

CCD

School and Agency

Data Validation

and

Consistency

Checks

February 17, 2004

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GENERAL INSTRUCTIONS

Introduction

This document contains information on the actions taken on the reported values submitted on the Common Core of Data (CCD) by the states. These actions are in a program that is run on the CCD school universe and agency universe files after the files have been submitted and verified by the states, but before the files are released to the public. This program standardizes all state CCD files and corrects any remaining invalid values.

Included in this document are a list of all CCD fields that are requested from the states, along with the program logic used for any adjustment. This document also includes the list of “derived fields”, which are fields that NCES adds to the CCD public data file after CCD data have been submitted by the states. These derived fields are calculated using the values in the fields submitted by the states. Please note, however, that the reported values are checked and possibly adjusted by the program before they are used in derived field calculations. A complete list of these derived fields, along with the program logic, is provided in Appendix A.

NCES also provides imputation flag fields on the public file to indicate any action taken by the post edit program on reported data values. Imputation flag fields are located at the end of the public file and contain an “I” in the first character of the imputation field name. See Appendix A for information on how values for these imputation flags are determined.

Below are some notes on using this document.

Field Name Convention

- The field name mnemonics are used when possible (see the *Instructions for Completing the Nonfiscal Surveys of the Common Core of Data (CCD)* instruction manual).
- The term “TOT(PK-12, UG, AL)” is used to indicate the school fields TOTPK, TOTKG, TOT01, TOT02, TOT03, TOT04, TOT05, TOT06, TOT07, TOT08, TOT09, TOT10, TOT11, TOT12, TOTUG, TOTAL.
- The term “(PK-12, UG, AL)detail” is used to indicate the school race and gender detail fields for Grade PK through 12, UG, AL students.

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- The term “STAFF(19)” is used to indicate the following 19 agency staff fields PKTCH, KGTCH, ELMTCH, SECTCH, UGTCH, TOTTCH, AIDES, CORSUP, ELMGUI, SECGUI, TOTGUI, LIBSPE, LIBSUP, LEAADM, LEASUP, SCHADM, SCHSUP, STUSUP, OTHSUP.
- The term “DPLdetail” is used to indicate the race and gender detail fields for agency Diploma recipients: AMDPLM, AMDPLF, AMDPLU, ASDPLM, ASDPLF, ASDPLU, HIDPLM, HIDPLF, HIDPLU, BLDPLM, BLDPLF, BLDPLU, WHDPLM, WHDPLF, WHDPLU.
- The term “OHCdetail” is used to indicate the race and gender detail fields for agency Other High School Completers: AMOHCM, AMOHCF, AMOHCU, ASDOHCM, ASOHCF, ASOHCU, HIOHCM, HIOHCF, HIOHCU, BLOHCM, BLOHCF, BLOHCU, WHOHCM, WHOHCF, WHOHCU.
- The term “TOTD(07-12)” is used to indicate the agency fields TOTD07, TOTD08, TOTD09, TOTD10, TOTD11, TOTD12.
- The term “D(07-12)/detail” is used to indicate the race and gender detail fields for agency Grade 7 through 12 dropouts.
- The suffix “/detail” is used to indicate the following set of race and gender fields with a field-type total:

american indian male
american indian female
american indian gender unknown
asian male
asian female
asian gender unknown
hispanic male
hispanic gender unknown
black male, black female
black gender unknown
white male
white female
white gender unknown

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- The term “RACE” refers to the fields in these categories for a particular field-type:
american indian
asian
hispanic
black
white
- The terms “MALE,” “FEMALE,” “GENDER UNKNOWN” refer to the gender fields for a particular field-type.
- The suffix “py” is used to indicate the prior year. All other fields without a “py” suffix refer to the current year field.
- The suffix “sch” is used to indicate a school field and the suffix “agn” is used to indicate an agency field. For the school fields, if “agn” does not follow the field name, then it is assumed to be a school file field. For the agency fields, if “sch” does not follow the field name, then it is assumed to be an agency file field.
- The suffix “wholestate” is used to indicate every record, where STATUS = 1, 3, 4 or 5 (for school fields); or where BOUND = 1, 3, 4 or 5 (for agency fields) in a particular state for a particular field.
- The suffix “list” is used to indicate values taken from a U.S. Census Bureau format or reference list. These reference lists, which contain standard values for County numbers, County names, area codes, and zip codes, are specific to each state and are periodically updated by Census staff when new information becomes available. See Appendix B for the standard list of state names, 2-digit state abbreviations, and FIPS state code.

GENERAL INSTRUCTIONS

Symbol and Value References

- The following symbols are used:

=	means	equals
≠	means	not equals
<	means	less than
≤	means	less than or equal to
>	means	greater than
≥	means	greater than or equal to
	means	concatenation of

- The term “blank” is used to indicate a value of “ ”.
- The term “invalid” is used to indicate any value not considered appropriate, or valid, for that field. See the CCD School and Agency Edit document for more information regarding values that are considered valid for CCD nonfiscal fields.
- The term “ST” is used to indicate the 2 digit State abbreviation (see Appendix B).

Document Structure

- Fields are listed in the order they are presented in the Long Record Layout found in the *Instructions for Completing the Nonfiscal Surveys of the Common Core of Data (CCD)* manual.
- General comments, in italics, are included under each field item to help interpret (or explain the intent) of the conditions that follows.
- “If...then” statements are used to indicate the criteria for adjusting or setting a value. Statements that are indented indicate conditions that are done within the condition above it.

GENERAL INSTRUCTIONS

Assumptions - School file

The program will not operate as intended if the following school assumptions are not met:

- Every school on the school file is associated (by LEAID, STID) to an agency on the agency file.
- There are no duplicate school records (by LEAID, SCHNO) on the school file.
- There are no duplicate school records (by STID, SEASCH) on the school file.
- All school records have a valid LEAID (NCES Agency ID) value.
- All school records have a valid SCHNO (NCES School ID) value.
- All school records have a valid STID (State Agency ID) value.
- All school records have a valid SEASCH (State School ID) value.
- All school records have a valid SCHNAM (School Name) value.
- All school records have a valid LEANM (Agency Name) value.
- All school records have a valid STATUS (Operational status) value.
- All school records have a valid SCHTYP (Type) value.
- All school records have a valid MCITY (Mailing city), MSTATE (Mailing state), and MZIP (Mailing zip) values.
- Closed, inactive, future school records do not have any student or staff counts > 0.

Assumptions - Agency file

The program will not operate as intended if the following agency assumptions are not met:

- There are no duplicate agency records (by LEAID) on the agency file.
- There are no duplicate agency records (by STID) on the agency file.
- All agency records have a valid LEAID (NCES Agency ID) value.
- All agency records have a valid STID (State Agency ID) value.
- All agency records have a valid NAME (Agency Name) value.
- All agency records have a valid BOUND (Operational status) value.
- All agency records have a valid TYPE (Type) value.
- All agency records have a valid MCITY (Mailing city), MSTATE (Mailing state), and MZIP (Mailing zip) values.
- Closed, inactive, future agency records do not have any student, staff, completer, or dropout counts > 0.

