

SFF-DEMOGRAPHICS

File Details Dictionary

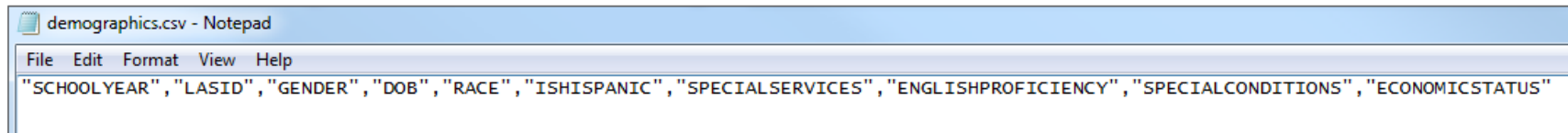
SFF-DEMOGRAPHICS File Details

The DEMOGRAPHICS file contains identifying attributes of the student users. The use of this file is optional and depends on how much data your organization plans to gather about your students.

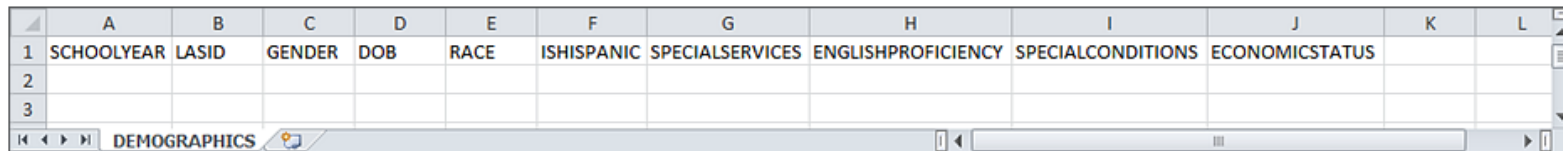


[Click to learn the file requirements and naming rules for Simple File Format import files](#) on page 8.

An example of the DEMOGRAPHICS.csv template in Notepad is shown below.




An example of the DEMOGRAPHICS.csv template in Microsoft Excel® is shown below.



	A	B	C	D	E	F	G	H	I	J	K	L
1	SCHOOLYEAR	LASID	GENDER	DOB	RACE	ISHISPANIC	SPECIALSERVICES	ENGLISHPROFICIENCY	SPECIALCONDITIONS	ECONOMICSTATUS		
2												
3												

Note:

- When populating the import template file, required fields must be populated. Fields that are not required may remain empty, but even empty fields must be retained using commas. Do not use a space for an empty field.
- HMH recommends that quoted identifiers be used around all headers and fields.
- If your data set includes special characters, you must save your file as a UTF-8 File. (See [Encode Files as UTF-8](#)  for details.)

→ [Click to open an example of a populated DEMOGRAPHICS.csv template file](#) .

Details for each of the DEMOGRAPHICS template fields are provided in the table below. (Fields that appear in gray are optional.)

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
A	SCHOOLYEAR	Strongly Recommended	Enter the year (YYYY) that the school year ends. For example, if the school year starts on 8/20/2018 and ends on 5/30/2019, then enter 2019 <i>(For future use as more features become available)</i>	4	0–9	2019
B	LASID	Y	Enter the user's unique Locally Assigned Student Identifier (LASID) number. This ID is assigned by the district or school from the Student Information System; the ID entered when the user is created is permanently assigned to the user record. Note: <ul style="list-style-type: none"> It is critical that this ID be unique across all users and all locations. If there is a chance that staff and student LASIDs overlap within your organization, you may want to add a prefix such as "T" or "STF" to the staff user ID. 	75	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 7 for complete list.	STUD_12345
C	GENDER	N	Enter F for female, M for male, or U for unknown.	1	F = Female M = Male U = Unknown	F
D	DOB	N	Enter the student's date of birth.	10	MM/DD/YYYY	02/13/2001

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
E	RACE	N	Enter 0–6 to indicate the student's race. Note: Only a single entry is allowed.	1	0 = Unknown 1 = American Indian/Alaskan Native 2 = Asian 3 = Black or African American 4 = Native Hawaiian or other Pacific Islander 5 = White 6 = Other	2
F	ISHISPANIC	N	Enter Y for yes or N for no to indicate whether the student is Hispanic or Latino.	1	Y = Hispanic or Latino N = Not Hispanic or Latino	Y
G	SPECIALSERVICES	N	Enter 0-5 to indicate the student's special services. Note: Multiple values must be separated by a pipe ().	1 character between pipes ()	0 = Unknown 1 = IEP 2 = 504 3 = Gifted/Talented 4 = Migrant Education 5 = Title I	3 5

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
H	ENGLISHPROFICIENCY	N	Enter 0-6 to indicate the student's English proficiency.	1	0 = Unknown 1 = Fully/Only 2 = English Proficient 3 = English Student Level 1 - Beginning/Pre-production 4 = English Student Level 2 - Beginning/Production 5 = English Student Level 3 - Intermediate 6 = English Student Level 4 - Advanced	5

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
I	SPECIALCONDITIONS	N	Enter 0-13 to indicate the student's special conditions. Note: Multiple values must be separated by a pipe ().	1 or 2 characters between pipes ()	0 = None of the below 1 = Autism 2 = Visual Impairment 3 = Deaf – Blindness 4 = Developmental Delay 5 = Hearing Impairment 6 = Orthopedic Impairment 7 = Multiple Disabilities 8 = Intellectual Disability 9 = Emotional Disturbance 10 = Speech and Language Disorders 11 = Specific Learning Disabilities 12 = Other Health Care Needs 13 = Traumatic Brain Injury	10


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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
J	ECONOMICSTATUS	N	Enter 0-4 to indicate the student's economic status.	1	0 = Unknown 1 = No - NOT economically disadvantaged 2 = Eligible for free lunch program 3 = Eligible for reduced price lunch program 4 = Economically disadvantaged by other criteria	2

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Appendix

Supported Symbols

!#\$%&'()*+,-./:;<=>?@[]_`{|}~\|;¢£¥¦§¨©ª«¬®¯°±²³´µ¶·¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞàáâãääåæçèéêëìíîïðñóôõö÷øùúûüýþ

If you plan to use these extended special characters, you must save the file as a UTF-8 file. (See [Encode Files as UTF-8](#)  for details.) Additionally, HMH recommends that all fields and headers be placed in quoted identifiers.

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File Requirements and Naming Rules for Simple File Format Import Files

The Simple File Format (SFF) files that you prepare and submit must be:

- saved as CSV (comma delimited) files
- named a variation of the original file names (users.csv, class.csv, classassignments.csv, demographics.csv) with the following allowances:
 - may be uppercase or lowercase
 - may be singular or plural

For example: All of the following file names are acceptable: user.csv, users.csv, USER.csv, or USERS.csv

- combined and compressed into a single zipped file prior to upload and named according to the following rules:
 - Valid Values: alphanumeric (A–Z, a–z, 0–9), dashes (-), underscores (_)
 - Must **not** contain special characters (except dashes and underscores)
 - For SFTP site file submissions (automated imports), **spaces are not allowed** (Import Management accepts zipped files with spaces, but the SFTP site does not.)
- complete snapshots of your organization's data

Note: Imports using the SFF templates require that all data be included at the time of the import. Your submitted import files are considered full year-to-date data files, so every import file replaces the last one imported. For example, if you import 500 users today and 15 tomorrow, then that triggers the removal of 485 users. Always submit full files for all locations if using SFF.

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