



SASI
Specific Fields
User Manual

2008-2009

This manual identifies some of the standard SASI fields that are of significant interest to SCDE; the agency's office and contact for specific content questions and if necessary, a description of how each field is to be used; a reference to existing documentation about the field; and valid values for the field. There are many other fields in SASI that do not need to be explained, and are not listed here. Refer to SASI User Guides for additional information on each of the fields, or the agency's documentation when referenced.

Educational Services Division, Office of Technology Services (OTS)

Table of Contents

Student Atom	3
Page 1 Tab Sheet.....	3
Page 2 Tab Sheet.....	7
Page 3 Tab Sheet.....	8
Student Services Program Atom	11
Enrollment Atom	13
Current Page.....	13
History Page	14
Parent/Guardian Atom	15
Personal/Employment Tab Sheet.....	15
Comments Tab Sheet	16
Discipline Atom	17
EFA/EIA Classification Info Atom	18
EFA Code Entry Tab Sheet.....	18
EIA Code Entry Tab Sheet	19
Precode Entry Tab Sheet	20
Teacher Atom	21
Course Atom	22
General Info Tab Sheet.....	22
Sections Atom	23
Course History Atom.....	24
Course History Tab Sheet.....	24
Academic Summary Tab Sheet	24
Health Atom	25
Health History Tab Sheet	25
Vaccine Definition Atom	27

Student Atom

Page 1 Tab Sheet

The screenshot shows the 'Student' window with the following fields and sections:

- Page 1** (selected), Page 2, Page 3
- Mailing Address** (dropdown), City, St, Zip Code
- Parent/Guardian Name, Family ID
- Telephone, UnL (dropdown)
- Birth Date, Soc Sec No., Eth (dropdown), ConcSch/Home (dropdown), Bus 1, Bus 2
- Enter Date (dropdown), Code (dropdown), Leave Date (dropdown), Code (dropdown), OrgEntDate (dropdown), Code (dropdown), EntGrd, Yr/Grad
- Advsr# Name, Room#, Couns# Name, ESL, IS (dropdown)
- Career Cluster (dropdown), Bus Transportation Needed (dropdown), Dropout Reason (dropdown), Dropout Date, IEP (dropdown)
- Example values: XCC, XBT, XDR
- Buttons: Close, Find

Gnrtn (Generation)	{ Technology: Technology Services, 803-734-7000 } Enter only if the student has the generation on a Birth Certificate. Student's generation code, such as Jr. or IV. DO NOT include the generation field in the Last Name field.
Student ID (PermNum)	{ Technology: Technology Services, 803-734-7000 } This is a 12-digit number, automatically assigned through the DI process. Run the DI Inspector at the district to search for duplicate IDs, or students with multiple IDs.
Mailing Address, City, St, Zip Code	{ Technology: Technology Services, 803-734-7000 ; Research: Margarita Díaz, 803-734-0639 } Enter the address where the student receives mail. We are more interested in the student's mailing address, than the residence address. The SCDE uses the mailing address to determine number of report cards to produce.
Residence Address, City, St, Zip Code	{ Technology: Technology Services, 803-734-7000 ; Research: Margarita Díaz, 803-734-0639 ; Medicaid: Virgie Chambers, 803-734-3698 } Enter the street address where the student physically resides. Click the field heading to toggle between the mailing and residence addresses. You can enter an address fraction, but both values must be between 0 and 10 (for example, 4/5 is acceptable while 1/20 is not). Street names can have a maximum of 25 characters. Longer names are truncated. The total address cannot be longer than 35 characters.
Parent/Guardian Name	{ Technology: Technology Services, 803-734-7000 } Enter the name of the student's parent or guardian. The SCDE uses the Parent/Guardian Name field to determine number of report cards to produce.

2008-2009 Specific Fields for SCDE

<p>Birth Date</p>	<p>{Research: Margarita Diaz, 803-734-0639}</p> <p>Enter and verify the date of the student's birth. Be careful not to enroll students who have not yet been born. Also, be careful of students who are 30 or 40 years of age.</p>												
<p>Soc Sec No. (Social Security Number)</p>	<p>{Technology: Technology Services, 803-734-7000}</p> <p>Enter a valid SSN for the student. This data element must be the identification number assigned to <u>this</u> student by the Social Security Administration. It should not be a sibling's SSN, a parent's SSN or a fictitious SSN. Do not use the old "Osiris" number that began with "8." Leave the field blank if an accurate SSN is not available</p> <p><i>A district may not deny a student enrollment due to the lack of proof of immigration status, and a district should not request that information of the parent. Specifically, Social Security Cards or numbers are not required, nor must parents be required to present South Carolina drivers licenses for their proof of residency. Student Social Security Numbers, when available, are used for data analyses purposes only and are never published as part of any reports released by the SC Department of Education.</i></p>												
<p>Eth (Ethnic Code)</p>	<p>{Research: Margarita Diaz, 803-734-0639}</p> <p>Select an appropriate ethnic code. The parent can determine the code. The following are the only approved ethnic codes to use. A blank is an invalid value.</p> <table border="0"> <tr> <td>A – Asian</td> <td>P - Hawaiian- Pacific Islander</td> </tr> <tr> <td>B - African-American</td> <td>W – White</td> </tr> <tr> <td>BI - African Amer/Amer Indian</td> <td>WA - White/Asian</td> </tr> <tr> <td>H – Hispanic</td> <td>WB - White/African American</td> </tr> <tr> <td>I - American Indian</td> <td>WI - White/American Indian</td> </tr> <tr> <td>O – Other</td> <td></td> </tr> </table>	A – Asian	P - Hawaiian- Pacific Islander	B - African-American	W – White	BI - African Amer/Amer Indian	WA - White/Asian	H – Hispanic	WB - White/African American	I - American Indian	WI - White/American Indian	O – Other	
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<p>ConcSch/Home (Concurrent School/Concurrent Is Home School)</p>	<p>{Finance: Mellanie Jinnette, 803-734-3605}</p> <p>This can be confusing as it is actually two fields.</p> <p>The first field, ConcSch, is the 3-digit number that represents the school the student attends concurrently with this school.</p> <p>The second field, Home, is a Yes/No dropdown used to indicate whether or not the school number listed in ConcSch field is the Home School.</p>												
<p>Enter Date and Code</p>	<p>{Finance: Mellanie Jinnette, 803-734-3605}</p> <p>These fields reflect information concerning the student's enrollment status. Changes to the student's enrollment status are made in the enrollment atom. Refer to the enrollment atom section in this manual for more information.</p>												
<p>Leave Date and Code</p>	<p>{Finance: Mellanie Jinnette, 803-734-3605}</p> <p>These fields reflect information concerning the student's enrollment status. Changes to the student's enrollment status are made in the enrollment atom. Refer to the enrollment atom section in this manual for more information.</p>												
<p>Advsr# (Advisor or Homeroom Teacher Number)</p>	<p>{Assessment: Joe Saunders, 803-737-4275}</p> <p>Every student must have a valid advisor number. The Office of Assessment uses the advisor number and name for distribution of testing materials.</p>												

