

**2019-20 Student Mailing Address Record Layout (Version 1.0)**

NOTE: Values submitted should reflect the student's most current primary mailing address.

**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	Eligible for free/reduced price meals	D	Char	22	22	1	M	"F", "R" or "N"
5	Homeless	E	Char	23	24	2	M	See table L
6	Address Line 1 (Mailing Street # & Name / PO Box)	F	Char	25	64	40	M	Alpha-numeric and spaces allowed
7	Address Line 2 (Mailing Apt./Rm./Flr./Ste./etc.)	G	Char	65	94	30	O	Alpha-numeric and spaces allowed
8	City	H	Char	95	124	30	M	Letters and spaces only
9	State Code	I	Char	125	126	2	M	Letters only
10	Zip Code	J	Char	127	136	10	M	Zip or Zip+4
11	End of Record Marker	K	Char	137	137	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.