# California Preschool Data Collection (CAPSDAC)User Manual Appendix C: Electronic File Format Specifications

**A Guide for Program Staff**

**Version 1.0**

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Early Education Division

California Department of Education

1430 N Street, Suite 3410

Sacramento, CA 95814-5901

Email Support: CAPSDAC@cde.ca.gov

[EED Contractor Information](https://www.cde.ca.gov/sp/cd/ci/)

**This version supersedes previous versions of this guide.**

## Revision History

| **Version Number** | **Revision Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v1.0 | 03/18/2024 | All sections | User Manual Appendix C: Electronic File Format Specifications Created |

## Overview

This document provides detailed information of the format specifications for each data field within the Classroom, Staff, and Child record data submissions. Within a Comma Separated Value (CSV) electronic file, all data elements must be specifically formatted and meet specific criteria. The tables in this document outline each data element of a CSV file. Additionally, the tables below provide descriptions and comments of each data element, including the data type, size, and entry requirement.

### Contents

This document contains the following sections and topics:

* Classroom Record File Format Specifications
* Staff Record File Format Specifications
* Child Record File Format Specifications

## Classroom Records File Format Specifications

This section provides detailed information of format specifications for each data field within the Classroom Records CSV file.

This section provides a table with the following file specifications:

i. Column Name & Header Title

ii. Data Description

iii. Data Entry Requirement

iv. Value Rules

v. Example Value

| Field Name(Manual Entry)Header Title(Electronic File) | Data Description | Data Entry Requirement | Value Rules | Example Value |
| --- | --- | --- | --- | --- |
| Preschool CDS CodePreschoolCDSCode | The Preschool CDS Code for the site where this Classroom resides | Required | * A unique 14-character code consisting of digits (0-9) and capital English alphabet letters (A-Z)
* A list of preschools (and their CDS Codes) within this LEA can be downloaded under the "File Downloads" section
* In cases where agencies operate multiple preschool sites, each site must be assigned a distinct CDS code
 | 1234678901234 |
| ClassroomIDClassroomID | The Classroom's Local Identifier | Required | * Unique (across the preschool) value from 1−50 characters
 | TOD-1/S |
| Classroom NameClassroomName | The Classroom's Name | Required | * Text from 1−255 characters
* Can consist of English alphabet letters, numbers, special characters, and spaces
 | Toddlers #1 (Spanish Immersion) |
| Care TypeCareType | Indicates if the Classroom offers Full-Day or Part-Day services. | Required | * "F": Full-Day
* "P": Part-Day
 | P |
| Language(s) Used – Teacher(s)LanguagesTeachersUse | Language(s) used by the Classroom's teacher(s) | Required | * Value must be one or more codes (found in the "Language Codes" table)
* When inputting multiple codes, separate each with a comma
* Do not include a space between codes
 | eng,spa |
| Language(s) Proficient – Teacher(s)LanguagesTeachersProficient | Language(s) proficient in of the Classroom’s teacher(s) | Required | * Value must be one or more codes (found in the "Language Codes" table)
* When inputting multiple codes, separate each with a comma
* Do not include a space between codes
 | eng,spa,jpn |
| Language(s) Used – Aide(s)LanguagesAidesUse | Language(s) used by aide(s) in the Classroom | Semi-Optional | * Value must be one or more codes (found in the "Language Codes" table)
* When inputting multiple codes, separate each with a comma
* Do not include a space between codes
* **Semi-Optional**: Either both or neither of the LanguagesAides[Use/Proficient] must have a value
 | spa,eng |
| Language(s) Proficient – Aide(s)LanguagesAidesProficient | Language(s) proficient in of the aide(s) in the Classroom | Semi-Optional | * Value must be one or more codes (found in the "Language Codes" table)
* When inputting multiple codes, separate each with a comma
* Do not include a space between codes
* **Semi-Optional**: Either both or neither of the LanguagesAides[Use/Proficient] must have a value
 | spa |
| Language Program TypeLanguageProgramType | Indicate if the Classroom participates in a Language Learner Program | Required | * Value can only include one “Language Program Type Code”
 | 1 |

## Staff Records File Format Specifications

This section provides detailed information of format specifications for each data field within the Staff Records CSV file.

