# CBEDS File Import Specifications

For County District Information Form (CDIF) and School Information Form (SIF) Data Records School Year 2023–24

Collected through the California Basic Educational Data System (CBEDS)
Online Reporting Application (ORA)

Version 16.0.0

June 30, 2023

California Basic Educational Data System (CBEDS)
California Department of Education (CDE)

## Document Information

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| ****Properties**** | ****Description**** |
| --- | --- |
| Title | CBEDS File Import Specification |
| Version | Version 16.0.0 |
| Issue Date | June 30, 2023 |

### Revision History

| ****Version**** | ****Date**** | ****Summary of Change**** |
| --- | --- | --- |
| 16.0.0 | June 30, 2023 | Initial release:* Updated year references and examples throughout.
* Added new information for the Home-to-School Transportation Data Collection component (CDIF, Section D).
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## Description of Import File

Districts and Independently Reporting Charter schools are required to submit CDIF (district level) and/or SIF (school level) data to the web-based CBEDS Online Reporting Application (CBEDS-ORA) either through the web application’s CDIF and/or SIF forms or via import files. Properly formatted text files containing Type A and B records can be imported; their record layouts are described in this document.

### Import File Format

Import files are **tab delimited** text files. Each row of data (one record) consists of a predefined number of fields, and each field is separated by a **tab character**. Each row must end with a carriage return and line feed. The import file should only contain data and no additional information.

Please **DO NOT** add any of the following to the import file:

* Do not include headers (i.e. Male Classified Staff CDIF, Female Classified Staff CDIF).
* Do not include field headers and/or description (i.e. Row Indicator, County-District-School (CDS) Code, Year, etc.).
* Do not pad (left or right) data with leading zeros or blank spaces.
* Do not use quotation marks in the data files.

### Level of Import Data

Data records can either be district (D) and or school (S) level data.

### Importing Files into CBEDS-ORA

Import files containing CDIF and/or SIF data should be uploaded into CBEDS-ORA using the **Import** option on the **Advanced Features** page. **DO NOT** use the import option from the District of Choice Menu page, as the file will fail to import. Multiple files can be imported but only one at a time.

Importing data for a section that already has data populated will overwrite the data for that section. In other words, if you want to use the import option to update one cell, or row of data, for a section that you have already imported/entered data for, you will need to include all of the data for that section, not just data for the cell/row that you are updating.

## TYPE A RECORD Field Definitions

File structure for submitting electronic data for Section A. Full-Time Equivalent of Classified Staff of the CDIF and SIF CBEDS forms and Section D. Home-to-School Transportation Data of the CDIF CBEDS form.
Each Type A record has a total of 16 fields.

When submitting Type A data for import, **include only those rows that contain data**. It is not necessary to submit records where all values in fields 8–15 are zero. For example, if you do not have any male paraprofessionals at a school, you do not need to submit a record containing zero values for each race/ethnicity data element (fields 8–15).

| Field | Data Element Description | DataType | DataSize | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 1 | Row Indicator | C | 1 | Indicates a row of data | **D** |
| 2 | Source | C | 4 | * **CDIF** – County/District Information Form
* **SIF** – School Information Form
 | **CDIF** or **SIF** |
| 3 | Year | C | 4 | Year of submission for October 2023 CBEDS | **2324** |
| 4 | Record Type | C | 1 | Type of record | **A** |
| 5 | CDS Code | C | 14 | This is your LEA’s 14 digit CDS Code.District level records should have 2-digit county code plus a 5-digit district code plus seven zeros. (i.e. 12345670000000; Used when SOURCE = CDIF and LEVEL = D). School level records should have a 2-digit county code plus a 5-digit district code plus a 7-digit school code. (i.e. 12345677654321; Used when SOURCE = SIF and LEVEL = S). | Valid **7 digit** CD code **with 7 zeroes** for a District-level record or valid **14 digit** CDS code for a school-level record.i.e. **12345670000000**or **12345677654321** |
| 6 | Form Section Letter | C | 1 | Form section letter; related to the section of data. Provides information as to whether or not the section is required and if the section applies to a specific type of school. **CDIF Sections*** Section A
* Section D (Only for LEAs providing transportation services and receiving apportionments pursuant to *Education Code* Section 41850.1)

