contain one space between name parts Will be validated against EDIS at the time of submission using four locator fields: last name, first name, date of birth, and EDID
Staff's Middle Name	30	Staff Profile	Staff Demographics			Required May only contain characters A-Z, blanks, apostrophes, hyphens and slashes May only contain one space between name parts Use NMN (no middle name) for students whose parents did not give their child a middle name (there is no middle name for the student)
Staff's Last Name	30	Staff Profile	Staff Demographics			Required May only contain characters A-Z, blanks, apostrophes, hyphens and slashes May contain one space between name parts

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						Will be validated against EDIS at the time of submission using four locator fields: last name, first name, date of birth, and EDID
Staff's Gender	2	Staff Profile	Staff Demographics			Required Will be validated against EDIS at the time of submission using four locator fields: last name, first name, date of birth, and EDID
Staff's Date of Birth	8	Staff Profile	Staff Demographics			Required Must be a valid date in MMDDYYYY format Must be prior to December 1 2013 Will be validated against EDIS at the time of submission using four locator fields: last name, first name, date of birth, and EDID
Staff's Ethnicity: Hispanic or Latino	1	Staff Profile	Staff Demographics			Required
Staff's Race: American Indian or Alaska Native	1	Staff Profile	Staff Demographics			Required
Staff's Race: Asian	1	Staff Profile	Staff Demographics			Required
Staff's Race: Black or African American	1	Staff Profile	Staff Demographics			Required
Staff's Race: White	1	Staff Profile	Staff			Required

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			Demographics			
Staff's Race: Native Hawaiian or Other Pacific Islander	1	Staff Profile	Staff Demographics			Required
FEDERAL_RACE_STUDENT	2	Internal Flag				Calculated value based on Ethnicity and race
Beginning (start) Date at School District	8	Staff Profile	Staff Demographics			Required Must be a valid date in MMDDYYYY format Must be on or before December 1, 2013 (if individual has been rehired – use most current hire date).
Ending (end) Date at School District	8	Staff Profile	Staff Demographics			Must be a valid date in MMDDYYYY
Reason for Exiting District/Admin Unit	2	Staff Profile	Staff Demographics			Required if End Date at School District is provided
Years of Prior Pre/K-12 Teaching Experience In-State	2	Staff Profile	Staff Demographics			Required if JCC is in the 100 or 200 range and then must be less than or equal to Years of Prior Pre/K-12 Education Experience In-State
Years of Prior Pre/K-12 Teaching Experience Out-of-State	2	Staff Profile	Staff Demographics			Required if JCC is in the 100 or 200 range and then must be less than or equal to Years of Prior Pre/K-12 Education Experience Out-of-State
Years of Prior Pre/K-12 Education Experience In-State	2	Staff Profile	Staff Demographics			Required if JCC is in the 100 or 200 range and then must be greater than or equal to Years of Prior Pre-K-12 Teaching

						Experience In-State and Years Education experience In-State plus Years Education Experience Out-of-State must be less than or equal to current age minus 16.
Years of Prior Pre/K-12 Education Experience Out-of-State	2	Staff Profile	Staff Demographics			Required if JCC is in the 100 to 200 range and then must be greater than or equal to Years of Prior Pre/K-12 Teaching Experience Out-of-State and Years Education Experience In-State plus Years Education Experience Out-of-State must be less than or equal to current age minus 16
Teacher Probationary Status	2	Staff Profile	Staff Demographics			Required for JCC 201 and 202
Highest Level of Education Completed	2	Staff Profile	Staff Demographics			Required if JCC is in the 100 or 200 range or JCC is 416 and then must be a valid Level of Education Code If JCC is in the 100 or 200 range then Highest Level of Education must be 16-20 Not required if JCC is in the 300, 400 (except 416),