2008-2009 Specific Fields for SCDE

<p>ESL (English Proficiency)</p>	<p>{Federal & State Accountability: Catherine Neff, 803-734-2880}</p> <p>The ESL field indicates the student's proficiency level in English. Use only the following approved ESL codes. Refer to the NCLB User's Guide in SASI.</p> <table border="0"> <tr> <td>Blank - Select a Value</td> <td>8 - English Speaker I</td> </tr> <tr> <td>1 - Pre-functional</td> <td>9 - English Speaker II</td> </tr> <tr> <td>2 - Beginner</td> <td>A - Pre-Functional –Waiver</td> </tr> <tr> <td>3 - Intermediate</td> <td>B - Beginner - Waiver</td> </tr> <tr> <td>4 - Advanced</td> <td>C - Intermediate - Waiver</td> </tr> <tr> <td>5 – Initially Proficient</td> <td>D - Advanced - Waiver</td> </tr> <tr> <td>6 – 1st Year Exited</td> <td></td> </tr> <tr> <td>7 – 2nd Year Exited (+)</td> <td></td> </tr> </table>	Blank - Select a Value	8 - English Speaker I	1 - Pre-functional	9 - English Speaker II	2 - Beginner	A - Pre-Functional –Waiver	3 - Intermediate	B - Beginner - Waiver	4 - Advanced	C - Intermediate - Waiver	5 – Initially Proficient	D - Advanced - Waiver	6 – 1 st Year Exited		7 – 2 nd Year Exited (+)	
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<p>IS (Instructional Setting)</p>	<p>{Exceptional Children: Lori James, 803-734-8221}</p> <p>Select one of two indicators. Do not leave field blank. The IS field indicates that the student is currently receiving special education services and has an Individualized Education Program (IEP) in effect. This field will be used by the Office of Exceptional Children, The Office of Research, The Office of Assessment, and the Office of Finance for reporting purposes.</p> <p>Blank-Regular SE-Special Ed</p>																
<p>Bus 1</p>	<p>{Transportation: Doug Hamrick, 803-734-8246}</p> <p>Key in and VERIFY carefully the number that identifies which bus the student rides to school if you select A = AM Bus Only or B = AM&PM Bus for the Bus Transportation Needed field (above). You will need to use one of two numbers:</p> <ol style="list-style-type: none"> 1. The bus number assigned by your district; for example, 18. 2. The last 6 characters in the SCDE Bus Identification Number; for example, 7-0001 if that number is 57-0001 <p>You can request the appropriate bus number from your local District Transportation Office. This number must be six or fewer alphanumeric characters.</p>																
<p>Bus 2</p>	<p>{Transportation: Doug Hamrick, 803-734-8246}</p> <p>Key in and VERIFY carefully the number that identifies which bus the student rides from school to his home in the afternoon if you select B = AM&PM Bus or P = PM Bus Only for the Bus Transportation Needed field (above). Again you will need to use one of two numbers:</p> <ol style="list-style-type: none"> 1. The bus number assigned by your district; for example, 18. 2. The last 6 characters in the SCDE Bus Identification Number; for example, 7-0001 if that number is 57-0001 <p>You can request the appropriate bus number from your local District Transportation Office. This number must be six or fewer alphanumeric characters.</p>																
<p>Bus Transportation Needed</p>	<p>{Transportation: Doug Hamrick, 803-734-8246}</p> <p>From the drop-down menu, select the most appropriate choice that indicates the student's transportation needs. Refer to the 2007-2008 SC Transportation User Manual.</p> <table border="0"> <tr> <td>Blank = None [default]</td> <td>D = Daycare Provider</td> </tr> <tr> <td>A = AM Bus Only</td> <td>P = PM Bus Only</td> </tr> <tr> <td>B = AM&PM Bus</td> <td>W = Walker</td> </tr> <tr> <td>C = POV (Car Rider)</td> <td>Y = Bicycle</td> </tr> </table>	Blank = None [default]	D = Daycare Provider	A = AM Bus Only	P = PM Bus Only	B = AM&PM Bus	W = Walker	C = POV (Car Rider)	Y = Bicycle								
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2008-2009 Specific Fields for SCDE

<p>Dropout Reason</p>	<p>{Public School Choice: Aveene Coleman, 803-734-3057}</p> <p>Use the W36 Withdrawal Code (see enrollment atom) for all students who are identified as dropouts. These students must receive both a Dropout Reason and Dropout Date. Use only the following approved Dropout Reason codes. Refer to the Office of Safe Schools and Youth Services' Dropout Prevention & Attendance instructions.</p> <table border="0"> <tr> <td>Blank - blank</td> <td>37 - Poor Attendance</td> </tr> <tr> <td>20 - Status Unknown</td> <td>38 - Because of Age</td> </tr> <tr> <td>23 - Transfer to Adult Ed</td> <td>39 - To get Married</td> </tr> <tr> <td>26 - Pregnancy</td> <td>40 - Low or Failing Grades</td> </tr> <tr> <td>27 - Proprietary/Trade School - No Educ. Prog</td> <td>41 - Emancipated by Courts</td> </tr> <tr> <td>29 - Pursue Job</td> <td>42 - Suspended / Did Not Return</td> </tr> <tr> <td>30 - Military Service - No Educ. Program</td> <td>43 - Hospital - No Educ.</td> </tr> <tr> <td>32 - Adult Correctional Facility-No Educ Prog</td> <td>44 - Rehabilitative Facility - No Educ. Prog.</td> </tr> <tr> <td>33 - Expelled / Did Not Return</td> <td></td> </tr> </table>	Blank - blank	37 - Poor Attendance	20 - Status Unknown	38 - Because of Age	23 - Transfer to Adult Ed	39 - To get Married	26 - Pregnancy	40 - Low or Failing Grades	27 - Proprietary/Trade School - No Educ. Prog	41 - Emancipated by Courts	29 - Pursue Job	42 - Suspended / Did Not Return	30 - Military Service - No Educ. Program	43 - Hospital - No Educ.	32 - Adult Correctional Facility-No Educ Prog	44 - Rehabilitative Facility - No Educ. Prog.	33 - Expelled / Did Not Return	
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<p>Dropout Date</p>	<p>{Public School Choice: Aveene Coleman, 803-734-3057}</p> <p>For the Dropout Date field, enter the date on which the student became a dropout -- usually the first date of non-attendance. *NOTE: The Office of Safe Schools and Youth Services may update their requirements for Dropout Data and present the changes during their training workshops.</p>																		
<p>IEP (Individualized Education Program)</p>	<p>{Early Childhood: Mellanie Jinnette, 803-734-3605}</p> <p>Indicate whether or not a student has an IEP. Every student identified as disabled under the Individuals with Disabilities Education Act (IDEA) must have an IEP on file according to State and Federal regulations.</p>																		

Page 2 Tab Sheet

The screenshot shows a web-based form for a student named Bill Acosta. The form is titled 'Acosta, Bill Student'. It includes fields for personal information (Last Name, First Name, Middle Name, Grntrn, Grd, Gen, Student ID), birthplace (California), and various educational and administrative fields (Dst/Res, Sch/Res, Grid#, Sum Schl, Apport%NxtSch, NxtGrd, NxtTrk, LstSch, PostSec, Ctz, PrimLang, HomeLang, CorrLang, Prograrr, Permit Cc/Date, Grad Date, EOY Status, SDE Temp1, SDE Temp2, SDE Temp3, First Language Spoken, No Show Reason). There are navigation buttons for Page 1, Page 2 (selected), and Page 3, and a 'Close' button at the bottom right.

