

# CHILD NUTRITION DATA HANDBOOK 2017-2018 SCHOOL YEAR



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Handbook Last Updated on August 8, 2017

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## Changes to Handbook since Last Year

- The “Opportunity for File Automation” section has been added to page 3.
- All references to EED have been updated to DEED.

### Opportunity for File Automation

During the 2016-2017 school year, the Alaska Department of Education & Early Development (DEED) partnered with a school district to successfully implement a pilot project that allowed for the automation of the Child Nutrition enrollment files detailed in this handbook. Since the pilot, six districts no longer manually create and upload these files, instead relying on automation for the secure transfer of current enrollment information each day. If your district is interested in pursuing the automation of Child Nutrition files, please contact Brian Laurent at [brian.laurent@alaska.gov](mailto:brian.laurent@alaska.gov) or (907) 465-8418 for more information.

### 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 see Appendix D. Additionally, DEED is providing a test environment for SRM at <https://srmtest.education.alaska.gov/srm>. If your district is unable to submit the file using the SRM, contact Brian Laurent at [brian.laurent@alaska.gov](mailto:brian.laurent@alaska.gov) or (907) 465-8418 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. In addition, an Excel file containing the header field names may be downloaded on the DEED website at <https://education.alaska.gov/forms>. Select Form 05-16-010a.

2. 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.
3. Make corrections in the original file. Please see Appendix E for a list of validation rules and error message details.
4. Resubmit the file with corrections through the SRM. Repeat steps 1-3 until the data are free of errors.
5. 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	<p><b>Alaska Student Identification Number</b>            Student's unique Alaska Student Identification Number.            No student data will be accepted without a valid ID number.</p> <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Example</u></th> <th style="text-align: left;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">999999</td> <td style="padding-left: 20px;">Leading zeros are no longer required, but are acceptable.</td> </tr> </tbody> </table>	<u>Example</u>	<u>Description</u>	999999	Leading zeros are no longer required, but are acceptable.		
<u>Example</u>	<u>Description</u>							
999999	Leading zeros are no longer required, but are acceptable.							
OPTIONAL	2	<p><b>District Student Identification Number</b>            Unique student identifier the school district uses internally to identify individual students.</p> <p><b>Note:</b> This number is not to be confused with the Alaska Student Identification Number.</p>						
REQUIRED	3	<p><b>Student Name – Last</b>            Student's last name</p>						
REQUIRED	4	<p><b>Student Name – First</b>            Student's first name</p>						
OPTIONAL	5	<p><b>Student Name – Middle (or Middle Initial)</b>            Student's middle name or initial</p> <p><b>Note:</b> 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.</p>						
OPTIONAL	6	<p><b>Name Suffix</b>            An appendage, if any, used to denote a student's generation in their family (e.g., Jr., Sr., II, III). Periods are acceptable.</p>						
REQUIRED	7	<p><b>Birth Date</b>            Student's date of birth.            Format: MM/DD/YY or MM/DD/YYYY</p>						
OPTIONAL	8	<p><b>Gender</b>            Code indicating the gender of the student.</p> <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">F</td> <td style="padding-left: 20px;">Female</td> </tr> <tr> <td style="padding-left: 20px;">M</td> <td style="padding-left: 20px;">Male</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	F	Female	M	Male
<u>Code</u>	<u>Description</u>							
F	Female							
M	Male							

Status	Element Number	Element Description
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**OPTIONAL**                      **9**                      **Race or Ethnicity**  
Code indicating the racial or ethnic background of the student.

<u>Code</u>	<u>Description</u>	
1	White (Caucasian)	
2	African American	
3	Hispanic	<u>All</u> Students of Hispanic/Latino ethnicity must be reported as Hispanic, regardless of their race.
4	Asian	
5	American Indian	
6	Alaska Native	
7	Two or More Races	Do <u>not</u> include individuals that have identified themselves as 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 [http://education.alaska.gov/Alaskan\\_Schools/Public/DistrictandSchoolIDs.pdf](http://education.alaska.gov/Alaskan_Schools/Public/DistrictandSchoolIDs.pdf) for valid school numbers for the 2017-2018 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.

