#### 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.