						500 or 600 Must be 16 or above if Subject Area of Degree is not zero-filled 2100
Institution Code of Degree	4	Staff Profile	Staff Demographics			Required for Admin Units if JCC or 100 or 200 range then must be a valid Colorado Institution Code if institution attended was a Colorado Institution or higher education or a valid State Code if Institution attended was outside of Colorado Not required if JCC is in the 300, 400, 500 or 600 ranges or for SOP
State Code of Degree	2	Staff Profile	Staff Demographics			
Passed Paraprofessional Test	1	Staff Profile	Staff Demographics			Required if JCC is 416
Passed NCLB HQ Approved Out Of State Elementary Or Early Childhood Core Content Test	1	Staff Profile	Staff Demographics			Required for JCC 202 hired after July 1 2006 who are teaching General Elementary, Middle School Self Contained Classrooms, or CoAlt only students
State Approved Content Test Administered (outside of Colorado)	2	Staff Profile	Staff Demographics			Required for JCC 202 hired after July 1 2006 who are teaching General Elementary, Middle School Self Contained Classrooms, or CoAlt only students
Teacher or Other Licensed Personnel	2	Staff Profile	Staff			Required for JCC 201 and

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Overall Performance Evaluation Rating			Demographics			202
Subject Area of Degree 1	4	Staff Profile	Staff Demographics			Required for teachers teaching 7th grade or higher
Subject Area of Degree 2	4	Staff Profile	Staff Demographics			
Subject Area of Degree 3	4	Staff Profile	Staff Demographics			
Subject Area of Degree 4	4	Staff Profile	Staff Demographics			
Subject Area of Degree 5	4	Staff Profile	Staff Demographics			
Staff's District of Residence	4	Staff Profile	Staff Demographics			Required
Teacher Quality Standard 1: Knowledge of Content	2	Staff Profile	Staff Demographics			The final rating on teacher quality standard 1 from the prior year
Teacher Quality Standard 2: Establish Environment	2	Staff Profile	Staff Demographics			Optional for 2013-2014 and will be required 2014-2015
Teacher Quality Standard 3: Facilitate Learning	2	Staff Profile	Staff Demographics			Optional for 2013-2014 and will be required 2014-2015
Teacher Quality Standard 4: Reflect on Practice	2	Staff Profile	Staff Demographics			Optional for 2013-2014 and will be required 2014-2015
Teacher Quality Standard 5: Demonstrate Leadership	2	Staff Profile	Staff Demographics			Optional for 2013-2014 and will be required 2014-2015
Teacher Quality Standard 6: Student Growth	2	Staff Profile	Staff Demographics			Optional for 2013-2014 and will be required 2014-2015
School Code	4	Staff Profile	Staff Association			Must represent a school within the Admin Unit submitting the data

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						There should be at least one record indicating an individual with district wide responsibility (JCC 102) SOP use code 9980 Teachers are to be assigned to specific School Buildings and not to School Building Code 9980
Special Education Staff Program Code	4	Staff Profile	Staff Association			Must be a valid code
Job Classification Code	3	Staff Profile	Staff Association			Required
Employment Status Code	2	Staff Profile	Staff Association			Required If JCC 202 then Teaching Subject Area code must be within the following series: 0200, 0500, 0600, 0800, 0900, 1000,m 1100, 1200, 1300, 1500, 1700, 0010, 0070 or 0015 If JCC is 202 or 138 EDID must be reported on the Student files as either Primary or Secondary Provider unless Admin/Inst Area Code is 0037 If JCC is 416 then Teaching Subject Area must be in the 1700 series
Number of Contract Days	3	Staff Profile	Staff Association			Required Must be greater than 0

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						and less than or equal to 280
Hours Worked per Day	4	Staff Profile	Staff Association			Required The sum of the Hours Worked per day for each employee must be greater than or equal to 0.5 and less than or equal to 10
Base Salary or Wage	6	Staff Profile	Staff Association			Required if Hourly Rate of Pay is zero-filled Must be greater than 0 and less than or equal to 250000
Teaching Subject Area	4	Staff Profile	Staff Association			Required if JCC is 202 or 416 IF code is 0070, JCC must be 202 If code is 0015, JCC must be 202 and grade levels cannot be PK-5 and 9-12 If code is 0010, grade levels cannot be Infant, PreK, or 9th-12th
Hourly Rate of Pay	5	Staff Profile	Staff Association			Required if Base Salary or Wage is zero-filled Must be greater than or equal to 7.36 and less than or equal to 200.00 Must be zero-filled if Base Salary or Wage is greater than zero
Administration/Instructional Area	4	Staff Profile	Staff Association			Required if JCC is in the 100 or 200 range