<u>Code</u>	<u>Description</u>
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

<b>Status</b>	<b>Element Number</b>	<b>Element Description</b>
OPTIONAL	12	<b>Address 1</b> First line of the student's mailing address.
OPTIONAL	13	<b>Address 2</b> Second line of the student's mailing address, if applicable.
OPTIONAL	14	<b>City/Town/Community</b> Name of the city, town, or community where the student lives.
OPTIONAL	15	<b>ZIP Code</b> Five-digit ZIP code where the student lives, excluding dashes and blank spaces.  Example: 99576
OPTIONAL	16	<b>Notes</b> 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

- (a) Each district shall maintain for each student a cumulative record consisting, at a minimum, of the following:
- (1) subjects student has taken;
  - (2) grades earned and an explanation of the grading system used;
  - (3) units of credit earned;
  - (4) attendance records;
  - (5) scores student has recorded on standard tests taken;
  - (6) 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: <https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx>  
National Center for Education Statistics – U.S. Department of Education  
Office of Educational Research and Improvement

4 AAC 06.830. Subgroups

4 AAC 06.899. Definitions

### ***Race/Ethnicity Definitions***

<u>Code</u>	<u>Description</u>	<u>Definition</u>
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
  - a. Two questions
    - i. Are you Hispanic or Latino? Yes/No
    - ii. 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
  - b. Individual can check all that apply – “self-identification”
  - c. Encourage the opportunity to “re-identify” – change existing codes
  - d. Retain the individual records for future enforcement purposes – OCR
2. Reporting Data
  - a. Reporting Codes
    - i. African American
    - ii. American Indian/Alaska Native
    - iii. Asian
    - iv. Caucasian
    - v. Hispanic
    - vi. Native Hawaiian/Pacific Islander
    - vii. Two or more races
  - b. If Hispanic AND other race = Hispanic
    - i. (example: *Caucasian + Hispanic = Hispanic*)
  - c. Any other multiple identification, excluding Hispanic, coded as Two or More Races (example: *African American + Asian = Two or more races*)
  - d. If race/ethnicity is not chosen, “user identification” is employed – the person responsible for reporting chooses codes
  - e. 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

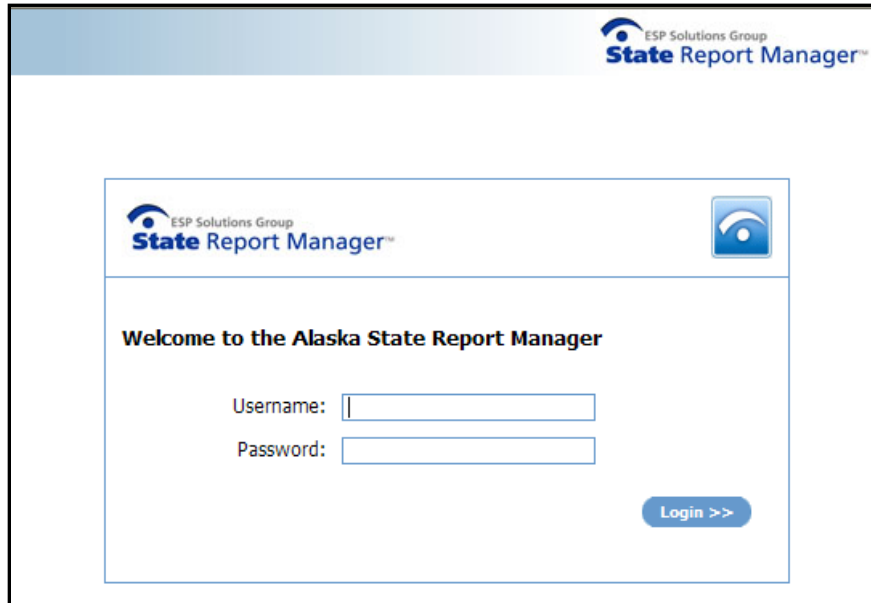
The table below represents the field names that are needed in the header to submit the Child Nutrition data file through the State Report Manager (SRM). Each field must be used exactly as presented below. Any substitutions, changes, or deletions will stop processing of your data file. The error message 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 also be found on the DEED Forms and Grants website at <https://education.alaska.gov/forms>. The Excel form will be called “SRM Child Nutrition 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