This section provides a table with the following file specifications:

i. Column Name & Header Title

ii. Data Description

iii. Data Entry Requirement

iv. Value Rules

v. Example Value

| Column Name(Manual Entry)Header Title(Electronic File) | Data Description | Data Entry Requirement | Value Rules | Example Value |
| --- | --- | --- | --- | --- |
| Preschool CDS CodePreschoolCDSCode | The Preschool CDS Code for the site where this Staff is assigned | Required | * A unique 14-character code consisting of digits (0-9) and capital English alphabet letters (A-Z)
* A list of preschools (and their CDS Codes) within this LEA can be downloaded under the "File Downloads" section
* In cases where agencies operate multiple preschool sites, each site must be assigned a distinct CDS code
 | 1234678901234 |
| StaffIDStaffID | The staff's unique Local Identifier  | Required | * An exclusive identification assigned and managed by the preschool agency for every staff member. This ID must be systematically developed and maintained by the agency to guarantee uniqueness and facilitate efficient management of staff records within the preschool
* Unique (across the preschool) value from 1−50 characters
 | WON-8838 |
| Last NameLastName | The staff's legal Last Name  | Required | * Text from 1−50 characters
* Can consist of English alphabet letters, spaces, apostrophes, and/or hyphens
 | Wong |
| First NameFirstName | The staff's legal Last Name  | Required | * Text from 1−50 characters
* Can consist of English alphabet letters, spaces, apostrophes, and/or hyphens
 | Jason |
| Middle InitialMiddleInitial | The staff's Middle Initial  | Optional | * The 1st letter of the staff's Middle Name
 | M |
| Date of BirthDateOfBirth | The staff's Date of Birth  | Required | * Must be formatted as MM/DD/YYYY
 | 11/18/1994  |
| GenderGender | The staff's Gender | Required | * Either "F" (Female), "M" (Male), or "X" (Non-Binary)
* Value can only be one code (found in the “Gender Codes” table)
 | M |
| HispanicIsHispanicYN | Indicator that the staff is Hispanic (regardless of other Race)  | Optional | * Either "Y" (Yes), "N" (No), or blank (indicates "No Response")
 | Y |
| Race(s)Races | The staff's racial background(s)  | Optional | * Blank indicates "No Response"
* When inputting multiple codes, separate each with a comma
* Do not include a space between codes
 | 200,700  |
| Staff RoleStaffRole | The Staff's role within the LEA and/or Preschool  | Required | * Value must be one code (found in the "Staff Role Codes" table)
 | 1 |
| Highest Degree CompletedHighestDegree | The Staff's highest completed educational degree | Required | * Select the highest-level permit or credential applicable for this field.
* Choose the certification that represents the staff's highest level of authorization or qualification
* Value can only be one code (found in the "Degree Codes" table)
 | D |
| Years Of Experience in this LEAYearsExperienceInLEA | The Staff's number of years of experience within this LEA  | Required | * A non-negative whole number (no fractions or decimals)
* If Years of Experience is less than one year, enter a value of zero (0)
* Value cannot be greater than the Staff's current age minus 18 years.
 | 8 |
| Local Assignment Waiver?WaiverYN | Indicator for whether the Staff has received a local assignment waiver | Required | * Either "Y" (Yes) or "N" (No)
 | Y |
| SEIDSEID | The staff's California Statewide Educator Identifier (SEID)  | Semi-Optional | * The SEID is a ten (10) digits randomly generated, non-personally identifiable number
* Required for Teachers who do not have a Waiver (WaiverYN = "N")
* Optional for Aides or Teachers with a Waiver (WaiverYN = "Y")
* Optional for Aides or Teachers if the Permit/Credential is “Permit/Credential Not Compliant”
 | 1234567890 |
| Permit/CredentialsPermit | The Staff’s highest level of Permit or Credential | Semi-Optional | * Required for Teachers who do not have a Waiver (WaiverYN = "N")
* Optional for Aides or Teachers with a Waiver (WaiverYN = "Y")
* If applicable, value should be 1 Code (found in the "Staff Permit Codes" table)
 | 3 |
| Classroom AssignmentClassroomAssignments | The ClassroomID(s) to which this Staff is assigned | Optional | * One or more ClassroomID value to indicate the assigned Classroom(s)
* When inputting multiple codes, separate each with a comma
* Do not include a space between codes
 | TOD-1, TOD-2 |

## Child Records File Format Specifications

This section provides detailed information of format specifications for each data field within the Child Records CSV file.

