

Understanding the Student Upload File Format

The upload file is an Excel or CSV file with a heading row and data rows. The table below describes the columns in the upload file and associated valid values.

Columns in the Student Upload file.

Field Name	Description	Valid Values
DistrictID*	State-issued entity ID for the district responsible for specific educational services or instruction of the student.	District ID that exists in TIDE. Up to 6 numeric characters.
DistrictName*	Name of district corresponding to the DistrictID.	Up to 75 characters, including alpha, numeric, or special characters.**
SchoolID*	State-issued entity ID for the school responsible for specific education services and/or instruction of the student.	School ID that exists in TIDE. Up to 6 alphanumeric characters or underscore. Must be associated with the district ID.
SchoolName	Name of school corresponding to the SchoolID.	Up to 75 characters, including alpha, numeric, or special characters.**
StudentLastName*	Student's last name.	Up to 75 alphabetic and special characters.***
StudentFirstName*	Student's first name.	Up to 75 alphabetic and special characters.***
StudentMiddleName	Student's middle name.	Up to 75 alphabetic and special characters.***
Birthdate (DD-MM-YYYY)*	Day on which student was born. Format MUST be day and then month and year.	Date in format DD-MM-YYYY . Add leading zero for single-digit numbers.
SSID*	State-assigned student identifier which is unique within the district.	Up to nine digits.
Grade*	Student's enrolled grade when assessed.	Two-digit grade in the range 03–13. Add leading zero for single-digit numbers.
Gender*	Student's gender.	One of the following: M—Male F—Female
HispanicOrLatinoEthnicity*	Indicates student traces origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	One of the following: Y—Yes N—No

Field Name	Description	Valid Values
AmericanIndianOrAlaskaNative*	Indicates student has origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	One of the following: Y—Yes N—No
Asian*	Indicates student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	One of the following: Y—Yes N—No
BlackOrAfricanAmerican*	Indicates student has origins in any of the black racial groups of Africa.	One of the following: Y—Yes N—No
White*	Indicates student has origins in any of the original peoples of Europe, Middle East, or North Africa.	One of the following: Y—Yes N—No
NativeHawaiianOrOtherPacificIslander*	Indicates student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	One of the following: Y—Yes N—No
SPED*	Indicates student has intellectual disability; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance (hereafter referred to as emotional disturbance); orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.	One of the following: Y—Yes N—No
ELL*	Indicates student has a language other than English spoken in the home and qualifies for English language services because the student did not test Proficient on the state language proficiency assessment.	One of the following: Y—Yes N—No

Field Name	Description	Valid Values
EconomicDisadvantageStatus	Indicates student met the state criteria for classification as having an economic disadvantage.	One of the following: Y—Yes N—No
MigrantStatus	Indicates student is, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parents or spouses, in order to obtain, temporary or seasonal employment and have moved from one district to another.	One of the following: Y—Yes N—No
EOCAlgebra I	Indicates student is currently enrolled in a course that teaches the AZCCR Mathematics Algebra I Standard.	One of the following: Y—Yes N—No
EOCGeometry	Indicates student is currently enrolled in a course that teaches the AZCCR Mathematics Geometry Standard.	One of the following: Y—Yes N—No
EOCAlgebra II	Indicates student is currently enrolled in a course that teaches the AZCCR Mathematics Algebra II Standard.	One of the following: Y—Yes N—No
EOCELA 9	Indicates student is currently enrolled in the first year of high school English course that is credit-bearing for high school graduation.	One of the following: Y—Yes N—No
EOCELA 10	Indicates student is currently enrolled in the second year of high school English course that is credit-bearing for high school graduation.	One of the following: Y—Yes N—No
EOCELA 11	Indicates student is currently enrolled in the third year of high school English course that is credit-bearing for high school graduation.	One of the following: Y—Yes N—No

* Required field

** Special characters include - ' .) (& # / + , or space

*** Special characters include space, comma, hyphen, apostrophe, and Hawaiian characters.