**SIF Section*** Section A
 | **WHEN** SOURCE = **CDIF** **THEN** VALID VALUES are: **A, or D****WHEN** SOURCE = **SIF****THEN** VALID VALUE is: **A** |
| 7 | Form Section Row Number | C | 3 | CDIF (district level) and SIF (school level) Section A. Full-Time Equivalents of Classified StaffSingle-school districts are NOT to report FTEs on the CDIF. Instead, they are to report them on the SIF.Use the following row numbers to specify the type of classified staff and use the appropriate race/ethnicity fields to specify the count (fields 8–15).Row number and description1. Male Paraprofessionals
2. Male Office/Clerical Staff
3. Male Other Classified Staff
4. Female Paraprofessionals
5. Female Office/Clerical Staff
6. Female Other Classified Staff
7. Nonbinary Paraprofessionals
8. Nonbinary Office/Clerical Staff
9. Nonbinary Other Classified Staff
 | WHEN SOURCE = CDIF or SIF**AND** FORM SECTION = A THEN VALID VALUES are: **1–9** |
| 7 | Form Section Row Number | C | 2 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.****CDIF Section D. Home-to-School Transportation Data**Report the number of students who received home-to-school transportation services by race/ethnicity.Row number and description1. Ridership Demographics
 | WHENSOURCE = CDIF ANDFORM SECTION = DTHENVALID VALUE is 1 |
| 8 | American Indian or Alaska Native Not Hispanic | C | 8 | Number of American Indian or Alaska Native Not Hispanic full-time equivalent (FTE) classified staff. Report to two decimal places.**Data Format:** FTE counts can be reported to two decimal places or no decimal places (i.e. 10.00 or 10 are valid). | **WHEN** SOURCE = **CDIF** or **SIF** **AND**FORM SECTION = **A** **AND**ROW = **1, 2, 3, 4, 5, 6, 7, and 8****THEN**VALID VALUES are:**0–99999.99** |
| 8 | American Indian or Alaska Native Not Hispanic | C | 6 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.**Number of American Indian or Alaska Native Not Hispanic students who received transportation services. Report in whole numbers. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **1****THEN**VALID VALUES are:**0–999999** |
| 9 | Asian Not Hispanic  | C | 8 | Number of Asian Not Hispanic full-time equivalent (FTE) classified staff. Report to two decimal places. | **WHEN** SOURCE = **CDIF** or **SIF** **AND**FORM SECTION = **A** **AND**ROW = **1, 2, 3, 4, 5, 6, 7, and 8****THEN**VALID VALUES are:**0–99999.99** |
| 9 | Asian Not Hispanic  | C | 6 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.**Number of Asian Not Hispanic students who received transportation services. Report in whole numbers. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **1****THEN**VALID VALUES are:**0–999999** |
| 10 | Pacific Islander Not Hispanic | C | 8 | Number of Pacific Islander Not Hispanic full-time equivalent (FTE) classified staff. Report to two decimal places. | **WHEN** SOURCE = **CDIF** or **SIF** **AND**FORM SECTION = **A** **AND**ROW = **1, 2, 3, 4, 5, 6, 7, and 8****THEN**VALID VALUES are:**0–99999.99** |
| 10 | Pacific Islander Not Hispanic | C | 6 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.**Number of Pacific Islander Not Hispanic students who received transportation services. Report in whole numbers. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **1****THEN**VALID VALUES are:**0–999999** |
| 11 | Filipino Not Hispanic | C | 8 | Number of Filipino Not Hispanic full-time equivalent (FTE) classified staff. Report to two decimal places. | **WHEN** SOURCE = **CDIF** or **SIF** **AND**FORM SECTION = **A** **AND**ROW = **1, 2, 3, 4, 5, 6, 7, and 8****THEN**VALID VALUES are:**0–99999.99** |
| 11 | Filipino Not Hispanic | C | 6 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.**Number of Filipino Not Hispanic students who received transportation services. Report in whole numbers. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **1****THEN**VALID VALUES are:**0–999999** |
| 12 | Hispanic or Latino of Any Race  | C | 8 | Number of Hispanic or Latino of Any Race full-time equivalent (FTE) classified staff. Report to two decimal places. | **WHEN** SOURCE = **CDIF** or **SIF** **AND**FORM SECTION = **A** **AND**ROW = **1, 2, 3, 4, 5, 6, 7, and 8****THEN**VALID VALUES are:**0–99999.99** |
| 12 | Hispanic or Latino of Any Race  | C | 6 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.**Number of Hispanic or Latino of Any Race students who received transportation services. Report in whole numbers. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **1****THEN**VALID VALUES are:**0–999999** |
| 13 | African American Not Hispanic | C | 8 | Number of African American Not Hispanic full-time equivalent (FTE) classified staff. Report to two decimal places. | **WHEN** SOURCE = **CDIF** or **SIF** **AND**FORM SECTION = **A** **AND**ROW = **1, 2, 3, 4, 5, 6, 7, and 8****THEN**VALID VALUES are:**0–99999.99** |
| 13 | African American Not Hispanic | C | 6 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.**Number of African American Not Hispanic students who received transportation services. Report in whole numbers. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **1****THEN**VALID VALUES are:**0–999999** |
| 14 | White Not Hispanic | C | 8 | Number of White Not Hispanic full-time equivalent (FTE) classified staff. Report to two decimal places. | **WHEN** SOURCE = **CDIF** or **SIF** **AND**FORM SECTION = **A** **AND**ROW = **1, 2, 3, 4, 5, 6, 7, and 8****THEN**VALID VALUES are:**0–99999.99** |
| 14 | White Not Hispanic | C | 6 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.**Number of White Not Hispanic students who received transportation services. Report in whole numbers. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **1****THEN**VALID VALUES are:**0–999999** |
| 15 | Two or More Races Not Hispanic | C | 8 | Number of Two or More Races Not Hispanic full-time equivalent (FTE) classified staff. Report to two decimal places. | **WHEN** SOURCE = **CDIF** or **SIF** **AND**FORM SECTION = **A** **AND**ROW = **1, 2, 3, 4, 5, 6, 7, and 8****THEN**VALID VALUES are:**0–99999.99** |
| 15 | Two or More Races Not Hispanic | C | 6 | **This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.**Number of Two or More Races Not Hispanic students who received transportation services. Report in whole numbers. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **1****THEN**VALID VALUES are:**0–999999** |
| 16 | Level | C | 1 | Level of data:* Use **D** for district level data (CDIF)
* Use **S** for school level data (SIF)
 | **WHEN** SOURCE = **CDIF****THEN** VALID VALUE is: **D****WHEN** SOURCE = **SIF****THEN** VALID VALUE is: **S** |