Birthplace	This field is not mandatory and will not be collected by SCDE.																		
Dst/Res (District of Residence)	{Finance: Mellanie Jinnette, 803-734-3605 Enter a valid County District code for the district for which the student would be zoned to attend.																		
Alias Name	{Medicaid: Virgie Chambers, 803-734-3698 Enter any alternate last name a student is using instead of his or her given name.																		
Nick Name	{Medicaid: Virgie Chambers, 803-734-3698 Enter any nickname a student is known by.																		
PrimLang (Primary Language)	{Early Childhood: Mellanie Jinnette, 803-734-3605 Enter the primary language in which student is most fluent. Use only those language codes that have been standardized by the SCDE. <table style="width: 100%; border: none;"> <tr> <td>Blank - English</td> <td>JPN - Japanese</td> </tr> <tr> <td>ARB - Arabic</td> <td>KRN - Korean</td> </tr> <tr> <td>CMB - Cambodian</td> <td>MND - Mandarin</td> </tr> <tr> <td>CNT - Cantonese</td> <td>OTH - Other</td> </tr> <tr> <td>FRN - French</td> <td>PRT - Portuguese</td> </tr> <tr> <td>GJR - Gujarati</td> <td>RSN - Russian</td> </tr> <tr> <td>GRM - German</td> <td>SPN - Spanish</td> </tr> <tr> <td>HMN - Hmong</td> <td>TGL - Tagalog</td> </tr> <tr> <td>HND - Hindi</td> <td>VTN - Vietnamese</td> </tr> </table>	Blank - English	JPN - Japanese	ARB - Arabic	KRN - Korean	CMB - Cambodian	MND - Mandarin	CNT - Cantonese	OTH - Other	FRN - French	PRT - Portuguese	GJR - Gujarati	RSN - Russian	GRM - German	SPN - Spanish	HMN - Hmong	TGL - Tagalog	HND - Hindi	VTN - Vietnamese
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2008-2009 Specific Fields for SCDE

HomeLang (Home Language) CorrLang (Correspondence Home Language)	{ Early Childhood: Mellanie Jinnette, 803-734-3605 } Enter the primary language spoken in the child's home.
SCDE Temp 1, SCDE Temp2, SCDE Temp3	{ Technology: Technology Services, 803-734-7000 } The Office of Technology, Technology Services uses these fields for temporary purposes. DO NOT use these fields to store any other data.
First Language Spoken	{ Federal & State Accountability: Catherine Neff, 803-734-2880 } Enter the first language the student spoke. Use only those language codes that have been standardized by the SCDE.
No Show Reason	{ Research: Margarita Díaz, 803-734-0639 } Indicate the reason for the student "no showing" at the school.

Page 3 Tab Sheet

The screenshot shows a software window titled "Student" with a tab labeled "Page 3". The form contains several rows of input fields:

- Fields for Last Name, First Name, Middle Name, Grntrn, Grd, Gen, and Student ID.
- Five dropdown menus for User Code 1 through User Code 5.
- Fields for User Code 6, User Code 7, User Code 8, User Code 9, and User Num 1.
- Fields for User Num 2, User Num 3, User Num 4, User Num 5, and a dropdown for Meals.
- Fields for Alternate ID 1, Medicaid ID, Disciplinary User Code, and State ID.
- Fields for Birth Country and US Sch Entry.
- A series of checkboxes for various indicators: Title III Elig Immigrant, Foster Home, Migrant, Refugee/Immig, Receives Financial Aid, Homeless, PE Waiver, Retain, No Auto Dial, Gifted & Talented, Restrict Pers. Info, DrvTrnElig - Date, and Comp Ed.

Navigation buttons (back, search, forward) and "Close" and "Find" buttons are located at the bottom of the window.

Meals (Free/Reduced Meals Program)	{ Research: Deborah Wiggins, 803-734-8284 } The Meals drop-down field indicates whether the student is eligible or not eligible for free or reduced price meals. A blank is an invalid value. Enter one of the three indicators: F - Free N - None [not eligible for free or reduced price] R - Reduced
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2008-2009 Specific Fields for SCDE

<p>Medicaid ID</p>	<p>{Medicaid: Virgie Chambers, 803-734-3698}</p> <p>Enter the assigned number for students who receive Medicaid services. The Department of Health and Human Services assigns specific students a permanent Medicaid number</p> <p>If you populate this field with a student's Medicaid ID, you have the option to also use the Receives Financial Aid checkbox to indicate when the student is actively receiving Medicaid services.</p>
<p>State ID</p>	<p>{Technology: Technology Services, 803-734-7000}</p> <p>The SUNS (State Unique Numbering System) through the SASI SIF agent automatically populates the State ID field when you enroll or transfer a student into your school. Each district technology representative must properly install the SUNS software components to receive this number without user intervention.</p>
<p>Title III Elig Immigrant (Title III Eligible Immigrant)</p>	<p>{Federal & State Accountability: Catherine Neff, 803-734-2880}</p> <p>By checking this box, this field indicates a student is an <u>eligible</u> immigrant. Refer to the NCLB User's Guide in SASI. DO NOT mass change this field except to clear it for all students or to follow the NCLB instructions. If you check this box you must also select a Birth Country and enter the US Sch Entry date.</p>
<p>Birth Country</p>	<p>{Federal & State Accountability: Catherine Neff, 803-734-2880}</p> <p>Check this box for eligible student only. The Birth country field generally holds the student's birth country and is generally linked to the Title III Elig Immigrant checkbox and the Date Entered US Schools field. This field can also be used for students born in US territories (e.g. Puerto Rico, etc.) AND for students born in the US, but who were returned to their family's home country before entering US Schools. Use the US territories selection on the drop down menu for these students. In these cases only (born in a foreign country, born in a US territory), would a US Schools entry date also be entered.</p>
<p>US Sch Entry (US School Entry Date)</p>	<p>{Federal & State Accountability: Catherine Neff, 803-734-2880}</p> <p>Enter the first date the student enrolled in a school in the U.S. Must be use in conjunction with the Title III Elig Immigrant checkbox, and refer to the NCLB User's Guide in SASI for additional information.</p> <p>In the case of students born in a foreign country, born in a US territory, or born in the US and entering a US school after returning from a home country during 2nd grade or later, a US Schools entry date must also be entered.</p>