SCHOOL FIELDS

LEAID

if LEAID = blank then

 LEAID = M

STID

STID uppercase

if any STID character = " (double quotes) then

 STID character = ' (single quotes)

if STID = blank then

 STID = M

SCHNO

if SCHNO = blank then

 SCHNO = M

SEASCH

SEASCH uppercase

if any SEASCH character = " (double quotes) then

 SEASCH character = ' (single quotes)

if SEASCH = blank then

 SEASCH = M

SCHOOL FIELDS

LEANM

if LEANM = blank or M then

 if LEANMpy ≠ blank, M or N then

 LEANM = LEANMpy:

 else LEANM = M

LEANM uppercase

if any character in LEANM = " (double quotes) then

 character in LEANM = ' (single quotes)

SCHNAM

if SCHNAM = blank or M then

 if SCHNAMpy ≠ blank, M or N then

 SCHNAM = SCHNAMpy

 else SCHNAM = M

SCHNAM uppercase

if any character in SCHNAM = " (double quotes) then

 character in SCHNAM = ' (single quotes)

PHONE

if PHONE = blank or M then

 if PHONEpy ≠ blank, M or N then

 PHONE = PHONEpy

 else

 PHONE = M

else if PHONE = 0000000000 or

SCHOOL FIELDS

```
any PHONE digit ≠ 0 through 9 then
    if PHONE ≠ M then
        PHONE = M
```

```
*****
```

MSTREE

```
*****
```

```
if MSTREE = blank or M then
    if LSTREE ≠ blank, M or N then
        MSTREE = LSTREE
```

```
else if MSTREEpy ≠ blank, M or N then
    MSTREE = MSTREEpy
```

```
else
    MSTREE = N
```

MSTREE uppercase

```
if any character in MSTREE = " (double quotes) then
    character in MSTREE = ' (single quotes)
```

```
*****
```

MCITY

```
*****
```

```
if MCITY = blank or M then
    if LCITY ≠ blank, M or N then
        MCITY = LCITY
```

```
else if MCITYpy ≠ blank, M or N then
    MCITY = MCITYpy
```

```
else
    MCITY = M
```

MCITY uppercase

```
if any character in MCITY = " (double quotes) then
```

SCHOOL FIELDS

character in MCITY = ' (single quotes)

if MCITY = M (after going through the program) and
LCITY = M (after going through the program) then
record will be removed from submission

MSTATE

if MSTATE = blank or M then
 if LSTATE ≠ blank, M or N then
 MSTATE = LSTATE:

if MSTATE = blank or M then
 if MSTATEpy ≠ blank, M or N then
 MSTATE = MSTATEpy:

MSTATE uppercase

if any character in MSTATE = " (double quotes) then
 character in MSTATE = ' (single quotes)

if STATUS = 2, 6 or 7 then
 if MSTATE = blank, M or N and
 LSTATE ≠ blank, M or N then
 MSTATE = LSTATE

 else if MSTATE = blank, M or N and
 LSTATE = blank, M or N then
 MSTATE = ST

 if MSTATE = blank, M or N then
 if LSTATE ≠ blank, M or N then
 MSTATE = LSTATE

 else
 MSTATE = ST

SCHOOL FIELDS

```
*****  
MZIP  
*****  
if MZIP = blank or M then  
    if LZIP ≠ blank, M or N then  
        MZIP = LZIP:  
  
    else if MZIPpy ≠ blank, M or N then  
        MZIP = MZIPpy:  
  
    else  
        MZIP = M  
  
*****  
MZIP4  
*****  
if MZIP4 = blank or M then  
    if MZIP = LZIP then  
        if LZIP4 ≠ blank, M or N then  
            MZIP4 = LZIP4  
  
    else if MZIP = MZIPpy then  
        if MZIP4py ≠ blank, M or N then  
            MZIP4 = MZIP4py  
  
if MZIP4 = blank and  
LZIP4 ≠ blank, M, N or 0000 then  
    if MZIP = LZIP then  
        MZIP4 = LZIP4  
  
else if MZIP4 = M, N or 0000 or  
(MZIP4 ≠ blank and  
any of the four digits ≠ valid 0-9 number) then  
    MZIP4 = blank
```

SCHOOL FIELDS

```
*****  
LSTREE  
*****  
if LSTREE = blank then  
    if MSTREE ≠ blank, M or N then  
        LSTREE = MSTREE  
  
    else if LSTREEpy ≠ blank, M or N then  
        LSTREE = LSTREEpy  
  
    else if MSTREE ≠ blank, M or N then  
        MSTREE = MSTREE, where MSTREE might now contain an MSTREEpy  
        value after going through the program  
  
else  
    LSTREE = M  
  
LSTREE uppercase  
  
if any character in LSTREE = " (double quotes) then  
    character in LSTREE = ' (single quotes)  
  
*****  
LCITY  
*****  
if LCITY = blank or M then  
    if MCITY ≠ blank, M or N then  
        LCITY = MCITY  
  
    else if LCITYpy ≠ blank, M or N then  
        LCITY = LCITYpy  
  
    else if MCITY ≠ blank, M or N then  
        MCITY = MCITY, where MCITY might now contain MCITYpy value  
        after going through the program  
  
else  
    LCITY = M
```

SCHOOL FIELDS

LCITY uppercase

if any character in LCITY = " (double quotes) then
character in LCITY = ' (single quotes)

if MCITY = M (after going through the program) and
LCITY = M (after going through the program) then
record will be removed from submission

LSTATE

if LSTATE = blank or M then
if MSTATE ≠ blank, M or N then
LSTATE = MSTATE

else if LSTATEPy ≠ blank, M or N then
LSTATE = LSTATEPy

else if MSTATE ≠ blank, M or N then
LSTATE = MSTATE, where MSTATE might now contain MSTATEPy
value after going through the program

LSTATE uppercase

if any character in LSTATE = " (double quotes) then
character in LSTATE = ' (single quotes)

if STATUS = 2, 6 or 7 then
if LSTATE = blank, M or N and
MSTATE ≠ blank, M or N then
LSTATE = MSTATE

else if MSTATE = blank, M or N and
LSTATE = blank, M or N then
LSTATE = ST

if LSTATE = blank, M or N then
if MSTATE ≠ blank, M or N then

SCHOOL FIELDS

```
LSTATE = MSTATE

else
    LSTATE = ST

*****
LZIP
*****
if LZIP = blank or M then
    if MZIP ≠ blank, M or N then
        LZIP = MZIP

    else if LZIPpy ≠ blank, M or N then
        LZIP = LZIPpy

    else if MZIP ≠ blank, M or N then
        LZIP = MZIP, where MZIP might now contain MZIPpy value after
        going through the program

else
    LZIP = M

*****
LZIP4
*****
if LZIP4 = blank or M then
    if LZIP = MZIP then
        if MZIP4 ≠ blank, M or N then
            LZIP4 = MZIP4

    else if LZIP = LZIPpy then
        if LZIP4py ≠ blank, M or N then
            LZIP4 = LZIP4py

    else if LZIP = MZIP then
        if MZIP4 ≠ blank, M or N then
            LZIP4 = MZIP4, where MZIP4 might now contain MZIP4py
            value after going through the program
```

SCHOOL FIELDS

```
if LZIP4 = blank and  
MZIP4 ≠ blank, M, N or 0000 then  
    if LZIP = MZIP then  
        LZIP4 = MZIP4  
  
else if LZIP4 = M, N or 0000 or  
(LZIP4 ≠ blank and  
any of the four digits ≠ valid 0-9 number) then  
    LZIP4 = blank
```

```
*****  
SCHTYP  
*****  
if SCHTYP = blank then  
    SCHTYP = M
```

```
*****  
STATUS  
*****
```

```
*****  
GSLO/GSHI  
*****  
GSLO/GSHI uppercase
```

```
if any character in GSLO/GSHI = " (double quotes) then  
    character in GSLO/GSHI = ' (single quotes)
```

```
if STATUS = 2, 6 or 7 then  
    GSLO = N  
    GSHI = N
```

```
if GSLO/GSHI ≠ PK, KG, 01-12, ≠ UGUG or ≠ 0000 then  
    GSLO/GSHI = blank
```

```
if PK12calculated < 1 then
```

SCHOOL FIELDS

```
GSLO/GSHI = 0000

else GSLO/GSHI = UGUG

if MEMBERcalculated < 1 and
GSLO/GSHI ≠ 0000 then
    GSLO/GSHI = 0000

else if PK12calculated < 1 and
TOTUGcalculated > 0 and
GSLO/GSHI ≠ UGUG then
    GSLO/GSHI = UGUG

if GSLO/GSHI = PK12 or
GSLO/GSHI = UGUG then
    do nothing

else
find the lowest TOT(PK-12) field > 0
if TOT(PK-12) field < GSLO then
    GSLO = TOT(PK-12) field

find the highest TOT(PK-12) field > 0
if TOT(PK-12) field > GSHI then
    GSHI = TOT(PK-12) field

if TOTPK > 0 and
TOTKG > 0 and
GSLO ≠ PK then
    GSLO = PK
```

```
*****  
TITLE1  
*****  
if STATUS = 2 then
    TITLE1 = N

if STATUS = 6 or 7 then
    if ST = DO, DD, AS, GU or MP then
```