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						If code is 0037 then Teaching Subject Area must be 0200, 0800, 0900, 1000, or 1200. IF code is 0032 then JCC must be 202 I code is 0033, then grade levels cannot be Infant-7th If code is 0034 then grade levels cannot be PreK-12th IF code is 0035 then grade levels cannot be Infant or K-12th Must be 0035 if JCC is in the 100 or 200 series and grade level is PK
Grant/Project Funding Source	4	Staff Profile	Staff Association			Required Must be a valid Grant/Project Funding Source Code for Special Education Staff
Grade Level - Infant	1	Staff Profile	Staff Association			Required
Grade Level - PreK	1	Staff Profile	Staff Association			
Grade Level - K	1	Staff Profile	Staff Association			
Grade Level - 1st	1	Staff Profile	Staff Association			
Grade Level - 2nd	1	Staff Profile	Staff Association			
Grade Level - 3rd	1	Staff Profile	Staff Association			
Grade Level - 4th	1	Staff Profile	Staff Association			
Grade Level - 5th	1	Staff Profile	Staff Association			
Grade Level - 6th	1	Staff Profile	Staff Association			
Grade Level - 7th	1	Staff Profile	Staff Association			
Grade Level - 8th	1	Staff Profile	Staff Association			
Grade Level - 9th	1	Staff Profile	Staff Association			
Grade Level - 10th	1	Staff Profile	Staff Association			

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Grade Level - 11th	1	Staff Profile	Staff Association			
Grade Level - 12th	1	Staff Profile	Staff Association			
24 Semester Hours of Content Coursework in Teaching Area	1	Staff Profile	Staff Association			Required if JCC is 202, teaching 7th grade or higher with a Teaching Subject Area of 0200, 0500, 0600, 1100, 1200, 1300, 1500, 0010, 0015, 0070
Number of Classes Taught in Subject	2	Staff Profile	Staff Association			Required if JCC is 202, teaching 7th grade or higher with a Teaching Subject Area of 0200, 0500, 0600, 1100, 1200, 1300, 1500, 0010, 0015, or 0070
STUDENT						
Name of Field	**Field Length**	**Source Interchange File 1** (Data will be pulled from File 1 first)	**Source File 1**	**Source Interchange File 2** (If data is not available in Source Interchange File 1 it will pull from Source Interchange File 2)	**Source File 2**	**Remarks**
Admin Unit/SOP Code	5	Special Education IEP	Student Special Education Participation			Required
Student's State ID (SASID)	10	Student Profile and Enrollments	Student Demographics			Must be a valid SASID Will be validated against

						RITS at the time of submission using four locator fields: last name, first name, date of birth, and gender Must be an unduplicated SASID within the submitting Admin Unit/SOP Required if Parentally Placed in Private School is 00 or 01. Not required if Parentally Placed in a Private School is 02 If not required, must be zero-filled
Local ID (LASID)	10	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Must be 10 digits (either valid LASID or Zero-filled)
Student's First Name	30	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Required May only contain characters A-Z, blanks, apostrophes, hyphens and slashes May only contain one space between name parts
Student's Middle Name	30	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Required May only contain characters A-Z, blanks, apostrophes, hyphens and slashes May only contain one space between name

						parts Use NMN (no middle name) for students whose parents did not give their child a middle name (there is no legal middle name for the student)
Student's Last Name	30	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Required May only contain characters A-Z, blanks, apostrophes, hyphens and slashes May only contain one space between name parts
Student's Gender	2	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Required unless Parentally Placed in a Private School is 02 Must be a valid Gender Code Will be validated against RITS at the time of submission using four locator fields: last name, first name, date of birth, and SASID
Student's Date of Birth	8	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Required Must be a valid date in MMDDYYYY format Calculated age must be less than 22 as of December 1st, 2013 Will be validated against RITS at the time of