<p>Migrant</p>	<p>{Migrant Education: Betty Black, 803-734-8219}</p> <p>Check the box to indicate a student is a migrant. An SEA reviewed and approved Certificate of Eligibility (COE) is required to determine eligibility for migrant status while resident and enrolled in a school district. Migrant status is based upon the following definition:</p> <p>A migratory student is a student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain temporary or seasonal employment in agricultural or fishing work:</p> <ul style="list-style-type: none"> • has moved from one school district to another; or • in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or • resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity. <p>Agricultural activity is:</p> <ul style="list-style-type: none"> • any activity directly related to the production or processing of crops, dairy products, poultry or livestock for initial commercial sale or personal subsistence; • any activity directly related to the cultivation or harvesting of trees; or • any activity directly related to fish farms. <p>DO NOT mass change this field except to clear it for all students.</p>
<p>Homeless</p>	<p>{Youth Services: Brenda J. Myers, 803-734-3215}</p> <p>Check this box to indicate if a student is homeless. DO NOT mass change this field except to clear it for all students.</p>

Student Services Program Atom

<p>Pgm ID (Service Program ID)</p>	<p>{ Technology: Technology Services, 803-734-7000 }</p> <p>Pgm ID is the Service program identifier. Standard SCDE service programs are as follows:</p> <p>21st - 21st CCLC { Community and Parent Services: Diane Willis, 803-734-8103 }</p> <p>HWC - After-school Homework Center { Community and Parent Services: Diane Willis, 803-734-8103 }</p> <p>ESOL - Cohort Group { Federal Programs: Catherine Neff, 803-734-2880 }</p> <p>ELLI – English Language Learner Instruction { Federal Programs: Catherine Neff, 803-734-2880 }</p> <p>FL4K – Full Day 4k Program { Early Childhood: Mellanie Jinnette, 803-734-3605 }</p> <p>ALC – Alternative Learning Center { Public School Choice: Aveene Coleman, 803-734-3057 }</p>
<p>Grade (Program Entry Grade)</p>	<p>{ Technology: Technology Services, 803-734-7000 }</p> <p>This field reflects the grade the student was in when they were enrolled in this program.</p>
<p>Level (Program Level)</p>	<p>{ Technology: Technology Services, 803-734-7000 }</p> <p>The Lvl field indicates the Service Program level. For each service program there are associated program levels. The SCDE’s standard levels for the current service programs are as follows:</p> <p>21st CCLC { Community and Parent Services: Diane Willis, 803-734-8103 }</p> <ul style="list-style-type: none"> 1 - First year in program 2 - Second year in program 3 - Third year in program 4 - Fourth year in program 5 - Five or more years in program

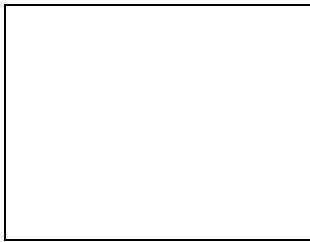
2008-2009 Specific Fields for SCDE

	<p>HWC {Community and Parent Services: Diane Willis, 803-734-8103}</p> <p>1 - fewer than 15 days 2 - 15 or more days</p>														
	<p>ESOL {Federal & State Accountability: Catherine Neff, 803-734-2880}</p> <table border="0"> <tr> <td>A - <1 year of ESOL service</td> <td>H - at least 7 but < 8 yrs of ESOL service</td> </tr> <tr> <td>B - at least 1 but <2 yrs of ESOL Service</td> <td>I - at least 8 but < 9 yrs of ESOL service</td> </tr> <tr> <td>C - at least 2 but < 3 yrs of ESOL service</td> <td>J - at least 9 but < 10 yrs of ESOL service</td> </tr> <tr> <td>D - at least 3 but < 4 yrs of ESOL service</td> <td>K - at least 10 but < 11 yrs of ESOL service</td> </tr> <tr> <td>E - at least 4 but < 5 yrs of ESOL service</td> <td>L - at least 11 but < 12 yrs of ESOL service</td> </tr> <tr> <td>F - at least 5 but < 6 yrs of ESOL service</td> <td>M - at least 12 but < 13 yrs of ESOL service</td> </tr> <tr> <td>G - at least 6 but < 7 yrs of ESOL service</td> <td>N - 13 or more years of ESOL service</td> </tr> </table>	A - <1 year of ESOL service	H - at least 7 but < 8 yrs of ESOL service	B - at least 1 but <2 yrs of ESOL Service	I - at least 8 but < 9 yrs of ESOL service	C - at least 2 but < 3 yrs of ESOL service	J - at least 9 but < 10 yrs of ESOL service	D - at least 3 but < 4 yrs of ESOL service	K - at least 10 but < 11 yrs of ESOL service	E - at least 4 but < 5 yrs of ESOL service	L - at least 11 but < 12 yrs of ESOL service	F - at least 5 but < 6 yrs of ESOL service	M - at least 12 but < 13 yrs of ESOL service	G - at least 6 but < 7 yrs of ESOL service	N - 13 or more years of ESOL service
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C - at least 2 but < 3 yrs of ESOL service	J - at least 9 but < 10 yrs of ESOL service														
D - at least 3 but < 4 yrs of ESOL service	K - at least 10 but < 11 yrs of ESOL service														
E - at least 4 but < 5 yrs of ESOL service	L - at least 11 but < 12 yrs of ESOL service														
F - at least 5 but < 6 yrs of ESOL service	M - at least 12 but < 13 yrs of ESOL service														
G - at least 6 but < 7 yrs of ESOL service	N - 13 or more years of ESOL service														
	<p>ELLI {Federal Programs: Catherine Neff, 803-734-2880}</p> <p>1 - ESL Pull-out Class 2 - ESL Class Period 3 - ESL Push-in 4 - ESL Newcomer Program 5 - Sheltered content-based Program 6 - Structured Immersion 7 - Mainstream w/accomd 8 - Mainstream w/o accomd 9 - Monitored</p>														
	<p>FL4K {Early Childhood: Mellanie Jinnette, 803-734-3605}</p> <p>Service Program Code of "FL4K - Full Day 4K Program" is the required program ID for CDEPP. This is to indicate those children in eligible districts/schools.</p>														
	<p>ALC {Public School Choice: Aveene Coleman, 803-734-3057}</p> <p>HS – High School MS – Middle School ES – Elementary School</p>														