### TYPE A RECORD Data File Examples

The following examples are provided to assist with the creation of the data file for Type A records. Note that field headers are used as a reference in the below sample to show the order of fields. **DO NOT** include field headers in the actual data file. The greater than symbol “**>**” in the examples represents a TAB character. Do not submit data with the “**>**” symbol as a field separator as the data will fail to load correctly. The TAB character must be used to separate fields.

#### Data File Set Up

Field order for one row of data (this is only for reference, do not include in actual import file).
Row Indicator > Source > Year > Record Type > CDS Code > Form Section > Form Row Number > American Indian or Alaska Native Not Hispanic > Asian Not Hispanic > Pacific Islander Not Hispanic > Filipino Not Hispanic > Hispanic or Latino of Any Race > African American Not Hispanic > White Not Hispanic > Two or More Races Not Hispanic > Level¶

##### CDIF Section A. Classified Staff

Reporting data for Female Paraprofessional, and Nonbinary Other Classified Staff

D>CDIF>2324>A>99999990000000>A>4>3>0>3.5>0>0>0>1>0>D¶

D>CDIF>2324>A>99999990000000>A>9>1>0>3>0>0>1>0>1>D¶

**CDIF Section D. Home-to-School Transportation Data**

Reporting Asian Not Hispanic of 10, Filipino Not Hispanic of 10, Hispanic or Latino of Any Race of 20, African Not Hispanic of 15, White Not Hispanic of 20

D>CDIF>2324>A>99999990000000>D>1>0>10>0>10>20>15>20>0>D¶

##### SIF Section A. Classified Staff

Reporting data for Male Other Classified Staff, Female Office/Clerical Staff, and Nonbinary Other Classified Staff

D>SIF>2324>A>99999991234567>A>3>3>4.25>0>0>0>10.50>0>1>S¶

D>SIF>2324>A>99999991234567>A>5>2>7>0>6.25>0>2>0>4.75>S¶

D>SIF>2324>A>99999991234567>A>8>6>9>0>7>0>2>0>4.75>S¶

#### Data File Examples

Below is an example of how the actual data rows will look within the data file, assuming the space between each field is a TAB character and each data row terminates with a carriage return and line feed.

