**CHILD NUTRITION**

**DATA HANDBOOK**

**2018-2019 SCHOOL YEAR**

DEED Logo


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Changes to Handbook since Last Year

* Edits to Appendix D: State Report Manager (SRM) Submission Process

Instructions

The purpose of this collection is to upload current enrollment data into the State Report Manager (SRM) for transfer into the PrimeroEdge database system provided for school nutrition use. The PrimeroEdge software provides districts with several tools for the school nutrition staff, including:

* An online income-eligibility application for families to complete – the program will assess for eligibility for free or reduced-price meals
* Income-eligibility applications that may be scanned with text recognition – the program will assess for eligibility for free or reduced-price meals
* A method for DEED to securely distribute income-eligibility data monthly for children eligible for free meals based on participation in Food Stamps, Temporary Assistance for Needy Families, Food Distribution Program on Indian Reservations, and foster care
* An online Benefit Issuance Document clearly identifying all students eligible for school meals and clearly identifying the method by which eligibility was established

This software improves program integrity by streamlining the income-eligibility process. **Failure to transfer student information data will require school nutrition staff to manually enter all enrolled students, which may increase errors or delay eligibility determinations.**

It is recommended that enrollment uploads occur at the following times:

1. At the beginning of the school year
2. On or before October 1 of each fall
3. When new students enroll
4. When existing students transfer to new districts
5. On or before April 1 of each spring

If a district has schools that do not participate in the school nutrition program, districts are not required to transfer data from those sites; however, if it is easier for the district, that data can be included and will be filtered out by DEED.

1. Districts that choose to use the SRM to load enrollment data into PrimeroEdge must submit a complete set of data elements as defined in this data dictionary for each student enrolled at the time of the file upload.

To accommodate the different computer systems in Alaska and to facilitate data reporting, districts have two file format options for reporting data:

* + - Tab-delimited (.txt) or zipped tab-delimited file
    - Comma-separated (.csv) or zipped .csv file

For further instructions on submitting files through the SRM, please refer to the

[SRM User Guide](https://education.alaska.gov/stats/guides/srm_guide.pdf)

DEED is providing a test environment for SRM [on the SRM website](https://srmtest.education.alaska.gov/srm). If your district is unable to submit the file using the SRM, contact [Tim Workman](mailto:tim.workman@alaska.gov) at (907) 465-8579 for assistance.

**Note**: Successful submission requires utilization of exact field names in the header. A copy of the field names is located within Appendix C. This header in Excel format can be located on the [DEED Child Nutrition PrimeroEdge Page](education.alaska.gov/cnp/primero)(education.alaska.gov/cnp/primero). The Excel form is called “SRM Column Heading Template.”

1. After the completed data file is submitted, you will immediately receive a validation summary report that lists any errors that need to be corrected and warnings where verification is needed.
2. Make corrections in the original file. Please see Appendix E for a list of validation rules and error message details.
3. Resubmit the file with corrections through the SRM. Repeat steps 1-3 until the data are free of errors.
4. Certify/verify data are accurate through SRM after reviewing all warnings.

**4 AAC 07.060(a)(7) states that the Alaska Student Identification Number (AKSID) must appear in each electronic record containing student-level information that is reported to the department.**

***Please see Appendix A to view the specific regulation.***

**Note**: When a file is created using the Comma Separated Values format (.csv) and data fields contain commas, the integrity of the exchange file will be compromised.

A program uploading a .csv file interprets each comma as a field delimiter within each record and expects each record to contain the same number of commas. When a data field contains a comma, as in “Smith, JR.” the import program considers the comma between “Smith” and “Jr.” as the demarcation of a new field. The solution is to strip-out all commas when the file is created. An alternative is to use tabs instead of commas as field delimiters.