Enrollment Atom

Current Page

<p>Enter Date and Code</p>	<p>{ Finance: Mellanie Jinnette, 803-734-3605 }</p> <p>Used when a student enrolls in a school. Changes/corrections to the student's enrollment status are made in this atom. Use only the following approved enrollment codes. Refer to the Office of Finance's Pupil Accounting Manual</p> <p>E – First School This Year in SC EEi – Ineligible for Funding</p>																				
<p>Leave Date and Code</p>	<p>{ Finance: Mellanie Jinnette, 803-734-3605 }</p> <p>Enter the appropriate date when a student leaves the school for any reason. Changes/corrections to the student's enrollment status are made in this atom. Use only the following approved withdrawal codes. Refer to the Office of Finance's Pupil Accounting Manual</p> <table border="0"> <tr> <td>W10 Transfer/In-District</td> <td>W28 Withdrawn/4-Year College</td> </tr> <tr> <td>W20 Withdrawn/Unknown Status</td> <td>W29 Withdrawn/Work</td> </tr> <tr> <td>W21 Graduated</td> <td>W30 Withdrawn/Military</td> </tr> <tr> <td>W22 Transfer/Out of District</td> <td>W31 Withdrawn/Juvenile Corrections</td> </tr> <tr> <td>W23 Transfer/Adult Education</td> <td>W32 Withdrawn/ Adult Corrections</td> </tr> <tr> <td>W24 Moved Out of District/School Unknown</td> <td>W33 Withdrawn/Expulsion</td> </tr> <tr> <td>W25 Withdrawn/Home Schooled</td> <td>W34 Withdrawn/Charter School</td> </tr> <tr> <td>W26 Withdrawn/Health or Pregnancy</td> <td>W35 Deceased</td> </tr> <tr> <td>W27 Withdrawn/Tech School</td> <td>W36 Dropout</td> </tr> <tr> <td></td> <td>W37 Re-enroll Next School Year (Dropout)</td> </tr> </table>	W10 Transfer/In-District	W28 Withdrawn/4-Year College	W20 Withdrawn/Unknown Status	W29 Withdrawn/Work	W21 Graduated	W30 Withdrawn/Military	W22 Transfer/Out of District	W31 Withdrawn/Juvenile Corrections	W23 Transfer/Adult Education	W32 Withdrawn/ Adult Corrections	W24 Moved Out of District/School Unknown	W33 Withdrawn/Expulsion	W25 Withdrawn/Home Schooled	W34 Withdrawn/Charter School	W26 Withdrawn/Health or Pregnancy	W35 Deceased	W27 Withdrawn/Tech School	W36 Dropout		W37 Re-enroll Next School Year (Dropout)
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W27 Withdrawn/Tech School	W36 Dropout																				
	W37 Re-enroll Next School Year (Dropout)																				
<p>ADA (Eligible ADA)</p>	<p>{ Finance: Mellanie Jinnette, 803-734-3605 }</p> <p>The ADA field indicates the manner in which this student is counted for average daily attendance. "Y" is the default value. SCDE recognizes only "C", "N" and "Y." The ADA setting can affect the SRC reports. Refer to the Office of Finance's Pupil Accounting Manual.</p>																				



- Y** - Yes [default]
- N** - No ADA
- A** - ½ Day AM [do not use]
- P** - ½ Day PM [do not use]
- M** - Full Day AM [do not use]
- E** - Full Day PM [do not use]
- C** - Concurrent [use at the concurrent site]

History Page

Ln	Effective	Enter	Leave	Yr	Sch#	Grd	ADA	Moved To	Came Fro
1	08/07/02	E		02	998	00	Y		
2	08/06/03	E		03	998	00	Y		
3	08/05/04	E		04	998	01	Y		
4	08/05/05	E		05	998	02	Y		
5	08/07/06	E		06	998	02	Y		

Moved To

{[Research: Margarita Diaz, 803-734-0639](#)}

Enter the 7 digit district and school code (formally know as "BEDScode") for an in-state school to indicate where a student has gone if "no showed" in current school year. Enter this information in the record of the last year the student was enrolled. When you no show a student the enrollment record for the current year is deleted. **Research will disregard any other data in this field.**

If a No Show student has NO prior year line of enrollment or the prior year line of enrollment is not last year, use the No Show Reason field to indicate the reason, but do not enter a BEDS code in the "moved to" field even if the student transfers within the state.

Parent/Guardian Atom

Personal/Employment Tab Sheet

The screenshot shows a software window titled "Parent/Guardian" with a close button (X) in the top right corner. The form is divided into several sections. At the top, there are fields for "Last Name", "First Name", "Middle Name", "Grd", "Gen", and "Student ID". Below this is a "Relationship" section with a dropdown menu and fields for "Last Name", "First Name", "Middle Name", and "Title". The "Personal/Employment" tab is selected, showing a "Comments" field. The "Address" section includes fields for "Address", "City", "St", and "Zip Code". The "Telephone" section includes "Telephone", "Alt Telephone", "Extn", "Soc Sec No.", and "Birthplace". The "Employer" section includes "Employer" and "Occupation". The "Work Address" section includes "Work Address", "City", "St", and "Zip Code". The "Work Telephone" section includes "Work Telephone", "Extn", "Work Hrs: From", "To", "Ctz", "E/M", "Mil", "Cont", "Res", and "Rsp". The "Email Address" section includes an "Email Address" field. At the bottom of the window are navigation buttons (back, search, forward) and "Close" and "Find" buttons.

<p>Relationship</p>	<p>{Early Childhood: Mellanie Jinnette, 803-734-3605}</p> <p>Use this field to indicate the relationship of the person being entered to the student. Enter information for one parent/guardian at a time. Add the parent/guardian who assumes primary responsibility for the student first, since that record displays first by default. Choose from the following standardized codes in SASI:</p> <table border="0"> <tr> <td>01 - Mother</td> <td>11 - Brother</td> </tr> <tr> <td>02 - Father</td> <td>12 - Sister</td> </tr> <tr> <td>03 - Step-Mother</td> <td>13 - Grandmother</td> </tr> <tr> <td>04 - Step-Father</td> <td>14 - Grandfather</td> </tr> <tr> <td>05 - Foster Mother</td> <td>15 - AM Day Care Provider</td> </tr> <tr> <td>06 - Foster Father</td> <td>16 - PM Day Care Provider</td> </tr> <tr> <td>07 - Guardian</td> <td>17 - Spouse</td> </tr> <tr> <td>08 - Other</td> <td>18 - Parole Officer</td> </tr> <tr> <td>09 - Neighbor</td> <td>19 - Aunt</td> </tr> <tr> <td>10 - Babysitter</td> <td>20 - Uncle</td> </tr> </table>	01 - Mother	11 - Brother	02 - Father	12 - Sister	03 - Step-Mother	13 - Grandmother	04 - Step-Father	14 - Grandfather	05 - Foster Mother	15 - AM Day Care Provider	06 - Foster Father	16 - PM Day Care Provider	07 - Guardian	17 - Spouse	08 - Other	18 - Parole Officer	09 - Neighbor	19 - Aunt	10 - Babysitter	20 - Uncle
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10 - Babysitter	20 - Uncle																				
<p>Res (Student Resides Here)</p>	<p>{Research: Wei Yao, 803-734-8439}</p> <p>The Res field indicates whether the student resides with this parent or guardian. SASI marks this field with an "X" by default. If the student does NOT reside with this individual, the "X" must be removed. DO NOT mass change this field.</p>																				
<p>Rsp (Responsible Party)</p>	<p>{Technology: Technology Services, 803-734-7000}</p> <p>The Rsp field indicates whether the parent or guardian has primary responsibility for the student. DO NOT mass change this field.</p>																				