SCHOOL FIELDS

```
if TITLE1 = 1 or 2 then
    do nothing

else
    TITLE1 = 2

else if TITLE1 = 1 or 2 then
    do nothing

else
    TITLE1 = 2

if ST = DO, DD, AS, GU or MP then
    if TITLE1 = 1 then
        do nothing

    else if TITLE1 ≠ 2 then
        TITLE1 = 2

else if TITLE1 ≠ 1, 2 or M then
    TITLE1 = M

else if TITLE1wholestate = 2 then
    TITLE1 = M
```

```
*****
STITL1
*****  
if STATUS = 2 then
    STITL1 = N

if STATUS = 6 or 7 then
    if TITLE1 = 2 then
        if STITL1 ≠ N then
            STITL1 = N

    else if STITL1 = 1 or 2 then
        do nothing
```

SCHOOL FIELDS

```
else
    STITL1 = 2

if TITLE1 = 2 then
    if STITL1 ≠ N then
        STITL1 = N

else if STITL1 ≠ 1, 2 or M then
    STITL1 = M

*****
MAGNET
*****

if STATUS = 2 then
    MAGNET = N

if STATUS = 6 or 7 then
    if ST = HI, ID, IA, MT, NH, ND, OH, OK, SD, TX, VT, WV, WI or BI then
        if MAGNET = 1 or 2 then
            do nothing

        else if MAGNET ≠ 2 then
            MAGNET = 2

    else if ST = AZ, FL, MD or NE then
        if MAGNET = 1 or 2 then
            do nothing

        else if MAGNET ≠ M then
            MAGNET = M

    else if ST = NY then
        if MAGNET = 1 or 2 then
            do nothing

    else if MAGNET = N then
        MAGNET = M

else if MAGNET = 1 or 2 then
```

SCHOOL FIELDS

```
do nothing

else
    MAGNET = 2

if ST = HI, ID, IA, MT, NH, ND, OH, OK, SD, TX, VT, WV, WI or BI then
    if MAGNET = 1 then
        do nothing

    else if MAGNET ≠ 2 then
        MAGNET = 2

else if ST = AZ, FL, MD or NE then
    if MAGNET = 1 then
        do nothing

    else if MAGNET ≠ M then
        MAGNET = M

else if ST = NY then
    if MAGNET = 1 then
        do nothing

    else if MAGNET = N then
        MAGNET = M

else if MAGNET whole state ≠ any 2's and
MAGNET ≠ 1 or M then
    MAGNET = 2

else if MAGNET ≠ 1, 2 or M then
    MAGNET = M
```

```
*****  
CHARTR  
*****  
if STATUS = 2 then
    CHARTR = N
```

SCHOOL FIELDS

```
if STATUS = 6 or 7 then
    if ST = AL, IA, KY, MD, MT, NE, NH, ND, SD, TN, VT, WA, WV or WY then
        if CHARTR = 1 or 2 then
            do nothing

        else if CHARTR ≠ 2 then
            CHARTR = 2

    else if ST = BI then
        if CHARTR = 1 or 2 then
            do nothing

        else if CHARTR ≠ M then
            CHARTR = M

    else if CHARTR = 1 or 2 then
        do nothing

else
    CHARTR = 2

if ST = AL, IA, KY, MD, MT, NE, NH, ND, SD, TN, VT, WA, WV or WY then
    if CHARTR = 1 then
        do nothing

    else if CHARTR ≠ 2 then
        CHARTR = 2

else if ST = BI then
    if CHARTR = 1 or 2 then
        do nothing

    else if CHARTR ≠ M then
        CHARTR = M

else if CHARTR ≠ 1 or 2 then
    CHARTR = 2
```

SCHOOL FIELDS

```
*****  
FTE  
*****  
if STATUS = 2, 6 or 7 then  
    FTE = N  
  
FTE zero-fill and format decimal to tenth place  
  
if FTEwholestate = blank, M, N or 0 then  
    if FTE ≠ M then  
        FTE = M  
  
else if FTE = blank then  
    FTE = M  
  
*****  
FRELCH, REDLCH, FLE  
*****  
if STATUS = 2, 6 or 7 then  
    FRELCH = N  
    REDLCH = N  
    FLE = N  
  
if FRELCH < blank then  
    FRELCH = blank  
  
FRELCH zero-fill  
  
if GSLO/GSHI = 0000 then  
    if FRELCH = blank, 0 or M then  
        FRELCH = N  
  
if REDLCH < blank then  
    REDLCH = blank  
  
REDLCH zero-fill  
  
if GSLO/GSHI = 0000 then  
    if REDLCH = blank, 0 or M then
```

SCHOOL FIELDS

REDLCH = N

if FLE < blank then
 FLE = blank

FLE zero-fill

if GSLO/GSHI = 0000 then
 if FLE = blank, 0 or M then
 FLE = N

if FRELCHwholestate = blank, M, N or 0 then
 if FRELCH ≠ M then
 FRELCH = M

else if FRELCH = blank then
 FRELCH = M

if REDLCHwholestate = blank, M, N or 0 then
 if FLE ≥ 0 and
 FRELCH ≥ 0 and
 FLE = FRELCH and
 FIPST > 56 then
 if REDLCH ≠ 0 then
 REDLCH = 0

else if REDLCH ≠ M then
 REDLCH = M

else if REDLCH = blank then
 REDLCH = M

if FLEwholestate = blank, M, N or 0 then
 if FLE ≠ M then
 FLE = M

else if FLE = blank then
 FLE = M

if FLE ≥ 0 then

SCHOOL FIELDS

```
if FRELCH ≥ 0 and  
REDLCH ≥ 0 then  
    if FLE ≠ FRELCH + REDLCH then  
        FLE = FRELCH + REDLCH  
  
else if FRELCH ≥ 0 then  
    if FLE = FRELCH then  
        REDLCH = 0  
  
    else if REDLCH ≠ M then  
        REDLCH = M  
  
else if REDLCH ≥ 0 then  
    if FLE = REDLCH then  
        FRELCH = 0  
  
    else if FRELCH ≠ M then  
        FRELCH = M  
  
else  
    if FRELCH ≠ M then  
        FRELCH = M  
    if REDLCH ≠ M then  
        REDLCH = M  
  
else  
    if FRELCH ≥ 0 and  
        REDLCH ≥ 0 then  
        FLE = FRELCH + REDLCH  
  
    else if GSLO/GSHI ≠ 0 then  
        if FRELCH ≥ 0 then  
            if REDLCH ≠ M then  
                REDLCH = M  
  
        else if REDLCH ≥ 0 then  
            if FRELCH ≠ M then  
                FRELCH = M  
  
        if FRELCH = N and
```

SCHOOL FIELDS

REDLCH = N then
 if FLE ≠ N then
 FLE = N

 else if FLE ≠ M then
 FLE = M

if FRELCH > 0 for < 50% of all records and
FRELCH = blank or 0 then
 FRELCH = M

if REDLCH > 0 for < 50% of all records and
FIPST < 57 and
REDLCH = blank or 0 then
 REDLCH = M

if FLE > 0 for < 50% of all records and
FLE = blank or 0 then
 FLE = M

if TOTAL = M then
 don't do anything

else if TOTAL < 4 then
 if FRELCHwholestate = blank, M, N or 0 then
 do nothing

 else if FRELCH ≠ N then
 FRELCH = N

 if REDLCHwholestate = blank, M, N or 0 then
 do nothing

 else if REDLCH ≠ N then
 REDLCH = N

 if FLEwholestate = blank, M, N or 0 then
 do nothing

 else if FLE ≠ N then

SCHOOL FIELDS

```
FLE = N

else
    if FRELCH > TOTAL-3 then
        FRELCH = TOTAL-3
    if REDLCH > TOTAL-3 then
        REDLCH = TOTAL-3
    if FLE > TOTAL-3 then
        FLE = TOTAL-3

if FRELCH > 0 and
REDLCH > 0 then
    if FRELCH + REDLCH > FLE then
        if FRELCH > REDLCH then
            FRELCH = FLE - REDLCH
        else
            REDLCH = FLE - FRELCH

if FRELCH = 0 and
TOTAL = M then
    FRELCH = M

else if FRELCH = 0 and
TOTAL = N then
    FRELCH = N

if REDLCH = 0 and
TOTAL = M then
    REDLCH = M

else if REDLCH = 0 and
TOTAL = N then
    REDLCH = N

if FLE = 0 and
TOTAL = M then
    FLE = M

else if FLE = 0 and
```

