#### 2021-22 Monthly Student Membership and Attendance (Version 2.0)

**M=Mandatory O=Optional R=Recommended C=Conditional D=Disallowed**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Field Name** | **Excel Column** | **Data Type** | **Starting Position** | **Ending Position** | **Length** | **Required** | **Valid Values** |
| 1 | Reporting District  | A | Char | 1 | 3 | 3 | M | See table H |
| 2 | State Assigned Student ID (SASID) | B | Char | 4 | 13 | 10 | M | Numbers only |
| 3 | Date of Birth | C | Char | 14 | 21 | 8 | M | MMDDYYYY |
| 4 | Month of Membership | D | Char | 22 | 23 | 2 | M | 01-12 (01=January) |
| 5 | Year of Membership | E | Char | 24 | 27 | 4 | M | 2021 or 2022 |
| 6 | Number of Days of In-Person Membership | F | Char | 28 | 29 | 2 | M | 00-31 |
| 7 | Number of Days of In-Person Attendance | G | Char | 30 | 31 | 2 | M | 00-31 |
| 8 | Number of Days of Remote Membership | H | Char | 32 | 33 | 2 | M | 00-31 |
| 9 | Number of Days of Remote Attendance | I | Char | 34 | 35 | 2 | M | 00-31 |
| 10 | End of Record Marker | J | Char | 36 | 36 | 1 | M | “X” |

 NOTE: The above layout describes the fixed length format. For districts providing a comma-delimited file, please follow the above layout for field sequence and maximum length. For comma-delimited, use quotes to enclose any field that contains a comma. Also, please include a carriage return (cr) and line feed (lf) after each record regardless of format.

**Mandatory** - If this field is not complete an error is generated.

**Optional** - The district has the option to report this field or leave it blank.

**Recommended** - We recommend that this field be reported but the district has the option to report this field or leave it blank.

**Conditional** – This field may become required depending upon your response to a related field.

**Disallowed** - The district may not report this field for this submission.