- 1) Enter the SRM site at the following URL: <https://srm.eed.state.ak.us/srm>.
- 2) Enter the Username and Password, then click on **Login >>**. If not already assigned, a user name and password may be obtained by contacting Tim Workman at [tim.workman@alaska.gov](mailto:tim.workman@alaska.gov) or (907) 465-8579.



The screenshot shows the login interface for the State Report Manager. At the top right, there is a logo for 'ESP Solutions Group State Report Manager™'. The main content area features a smaller version of the logo and a welcome message: 'Welcome to the Alaska State Report Manager'. Below this, there are two input fields: 'Username:' and 'Password:'. A blue button labeled 'Login >>' is positioned to the right of the password field.

- 3) Select the data collection being submitted. The data file format must be either a tab-delimited (.txt) or comma-separated (.csv) text file. If the file is larger than 20 MB, compress the file to a zip archive before submitting to SRM. Once a data file has been prepared for submission, click on **Run a Trial**.

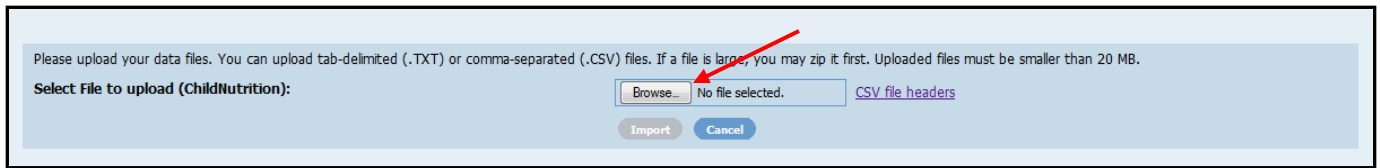
**Welcome to the Alaska Department of Education & Early Development State Report Manager**

SRM has identified the following state reports. Please select a state report by clicking on a Trial Name below:

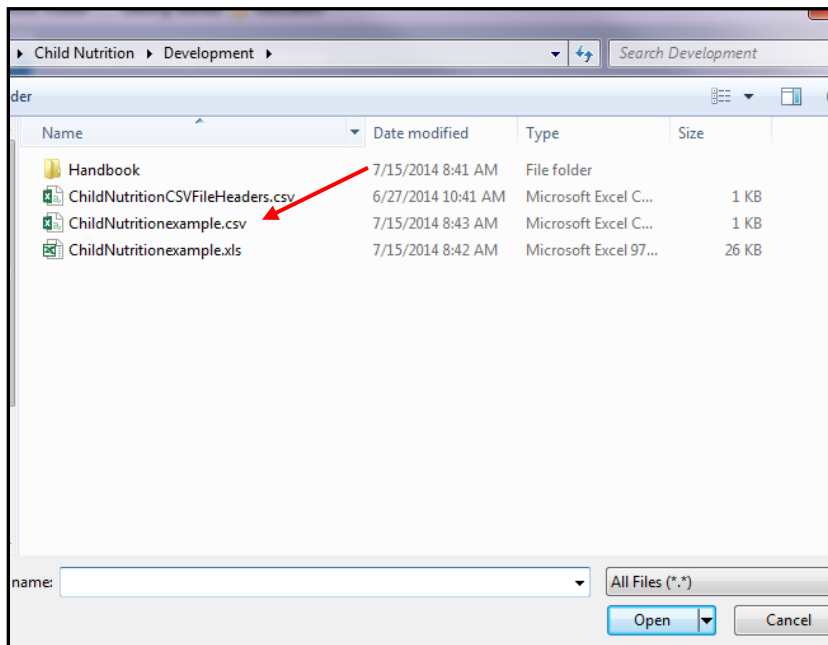
**Current State Reports**

Name	Trial Name	Trial Date	Submission Status
<a href="#">Child Nutrition</a>	<a href="#">Run a Trial</a>		
<a href="#">Summer OASIS Collection 2014</a>	<a href="#">Run a Trial</a>		

4) To load a file, click the **Browse** button.