Data Elements

| **Status** | **Element Number** | **Element Description** |
| --- | --- | --- |
| **REQUIRED** | **1** | **Alaska Student Identification Number**  Student’s unique Alaska Student Identification Number.  No student data will be accepted without a valid ID number.  Example Description  999999 Leading zeros are no longer required, but are acceptable |
| **OPTIONAL** | **2** | **District Student Identification Number**  Unique student identifier the school district uses internally to identify individual students.  **Note:** This number is not to be confused with the Alaska Student Identification Number. |
| **REQUIRED** | **3** | **Student Last Name** |
| **REQUIRED** | **4** | **Student First Name** |
| **OPTIONAL** | **5** | **Student Middle Name – (or Middle Initial)**  **Note:** Do not include Jr., Sr., II, III, etc., or commas. If you do, the Student ID System will not match and will result in an error message being generated in Edit Report. |
| **OPTIONAL** | **6** | **Name Suffix**  An appendage, if any, used to denote a student’s generation in their family (e.g., Jr., Sr., II, III). Periods are acceptable**.** |
| **REQUIRED** | **7** | **Birth Date**  Student's date of birth.  Format: MM/DD/YY or MM/DD/YYYY |
| **OPTIONAL** | **8** | **Gender**  Code indicating the gender of the student.  Code Description  F Female  M Male |
| **OPTIONAL** | **9** | **Race or Ethnicity**  Code indicating the racial or ethnic background of the student.  Code Description  1 White  2 African American  3 Hispanic (all students of Hispanic/Latino ethnicity)  4 Asian  5 American Indian  6 Alaska Native  7 Two or More Races (not Hispanic/Latino)  8 Native Hawaiian or Pacific Islander  Please see Appendix B for Race/Ethnicity Code clarifications. |
| **REQUIRED** | **10** | **School Identification Number**  School code as assigned by DEED. The first two digits represent the district number while the last four digits represent the school number. A leading zero is not required, but is acceptable.  (See [our website information](http://education.alaska.gov/Alaskan_Schools/Public/DistrictandSchoolIDs.pdf) for valid school numbers for the 2018-2019 school year.) |
| **OPTIONAL** | **11** | **Student Grade Level**  This is a code identifying the grade level of the student.  A leading zero is not required, but is acceptable, for Codes 1-9.  Code Description  PK Pre-Kindergarten  KG Kindergarten  01 First grade  02 Second grade  03 Third grade  04 Fourth grade  05 Fifth grade  06 Sixth grade  07 Seventh grade  08 Eighth grade  09 Ninth grade  10 Tenth grade  11 Eleventh grade  12 Twelfth grade |
| **OPTIONAL** | **12** | **Address 1**  First line of the student’s mailing address. |
| **OPTIONAL** | **13** | **Address 2**  Second line of the student’s mailing address, if applicable. |
| **OPTIONAL** | **14** | **City/Town/Community**  Name of the city, town, or community where the student lives. |
| **OPTIONAL** | **15** | **ZIP Code**  Five-digit ZIP code where the student lives, excluding dashes and blank spaces.  Example: 99576 |
| **OPTIONAL** | **16** | **Notes**  Districts may use this optional field to make notes about data entered in the record to explain any special circumstances that should receive consideration. |

Appendix A: 4 AAC 07.060 – Student records

1. Each district shall maintain for each student a cumulative record consisting, at a minimum, of the following:
2. subjects student has taken;
3. grades earned and an explanation of the grading system used;
4. units of credit earned;
5. attendance records;
6. scores student has recorded on standard tests taken;
7. records of required immunizations and physical examinations and other health-related matters required by state law or district policy or bylaws; and

(7) beginning August 31, 2002, a unique 10-digit individual student identification number issued by the department; the student identification number must appear in each electronic record containing student-level information that is reported to the department; the student identification number must appear on each student examination booklet administered under 4 AAC 06.712, 4 AAC 06.737, and 4 AAC 06.755.

(b) All district policies and practices with respect to student records must conform to current and appropriate state and federal laws and regulations.

Appendix B: Race/Ethnicity Descriptions and Guidance

Sources: [National Center for Education Statistics – U.S. Department of Education](https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx)

Office of Educational Research and Improvement

4 AAC 06.830. Subgroups

4 AAC 06.899. Definitions

# *Race/Ethnicity Definitions*

| Code | Description | Definition |
| --- | --- | --- |
| 1 | White (Caucasian) | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| 2 | African American | A person having origins in any of the black racial groups of Africa. |
| 3 | Hispanic | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| 4 | Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| 5 | American Indian | A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students. |
| 6 | Alaska Native | A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors. |
| 7 | Two or More Races | A student who primarily identifies their ethnic heritage with more than one subgroup. Do not include individuals that have identified themselves as Hispanic/Latino. |
| 8 | Native Hawaiian or Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |

# *Race/Ethnicity Codes – DEED Guidance*

Beginning July 1, 2010, school districts nationwide will be required to collect, retain, and report student level ethnicity data as prescribed by the U.S. Department of Education guidance published in the Federal Register October 19, 2007.

*Educational institutions and other recipients will be required to collect racial and ethnic data using a two part question on the educational institutions’ or other recipient’s survey instrument. The first question would be whether their respondent is Hispanic/Latino. The second question would ask the respondent to select one or more races from the following racial groups*

The information listed below is to provide guidance to the districts. Beginning with Fall OASIS collection 2010-2011, this change will be reflected in the DEED data collections.

Second public comment period closed 09/21/2006

USED guidance released in early June

1. Collecting data
   1. Two questions
      1. Are you Hispanic or Latino? Yes/No
      2. Select races that you wish to identify with:
         1. African American
         2. American Indian/Alaska Native
         3. Asian
         4. Caucasian
         5. Native Hawaiian/Pacific Islander
   2. Individual can check all that apply – “self-identification”
   3. Encourage the opportunity to “re-identify” – change existing codes
   4. Retain the individual records for future enforcement purposes – OCR
2. Reporting Data
   1. Reporting Codes
      1. African American
      2. American Indian/Alaska Native
      3. Asian
      4. Caucasian
      5. Hispanic
      6. Native Hawaiian/Pacific Islander
      7. Two or more races
   2. If Hispanic AND other race = Hispanic
      1. (*example: Caucasian + Hispanic = Hispanic*)
   3. Any other multiple identification, excluding Hispanic, coded as Two or More Races (*example: African American + Asian = Two or more races*)
   4. If race/ethnicity is not chosen, “user identification” is employed – the person responsible for reporting chooses codes
   5. Does not affect AMO subgroups as those are negotiated with the U.S. Department of Education in the state accountability plans

Appendix C: State Report Manager (SRM) Record Layout

The table below represents the field names that are needed in the header to submit the Child Nutrition data file through the State Report Manager (SRM). Each field must be used exactly as presented below. Any substitutions, changes, or deletions will stop processing of your data file. The error message that results in the SRM is: “One or more required fields are missing” (error #82000). This header with data must be submitted as a .csv or .txt file through the SRM portal. Please see Appendix D for detailed directions.

