

## ENGAGE Massachusetts Program Standard Student Referrals - File Instructions

### Instructions

To ensure a seamless transition of student data, the following instructions will help guide districts on how to prepare student data files. This document is Exhibit A referenced in the Data Sharing Agreement (DSA).

Files provided to Graduation Alliance should be comma-delimited CSV files and would be uploaded to our secure file sharing site.

Your program manager will provide access to our secure file sharing site. We can create as many login accounts as necessary. Please be sure to share who needs a login account with your program manager.

Our secure file sharing site also supports most popular FTP clients. Actual volume over time and each party's technical capabilities will determine whether API or additional web service integration will be performed (*note this may require additional expense*).

There is an additional CSV template document that can be used as a starting point to provide data to Graduation Alliance. However, below is a listing of the data we are requesting that you provide.

Our data specification requires **one row per student, each designated by the student's unique State Student ID**. The ID may be in any alphanumeric format.

Please make sure items marked in **BLUE** are included in your file—in particular, missing State Student IDs and invalid phone numbers are the most common reasons for records being sent back for correction and causes subsequent delays in reaching students.

### Additional Details:

1. Please use the following file naming convention: "SY2021-22 Engage [Your Org] Student Referrals [YYYY-MM-DD].csv", where 'Your Org' is the name of your academic institution and [YYYY-MM-DD] indicates the snapshot date of the data.
2. To maintain the integrity of the data, the files should be text-qualified, comma-delimited CSV files (preferably UTF-8 encoded). Please use the double-quote character (") as the text qualifier and as the escape character, when necessary.
3. Please provide only a single file with ALL students combined; one record per student.
4. Please upload the file directly into your home folder on our SFTP site.
5. While Graduation Alliance will make commercially reasonable efforts to validate phone numbers and email addresses against Do Not Contact (DNC) databases, please do not include records which are known to your organization to be designated as DNC.

<b>FROM CUSTOMER (Mandatory fields in BLUE BOLD)***</b>	<b>Column</b>	<b>Example Data</b>	<b>Type</b>	<b>Definition</b>
<b>State_Student_ID</b>	A	<i>A987564321</i>	Identity	The student's state-level unique identifier.
District_Student_ID	B	<i>A100234567</i>	Identity	The student's district-level unique identifier.
<b>Last_Name</b>	C	<i>Doe</i>	Identity	The student's surname or family name.
<b>First_Name</b>	D	<i>Jane</i>	Identity	The student's given name(s).
<b>Home_Language_Preference</b>	E	<i>English</i>	Demographic	The student's family home language preference. Text field—blank values are assumed to be "English". Textual descriptions are preferred over language codes (e.g., enter "English" rather than "EN" or "ENG").
District_Race	F	<i>Native American</i>	Demographic	Text field - if using non-obvious codes please provide a separate list of values
District_Ethnicity	G	<i>Not Hispanic</i>	Demographic	Text field - if using non-obvious codes please provide a separate list of values
<b>Birthdate</b>	H	<i>8/1/2006</i>	Demographic	The student's birthdate, formatted as mm/dd/yyyy.
<b>Grade_Level</b>	I	<i>9</i>	Demographic	The student's current grade level, formatted as a number. (e.g., enter "9" rather than "9th" or "Grade 9").
<b>Primary_Phone</b>	J	<i>801-333-4444</i>	Contact	The student's primary phone number for outreach (e.g., home phone number). Do Not Call/Contact numbers are not allowed. 10-Digit phone numbers are required (with the area code). Only include one phone number in this field—do NOT enter multiple phone numbers.
Secondary_Phone	K	<i>801-555-1234</i>	Contact	The student's secondary phone number for outreach (e.g., mobile phone number). Do Not Call/Contact numbers are not allowed. 10-Digit phone numbers are required (with the area code). Only include one phone number in this field.
<b>Primary_Email</b>	L	<i>jdoe@email.com</i>	Contact	The parent's primary email address (e.g., personal email address). Do Not Contact/Unsubscribed emails are not allowed. Only include one email address in this field.
Secondary_Email	M	<i>doejane1234@email.com</i>	Contact	The parent's secondary email address (e.g., institution email address). Do Not Contact/Unsubscribed emails are not allowed. Only include one email address in this field.
<b>Mailing_Address_Street</b>	N	<i>310 S Main St 12th Floor</i>	Contact	The street portion of the student's mailing address. Do Not include city, state and/or zip code data. Please include any applicable apartment numbers.
<b>Mailing_Address_City</b>	O	<i>Salt Lake City</i>	Contact	The city portion of the student's mailing address.
<b>Mailing_Address_State</b>	P	<i>UT</i>	Contact	The state portion of the student's mailing address. Two-character postal code is preferred (e.g., enter "UT" rather than "Utah").
<b>Mailing_Address_Zip_Code</b>	Q	<i>84101</i>	Contact	The zip code portion of the student's mailing address. ZIP+4 format is preferred; however ZIP is acceptable.
<b>Parent_Guardian_Last_Name_(Contact_1)</b>	R	<i>Smith</i>	Contact	The last name of the first additional contact for student outreach (e.g., the last name of a parent or legal guardian). Only include one contact in this field.
<b>Parent_Guardian_First_Name_(Contact_1)</b>	S	<i>John</i>	Contact	The first name of the first additional contact for student outreach (e.g., the first name of a parent or legal guardian). Only include one contact in this field.

<a href="#">Parent_Guardian_Phone</a>	T	801-333-4444	Contact	The primary phone number of the first additional contact for student outreach (e.g., the primary phone number of the specified parent or legal guardian). 10-Digit phone numbers are required (with the area code). Only include one phone number in this field—do NOT enter multiple phone numbers.
<a href="#">Parent_Guardian_Email</a>	U	<i>jsmith@email.com</i>	Contact	The primary email address of the first additional contact for student outreach (e.g., the primary email address of the specified parent or legal guardian). Only include one email address in this field.
Contact_2_Last_Name	V	<i>Smith</i>	Contact	The last name of the second additional contact for student outreach (e.g., the last name of a second parent or legal guardian, or the last name of an emergency contact for the student). Only include one contact in this field.
Contact_2_First_Name	W	<i>Samantha</i>	Contact	The first name of the second additional contact for student outreach (e.g., the first name of a second parent or legal guardian, or the first name of an emergency contact for the student). Only include one contact in this field.
Contact_2_Phone	X	801-333-4444	Contact	The primary phone number of the second additional contact for student outreach (e.g., the primary phone number of a second parent or legal guardian, or the primary phone number of an emergency contact for the student). 10-Digit phone numbers are required (with the area code). Only include one phone number in this field—do NOT enter multiple phone numbers.
Contact_2_Email	Y	<i>ssmith@email.com</i>	Contact	The primary email address of the second additional contact for student outreach (e.g., the primary email address of a second parent or legal guardian, or the primary email address of an emergency contact for the student). Only include one email address in this field.
Disengaged	Z	<i>Yes</i>	Program	Yes/No field to determine if a student is classified as "disengaged" due to lack of attendance. If blank, assumed to be "no".
Student_Last_Attendance_Date	AA	<i>3/1/2021</i>	Program	The student's last known attendance date, formatted as mm/dd/yyyy
<a href="#">School_Name</a>	AB	<i>East High School</i>	Program	Name of the school in the district in which the student is registered.
<a href="#">State_School_ID</a>	AC	<i>AA203456</i>	Program	District and State ID number (combined) for the school within the district which student is registered to

\*\*\* Please do NOT change column order and do NOT exclude columns—if data is not available, leave the field blank while keeping the column header row intact.