						submission using four locator fields: last name, first name, SASID, and gender
Student's Ethnicity: Hispanic or Latino	1	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Changed to yes-1 or no-0
Student's Race: American Indian or Alaska Native	1	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Changed to yes-1 or no-0
Student's Race: Asian	1	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Changed to yes-1 or no-0
Student's Race: Black or African American	1	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Changed to yes-1 or no-0
Student's Race: White	1	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Changed to yes-1 or no-0
Student's Race: Native Hawaiian or Other Pacific Islander	1	Student Profile and Enrollments	Student Demographics	Special Education IEP	Special Education Child	Changed to yes-1 or no-0
FEDERAL_RACE_STUDENT	1	Calculated Field				Calculated value based on Ethnicity and race
Primary Disability	2	Special Education IEP	Student Special Education Participation			Required Must be a valid Disability Code If Primary Disability is “11 – Developmental Delay or Preschooler with a Disability”, calculated age must be >=3 and <8 as of December 1st If Primary Disability is “12 – Infant/Toddler with a Disability”, then calculated age must be greater than 0 and less than 3 as of December 1st.
School Code/Eligible Facility/Detention	4	Student Profile and	Student School	Special Education	Special	If Pupil’s Attendance

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Code		Enrollments	Association	IEP	Education Child	Information Code is 03, 05, 08 or 27, and School Code is zero-filled, a program exception must be provided. <u>Public School Code –</u> Required if Pupil's of Attendance Information Code is 01, 02, 04, 05, 14 or 15 Allowed if Pupil's Attendance Information Code is 08 Must be a valid school code within the District/State of Attendance Must be zero-filled if PAI Code is zero-filled or 11, 19, 22, 24, 28, 29 or 31 Cannot be used if Parentally Placed in Private School is 02 <u>Non-Public School Code</u> Required if PAI Code is 16, 17 or 27 Allowed if PAI Code is 03 and special education services are not being provided by Head Start Cannot be used if PAI Code is zero-filled or 11, 19, 22, 23, 24, 28, 29 or 31

						Head Start Code Allowed if PAI Code is 03 or 30 and Special Education Services are provided at the Head Start site Cannot be used if PAI Code is zero-filled or 01, 02, 03, 04, 11, 14, 15, 16, 17, 19, 23, 27, 28, 30 or 31 Eligible Facility/Detention Code Required if PAI Code is 22 or 24 Allowed if PAI Codes are 05, 08, 11 or 12 Required if student received their education at an Eligible Facility with an approved on-grounds education program or a detention center where the education was provided by the Admin Unit.
Special Education Student Program Code	4	Special Education IEP	Student Special Education Participation			Required Must be a valid 4 digit code
District of Attendance	4	Special Education IEP	Student Special Education Participation			Required if PAI Code is 01, 02, 03, 04, 05, 08, 11, 12, 14, 15, 16, 17, 23, 24, 28, 29 or 31 If required, must be a

						valid school district or state code representing the district or state of attendance for each student Must be a state code if PAI Code is 28 or 29 Must be zero-filled if PAI Code is 19, 22, 27, 30 or 32
State of Parent's Residence for Non-Residence Students	2	Special Education IEP	Student Special Education Participation			Allowed only if District of Residence is zero-filled and PAI Code is 04 Must be zero-filled if District of Residence is not zero-filled
Grade Level	3	Student Profile and Enrollments	Student School Association	Special Education IEP	Special Education Child	Must be valid Grade Code within the school reported. If the age calculated for the grade entered is outside of the min/max grade, an error is generated and an exception request is required. Not required if Parentally Placed in Private School is 02
Pupil’s Attendance Information	2	Special Education IEP	Student Special Education Participation			A – Pupils Attending an Educational Program Operated by the Reporting Admin Unit, including students served

						under Schools of Choice and on a tuition contract B – Resident Pupils Attending an Educational Program Not Operated by the Reporting Administrative Unit. Do not include students served by another administrative unit under Public Schools of Choice even if you are paying tuition. Not required if Parentally Placed in Private School is 02 PAI Code 19 is only valid for SOPs. If a student is reported on the B side as being serviced in another Admin Unit they must also be reported on the A Side by that Admin Unit
Student's District of Residence	4	Special Education IEP	Special Education Child			Must be a valid school district code representing the student's school district of residence Cannot be a BOCES code
ELL Status	1	Calculated Field				SET ell yn = 'Y' WHERE (LANGUAGE_BACKGROUND <> 'eng' AND (BILINGUAL in