SCHOOL FIELDS

TOTAL = N then
 FLE = N

MIGRNT

if STATUS = 2, 6 or 7 then

 MIGRNT = N

MIGRNT zero-fill

if MIGRNTwholestate = blank, M, N or 0 then

 if ST = DD or DO then

 if MIGRNT ≠ N then

 MIGRNT = N

 else if MIGRNT ≠ M then

 MIGRNT = M

else if MIGRNT = blank then

 MIGRNT = M

else if MIGRNT = N then

 MIGRNT = 0

if GSLO/GSHI = 0000 then

 if MIGRNT = blank, 0 or M then

 MIGRNT = N

TOT(PK-12, UG, AL)/detail

Do for each student by grade group of fields TOT(PK-12, UG, AL) field

if STATUS = 2, 6 or 7 then

 TOT(PK-12, UG, AL)/detail = N

if TOTPK/detailwholestate = blank, M, N or 0 and

SCHOOL FIELDS

```
TOTPK ≠ M then
    TOTPK = M

if TOT(PK-12, UG, AL) = blank or invalid then
    if any of the TOT(PK-12, UG, AL/detail) ≥ 0 then
        TOT(PK-12, UG, AL) = sum of TOT(PK-12, UG, AL/detail)

else
    if TOT(PK-12, UG, AL) < sum of TOT(PK-12, UG, AL/detail) then
        TOT(PK-12, UG, AL) = sum of TOT(PK-12, UG, AL/detail)

if AMALM < sum of AMPKM...AMUGM then
    AMALM = sum of AMPKM...AMUGM

and so on for AMALF, AMALU, ASALM...

if TOTAL = blank or invalid
    then TOTAL = sum of TOTPK...TOTUG
if TOTAL < sum of AMALM...WHALU then
    TOTAL = sum of AMALM...WHALU

if GSLO/GSHI = 0000 then
    TOT(PK-12, UG, AL)/detail = N

else

if (PK12, UG, AL)detail > 0 then
    for each RACE
        if MALE = M, N, blank or invalid and
            FEMALE = M, N, blank or invalid and
            GENDERUNKNOWN > 0 then
                if MALE ≠ M then
                    MALE = M
                if FEMALE ≠ M then
                    FEMALE = M

        else if (PK12, UG)detail = blank, M or N then
            (PK12, UG)detail = 0

else if TOT(PK-12, UG, AL) > 0 then
```

SCHOOL FIELDS

```
if (PK12, UG, AL)detail = 0 then
    do nothing
if (PK12, UG, AL)GENDER UNKNOWN = N then
    do nothing

else if (PK12, UG, AL)detail ≠ M then
    (PK12, UG, AL)detail = M

if grade fields are within the grade span then
    if TOT(PK-12, UG, AL)/detail = blank, M, N or 0 and
        SCHTYP = 3 then
            if TOT(PK-12, UG, AL)/detail ≠ N then
                TOT(PK-12, UG, AL)/detail = N

    else if TOT(PK-12, UG, AL)/detail = blank then
        if TOT(PK-12, UG, AL) = M then
            (PK12, UG, AL)detail = M

        else if TOT(PK-12, UG, AL) = N then
            (PK12, UG, AL)detail = N

    else if no TOT(PK-12, UG, AL)/detail ≥ 0 then
        (PK12, UG, AL)detail = M

    else (PK12, UG, AL)detail = 0

if TOT(PK-12, UG, AL) > 0 then
    if (PK12, UG, AL)detail = blank but
        there is some count > 0 in the detail somewhere then
            (PK12, UG, AL)detail = 0

    else if (PK12, UG, AL)detail = blank then
        (PK12, UG, AL)detail = M

    else if TOT(PK-12, UG, AL) = blank, M or 0 then
        TOT(PK-12, UG, AL) = N

    if TOT(PK-12, UG, AL) > 0 then
        if (PK12, UG, AL)detail = blank but
            there is some count > 0 in the detail somewhere then
```

SCHOOL FIELDS

```
(PK12, UG, AL)detail = 0

else if (PK12, UG, AL)detail = blank then
    (PK12, UG, AL)detail = M

else if TOT(PK-12, UG, AL)/detail = blank, M or 0 then
    TOT(PK-12, UG, AL)/detail = N

if TOTUGwholestate = 0, blank, M or N then
    if ST = AK, CO, GA, NM, NC, SC, WI or WY then
        if TOTUG ≠ 0 then
            TOTUG = 0

    else if TOTUG ≠ N then
        TOTUG = N

else if TOTUG = blank then
    TOTUG = M

if TOTUG = 0 then
    if UGdetail = 0 then
        do nothing

    else
        UGdetail = 0

else if TOTUG = M then
    if UGdetail = M then
        do nothing

    else
        UGdetail = M

else if TOTUG = N then
    if UGdetail = N then
        do nothing

    else
        UGdetail = N
```

SCHOOL FIELDS

```
else if TOTUG > 0 then
    if UGdetail = blank then
        UGdetail = M

if TOTAL/detail = blank or N then
    if any corresponding TOT(PK-12, UG)/detail = M then
        TOTAL/detail = M

else if all corresponding TOT(PK-12, UG)/detail = N then
    if TOTAL/detail ≠ N then
        TOTAL/detail = N

else TOTAL/detail = sum of corresponding TOT(PK-12, UG, AL)/detail

TOT(PK-12, UG, AL)/detail zero-fill
```

AGENCY FIELDS

```
*****  
LEAID  
*****  
if LEAID = blank then  
    LEAID = M  
  
*****  
STID  
*****  
STID uppercase  
  
if any STID character = " (double quotes) then  
    STID character = ' (single quotes)  
  
if STID = blank then  
    STID = M  
  
*****  
NAME  
*****  
NAME uppercase  
  
if any NAME character = " (double quotes) then  
    NAME character = ' (single quotes)  
  
if NAME = blank or M then  
    if NAMEpy ≠ blank, M or N then  
        NAME = NAMEpy  
  
    else  
        NAME = M
```

AGENCY FIELDS

PHONE

if PHONE = blank or M then

 if PHONEpy ≠ blank, M or N then

 PHONE = PHONEpy

 else

 PHONE = M

else if PHONE = 0000000000 or

any PHONE digit ≠ 0 through 9 then

 if PHONE ≠ M

 PHONE = M

MSTREE

MSTREE uppercase

if any MSTREE character = " (double quotes) then

 MSTREE character = ' (single quotes)

if MSTREE = blank or M then

 if LSTREE ≠ blank, M or N then

 MSTREE = LSTREE

 else if MSTREEpy ≠ blank, M or N then

 MSTREE = MSTREEpy

 else

 MSTREE = N

AGENCY FIELDS

MCITY

MCITY uppercase

if any MCITY character = " (double quotes) then
 MCITY character = ' (single quotes)

if MCITY = blank or M then

 if LCITY ≠ blank, M or N then
 MCITY = LCITY

 else if MCITYpy ≠ blank, M or N then
 MCITY = MCITYpy

 else

 MCITY = M

if MCITY = M (after going through the program) and
LCITY = M (after going through the program) then
 record will be removed from submission

MSTATE

MSTATE uppercase

if any MSTATE character = " (double quotes) then
 MSTATE character = ' (single quotes)

if MSTATE = blank or M then

 if LSTATE ≠ blank, M or N then
 MSTATE = LSTATE

 else if MSTATEpy ≠ blank, M or N then
 MSTATE = MSTATEpy

if BOUND = 2, 6 or 7 then

 if MSTATE = blank, M or N and

AGENCY FIELDS

```
LSTATE ≠ blank, M or N then  
    MSTATE = LSTATE  
  
else if MSTATE = blank, M or N and  
    LSTATE = blank, M or N then  
        MSTATE = ST  
  
if MSTATE = blank, M or N then  
    if LSTATE ≠ blank, M or N then  
        MSTATE = LSTATE  
  
else  
    MSTATE = ST
```

```
*****  
MZIP  
*****  
if MZIP = blank or M then  
    if LZIP ≠ blank, M or N then  
        MZIP = LZIP  
  
    else if MZIPpy ≠ blank, M or N then  
        MZIP = MZIPpy  
  
    else  
        MZIP = M
```

```
*****  
MZIP4  
*****  
if MZIP4 = blank or M then  
    if MZIP = LZIP then  
        if LZIP4 ≠ blank, M or N then  
            MZIP4 = LZIP4  
  
    else if MZIP = MZIPpy then  
        if MZIP4py ≠ blank, M or N then
```