Comments Tab Sheet

<p>Education Level</p>	<p>{Research: Wei Yao, 803-734-8439}</p> <p>The Education Level field indicates the highest education level attained by the parent or guardian. SCDE default codes in SASI, with the addition of the “GED,” are as follows.</p> <p>Blank – None B – Bachelor’s Degree G – GED H – High School Degree M – Master’s Degree N – No HS Diploma P – PhD</p>
<p>YrEdMom_FG (Previously User Code 1)</p>	<p>{Research: Wei Yao, 803-734-8439}</p> <p>SCDE uses this field to indicate the years of formal education of the Mother or female guardian. Select from 01 – 30 where appropriate. SCDE’s use of this field takes precedence over district use.</p>

Discipline Atom

<p>Incid Date (Incident Date)</p>	<p>{Youth Services: Beth Mackinem, 803-734-6905} Enter the date on which the discipline incident occurred. This could be different from the date the incident was reported.</p>
<p>Disc Cd (Discipline Code)</p>	<p>{Youth Services: Beth Mackinem, 803-734-6905; Truancy Prevention: David Toomer, 803-734-5485} Select the appropriate discipline code for each discipline infraction. Refer to the DTS website for the list of discipline codes approved by the SCDE. Districts may add non-conflicting, non-duplicating codes in the range of 1 - 149 and 850 - 955.</p>
<p>Disp Cd (Disposition Code)</p>	<p>{Youth Services: Beth Mackinem, 803-734-6905; Truancy Prevention: David Toomer, 803-734-5485} Select the appropriate disciplinary action for each discipline incident. SCDE has added the following disposition codes to the standard list of SASI codes. Use "TRU1", "TRU2" and "TRU3" in conjunction with discipline codes 151 – 153.</p> <ul style="list-style-type: none"> ALT - Referred to Alternative Prog. EXP - Expulsion SUS - Suspension TRU1 - Intervention Plan TRU2 - Family Court Referral TRU3 - Violation of Court Order SUPX - Suspension Pending Expulsion (new in 06-07)
<p>School</p>	<p>Enter the three-digit school number of the discipline incident.</p>
<p>State Incd # (State Incident Number)</p>	<p>{Youth Services, Beth Mackinem, 803-734-6905} Use the State Incd # field to link multiple offenders in the same incident. Give each subsequent offender the same incident number as the first student entered. Refer to the instructions relating to the Safe Schools data collection on the DTS website.</p>

EFA/EIA Classification Info Atom

EFA Code Entry Tab Sheet

EFA Primary (EFA Primary Code)

{Finance: [Mellanie Jinnette](#), 803-734-3605; Exceptional Children: [Lori James](#), 803-734-8221}

You must assign each student in grades K-12 an EFA primary code. Four-year-old pre-kindergarten students who are classified as VH and HH disabled pupils are eligible for EFA funding. The Office of Finance uses only the primary EFA classification code to compile membership days for EFA funding. You may use only the following approved EFA codes. Refer to the Office of Finance's [Pupil Accounting Manual](#).

The categories of Deafblindness and Multiple Disabilities should be reported in one of the approved EFA codes. Deafblindness should be reported as either HH or VH. Multiple Disabilities should be reported in the contributing disability category that has the highest weight.

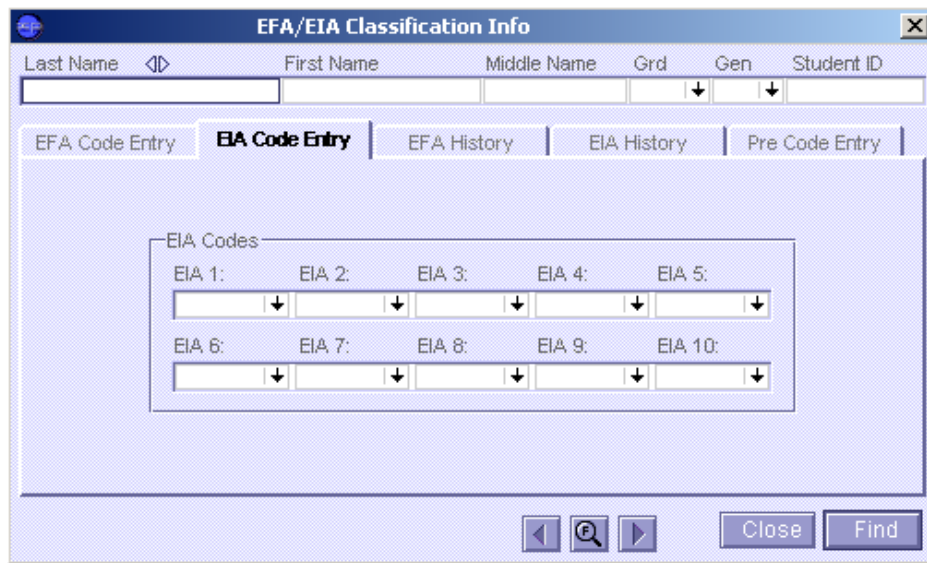
Note: The SC SASI atom includes three EFA Classifications for reporting purposes, in order to eliminate a paper data collection for DD, TBI, PMD and OHI students. These are **NOT** "real" EFA Classifications – we are just trying to make it easier for you to report the data. These codes will roll into existing codes when you report Membership & Attendance data.

- *TBI - Traumatic Brain Injury – has the same weighting as Orthopedically Impaired and will be rolled to OH.
- *PMD – Mental Disability-Severe - has the same weighting as Mental Disability - Moderate and will be rolled to TM.
- *OHI - Other Health Impaired - has the same weighting as Specific Learning Disability and will be rolled to LD.
- *DD – Developmental Delay – has the same weighting as Specific Learning Disability and will be rolled to LD.

2008-2009 Specific Fields for SCDE

	<p>K - Kindergarten P - Primary EL - Elementary HS - High School AU - Autism EM – Mental Disabili - Mild EH – Emotional Disability HH – Deaf/Hard Hearing HO - Homebound LD – Spfc Learning Disabili</p> <p>OH - Orthopedically Impair SP – Speech/Lang Impair. TM – Mental Disabili – Mod. VH – Visual Impairment V1 - Vocational 1(Gr9-12) V2 - Vocational 2(Gr9-12) V3 - Vocational 3(Gr9-12) *OHI - Other Health Impair *TBI - Traumatic Brain Inj *PMD – Mental Disabi-Severe *DD – Developmental Delay</p>
<p>EFA 2-10 (EFA Secondary Codes 2-10)</p>	<p>{Finance: Mellanie Jinnette, 803-734-3605; Exceptional Children: Lori James, 803-734-8221}</p> <p>The SCDE uses only the primary EFA classification code to compile membership days for EFA funding. EFA 2-10 should be completed for any additional conditions indicated in the list of appropriate EFA codes. Refer to the Office of Finance’s Pupil Accounting Manual. See EFA Primary for the only EFA codes approved by the SCDE.</p>