D CDIF 2324 A 99999990000000 A 1 13.75 0.75 10.00 0 0.50 0 2.25 10.50 D

D CDIF 2324 A 99999990000000 D 1 0 10 0 10 20 15 20 0 D

D SIF 2324 A 99999991234567 A 6 1 1 0 6.25 0 2 0 4.75 S

## TYPE B RECORD Field Definitions

File structure for submitting electronic data for Sections B, C, and D of the CBEDS CDIF and/or Sections B through E of the CBEDS SIF. Each Type B record has a total of 9 fields.

When submitting data for import, **include only those rows that contain data**. It is not necessary to submit records with zero values. For example, if you do not have data to report for one of the subjects in that section (e.g., you don’t plan to hire art teachers), you do not need to submit a record containing a zero value for the row that corresponds to art.

### TYPE B RECORD Standard Fields

Fields 1–6 are standard fields found in all Type B records.

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 1 | Row Indicator | C | 1 | Indicates a row of data | **D** |
| 2 | Source | C | 4 | **CDIF** – County/District Information Form**SIF** – School Information Form | **CDIF** or **SIF** |
| 3 | Year | C | 4 | Year of submission for October 2023 CBEDS | **2324** |
| 4 | Record Type | C | 1 | Type of record | **B** |
| 5 | CDS Code | C | 14 | This is your LEA’s 14 digit CDS Code.District level records should have 2-digit county code plus a 5-digit district code plus seven zeros. (i.e. 12345670000000; Used when SOURCE = CDIF and LEVEL = D). School level records should have a 2-digit county code plus a 5-digit district code plus a 7-digit school code. (i.e. 12345677654321; Used when SOURCE = SIF and LEVEL = S). | Valid **7 digit** CD code **with 7 zeroes** for a District-level record or valid **14 digit** CDS code for a school-level record.i.e. **12345670000000**or **12345677654321** |
| 6 | Form Section Letter | C | 1 | The section letter related to the form. Provides information as to whether or not the section is required and if the section applies to a specific type of school. **CDIF Sections*** Section B
* Section C
* Section D (Only for LEAs providing transportation services and receiving apportionments pursuant to *Education Code* Section 41850.1)

**SIF Sections*** Section B (Required)
* Section C (For charter schools only)
* Section D (Required)
* Section E (For independently reporting charter schools only)
 | **WHEN** SOURCE = **CDIF** **THEN** VALID VALUES: **B, C, or D****WHEN** SOURCE = **SIF** **THEN** VALID VALUES:**B, C, D, or E,**  |

### TYPE B RECORD Field 7: Form Section Row Number

#### CDIF Form Section Row Numbers

The Form Section Row Number (field 7) is dependent on the Source (field 2) and the Form Section Letter (field 6). Each Form Section Letter has its own set of row numbers and only specific combinations of section letters and row numbers are allowed. The table below provides information on the valid form section and row number combinations for submitting district level (CDIF) Type B records.

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 7 | Form Section Row Number | C | 3 | CDIF Section B. Estimated Number of Teacher Hires at the district-level (2024-25)Report the estimated number of teacher hires (specified in the VALUE field below) by subject (subject specified in this field ROW) for classroom teaching and specialist positions only. Report in full-time equivalents (FTEs) to one decimal place. (Do not include administrative, guidance, media, library, health service, or classified positions.)Row Number and Description1. Agriculture
2. Art
3. Multilingual Education
4. Business
5. Dance
6. English
7. Foreign Language
8. Health
9. Home Economics

