

Component Description

The Personal Core Component contains data essential to the identification of a student. These are data that rarely, if ever, change and are considered the student's "core" data. Only an authorized user for the district that is identified as the Primary Education Providing Entity (PEPE) for a student can update the student's master record data. For students who do not have an assigned PEPE, a user for any district in which the student is enrolled may update the master record.

Document Contents

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| Schema | Contains the component characteristic names, descriptions, and specifications (Excel Sheet 2) |
| List of Values | Contains the list of allowed values for all characteristics of a "List of Values" datatype (Excel Sheet 3) |
| Staging Area Business Rule Validations | Contains the list of business rule validations, grouped by characteristic, that apply to this component (Excel Sheet 4) |
| Version History | Contains a history of updates made to the business rule validations in this school year (Excel Sheet 5) |
| User Guide | Contains references and support for using this document (Excel Sheet 6) |

Collection Matrix

| Collection Name | Component Status |
|-----------------------------------|------------------|
| CEPI Internal Request for UIC | Not Allowed |
| Early Childhood EOP | Required |
| Early Childhood Fall | Required |
| Early Childhood Spring | Required |
| Early Roster | Required |
| EOY 2019 General Collection | Required |
| Fall 2018 General Collection | Required |
| General Teacher Student Data Link | Required |
| IHE Request for UIC | Required |
| Migrant Teacher Student Data Link | Required |
| Request for UIC | Required |
| Request for UIC | Required |

| | |
|--------------------------------|----------|
| Spring 2019 General Collection | Required |
| Student Record Maintenance | Required |

| Characteristic Name | Characteristic Description | Data Type | Min Length | Max Length | Min Value | Max Value | Decimal Positions | Is Multi Valued? | Required? |
|---------------------|---|---|------------|------------|-----------|-----------|-------------------|------------------|-----------|
| UIC | A distinct ten-digit number assigned by CEPI to an individual. | Numeric Text (can have leading zeros) | 10 | 10 | | | | False | False |
| StudentLastName | The student's last name, family name, or surname as it appears on his/her birth certificate or legal document presented at the time of enrollment. | Names (letters, apostrophe, commas, hyphens, periods) | 1 | 50 | | | | False | True |
| StudentFirstName | A name given at birth, baptism, naming ceremony or through a legal change. Always record the student's name as it appears on a birth certificate or legal document presented at the time of enrollment. Please refer to the Pupil Accounting Manual for acceptable alternatives when the name presented on the birth certificate is not appropriate (such as "baby boy", "baby girl", foreign language). Do not use nicknames or abbreviated names. If the legal document does not include a first or given name, please enter 'FNU' (meaning "first name unknown"). | Names (letters, apostrophe, commas, hyphens, periods) | 1 | 50 | | | | False | True |
| StudentMiddleName | The middle name given the student at birth, baptism, naming ceremony or through a legal change. Always record the student's name as it appears on a birth certificate or legal document presented at the time of enrollment. If the student does not hve a middle name this characteristic is not required. May submit middle initial or full middle name. | Names (letters, apostrophe, commas, hyphens, periods) | 1 | 50 | | | | False | False |
| StudentSuffix | The abbreviated name suffix that follows the student's full name and provides additional information about the student. Common name suffixes include junior (Jr.), senior (Sr.), or a numeric reference such as II or III (second or third). | Text (free form) | 1 | 10 | | | | False | False |
| DateofBirth | The date (month, day, and year) on which the student was born as it appears on a birth certificate or other legal document presented at the time of enrollment. | Date (only) | | | 1/1/1753 | | | False | True |
| MultipleBirthOrder | This field is used to indicate that the student is part of a multiple birth. This field is intended to provide some distinguishing data element for cases where the cultural practice is to provide twins (triplets, etc.) of the same gender with the same first name. Each student from such a multiple birth is to have a different birth order number. This field will be used by the state to "break ties" if two or more students are identified as matching the same UIC, yet it is known by the district that these students are not duplicates but instead part of a multiple birth. Multiple Birth Order is not intended to identify every case of twins, triplets, etc., in the state. | Whole Number (integer) | 0 | 1 | 0 | 9 | | False | False |
| GenderCode | Indicate if the student is male or female. User code 'M' when the student is male. Use code 'F' when the student is female. | List of Values (choose from list) | | | | | | False | True |

List of Values

| GenderCode | |
|------------|-------------|
| Code | Description |
| F | Female |
| M | Male |