EIA Code Entry Tab Sheet

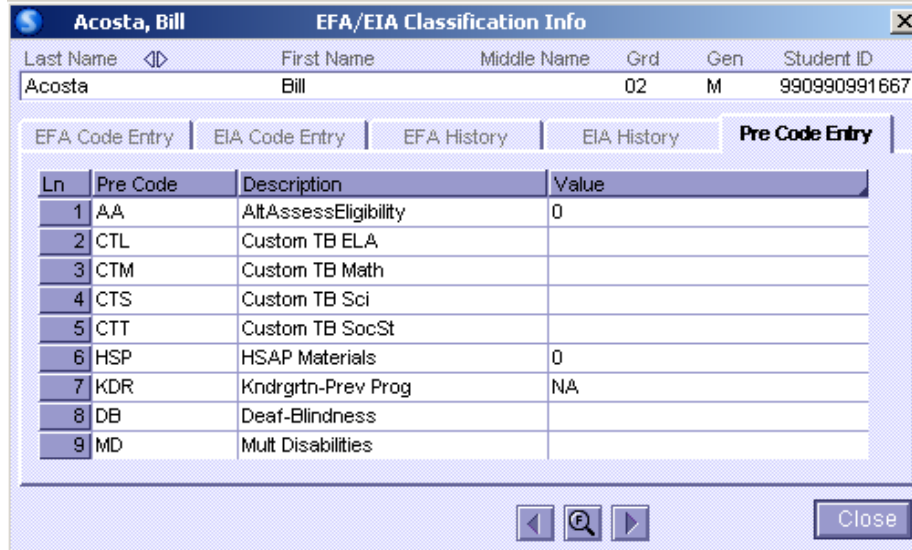


<p>EIA 1-10 (EIA Codes 1-10)</p>	<p>{Finance: Mellanie Jinnette, 803-734-3605}</p> <p>Students who are eligible and served under one or more of the EIA programs or subjects should have the appropriate code and entry date. The following are the only approved EIA codes you may use. Refer to the Office of Finance’s Student Accountability Manual.</p>
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2008-2009 Specific Fields for SCDE

	AP 1 - History of Art AP 2 - Studio Art AP 3 - Biology AP 4 - Chemistry AP 5 - Computer Science AP 6 - English AP 7 - French AP 8 - German AP 9 - Amer Govt/Politic AP 10 - U.S. History AP 11 - European History AP 12 - Latin AP 13 - Calculus AB AP 14 - Calculus BC AP 15 - Music	AP 16 - Physics AP 17 - Spanish AP 18 - World History AP 19 - Economics AP 20 - Environmental Science AP 21 - Psychology AP 22 - Statistics AP 23 - Human Geography AP 24 - AP Other Artistic AP 25 - AP Other Academic EC3 - 3 Year Olds EC4 - 4 Year Olds GTA - Academic G & T GTR - Artistic G & T
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Precode Entry Tab Sheet



Precode Fields	<p>{Assessment: Joe Saunders, 803-737-4275}</p> <p>Refer to the Office of Assessment's Precode Handout for the current Precode values and descriptions.</p>
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Teacher Atom

<p>Soc Sec No (Social Security Number)</p>	<p>{Educator Preparation, Support, and Assessment: Catherine Samulski, 803-734-4068}</p> <p>Enter the teacher's SSN. This will help with matching the teacher to the Office of Educator Certification's records for the purpose of verifying the teacher's highly qualified status.</p>
<p>License Number</p>	<p>{Educator Preparation, Support, and Assessment: Catherine Samulski, 803-734-4068}</p> <p>Enter the teacher's certification number issued by the Office of Educator Certification. You must enter 000000 if the teacher has not been issued a teaching certificate through the SCDE. This will help with matching the teacher to the Office of Educator Certification's records for the purpose of verifying the teacher's highly qualified status.</p>
<p>E-Mail Address</p>	<p>{Educator Information Management: Wendy Spivey, 803-734-1434}</p> <p>Enter the teacher's full e-mail address so the SCDE offices can send direct communications via this media.</p>

Course Atom

General Info Tab Sheet

Course ID	<p>{ Technology: Technology Services, 803-734-7000 }</p> <p>Your SASI installation included all of the valid SCDE Activity/Course Codes at the time of implementation. All courses were initially set to Inactive; you should Activate courses as needed for each year's set of requests/offerings. Course codes you add must follow the guidelines of the Activity Coding Manual. Refer to the SASI Basic Scheduling Training Guide for instructions on adding or activating a course.</p>
Course Title	<p>{ Quality Assurance: Elwood Lewis, 803-734-8360 }</p> <p>SCDE provides the Short Course Title you select for the Course Title field. You may change this title at the discretion of the district.</p>
Long Course Title	<p>{ Quality Assurance: Elwood Lewis, 803-734-8360 }</p> <p>SCDE provides the standard list for Long Course Title you will reference for the Course Title field in SASI. You may change this title at the discretion of the district.</p>
Duplicates	<p>{ Technology: Technology Services, 803-734-7000 }</p> <p>Setting the Duplicates field to "Yes" will allow you to schedule students into multiple sections of a course at the same time; students can earn separate grades for each of the sections of the same course.</p> <p>Blank – no [default] X – Yes</p>

Sections Atom

<p>Section ID</p>	<p>{Technology: Technology Services, 803-734-7000}</p> <p>You should enter a Section ID for every active section for each current year's master schedule in the 8-2 format: an 8-character Course Code, a dash and a 2-digit section number; i.e., 301100CW-01.</p>
<p>Inst Type</p>	<p>{E-Learning: Dee Appleby, 803-734-7169}</p> <p>Enter the type of instruction for the section. Instructor led, SC Virtual School, other online school, etc.</p>

Course History Atom

Course History Tab Sheet

The screenshot shows a software window titled "Course History". At the top, there are input fields for "Last Name", "First Name", "Middle Name", "Grd", "Gen", and "Student ID". Below these are four tabs: "Course History", "Academic Summary", "Credit Summary", and "Narrative Comments". The "Course History" tab is active, displaying a table with the following columns: Ln, Mth, Year, Crs-ID, Crs Title, Mark, Credit Attempt, Credit Comp, Schoc Year, Term, Grd, Rpt Tag, and Citz. The table is currently empty. At the bottom of the window, there is a "GPA" field with the value "0.0000" and several navigation buttons including "Close" and "Find".