This section provides a table with the following file specifications:

i. Column Name & Header Title

ii. Data Description

iii. Data Entry Requirement

iv. Value Rules

v. Example Value

| Column Name(Manual Entry)Header Title(Electronic File) | Data Description | Data Entry Requirement | Value Rules | Example Value |
| --- | --- | --- | --- | --- |
| Preschool CDS CodePreschoolCDSCode | The Preschool CDS Code for the site where this Child is enrolled | Required | * A unique 14-character code consisting of digits (0-9) and capital English alphabet letters (A-Z)
* A list of preschools (and their CDS Codes) within this LEA can be downloaded under the "File Downloads" section
* In cases where agencies operate multiple preschool sites, each site must be assigned a distinct CDS code
 | 12345678900001 |
| ChildIDChildID | The Child's Local Identifier | Required | * Unique (across the preschool) value from 1−50 characters
 | GAR-4393 |
| Last NameLastName | The Child's legal Last Name | Required | * Text from 1−50 characters
* Can consist of English alphabet letters, spaces, apostrophes, and/or hyphens
 | Garcia-Lopez |
| First NameFirstName | The Child's legal First Name | Required | * Text from 1−50 characters
* Can consist of English alphabet letters, spaces, apostrophes, and/or hyphens
 | Elena |
| Middle Initial (MI)MiddleInitial | The Child's Middle Initial  | Optional | * The 1st letter of the Child's Middle Name
 | M |
| GenderGender | The Child's Gender  | Required | * Value must be one code (found in the “Gender Codes” table)
 | F |
| Start Date of EnrollmentDateOfEnrollmentStart | The Child's starting Date of Enrollment | Required | * Must be formatted as MM/DD/YYYY
* Value cannot be before the Child’s Date of Birth
* Value cannot be after the current Data Submission Period
 | 11/01/2022 |
| End Date of EnrollmentDateOfEnrollmentEnd | The Child's ending Date of Enrollment | Semi-Optional | * Must be formatted as MM/DD/YYYY
* Semi-Optional: Leave blank if Child is still enrolled
* Value cannot be before Start Date of Enrollment
* Value must occur within the current Data Submission Period
 | 03/10/2024 |
| Eligibility StatusEligibilityStatus | This field indicates the Child's eligibility status for CSPP services | Required | * Value must be one code (found in the "Eligibility Status Codes" table)
 | A |
| Date of BirthDateOfBirth | The Child's Date of Birth | Required | * Must be formatted as MM/DD/YYYY
 | 11/18/2020 |
| Country of BirthCountryOfBirth | The Child's Country of Birth | Required | * Value must be a two-letter code (found in the "Country Codes" table)
* Only one value can be input
 | US |
| State of BirthStateOfBirth | The Child's State of Birth  | Semi-Optional | * Semi-Optional: Required if the Child's CountryOfBirth value is "US" (United States), "MX" (Mexico), or "CA" (Canada); otherwise leave blank
* If applicable, value should be a two- or three-letter code (found in the "State Codes" table)
 | CA |
| City of BirthCityOfBirth | The Child’s City of Birth | Required | * Text from 1−100 characters
 | Woodland Hills |
| HispanicIsHispanicYN | Indicator that the Child is Hispanic (regardless of other Race) | Optional | * Either "Y" (Yes), "N" (No), or blank (indicates "No Response")
 | Y  |
| Race(s)Races | The Child's racial background(s) | Optional | * Blank indicates "No Response"
* When inputting multiple Codes, separate each with a comma
* Do not include a space between codes
 | 300,600  |
| Active IEP or IFSP?IEPorIFSP | Indicate whether the Child has an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP) | Required | * Value must be one code (found in the "IEP or IFSP Codes" table)
 | 2 |
| Date of Family Language InstrumentDateOfInstrument | The Child's Date of Instrument (i.e., when the Family Language Instrument was completed) of the Child at this facility. | Required | * Must be formatted as MM/DD/YYYY
* If the Family opted out of the Family Language Instrument, please input the value 11/11/1111
* Value cannot be before the Child’s Date of Birth
* Value cannot be after the current data submission period
 | 11/25/2022 |