*Continues on next row.* | **WHEN**SOURCE = **CDIF** **AND** FORM SECTION = **B** **THEN**VALID VALUES are:**1–21** |
| 7 | Form Section Row Number | C | 3 | *This row is a continuation of previous row.*CDIF Section B. Estimated Number of Teacher Hires at the district-level (2024-25)Report the estimated number of teacher hires (specified in the VALUE field below) by subject (subject specified in this field ROW) for classroom teaching and specialist positions only. Report in full-time equivalents (FTEs) to one decimal place. (Do not include administrative, guidance, media, library, health service, or classified positions.)Row Number and Description1. Life Science
2. Mathematics
3. Music
4. Physical Education
5. Physical Science
6. Reading
7. Self-Contained Classes
8. Special Education
9. Social Science/Studies
10. Theater
11. Trades and Industrial Arts
12. Other Specializations
 | **WHEN**SOURCE = **CDIF** **AND** FORM SECTION = **B** **THEN**VALID VALUES are:**1–21** |
| 7 | Form Section Row Number | C | 3 | CDIF Section C. Work Visa ApplicationsReport the number of H-1B work visas applied for on behalf of potential LEA and school employees, and the number of those applications that were granted.**Do not** to include visa application data from charter schools on the CDIF. Visa data for charter schools are to be reported on the charter school’s SIF. Row Number and Description1. Number of H-1B work visa applications submitted.
2. Number of H-1B work visa applications granted.
 | **WHEN**SOURCE = **CDIF** **AND**FORM SECTION = **C****THEN**VALID VALUES are:**1** or **2** |
| 7 | Form Section Row Number | C | 3 | This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.CDIF Section D. Home-to-School Transportation DataReport ridership information, general transportation information, and types of fuel sources.Row number and description1. Average Daily Riders
2. Number of Socioeconomically Disadvantaged Riders
3. Number of Days Transported
4. Number of Home-to-School Miles Driven
5. Number of Home-to-School Routes
6. Number of Lap/Shoulder Seatbelt Equipped Buses

For Types of Fuel Sources, indicate the row number that represents the type of fuels that are used by buses in the LEA.1. Diesel
2. Bio-Diesel
3. Gasoline
4. Propane
5. Electric
6. Hydrogen
7. Methanol
8. Compressed Natural Gas
 | WHENSOURCE = CDIF ANDFORM SECTION = DTHENVALID VALUES are: **2–15** |

#### SIF Form Section Row Numbers

The Form Section Row Number (field 7) is dependent on the Source (field 2) and the Form Section Letter (field 6). Each section has its own set of row numbers and only specific combinations of section letters and row numbers are allowed. The table below provides information on the valid form section and row number combinations for submitting school level (SIF) Type B records.

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 7 | Form Section Row Number | C | 3 | SIF Section B. Kindergarten Program TypesFor Kindergarten Program Types, indicate the row number that represents the type of kindergarten program that is offered at the school.Row Number and Description1. Full-day
2. Part-day
3. Both full-day and part-day
4. None

For Transitional Kindergarten Program Types, indicate the row number that represents the type of transitional kindergarten program that is offered at the school.Row Number and Description1. Full-day
2. Part-day
3. Both full-day and part-day
4. None
 | **WHEN**SOURCE = **SIF** **AND**FORM SECTION = **B** **THEN** VALID VALUES are:**1–8** |
| 7 | Form Section Row Number | C | 3 | This section is for charter schools only.SIF Section C. Work Visa ApplicationsReport the number of H-1B work visa applications applied for on behalf of potential employees, and the number of those visa applications that were granted.Row Number and Description1. Number of H-1B work visa applications submitted.
2. Number of H-1B work visa applications granted.
 | **WHEN**SOURCE = **SIF** **AND**FORM SECTION = **C****THEN**VALID VALUES are**1** or **2** |
| 7 | Form Section Row Number | C | 3 | SIF Section D. Educational Calendar TypeIndicate the type of calendar on which your school operates.Row Number and Description1. Traditional
2. Single-Track
3. Multitrack