This header in Excel format can be located on the [DEED Child Nutrition PrimeroEdge Page](education.alaska.gov/cnp/primero)(education.alaska.gov/cnp/primero). The Excel form is called “SRM Column Heading Template.”

| **Field Name** | **Element Number** | **Element Description** | **Type** | **Max Length** | **Status** |
| --- | --- | --- | --- | --- | --- |
| AKSID | 1 | Alaska Student Identification Number | Number | 10 | Required |
| LocalID | 2 | District Student Identification Number | Number | 15 | Optional |
| LastName | 3 | Student Name – Last | Text | 35 | Required |
| FirstName | 4 | Student Name – First | Text | 35 | Required |
| MiddleName | 5 | Student Name – Middle (or Middle Initial) | Text | 35 | Optional |
| Suffix | 6 | Name Suffix | Text | 8 | Optional |
| BirthDate | 7 | Birth Date | Date/Time | 10 | Required |
| Gender | 8 | Gender | Text | 1 | Optional |
| Race | 9 | Race or Ethnicity | Text | 1 | Optional |
| SchoolID | 10 | School Identification Number | Number | 6 | Required |
| Grade | 11 | Student Grade Level | Text | 2 | Optional |
| Address1 | 12 | Address – First Line | Text | 35 | Optional |
| Address2 | 13 | Address – Second Line | Text | 35 | Optional |
| City | 14 | City/Town/Community | Text | 35 | Optional |
| Zip | 15 | ZIP Code | Number | 5 | Optional |
| Notes | 16 | Notes | Text | 35 | Optional |

Appendix D: State Report Manager (SRM) Submission Process

Please refer to the State Report Manager (SRM) System [User Guide](https://education.alaska.gov/stats/guides/srm_guide.pdf)

Appendix E: State Report Manager (SRM) System Validation Rules

| **Rule ID** | **Severity** | **Rule** | **Detail Message** |
| --- | --- | --- | --- |
| 82000 | Error | One or more required fields is missing | The record is missing a required field. |
| 82001 | Error | Field Exceeds its Maximum Length | The field exceeds its maximum allowable length. |
| 82100 | Error | Reported Alaska Student ID Number is Invalid | The reported Alaska student ID number could not be found in the ASIS ID system. No student has that ID. |
| 82101 | Error | Birth Date and/or Gender does not Match ASIS | The gender and/or birth date of the student does not match the student ID system. |
| 82102 | Warning | Student Name Doesn’t Match ASIS | The student name does not match the student ID system. |
| 82201 | Warning | Age is outside Expected Range for Grade | The age of the student falls outside the expected bounds. |
| 82202 | Error | Age is outside allowable range for Grade | Age is outside of the allowable range for grade level. Age is as of Sept. 1. |
| 82203 | Warning | City/Town/Village is Invalid | The reported City or Town must be listed in the set of "Alaska Places." |
| 82205 | Error | School ID is Invalid | The school ID cannot be found in the list of currently open and operating schools. |
| 82206 | Error | Race/Ethnicity code is Invalid | The race/ethnicity code must come from the “Race or Ethnicity” option set |
| 82209 | Error | Grade Level Code Is Invalid | The grade level code is not in the “Grade Level” option set. |
| 82216 | Error | Gender is Invalid | Gender must be “M” or “F” |
| 82220 | Warning | Zip Code is Invalid | The Zip Code must be a valid Alaska Zip Code |
| 82300 | Warning | Zip Code and City Combination is Invalid | The combination of zip code and place is not a legitimate combination. |
| 82301 | Warning | Grade not served by school | The student’s grade level is not served by the school. |
| 82400 | Warning | Invalid Name | The name contains one or more characters other than alphabetic characters, period, apostrophe, space, or hyphen. |
| 82401 | Error | Birth date format is Invalid | The format for date field must be MM/DD/YYYY or MM/DD/YY. Four-digit year is preferred. |
| 82405 | Error | Local Student ID contains Invalid Characters | Local student ID can only contain the digits 0-9. |
| 82501 | Warning | Open School With No Students | The open school serves at least one of the grades KG-12 but does not have any students. |
| 82502 | Warning | Served Grade Without Students | The grade is served by the school but there are no reported students for that grade. |
| 82602 | Error | User Not Authorized for this School | The logged in User is not authorized to submit data for this school. |
| 82801 | Error | Alaska Student ID must be Unique at School | Only one record allowed for each ASIS ID at a school. |

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1. mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

1. fax: (202) 690-7442; or
2. e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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