AGENCY FIELDS

MZIP4 = MZIP4py

```
if MZIP4 = blank and
LZIP4 ≠ blank, M, N or 0000 then
    if MZIP = LZIP then
        MZIP4 = LZIP4

else if MZIP4 = M, N or 0000 or
(MZIP4 ≠ blank and
any of the four digits ≠ 0-9 number) then
    MZIP = blank
```

LSTREE

LSTREE uppercase

```
if any LSTREE character = " (double quotes) then
    LSTREE character = ' (single quotes)
```

```
if LSTREE = blank then
    if MSTREE ≠ blank, M or N then
        LSTREE = MSTREE
```

```
else if LSTREEpy ≠ blank, M or N then
    LSTREE = LSTREEpy
```

```
else if MSTREE ≠ blank, M or N then
    LSTREE = MSTREE, where MSTREE might now contain MSTREEpy
    value after going through the program
```

```
else
    LSTREE = M
```

AGENCY FIELDS

LCITY

LCITY uppercase

if any LCITY character = " (double quotes) then
 LCITY character = ' (single quotes)

if LCITY = blank or M then

 if MCITY ≠ blank, M or N then
 LCITY = MCITY

 else if LCITYpy ≠ blank, M or N then
 LCITY = LCITYpy

 else if MCITY ≠ blank, M or N then
 LCITY = MCITY, where MCITY might now contain MCITYpy value
 after going through the program

else

 LCITY = M

if LCITY = M (after going through the program) and
MCITY = M (after going through the program) then
 record will be removed from submission

LSTATE

LSTATE uppercase

if any LSTATE character = " (double quotes) then
 LSTATE character = ' (single quotes)

if LSTATE = blank or M then

 if MSTATE ≠ blank, M or N then
 LSTATE = MSTATE

 else if LSTATEpy ≠ blank, M or N then

AGENCY FIELDS

```
LSTATE = LSTATEpy

else if MSTATE ≠ blank, M or N then
    LSTATE = MSTATE, where MSTATE might now contain MSTATEpy
        value after going through the program

if BOUND = 2, 6 or 7 then
    if LSTATE = blank, M or N and
        MSTATE ≠ blank, M or N then
            LSTATE = MSTATE

    else if MSTATE = blank, M or N and
        LSTATE = blank, M or N then
            LSTATE = ST

    if LSTATE = blank, M or N then
        if MSTATE ≠ blank, M or N then
            LSTATE = MSTATE

    else LSTATE = ST

*****
LZIP
*****

if LZIP = blank or M then
    if MZIP ≠ blank, M or N then
        LZIP = MZIP

    else if LZIPPY ≠ blank, M or N then
        LZIP = LZIPPY

    else if MZIP ≠ blank, M or N then
        LZIP = MZIP, where MZIP might now contain MZIPPY value after
            going through the program

    else
        LZIP = M
```

AGENCY FIELDS

```
*****  
LZIP4  
*****  
if LZIP4 = blank or M then  
    if LZIP = MZIP then  
        if MZIP4 ≠ blank, M or N then  
            LZIP4 = MZIP4  
  
    else if LZIP = LZIPpy then  
        if LZIP4py ≠ blank, M or N then  
            LZIP4 = LZIP4py  
  
    else if LZIP = MZIP then  
        if MZIP4 ≠ blank, M or N then  
            LZIP4 = MZIP4, where MZIP4 might now contain MZIP4py  
            value after going through the program  
  
if LZIP4 = blank and  
MZIP4 ≠ blank, M, N or 0000 then  
    if LZIP = MZIP then  
        LZIP4 = MZIP4  
  
else if LZIP4 = M, N or 0000 or  
(LZIP4 ≠ blank and any of the four digits ≠ 0-9 number) then  
    LZIP4 = blank
```

```
*****  
AGTYP  
*****  
if AGTYP = blank then  
    AGTYP = M
```

AGENCY FIELDS

```
*****  
UNION  
*****  
if BOUND = 2, 6 or 7 then  
    UNION = N  
  
UNION zero-fill  
  
if UNION = blank, M, N or 000 and  
AGTYP = 2 or 3 then  
    if UNION ≠ M then  
        UNION = M  
  
if UNION = blank, M or N and  
AGTYP = 1, 4, 5, 6 or 7 then  
    UNION = 000  
  
*****  
CONUM/CONAME  
*****  
CONAME uppercase  
  
if any CONAME character = " (double quotes) then  
    CONAME character = ' (single quotes)  
  
if FIPST = 58 then  
    CONUM = N  
    CONAME = N  
  
else  
    if CONUM = CONUList and  
    CONAME ≠ CONAMEList then  
        CONAME = CONAMEList  
  
    else if CONUM = blank and  
    CONAME = blank then  
        CONUM = M  
        CONAME = M
```

AGENCY FIELDS

else if CONUMlist = blank then
CONAME = CONAMElist

else if CONAMElist = blank then
CONUM = CONUMlist

else CONAME = CONAMElist

else
if CONUM = blank or
CONAME = blank then
CONUM = M
CONAME = M

if CONUM = M and
CONAME = M then

Census staff will try to find valid values based on the LZIP, using a zip
code/county look-up web tool located at: <http://www.zipinfo.com/search/>

BOUND

GSLO/GSHI

GSLO/GSHI uppercase

if any GSLO/GSHI character = " (double quotes) then
GSLO/GSHI character = ' (single quotes)

if GSLO/GSHI ≠ PK, KG, 01-12, ≠ UGUG or ≠ 0000 then
GSLO = blank
GSHI = blank

if GSLO = blank and
GSHI = blank then
if all associated schools = STATUS 6 then

AGENCY FIELDS

```
GSLO = N
GSHI = N

else if all associated schools = STATUS 6 or UGUG then
    GSLO = UG
    GSHI = UG

else if all associated schools = STATUS 6 or 0000 then
    GSLO = 0000
    GSHI = 0000

else if all associated schools = STATUS 6, UGUG or 0000 then
    GSLO = UG
    GSLO = UG

else
    GSLO = the lowest GSLO value of all associated schools
    GSHI = the highest GSHI value of all associated schools

if GSLO/GSHI = PK12 or
GSLO/GSHI = UGUG then
    do nothing

else
    if the associated schools' GSLO is lower than the reported GSLO then
        GSLO = the associated schools' lowest GSLO

    if the associated schools' GSHI is higher than the reported GSHI then
        GSHI = the associated schools' highest GSHI

if BOUND = 2, 6 or 7 then
    GSLO = N
    GSHI = N
```

AGENCY FIELDS

```
*****  
UG  
*****  
if BOUND = 2, 6 or 7 then  
    UG = N  
  
UG zero-fill  
  
if GSLO = 00 and  
GSHI = 00 then  
    if UG = blank, M or 0 then  
        UG = N  
  
if UGwholestate = blank, M, N or 0 then  
    if ST = AK, CO, GA, NM, NC, SC, WI or WY then  
        if UG ≠ 0 then  
            UG = 0  
  
    else if UG ≠ N then  
        UG = N  
  
else if UG = blank then  
    if GSLO = UG and  
    GSHI = UG then  
        UG = M  
  
    else if PK12 = N then  
        UG = N  
  
    else UG = M  
  
if UG = 0 and PK12 = N then  
    if GSLO = UG and  
    GSHI = UG then  
        do nothing  
  
    else UG = N  
  
UG zero-fill
```