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						('01','02','03','05') OR ESL_STATUS in ('01','02','03','05')) AND <School Year> = <Current School Year> AND DISTRICT_CODE = <District Creating Snapshot>)
Educational Orphan	2	Special Education IEP	Student Special Education Participation			Required unless Parentally Placed in Private School is 02 Must be reported by the Admin Unit where the Approved Residential facility is located.
Parentally Placed in a Private School	2	Special Education IEP	Student Special Education Participation			Required for Admin Units Must be zero-filled if SASID is not zero-filled and PAI Code is 01, 02, 03, 04, 05, 08, 11, 12, 19, 22, 23, 24, 27, 28, 29, 30, 31 or 32 Must be 01 if PAI Code is 14, 15, 16 or 17 Must be 02 if SASID is zero-filled Not required for SOPs
Special Education Funding Status	2	Special Education IEP	Student Special Education Participation			Required unless Parentally Placed in Private School is 02 Must be 54 if Parentally Placed in Private School is 01
Educational Environment	3	Special Education IEP	Student Special			Required unless

			Education Participation			Parentally Placed in Private School is 02
Primary Service Provider's EDID	8	Special Education IEP	Student Special Education Participation			Must be 307 if Admin Unit/SOP Code is 66070 Must be 308 if PAI Code is 14, 15, 16 or 17 Must be 307 if PAI Code is 24 Must be in the 100 series if calculated age is 0 through 2 Must be in the 200 series if calculated age is 3 through 5 Must be in the 300 series if calculated age is 6 through 21 Required if PAI Code is 01, 03, 03, 04, 08, 14, 15, 16, 17 or 19 At least one EDID must be entered in the Primary Provider/Service Coordinator or Secondary Provider Field A Provider EDID cannot be duplicated within a student record
Secondary Service Provider's EDID 1	8	Special Education IEP	Student Special Education Participation			
Secondary Service Provider's EDID 2	8	Special Education IEP	Student Special Education Participation			
Secondary Service Provider's EDID 3	8	Special Education IEP	Student Special Education Participation			
Secondary Service Provider's EDID 4	8	Special Education IEP	Student Special Education Participation			

Internal Flags

Internal flags are columns in the Special Education Discipline snapshot that are derived based on other values. These fields are not updatable or

viewable by the LEAs and are used to simplify edit checks and the pulling of statistics.

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FEDERAL_RACE_STUDENT

Federal Race/Ethnicity Reporting Category - the single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.	
01	American Indian or Alaska Native
02	Asian
03	Black or African American
04	Hispanic or Latino
05	White
06	Native Hawaiian or Other Pacific Islander
07	Two or More Races

- Default to ‘00’
- If ETHNICITY_STUDENT = ‘1’ then set STUDENT_FEDERAL_RACE = ‘04’
- If ETHNICITY_STUDENT = ‘0’ then set STUDENT_FEDERAL_RACE = ‘07’ where more than one of the following fields = ‘1’
    - RACE_INDIAN_STUDENT
    - RACE_ASIAN_STUDENT
    - RACE_BLACK_STUDENT
    - RACE_WHITE_STUDENT
    - RACE_HAWAIIAN_STUDENT
- If ETHNICITY_STUDENT = ‘0’ and only one of the following fields = ‘1’, use the below logic to set STUDENT_FEDERAL_RACE
    - If RACE_INDIAN_STUDENT = ‘1’ then STUDENT_FEDERAL_RACE = ‘01’
    - If RACE_ASIAN_STUDENT = ‘1’ then STUDENT_FEDERAL_RACE = ‘02’
    - If RACE_BLACK_STUDENT = ‘1’ then STUDENT_FEDERAL_RACE = ‘03’

- If RACE_WHITE_STUDENT = ‘1’ then STUDENT_FEDERAL_RACE = ‘05’
- If RACE_HAWAIIAN_STUDENT = ‘1’ then STUDENT_FEDERAL_RACE = ‘06’

ELL_YN

0	**No**
1	**Yes**

If Language Background <> ‘eng’ AND (BILINGUAL in (‘01’,’02’,’03’,’05’) OR ESL_STATUS in (‘01’,’02’,’03’,’05’)) AND <School Year> = <Current School Year> AND DISTRICT_CODE = <District Creating Snapshot>)