| Home Language(s)LanguagesHome | The language(s) used in the Child’s home | Semi-optional | * Value must be one code (found in the "Language Codes" table)
* When inputting multiple codes, separate each with a comma
* Do not include a space between codes
* Family Language and Interest Interview Question 4
* Semi-Optional: If the Child is a Dual Language Learner (DLL), this is required. If non-DLL, this must be English or left blank
 | eng,jpn |
| Most-Used LanguageLanguageMostUsed | The language the Child most often uses | Semi-optional | * Value must be one code (found in the "Language Codes" table)
* Family Interest and Interview Question 6
* Semi-Optional: If the Child is a Dual Language Learner (DLL), this is required. If non-DLL, this must be English or left blank
 | eng |
| Is Dual Language Learner (DLL)IsDualLanguageLearnerYN | Indicator that the Child is a Dual/Multi Language Learner (DLL) | Required | * Either "Y" (Yes) or "N" (No)
* If set to "Y", must fill in value for "IsDLLTeacherDesignatedYN" column
 | Y  |
| Teacher Designated of DLL StatusIsDLLTeacherDesignatedYN | Indicates that the Child is designated a DLL by a teacher | Required | * "Y" (Yes) or "N" (No) if "IsDualLanguageLearnerYN" column is set to "Y"
* Should be empty if "IsDualLanguageLearnerYN" is set to "N"
 | N |
| Family Identification Case Number (FICN)FICN | The Child's family's Family Identification Case Number (FICN) | Required | * Text must be between 1−15 characters.
* Text must contain only letters and/or numbers.
 | 123456789012345  |
| Family SizeFamilySize | The number of people in the Child's family | Required | * Must be a number between 1−15
* The value must be (and can only be) one if the child is named as their own Head of Household
* The value can have a minimum of two only if there is no second Head of Household named
* The value can have a minimum of three if there is a second Head of Household named
 | 4 |
| Family Monthly IncomeFamilyMonthlyIncome | The monthly income of the Child’s family | Required | * Must be a number between 0−999999
* Must be a whole integer indicating the dollars per month
* Do not include decimals, commas, or any non-digits
 | 2500 |
| CalWORKs RecipientCalWORKsRecipient | Whether the Child’s family is a CalWORKs Cash Aid Recipient | Required | * Value should be one code (found in the "CalWORKs Recipient Codes" table)
 | 4 |
| Reason for Needing ServiceReasonForService | The Child’s family's reason for needing CSPP services | Required | * Value must be one code (found in the "Reason For Needing Service Codes" table)
 | A |
| 1st Head of Household Last NameHeadOfHouseholdLastName1 | The Last Name of the Child's 1st Head-Of-Household  | Required | * Text from 1−100 characters
* Can consist of English alphabet letters, spaces, apostrophes, or hyphens
 | Garcia-Lopez |
| 1st Head of Household First NameHeadOfHouseholdFirstName1 | The First Name of the Child’s 1st Head-of-Household | Required | * Text from 1−100 characters
* Can consist of English alphabet letters, spaces, apostrophes, or hyphens
 | Maria |
| 1st Head of Household Middle InitialHeadOfHouseholdMiddleInitial1 | The Middle Initial of the Child's 1st Head-Of-Household | Optional | * The 1st letter of the Head of Household's Middle Name
 | S |
| 1st Head of Household EducationHeadOfHouseholdEducation1  | The highest education completed of the Child's 1st Head-Of-Household  | Required | * Value must be one code (found in the "Education Codes" table)
 | 12 |
| 2nd Head of Household Last NameHeadOfHouseholdLastName2 | The Last Name of the Child's 2nd Head-Of-Household  | Optional | * Text from 1−100 characters
* Can consist of English alphabet letters, spaces, apostrophes, or hyphens
 | Garcia  |
| 2nd Head of Household First NameHeadOfHouseholdFirstName2 | The First Name of the Child's 2nd Head-Of-Household | Optional | * Text from 1−100 characters
* Can consist of English alphabet letters, spaces, apostrophes, or hyphens
 | Jose |
| 2nd Head of Household Middle InitialHeadOfHouseholdMiddleInitial2 | The Middle Initial of the child’s 2nd Head-of-Household | Optional | * The 1st letter of the Head of Household's Middle Name
 | X |