AGENCY FIELDS

PK12

if BOUND = 2, 6 or 7 then

 PK12 = N

PK12 zero-fill

if GSLO = 00 and

 GSHI = 00 then

 if PK12 = blank, M or 0 then

 PK12 = N

if PK12 = blank then

 if GSLO = UG and

 GSHI = UG then

 PK12 = N

else if UG = N then

 PK12 = N

else PK12 = M

PK12 zero-fill

MIGRNT

if BOUND = 2, 6 or 7 then

 MIGRNT = N

MIGRNT zero-fill

if GSLO = 00 and

 GSHI = 00 then

 if MIGRNT = blank, M or 0 then

 MIGRNT = N

if MIGRNTwholestate = blank, M, N or 0 then

AGENCY FIELDS

```
if ST = DD or DO then
    if MIGRNT ≠ N then
        MIGRNT = N

else if MIGRNT ≠ M then
    MIGRNT = M

else if MIGRNT = blank then
    if GSLO = UG and
        GSHI = UG then
            if UG < 1 then
                MIGRNT = UG

            else MIGRNT = M

    else
        if PK12 < 1 then
            MIGRNT = PK12

        else MIGRNT = M

else if MIGRNT = 0 then
    if GSLO = UG and
        GSHI = UG then
            if UG = M, N, blank or invalid then
                MIGRNT = UG

    else
        if PK12 = M, N, blank or invalid then
            MIGRNT = PK12

MIGRNT zero-fill
```

AGENCY FIELDS

```
*****  
SPECED  
*****  
if BOUND = 2, 6 or 7 then  
    SPECED = N  
  
SPECED zero-fill  
  
if GSLO = 00 and  
GSHI = 00 then  
    if SPECED = blank, M or 0 then  
        SPECED = N  
  
if SPECED = blank then  
    if GSLO = UG and  
    GSHI = UG then  
        if UG < 1 then  
            SPECED = UG  
        else SPECED = M  
  
    else  
        if PK12 < 1 then  
            SPECED = PK12  
  
        else SPECED = M  
  
else if SPECED = 0 then  
    if GSLO = UG and  
    GSHI = UG then  
        if UG = M, N, blank or invalid then  
            SPECED = UG  
  
    else  
        if PK12 = M, N, blank or invalid then  
            SPECED = PK12  
  
SPECED zero-fill
```

AGENCY FIELDS

```
*****  
ELL  
*****  
if BOUND = 2, 6 or 7 then  
    ELL = N  
  
ELL zero-fill  
  
if GSLO = 00 and  
GSHI = 00 then  
    if ELL = blank, M or 0 then  
        ELL = N  
  
if ELLwholestate = blank, M, N or 0 and  
ELL ≠ M then  
    ELL = M  
  
else if ELL = blank then  
    if GSLO = UG and  
GSHI = UG then  
        if UG < 1 then  
            ELL = UG  
  
        else ELL = M  
  
    else  
        if PK12 < 1 then  
            ELL = PK12  
  
        else ELL = M  
  
else if ELL = 0 then  
    if GSLO = UG and  
GSHI = UG then  
        if UG = M, N, blank or invalid then  
            ELL = UG  
  
    else  
        if PK12 = M, N, blank or invalid then  
            ELL = PK12
```

AGENCY FIELDS

ELL zero-fill

STAFF (19)

if BOUND = 2, 6 or 7 then

 STAFF(19) = N

STAFF (19) zero-fill

if UGTCHwholestate = blank, M, N or O then

 if ST = AL, CA, DC, ME, MI, NH, NY, VA, DO, BI or GU then

 if UGTCH ≠ M then

 UGTCH = M

 else if ST = CO, MD or MN then

 IF UGTCH ≠ 0 then

 UGTCH = 0

 else if UGTCH ≠ N then

 UGTCH = N

else if STAFF(19)wholestate = blank, M, N or O then

 if STAFF(19) ≠ M then

 STAFF(19) = M

if STAFF(19) = blank then

 STAFF(19) = M

STAFF(19) zero-fill

AGENCY FIELDS

```
*****  
TOTDPL/detail  
*****  
if BOUND = 2, 6 or 7 then  
    TOTDPL/detail = N  
  
TOTDPL/detail zero-fill  
  
if any DPLdetail > 0 then  
    for each RACE  
        if MALE = M, N, blank or invalid and  
            FEMALE = M, N, blank or invalid and  
            GENDER UNKNOWN > 0 then  
                if MALE ≠ M then  
                    MALE = M  
                if FEMALE ≠ M then  
                    FEMALE = M  
  
        else if DPLdetail = blank, M or N then  
            DPLdetail = 0  
  
    if TOTDPL < sum of DPLdetail then  
        TOTDPL = to DPLdetail  
  
else  
    if TOTDPL > 0 then  
        if DPLdetail = 0 then  
            do nothing  
        if GENDER UNKNOWN = N then  
            do nothing  
  
        else if DPLdetail ≠ M then  
            DPLdetail = M  
  
    else if GSHI ≠ 12 or  
        UG then  
        if TOTDPL/detail ≠ N then  
            TOTDPL/detail to N  
  
else if TOTDPL = 0 then
```

AGENCY FIELDS

```
if DPLdetail ≠ 0 then
    DPLdetail = 0

else if GSHI = 12 then
    if all DPLdetail = 0 then
        TOTDPL = 0

    else if MEMBER > 0 or
        MEMBER = M then
        if TOTDPL/detail ≠ M then
            TOTDPL/detail to M

    else
        if TOTDPL/detail ≠ N then
            TOTDPL/detail = N

else
    if TOTDPL ≠ M or N then
        TOTDPL = M

    if DPLdetail ≠ TOTDPL then
        DPLdetail = TOTDPL
```

```
*****  
TOTOHC/detail  
*****  
if BOUND = 2, 6 or 7 then
    TOTOHC/detail = N
```

TOTOHC/detail zero-fill

```
if any OHCdetail > 0 then
    for each RACE
        if MALE = M, N, blank or invalid and
            FEMALE = M, N, blank or invalid and
            GENDER UNKNOWN > 0 then
                if MALE ≠ M then
                    MALE = M
                if FEMALE ≠ M then
```

AGENCY FIELDS

FEMALE = M

else if OHCdetail = blank, M or N then
 OHCdetail = 0

if TOTOHC < sum of OHCdetail then
 TOTOHC = to OHCdetail

else

 if TOTOHC > 0 then
 if OHCdetail = 0 then
 do nothing
 if GENDER UNKNOWN = N then
 do nothing

 else if OHCdetail ≠ M then
 OHCdetail = M

 else if GSII ≠ 12 or UG then
 if TOTOHC/detail ≠ N then
 TOTOHC/detail to N

 else if TOTOHC = 0 then
 if OHC detail ≠ 0 then
 DPLdetail = 0

 else if GSII = 12 then
 if all OHC detail = 0 then
 TOTOHC = 0

 else if MEMBER > 0 or
 MEMBER = M then
 if TOTOHC/detail ≠ M then
 TOTOHC/detail to M

 else
 if TOTOHC/detail ≠ N then
 TOTOHC/detail = N

else

AGENCY FIELDS

```
if TOTOHC ≠ M or N then
    TOTOHC = M
    if OHC detail ≠ TOTOHC then
        OHC detail = TOTOHC

if TOTOHCwholestate = blank, M, N or 0 then
    if TOTOHC/detail ≠ N then
        TOTOHC/detail = N

if ST = NH or WI then
    if GSHI = 12 then
        if TOTOHC/detail ≠ M then
            TOTOHC/detail = M

    else if TOTOHC/detail ≠ N then
        TOTOHC/detail = N

else if ST = CA, IL, KS, MA, MN, MT, ND, NJ, OK, PA, SD, TX, DO, DD, BI, GU,
MP or VI then
    if TOTOHC/detail ≠ N then
        TOTOHC /detail = N

TOTOHC/detail zero-fill
```

```
*****  
TOTD(07-12)/detail  
*****  
if BOUND = 2, 6 or 7 then
    TOTD(07-12)/detail = N

if D(07-12)detail > 0 then
    for each RACE
        if MALE = M, N, blank or invalid and
        FEMALE = M, N, blank or invalid and
        GENDER UNKNOWN >0 then
            if MALE ≠ M then
                MALE = M
            if FEMALE ≠ M then
                FEMALE = M
```