5) Find and select the file to upload then, click **Open**.



6) Once the correct data file is selected, click on **Import**.

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (ChildNutrition):  ChildNutritionexample.csv [CSV file headers](#)

The selected file is now uploading.

**Latest Trial**  
Created: **processing...**

Executing Child Nutrition Rules

**Submitted:** This state report has not yet been sent to the State.

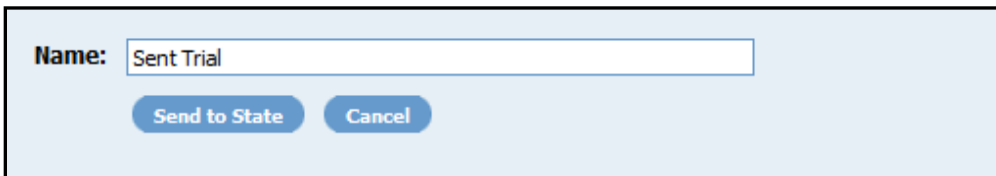
7) When the file uploads and data checks are complete, a data summary will appear detailing the number of errors, warnings, and total records submitted. The data are now ready for review and correction. Click the **Errors** link to review what corrections are required.

Home > District **X** > Child Nutrition > **Latest Trial**

Validated at 07-15-2014 8:43am.

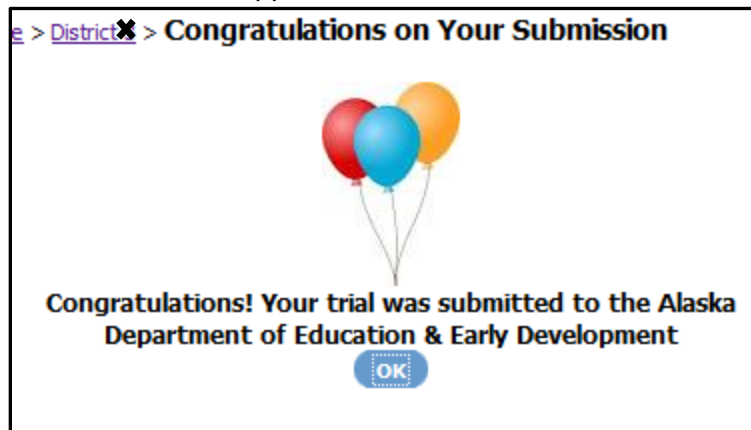
Records	Violations	Reports
<a href="#">ChildNutritions</a> 1	<b>Errors</b> <a href="#">R82000 - Missing a required field</a> 1 Error <a href="#">R82101 - Student fails demographic match</a> 2 Errors	<a href="#">Violations Summary (MS Excel)</a>
	<b>Warnings</b> <a href="#">R82102 - Student fails demographic match</a> 2 Warnings <a href="#">R82201 - Unexpected student age for grade level</a> 1 Warning <a href="#">R82501 - Open school does not have any students</a> 8 Warnings	

- 8) Click on the **Violations Summary** link to view error report in Excel. Correct all errors in original file and re-submit file.
- 9) Repeat steps until there are no more errors.
- 10) Once the errors have been resolved and all warnings have been reviewed, click on **Send to State**, which should now be highlighted. If desired, rename the file, and then click on **Send to State**.



A screenshot of a dialog box with a light blue background. At the top left, the text "Name:" is followed by a text input field containing "Sent Trial". Below the input field are two buttons: "Send to State" and "Cancel".

- 11) A confirmation screen will appear when file is submitted successfully.



## 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.



<b>Rule ID</b>	<b>Severity</b>	<b>Rule</b>	<b>Detail Message</b>
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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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