Staging Area Business Rule Validations

| Characteristic Name | Rule Number | Data Validation | Severity | Error/Warning Message |
|---------------------|-------------|--|----------|---|
| DateOfBirth | 213.9.1 | [DateOfBirth] cannot be > the current system date | 1 | The student's Date of Birth cannot be after today's date. |
| | 213.9.2 | [DateOfBirth] must be within 100 years of the current system date | 1 | Date of Birth must be within the last hundred years. |
| | 213.9.3 | [DateOfBirth] cannot be "xxxx-02-29" in a non-leap year | 1 | Invalid date reported. |
| UIC | 213.90.1 | If CollectionName contains "Fall", "Spring", "EOY", "StudentRecordMaintenance", "TeacherStudentDataLink", or "EarlyChildhood" [UIC] is required | 1 | This collection requires the UIC to be submitted. |

Version History

| Date | Description | Rule Affected | TFS Number | Updated By |
|-----------|--|---------------|------------|------------|
| 3/26/2015 | Set the minimum value that can be submitted to "0" | | | schalkt |

User Guide

Collection Matrix

Component Status

Defines which collections the component may be submitted. The possible values are:

| <u>Name</u> | <u>Description</u> |
|-------------|--|
| Required | This component must be submitted in this collection. If omitted in an upload, the file will be rejected upon upload. |
| Optional | This component is optional in this collection, but may be conditionally required due to validation rules. |
| Not Allowed | This component cannot be submitted in this collection. If included in an upload file, the file will be rejected upon upload. |

Schema

Characteristic Name

The name of the characteristic. This matches the name in the schema.

Characteristic Description

A description of the characteristic and why the data is needed.

Data Type

The system data type. The possible values are:

| <u>Name</u> | <u>Classification</u> |
|---|-----------------------|
| Addresses (numbers, letters, #) | string |
| Date (only) | date |
| Date (year and month only) (YYYYMM) | string |
| Decimal Number | decimal |
| List of Values (choose from list) | string |
| Names (letters, apostrophe, commas, hyphens, periods) | string |
| Numeric Text (0-6) (can have leading zeros) | string |
| Numeric Text (can have leading zeros) | string |
| Text (free form) | string |
| Text (numbers and letters) | string |

| | |
|--------------------------------------|---------|
| Whole Number (integer) | int |
| Yes / No (or True False, or Boolean) | boolean |

Min Length

For characteristics of a "text" data type classification, this specifies the minimum character length

Max Length

For characteristics of a "text" data type classification, this specifies the maximum character length

Min Value

For characteristics of a "number" data type classification, this specifies the minimum character length

Max Value

For characteristics of a "number" data type classification, this specifies the maximum character length

Decimal Positions

For characteristics of a "number" data type, this specifies the number of digits allowed to the right of a decmial point.

Is Multi Valued?

TRUE indicates that this characteristic may be submitted multiple times in the same component; FALSE indicates that only one instance is allowed.

Required?

Y indicates this characteristic is required to be submitted as part of the schema; N indicates that is either optional at the schema level (but may be conditionally required due to validation rules)

Validation Rules

Definitions & Guidance

- Text surrounded by {} indicates that this is a component
- Text surrounded by [] indicates that this is a characteristic
- A Severity of "1" indicates that the validation is an error; a "2" indicates that it is a warning
- *CollectionName* refers to the value of the "CollectionName" attribute in the collection schema
- *AsOfDate* refers to one of two values:
 - For single-certified collections, it is the State-defined certification as of date for the collection
 - For ongoing certified collections, it is the value of the [AsOfDate] characteristic in the {StudentRecordMaintenance} component

Version History

Notes

- TFS Number is used internally by CEPI for tracking purposes
- Each update to a validation or a wording change to the error/warning message will be noted here

Appendix A

Certain entity-related validations in MSDS are dependent on which collection is being submitted. The table below defines the dates or date ranges that are used in these validations. Validations that are dependent on this table are noted in the specific data validation; they will contain a reference to this appendix.

| Collection | Type | Start Date | End Date |
|-----------------------------|------------|----------------------------|------------------------|
| General collections | date | Certification As of Date | |
| Early Childhood collections | date range | Collection Open Date | Collection Close Date |
| Student Record Maintenance | date | As of Date (SRM component) | |
| Teacher Student Data Link * | date range | 7/1/{AcademicYear start} | 8/31/{School Year End} |
| | date range | 7/1/{School Year Start} | 8/31/{School Year End} |
| Early Roster | date range | 7/1/{School Year Start} | 6/30/{School Year End} |
| all other collections | date | Today's Date | |

* The TSDL collection will use the school year value submitted in the Academic Year characteristic, if it was submitted. If no value is found, the current school year values are used.