Start and End DatesReport the school’s start date (first day of school) and end date (last day of school). Submit a separate record for start and end dates.Row Number and Description1. Start Date
2. End Date
 | **WHEN**SOURCE = **SIF** **AND** FORM SECTION = **D** **THEN** VALID VALUES are:**1, 2, 3, 4 or 5** |
| 7 | Form Section Row Number | C | 3 | For Independently Reporting Charter schools only.**SIF Section E. Estimated number of teacher hires (2024-25)** (at the school-level for independently reporting charter schools only)Report the estimated number of teacher hires (specified in the VALUE field below) by subject (subject specified in this field ROW) for classroom teaching and specialist positions only. Report in full-time equivalents (FTEs) to one decimal place. Do not include administrative, guidance, media, library, health service, or classified positions.Row Number and Description1. Agriculture
2. Art
3. Bilingual Education
4. Business
5. Dance
6. English
7. Foreign Language
8. Health Education
9. Home Economics

*Continues on next row.* | **WHEN**SOURCE = **SIF** **AND**FORM SECTION = **E** **THEN**VALID VALUES are:**1–21** |
| 7 | Form Section Row Number | C | 3 | *This row is a continuation of previous row.*For Independently Reporting Charter schools only.**SIF Section E. Estimated number of teacher hires (2024-25)** (at the school-level for independently reporting charter schools only)Report the estimated number of teacher hires (specified in the VALUE field below) by subject (subject specified in this field ROW) for classroom teaching and specialist positions only. Report in full-time equivalents (FTEs) to one decimal place. Do not include administrative, guidance, media, library, health service, or classified positions.Row Number and Description1. Life Science
2. Mathematics
3. Music
4. Physical Education
5. Physical Science
6. Reading
7. Self-Contained Classes
8. Special Education
9. Social Science/Studies
10. Drama/Theater
11. Trades and Industrial Arts
12. Other Specializations
 | **WHEN**SOURCE = **SIF** **AND**FORM SECTION = **E** **THEN**VALID VALUES are:**1–21** |

### TYPE B RECORD Field 8: Form Section Row Value

#### CDIF Form Section Row Values

Valid values for the Form Section Row Value (field 8) are dependent on the Source (field 2), Form Section Letter (field 6), and Form Section Row number (field 7). The table below provides information on the valid values for submitting district level (CDIF) Type B records based on valid section and row number combinations.

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 8 | Form Section Row Value | C | 5 | CDIF Section B. Estimated Number of Teacher Hires (2024-25)Report the estimated number of teacher hires (specified in this field, Form Section Row Value) by subject (specified in the Form Section Row Number field) for classroom teaching and specialist positions only. Report in full-time equivalents (FTEs) to one decimal place. (Do not include administrative, guidance, media, library, health service, or classified positions.)**Data Format:** Values can be reported to one decimal place or no decimal places (i.e. 12.5, 5, or 5.0 are valid). | **WHEN**SOURCE = **CDIF** **AND**FORM SECTION = **B** **AND**ROW NUMBER = **1–21****THEN**VALID VALUES are:**0–999.9** |
| 8 | Form Section Row Value | C | 5 | CDIF Section C. Work Visa ApplicationsReport the number of H-1B work visas applied for on behalf of potential LEA and school employees, and the number of those applications that were granted. **Do not** to include visa application data from charter schools on the CDIF. Visa data for charter schools are to be reported on the charter school’s SIF. **Data Format**: Numeric, 5 digits. For example if 10 H-1B work visa applications were submitted, submit 10 as the value. | **WHEN**SOURCE = **CDIF** **AND**FORM SECTION = **CAND**Row Number = **1** or **2****THEN**VALID VALUES are**0–99999** |
| 8 | Form Section Row Value | C | 6 | This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.CDIF Section D. Home-to-School Transportation DataReport the average daily riders under ridership information. **Data Format:** Values to be reported in whole numbers, no decimal places. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **2** **THEN**VALID VALUES are:**1–999999** |
| 8 | Form Section Row Value | C | 6 | This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.CDIF Section D. Home-to-School Transportation DataReport the number of socioeconomically disadvantaged riders under ridership information. **Data Format:** Values to be reported in whole numbers, no decimal places. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **3** **THEN**VALID VALUES are:**0–999999** |
| 8 | Form Section Row Value | C | 3 | This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.CDIF Section D. Home-to-School Transportation DataReport the number of days transported under general transportation information. **Data Format:** Values to be reported in whole numbers, no decimal places. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **4**THENVALID VALUES are 1–365 |
| 8 | Form Section Row Value | C | 9 | This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.CDIF Section D. Home-to-School Transportation DataReport the number of Home-to-School miles driven under General transportation information. **Data Format:** Values to be reported in whole numbers, no decimal places. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **5**THENVALID VALUES are 1 - 999999999  |
| 8 | Form Section Row Value | C | 6 | This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.CDIF Section D. Home-to-School Transportation DataReport the Number of Home-to-School Routes under General Transportation Information. **Data Format:** Values to be reported in whole numbers, no decimal places. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **6**THENVALID VALUES are 1 - 99999 |
| 8 | Form Section Row Value | C | 4 | This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.CDIF Section D. Home-to-School Transportation DataReport the Number of Lap/Shoulder Belt Equipped Buses under General Transportation Information. **Data Format:** Values to be reported in whole numbers, no decimal places. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **7**THENVALID VALUES are 0 - 9999 |
| 8 | Form Section Row Value | C | 6 | This section is for county offices/districts providing transportation services and receiving apportionment pursuant to Education Code Section 41850.1 only.CDIF Section D. Home-to-School Transportation DataReport the type(s) of fuel source(s). Submit a “True” value for the type of fuel based on the type fuel specified in the Form Section Row Number field.Data Format: **TRUE**. If your LEA has buses that use diesel type fuel, then you would report row number 9 with a Form Section Row Value of TRUE. | **WHEN** SOURCE = **CDIF** **AND**FORM SECTION = **D** **AND**ROW = **8, 9, 10, 11, 12, 13, 14, or 15****THEN**VALID VALUE is**TRUE** |