Course History	<p>{ Technology: Technology Services, 803-734-7000 }</p> <p>Programs requiring measurement of yearly progress can use Course History as one method of measurement.</p>
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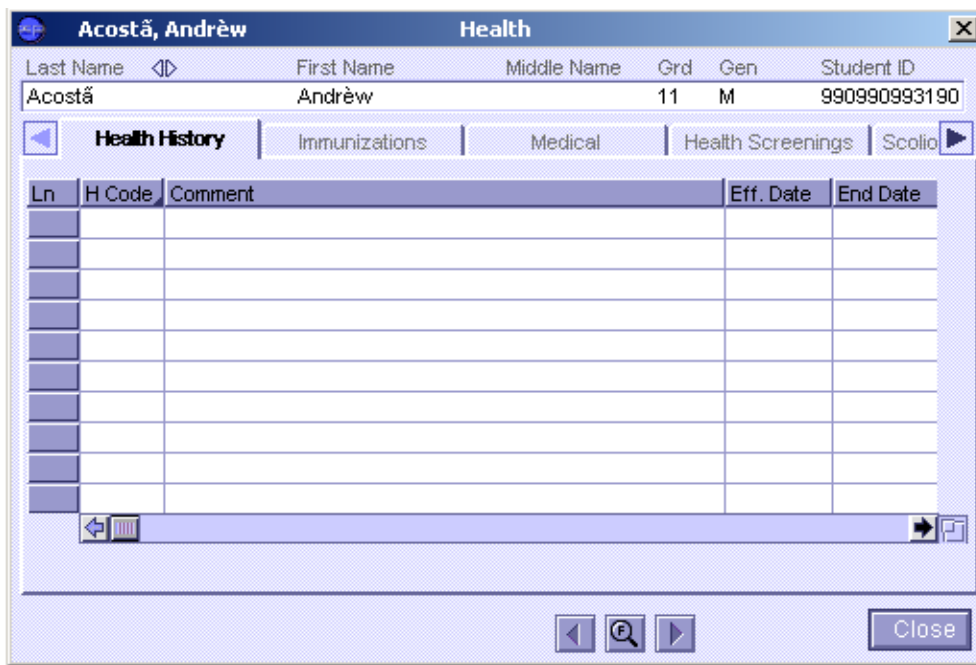
Academic Summary Tab Sheet

The screenshot shows the same "Course History" window, but with the "Academic Summary" tab selected. The "GPA Summary" section contains four rows of data: "ACA: Academic GPA", "TOT: Total GPA", "GP3: CSU GPA", and "GP4: Type 4 GPA". Each row has a "GPA" column with an input field and a "GPA Rank out c" column with an input field. Below this, there are two dropdown menus: "Diploma Type" and "Grad Pgm of Study". The "Credit Summary" section at the bottom has two input fields: "Credits Attempted" and "Credits Completed".

TOT (Total GPA)	<p>{Technology: Technology Services, 803-734-7000}</p> <p>The SCDE uses GPA Definition 2, which is currently defined as 'Total GPA'. This is the GPA Definition that was configured for the Uniform Grading Scale during the implementation of SASI, and is referenced in the instructions for calculating GPAs and transcripts.</p>
Diploma Type	<p>{Technology: Technology Services, 803-734-7000}</p> <p>Enter the type of diploma being sought after or earned by the student in the Diploma Type field. The following are the only diploma type codes standardized by SCDE.</p> <p>A - Standard Diploma C - State Certificate N - Non-Diploma</p>

Health Atom

Health History Tab Sheet



H Code (Health Code)	<p>{Healthy Schools: Lynn Hammond, 803-734-8076}</p> <p>The following are the only health codes that have been standardized by the SCDE (continued on next page):</p>
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2008-2009 Specific Fields for SCDE

ADHD	Att. Deficit/Hyperactivity	INS	Insect Bite/Sting
ALD	Allergic to Drugs	JF	Jammed Finger
ALF	Allergic to Foods	KIDN	Kidney or Bladder Problem
ALI	Allergic to Insects	LACE	Laceration
ALO	Other Allergies	LEAD	Lead Poisoning
AN/BU	Anorexia/Bulimia	MALIG	Malignant Disease
ANA	Anaphylaxis	MC	Menstrual Cramps
ASM	Asthma	MED	Other Medical Condition
AUT	Autism	MEDP	Medication Problem
BI	Back Injury	MIGH	Migraine Headaches
BLD	Other Blood Disorder	MIS	Minor Injury to Skin
BPM	Blood Pressure Monitoring	MS	Multiple Sclerosis
BRE	Breathing Problems	MSC	Miscellaneous
BRK	Broken Bone	MUDYS	Muscular Dystrophy
CF	Cystic Fibrosis	MUSP	Musculoskeletal Pain
CHA	Cold/Hayfever/Allergies	NEURD	Neuromuscular Disease
CHEST	Chest Pain	NOSE	Nosebleed
CMV	Cytomegalovirus	NVOM	Nausea/Vomiting
CNSNT	Parental Consent Form	OBP	OB Problem
COUGH	Cough	OD	Orthopedic Disability (P)
CP	Cerebral Palsy	OIC	Other Injury/Condition
DEN	Dental Injury	OTHER	Other Minor Complaint
DIA	Diarrhea	PC	Paper Cut
DIZZY	Dizziness	PHP	Personal Hygiene Problem
DM	Diabetes Monitoring	PPW	Pencil Puncture Wound
DM1	Diabetes, Type 1	PREG	Pregnancy
DM2	Diabetes, Type 2	PSY	Psychiatric Emergency
DOWNS	Down Syndrome	PSYCH	Psychiatric Disorder (Diag)
DP	Diabetes Problem	RASH	RASH
EAR	Ear Problem	RE	Respiratory Emergency
EINJ	Eye Injury	RENWL	Medicaid Renewal Form
EPI	Epilepsy (Seizures)	REST	Restroom Privileges
EYE	Eye Problem	RHEUA	Rheumatoid Arthritis
FAC	Facial Injury	SA	Sexual Assault
FAINT	Fainting (Syncope)	SACHE	Stomach Ache
FEVER	Fever	SCR	Scrape
FLU	Flu Symptoms	SEIZ	Seizures
FRAC	Fracture	SKE	Sickle Cell
GENET	Genetic Disorders, Other	SLE	Systemic Lupus
HEAD	Headache	SORE	Sore
HEADI	Head Injury	SPBIF	Spina Bifida
HEO	Hemophilia	SPL	Splinter
HEPB	Hepatitis B	SS	Sprain/Strain
HI	Hearing Impaired	ST	Sore Throat
HL	Head Lice	SUBAB	Substance Abuse
HRE	Heat Related Emergency	TBI	Traumatic Brain Injury
HRTF	Functional Heart Murmur	TBO	TD Booster
HRTO	Other Heart Problems	THY	Thyroid Disorder
HTN	Hypertension	TOOTH	Toothache
HYCEP	Hydrocephaly	ULC	Ulcers
IBS	Irritable Bowel Syndrome	VI	Visually Impaired

Vaccine Definition Atom

Vaccination Information					
Ln	Number	Description	Type	Dosage	Print on Tr
1	1	Hep B (Ped)		10	}
2	2	OPV		10	}
3	3	IPV		10	}
4	7	DTP/DTPHib/DTaP		10	}
5	9	DT/Td/Tdap		10	}
6	11	MMR		10	}
7	12	Varicella		10	}
8	13	Hx of Var		10	}
9	14	Hep B (Adult)		10	}
10	15	Hib		10	}
11	16	Meningococcal		10	}
12	17	Pneumococcal		10	}
13	18	HPV		10	}

13 Vaccine Definitions in the list

Close

Vaccine Definitions

{[Healthy Schools: Lynn Hammond, 803-734-8076](#)}

The displayed vaccinations and dosages are the only vaccinations that have been standardized by the SCDE. You must use the exact Vaccination Number for these vaccinations. If you have added any vaccinations within your district, your Vaccination Numbers cannot conflict with these. The SCDE Vaccination Numbers MUST take precedence over district entries.