AGENCY FIELDS

```
else if D(07-12)detail = blank, M or N then
    D(07-12)detail = 0

if TOTD(07-12) < sum of D(07-12)detail then
    TOTD(07-12) = D(07-12)detail

else
    if TOTD(07-12) > 0 then
        if D(07-12)detail = 0 then
            do nothing
        if GENDER UNKNOWN = N then
            do nothing

        else if D(07-12)detail ≠ M then
            D(07-12)detail = M

    else
        if TOTD(07-12)/detail < GSLO then
            if TOTD(07-12)/detail ≠ N then
                TOTD(07-12)/detail = N
        if TOTD(07-12)/detail > GSHI then
            if TOTD(07-12)/detail ≠ N then
                TOTD(07-12)/detail = N
        if TOTD(07-12)/detail > GSLO and
TOTD(07-12)/detail < GSHI then
            if any TOTD(07-12)/detail within the gradespan = 0 then
                if TOTD(07-12)/detail ≠ 0 then
                    TOTD(07-12)/detail = 0

            else if TOTD(07-12)/detail ≠ M then
                TOTD(07-12)/detail = M

TOTD(07-12)/detail zero-fill
```

APPENDIX A-1: Derived School Fields

NCESSCH

NCESSCH = LEAID || SCHNO

NCESSCH = LEAID || SCHNO

FIPST

FIPST = the first 2 characters of LEAID

FIPST = the first 2 characters of LEAID

LOCALE

if LOCALE = blank then

LOCALE = M

LOCALE = value determined by NCES per methodology outlined in the Introduction of the School Universe documentation provided at this site:

<http://165.224.221.98/ccd/pubschuniv.asp>

INOUT

INOUT = value submitted by states

else

INOUT = N

For more information on values, see the Introduction of the School Universe documentation provided at this site:

<http://165.224.221.98/ccd/pubschuniv.asp>

APPENDIX A-1: Derived School Fields

```
*****  
LATCOD/LONCOD  
*****  
LATCOD/LONCOD = value determined by NCES. For more information, please see  
the Introduction of the School Universe documentation provided at this site:
```

<http://165.224.221.98/ccd/pubschuniv.asp>

```
*****  
LEVEL  
*****
```

```
if GSLO = PK, KG or 01 - 03 and  
GSHI = PK, KG or 01-08 then  
    LEVEL = 1
```

```
else if GSLO = 04 - 07 and  
GSHI = 04 - 09 then  
    LEVEL = 2
```

```
else if GSLO = 07 -12 and  
GSHI = 12 then  
    LEVEL = 3
```

```
else  
    LEVEL = 4
```

```
*****  
MEMBER  
*****
```

```
if GSLO/GSHI = 0000 then  
    do nothing  
  
else if any TOT(PK-12, UG) = M then  
    MEMBER = M  
  
else if all TOT(PK-12, UG) = N then  
    MEMBER = N
```

APPENDIX A-1: Derived School Fields

else
 MEMBER = sum of all TOT(PK-12, UG)

if TOTUG = 0, N or M and

TOT(PK-12) = all M then

 MEMBER = M

if TOTUG = N and

TOT(PK-12) = all N then

 MEMBER = N

MEMBER zero-fill

IND

IND = AMALM + AMALF + AMALU

else if AMALM and AMALF and AMALU = M then

 IND = M

else if AMALM and AMALF and AMALU = N then

 IND = N

if MEMBER = M and

IND = M, N or O and

ASIAN = M, N or O and

HISP = M, N or O and

BLACK = M, N or O and

WHITE = M, N or O then

 if IND ≠ M then

 IND = M

else if MEMBER ≤ 0 and

IND = M, N or O and

ASIAN = M, N or O and

HISP = M, N or O and

BLACK = M, N or O and

WHITE = M, N or O then

 if IND ≠ N then

APPENDIX A-1: Derived School Fields

IND = N

else if MEMBER > 0 and
IND = M, N or 0 and
ASIAN = M, N or 0 and
HISP = M, N or 0 and
BLACK = M, N or 0 and
WHITE = M, N or 0 then
 if IND ≠ M then
 IND = M

else if (IND ≠ M, N or 0) or
(ASIAN ≠ M, N or 0) or
(HISP ≠ M, N or 0) or
(BLACK ≠ M, N or 0) or
(WHITE ≠ M, N or 0) then
 if IND = N then
 IND = 0

ASIAN

ASIAN = ASALM + ASALF + ASALU

else if ASALM and ASALF and ASALU = M then
 ASIAN = M

else if ASALM and ASALF and ASALU = N then
 ASIAN = N

if MEMBER = M and
IND = M, N or 0 and
ASIAN = M, N or 0 and
HISP = M, N or 0 and
BLACK = M, N or 0 and
WHITE = M, N or 0 then
 if ASIAN ≠ M then
 ASIAN = M

APPENDIX A-1: Derived School Fields

```
else if MEMBER ≤ 0 and  
IND = M, N or 0 and  
ASIAN = M, N or 0 and  
HISP = M, N or 0 and  
BLACK = M, N or 0 and  
WHITE = M, N or 0 then  
    if ASIAN ≠ N then  
        ASIAN = N
```

```
else if MEMBER > 0 and  
IND = M, N or 0 and  
ASIAN = M, N or 0 and  
HISP = M, N or 0 and  
BLACK = M, N or 0 and  
WHITE = M, N or 0 then  
    if ASIAN ≠ M then  
        ASIAN = M
```

```
else if (IND ≠ M, N or 0) or  
(ASIAN ≠ M, N or 0) or  
(HISP ≠ M, N or 0) or  
(BLACK ≠ M, N or 0) or  
(WHITE ≠ M, N or 0) then  
    if ASIAN = N then  
        ASIAN = 0
```

HISP

HISP = HIALM + HIAHF + HIALU

```
else if HIALM and HIAHF and HIALU = M then  
    HISP = M
```

```
else if HIALM and HIAHF and HIALU = N then  
    HISP = N
```

```
if MEMBER = M and  
IND = M, N or 0 and
```

APPENDIX A-1: Derived School Fields

ASIAN = M, N or 0 and

HISP = M, N or 0 and

BLACK = M, N or 0 and

WHITE = M, N or 0 then

 if HISP ≠ M then

 HISP = M

else if MEMBER ≤ 0 and

IND = M, N or 0 and

ASIAN = M, N or 0 and

HISP = M, N or 0 and

BLACK = M, N or 0 and

WHITE = M, N or 0 then

 if HISP ≠ N then

 HISP = N

else if MEMBER > 0 and

IND = M, N or 0 and

ASIAN = M, N or 0 and

HISP = M, N or 0 and

BLACK = M, N or 0 and

WHITE = M, N or 0 then

 if HISP ≠ M then

 HISP = M

else if (IND ≠ M, N or 0) or

(ASIAN ≠ M, N or 0) or

(HISP ≠ M, N or 0) or

(BLACK ≠ M, N or 0) or

(WHITE ≠ M, N or 0) then

 if HISP = N then

 HISP = 0

BLACK

BLACK = BLALM + BLALF + BLALU

else if BLALM and BLALF and BLALU = M then

APPENDIX A-1: Derived School Fields

BLACK = M

else if BLALM and BLALF and BLALU = N then
 BLACK = N

if MEMBER = M and
IND = M, N or 0 and
ASIAN = M, N or 0 and
HISP = M, N or 0 and
BLACK = M, N or 0 and
WHITE = M, N or 0 then
 if BLACK ≠ M then
 BLACK = M

else if MEMBER ≤ 0 and
IND = M, N or 0 and
ASIAN = M, N or 0 and
HISP = M, N or 0 and
BLACK = M, N or 0 and
WHITE = M, N or 0 then
 if BLACK ≠ N then
 BLACK = N

else if MEMBER > 0 and
IND = M, N or 0 and
ASIAN = M, N or 0 and
HISP = M, N or 0 and
BLACK = M, N or 0 and
WHITE = M, N or 0 then
 if BLACK ≠ M then
 BLACK = M

else if (IND ≠ M, N or 0) or
(ASIAN ≠ M, N or 0) or
(HISP ≠ M, N or 0) or
(BLACK ≠ M, N or 0) or
(WHITE ≠ M, N or 0) then
 if BLACK = N then
 BLACK = 0