#### SIF Form Section Values

Valid values for the Form Section Row Value (field 8) are dependent on the Source (field 2), Form Section Letter (field 6), and Form Section Row number (field 7). The table below provides information on the valid values for submitting school level (SIF) Type B records based on section and row number combinations.

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 8 | Form Section Row Value | C | 4 | SIF Section B. Kindergarten Program TypesSubmit a “True” value for the type of kindergarten and transitional kindergarten program offered at the school based on the type of program specified in the Form Section Row Number field.Data Format: **TRUE**. If your LEA has no kindergarten program then you would report row number 4 with a Form Section Row Value of TRUE. | **WHEN**SOURCE = **SIF** **AND**FORM SECTION = **B** **AND**ROW NUMBER = **1**, **2**, **3**, **4**, **5**, **6**, **7**, or **8****THEN**VALID VALUE is**TRUE** |
| 8 | Form Section Row Value | C | 5 | This section is for charter schools only.SIF Section C. Work Visa ApplicationsReport the number of H-1B work visa applications applied for on behalf of potential employees, and the number of those visa applications that were granted.Data Format: Numeric, 5 digits. For example if 7 visa applications were granted, then report for row number 2 with 7 as the row value. | **WHEN**SOURCE = **SIF** **AND**FORM SECTION = **CAND**Row Number = **1** or **2****THEN**VALID VALUES are**0–99999** |
| 8 | Form Section Row Value | C | 4 | SIF Section D. Educational Calendar Calendar Type (Section Row Numbers 1–3)When reporting a calendar type, do not report both single-track and multitrack. If **ANY** part of the school is year-round, select more than one type of calendar: Traditional and single-track, or traditional and multitrack.Submit a **TRUE** value for the type of educational calendar that the school operates on based on the type of calendar specified in the Form Section Row Number field. | **WHEN**SOURCE = **SIF** **AND**FORM SECTION = **D** **AND**ROW NUMBER = **1, 2, or 3****THEN**VALID VALUE is: **TRUE** |
| 8 | Form Section Row Value | C | 8 | SIF Section D: Educational Calendar (continued)School Start and End Dates (Section Row Numbers 4 and 5)Report the school’s start date (first day of school) and end date (last day of school). If on a multi-track calendar, report the first day of the earliest track and last day of the latest track. Data FormatEight digits max length; Value = Date in the format of CCYYMMDD (Century, Year, Month with leading zero, Day with leading zero). For example, if the first day of school is September 5, 2023, report the date as 20230905. | **WHEN**SOURCE = **SIF** and FORM SECTION = **D** andROW NUMBER = **4** or **5****THEN**VALID VALUES are:Valid date in the format of CCYYMMDD (CC = Century, YY = Year, MM = month, and DD = day; i.e. 20230905) |
| 8 | Form Section Row Value | C | 5 | This section is for Independently Reporting Charter schools only.SIF Section E. Estimated Number of Teacher Hires (2024-25)Report the value of the estimated number of teacher hires (specified in this field, Form Section Row Value) by subject (specified in the Form Section Row Number field) for classroom teaching and specialist positions only. Report in full-time equivalents (FTEs) to one decimal place. (Do not include administrative, guidance, media, library, health service, or classified positions.)**Data Format:** Values can be reported to one decimal place or no decimal places (i.e., 7 or 7.0 are valid). | **WHEN**SOURCE = **SIF** **AND**FORM SECTION = **E****AND**ROW NUMBER = **1–21****THEN**VALID VALUES are:**0–999.9** |