| 2nd Head of Household EducationHeadOfHouseholdEducation2 | The highest education completed of the Child's 2nd Head-Of-Household | Optional | * Value must be one code (found in the "Education Codes" table)
 | 10 |
| Written Communication PreferenceLanguageFamilyWritten | The language preference for the family's written communication | Semi-Optional | * Value must be one code (found in the "Language Codes" table)
* Family Language and Interest Interview Question 7
* Semi-Optional: If the Child is a Dual Language Learner (DLL), this is required. If non-DLL, this must be English or left blank
 | eng |
| Verbal Communication PreferenceLanguageFamilyVerbal | The language preference for the family's verbal communication | Semi-Optional | * Value must be one code (found in the "Language Codes" table)
* Family Language and Interest Interview Question 8
* Semi-Optional: If the Child is a Dual Language Learner (DLL), this is required. If non-DLL, this must be English or left blank.
 | spa |
| Home Address Line 1HomeAddress1 | The 1st street line of the Child's home address | Required | * 1–100 characters
 | 123 Main St. |
| Home Address Line 2HomeAddress2 | The 2nd street line of the Child's home address | Optional | * 1–100 characters
 | Apt. 2 |
| Home CityHomeCity | The city of the Child's home address | Required | * 1–100 characters
 | Sacramento |
| Home StateHomeState | The state of the Child's home address | Required | * Value must be a two- or three-letter code (found in the "State Codes" table)
* Value must be within U.S. States, Provinces, or Territories
 | CA |
| Home ZIP CodeHomeZIP | The ZIP Code of the Child's home address | Required | * Value must follow the standard format of either five digits (e.g., 95630) or five digits, a hyphen, and four more digits (e.g., 95630-4529)
* Value must be either 5 digits (e.g., 95630) or 10 characters, including a hyphen (e.g., 95630-4529)
* Value must be within U.S. States, Provinces, or Territories
 | 95818-1234 |
| Mailing Address 1MailingAddress1 | The 1st street line of the Child's mailing address | Optional | * 1−100 characters
 | 456 Broadway |
| Mailing Address 2MailingAddress2 | The 2nd street line of the Child's mailing address | Optional | * 1−100 characters
 | P.O. Box #789 |
| Mailing CityMailingCity | The city of the Child's mailing address | Optional | * 1−100 characters
 | Sacramento |
| Mailing StateMailingState | The state of the Child's mailing address | Optional | * Value must be a two- or three-letter code (found in the "State Codes" table)
* Value must be within U.S. States, Provinces, or Territories
 | CA |
| Mailing ZIP CodeMailingZIP | The optional ZIP Code of the Child's mailing address | Optional | * Value must follow the standard format of either five digits (e.g., 95630) or five digits, a hyphen, and four more digits (e.g., 95630-4529)
* Value must be either 5 digits (e.g., 95630) or 10 characters, including a hyphen (e.g., 95630-4529)
* Value must be within U.S. States, Provinces, or Territories
 | 95816-2345 |
| Service TypeServiceType | Indicates whether the Child is enrolled in Direct Services Full-Day, Direct Services Part-Day, Subcontracted Services Full-Day, or Subcontracted Services Part-Day. | Required | * Value must be one code (found in the "Service Type Codes" table)
 | 1 |
| Full-Time EnrollmentFullTimeEnrollment | If applicable, input the ClassroomID associated with the classroom in which the Child was enrolled in Full-Time | Semi-Optional | * A single ClassroomID value to indicate the Classroom of Full-Time Enrollment
* Semi-Optional: A Child must be enrolled in at least one Full-Time or one Part-Time Classroom
* A child cannot be enrolled in both a Full-Time and a Part-Time Classroom during the same data submission period.
 | TOD-1 |
| Part-Time EnrollmentPartTimeEnrollments | If applicable, input the ClassroomID(s) associated with the classroom(s) in which this Child was enrolled in Part-Time | Semi-Optional | * One or more ClassroomID values to indicate the Classroom(s) of Part-Time Enrollment
* When inputting multiple codes, separate each with a comma
* Do not include a space between codes
* Semi-Optional: A Child must be enrolled in at least one Full-Time or one Part-Time Classroom
 | TOD-1, TOD-2 |