APPENDIX A-1: Derived School Fields

```
*****  
WHITE  
*****  
WHITE = WHALM + WHALF + WHALU  
  
else if WHALM and WHALF and WHALU = M then  
    WHITE = M  
  
else if WHALM and WHALF and WHALU= N then  
    WHITE = N  
  
if MEMBER = M and  
IND = M, N or 0 and  
ASIAN = M, N or 0 and  
HISP = M, N or 0 and  
BLACK = M, N or 0 and  
WHITE = M, N or 0 then  
    if WHITE ≠ M then  
        WHITE = M  
  
else if MEMBER ≤ 0 and  
IND= M, N or 0 and  
ASIAN = M, N or 0 and  
HISP = M, N or 0 and  
BLACK = M, N or 0 and  
WHITE = M, N or 0 then  
    if WHITE ≠ N then  
        WHITE = N  
  
else if MEMBER > 0 and  
IND= M, N or 0 and  
ASIAN = M, N or 0 and  
HISP = M, N or 0 and  
BLACK = M, N or 0 and  
WHITE = M, N or 0 then  
    if WHITE ≠ M then  
        WHITE = M  
  
else if (IND ≠ M, N or 0) or  
(ASIAN ≠ M, N or 0) or
```

APPENDIX A-1: Derived School Fields

```
(HISP ≠ M, N or O) or  
(BLACK ≠ M, N or O) or  
(WHITE ≠ M, N or O) then  
    if WHITE = N then  
        WHITE = 0
```

```
*****
```

```
TOTETH
```

```
*****
```

```
TOTETH = IND + ASIAN + HISP + BLACK + WHITE
```

```
if IND = M and  
ASIAN = M and  
HISP = M and  
BLACK = M and  
WHITE = M then  
    TOTETH = M
```

```
else if IND = N and  
ASIAN = N and  
HISP = N and  
BLACK = N and  
WHITE = N then  
    TOTETH = N
```

```
if IND = N and  
ASIAN = N and  
HISP = N and  
BLACK = N and  
WHITE = N then  
    TOTETH = N
```

```
if IND = M and  
ASIAN = M and  
HISP = M and  
BLACK = M and  
WHITE = M then  
    TOTETH = M
```

APPENDIX A-1: Derived School Fields

```
*****  
PUPTCH  
*****  
if FTE = M or  
TOTAL = M then  
    PUPTCH = M  
  
else if FTE = N or  
TOTAL = N then  
    PUPTCH = N  
  
else if FTE = 0 and  
TOTAL > 0 then  
    PUPTCH = M  
  
else if FTE ≠ M, N or blank then  
    if FTE > 0 and  
    TOTAL > 0 then  
        PUPTCH = TOTAL/FTE  
  
PUPTCH zero-fill and format decimal to tenth place
```

```
*****  
IMPUTATION FLAG FIELDS  
*****  
Imputation fields contain the following values:
```

- “A” = Adjusted: the value in the corresponding CCD field was adjusted
- “C” = Combined: the value in the corresponding CCD field was combined with data provided elsewhere
- “N” = Not applicable: the record is status 2, 6 or 7
- “P” = Prior year: the value in the corresponding CCD field was imputed based on a growth rate applied to the prior year value.
- “R” = Reported: the value in the corresponding CCD field was reported

APPENDIX A-1: Derived School Fields

"T" = Total: the corresponding CCD field is a derived field, and the data value was totaled

ITITLE1
ISTITL1
IMAGNET
ICHARTR
IFTE
IGSLO
IGSHI
IFRELCH
IREDLCH
IFLE
IMIGRNT
ITOT(PK-12, UG, AL)/detail

APPENDIX A-2: Derived Agency Fields

FIPST

FIPST = the first 2 characters of LEAID

CSA

CSA = value determined by NCES per methodology outlined in the Introduction of the Agency Universe documentation provided at this site:

<http://165.224.221.98/ccd/pubagency.asp>

CBSA

CBSA = value determined by NCES per methodology outlined in the Introduction of the Agency Universe documentation provided at this site:

<http://165.224.221.98/ccd/pubagency.asp>

METMIC

METMIC = value determined by NCES per methodology outlined in the Introduction of the Agency Universe documentation provided at this site:

<http://165.224.221.98/ccd/pubagency.asp>

MSC

MSC = value determined by NCES per methodology outlined in the Introduction of the Agency Universe documentation provided at this site:

APPENDIX A-2: Derived Agency Fields

<http://165.224.221.98/ccd/pubagency.asp>

LOCALE

LOCALE = value determined by NCES per methodology outlined in the Introduction of the Agency Universe documentation provided at this site:

<http://165.224.221.98/ccd/pubagency.asp>

AGCHRT

if BOUND = 1, 3, 4, 5 or 6 then

if SCH = 0 then

AGCHRT = N

else if all associated schools are CHARTR = 1 then

AGCHRT = 1

else if all associated schools are CHARTR = 2 then

AGCHRT = 3

else if all associated schools have CHARTR = 1 or 2 then

AGCHRT = 2

else if BOUND = 7 then

AGCHBT = N

SCH

SCH = count of associated schools on the school file

schools where STATUS = 1, 3, 4, 5 or 6

schools that match to agency file on both LEAID, STID

SCH zero-fill

APPENDIX A-2: Derived Agency Fields

TEACH

TEACH = sum of FTEsch of associated schools on the school file
schools where STATUS = 1, 3, 4, 5 or 6
schools that match to agency file on both LEAID, STID

if any FTEsch = M then

TEACH = M

if all FTEsch = N then

TEACH = N

TEACH zero-fill

MEMBER

MEMBER = UG + PK12

if UG = N and

PK12 = N then

MEMBER = N

if UG = M or

PK12 = M then

MEMBER = M

MEMBER zero-fill

APPENDIX A-2: Derived Agency Fields

IMPUTATION FLAG FIELDS

Imputation fields contains the following values:

"A" = Adjusted: the value in the corresponding CCD field was adjusted

"C" = Combined: the value in the corresponding CCD field was combined with data provided elsewhere

"N" = Not applicable: the record is status 2, 6 or 7

"P" = Prior year: the value in the corresponding CCD field was imputed based on a growth rate applied to the prior year value

"R" = Reported: the value in the corresponding CCD field was reported

"T" = Total: the corresponding CCD field is a derived field or and the data value was totaled

IGSLO

IGSHI

IPK12

IUG

IMGRNT

ISPECED

IELL

ISTAFF(19)

ITOTDPL/detail

ITOTOHC/detail

ITOTD(07-12)/detail

ISCH

ITEACH

IMEMB

APPENDIX B: State Abbreviations and Codes

State Name	State Abbreviation	State FIPS code
ALABAMA	AL	01
ALASKA	AK	02
ARIZONA	AZ	04
ARKANSAS	AR	05
CALIFORNIA	CA	06
COLORADO	CO	08
CONNECTICUT	CT	09
DELAWARE	DE	10
DISTRICT OF COLUMBIA	DC	11
FLORIDA	FL	12
GEORGIA	GA	13
HAWAII	HI	15
IDAHO	ID	16
ILLINOIS	IL	17
INDIANA	IN	18
IOWA	IA	19
KANSAS	KS	20
KENTUCKY	KY	21
LOUISIANA	LA	22
MAINE	ME	23
MARYLAND	MD	24
MASSACHUSETTS	MA	25
MICHIGAN	MI	26

APPENDIX B: State Abbreviations and Codes

MINNESOTA	MN	27
MISSISSIPPI	MS	28
MISSOURI	MO	29
MONTANA	MT	30
NEBRASKA	NE	31
NEVADA	NV	32
NEW HAMPSHIRE	NH	33
NEW JERSEY	NJ	34
NEW MEXICO	NM	35
NEW YORK	NY	36
NORTH CAROLINA	NC	37
NORTH DAKOTA	ND	38
OHIO	OH	39
OKLAHOMA	OK	40
OREGON	OR	41
PENNSYLVANIA	PA	42
RHODE ISLAND	RI	44
SOUTH CAROLINA	SC	45
SOUTH DAKOTA	SD	46
TENNESSEE	TN	47
TEXAS	TX	48
UTAH	UT	49
VERMONT	VT	50
VIRGINIA	VA	51

APPENDIX B: State Abbreviations and Codes

WASHINGTON	WA	53
WEST VIRGINIA	WV	54
WISCONSIN	WI	55
WYOMING	WY	56
DODDS: DODS OVERSEAS	DO	58
BUREAU OF INDIAN AFFAIRS	BI	59
AMERICAN SAMOA	AS	60
DDESS: DODS DOMESTIC	DD	61
GUAM	GU	66
NORTHERN MARIANAS	MP	69
PUERTO RICO	PR	72
VIRGIN ISLANDS	VI	78