### TYPE B RECORD Field 9: Level of Data Field

This is the last field of the Type B record (field 9). It specifies the level of data. A carriage return with line feed should follow this field.

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 9 | Level | C | 1 | Level of DataIf you are reporting district data then use “**D”**. If you’re reporting school data then use “**S”**.* **D** for district (CDIF)
* **S** for school (SIF)
 | **WHEN** SOURCE = **CDIF****THEN** VALID VALUE is: **D****WHEN** SOURCE = **SIF****THEN** VALID VALUE is: **S** |

### TYPE B RECORD Data File Examples

The following examples are provided to assist with the creation of the data file for Type B records. Note that field headers are used as a reference in the below example to show the order of fields. **DO NOT** include field headers in the actual data file. The greater than symbol “**>**” in the examples represents a TAB character. Do not submit data with the “**>**” symbol as a field separator as the data will fail to load correctly. The TAB character must be used to separate fields.

#### Data File Set Up

Field Order for One Row of Data (this is only for reference, do not include in actual import file).
Row Indicator>Source>Year>Record Type>CDS Code>Form Section Letter>Form Section Row Number>Form Section Row Value>Level¶

##### CDIF Section B. Estimated Number of Teacher Hires

Reporting Multilingual Education with a FTE of 4.0 and Dance with a FTE of 2.5.

D>CDIF>2324>B>12345670000000>B>3>4.0>D¶

D>CDIF>2324>B>12345670000000>B>5>2.5>D¶

##### CDIF Section C. Work Visa Applications

Reporting 5 H-1B work visa applications submitted and 3 granted.

D>CDIF>2324>B>12345670000000>C>1>5>D¶

D>CDIF>2324>B>12345670000000>C>2>3>D¶

**CDIF Section D. Home-to-School Transportation Data**

Reporting Average Daily Riders of 73, Number of Socioeconomically Disadvantaged Riders of 15, Number of Days Transported of 175, Number of Home-to-School Miles Driven of 998866, Number of Home-to-School Routes of 3, Number of Lap/Shoulder Belt Equipped Buses of 3, Types of Fuel Sources of diesel and gasoline

D>CDIF>2324>B>12345670000000>D>2>73>D¶

D>CDIF>2324>B>12345670000000>D>3>15>D¶

D>CDIF>2324>B>12345670000000>D>4>175>D¶

D>CDIF>2324>B>12345670000000>D>5>998866>D¶

D>CDIF>2324>B>12345670000000>D>6>3>D¶

D>CDIF>2324>B>12345670000000>D>7>3>D¶

D>CDIF>2324>B>12345670000000>D>8>TRUE>D¶

D>CDIF>2324>B>12345670000000>D>10>TRUE>D¶

##### SIF Section B. Kindergarten Program Type

Reporting full-day kindergarten and both full-day and part-day transitional kindergarten.

D>SIF>2324>B>12345670000004>B>1>TRUE>S¶

D>SIF>2324>B>12345670000004>B>7>TRUE>S¶

##### SIF Section C. Work Visa Applications

Reporting 15 H-1B work visa applications submitted and 10 H-1B work visa applications granted.

D>SIF>2324>B>12345670000004>C>1>15>S¶

D>SIF>2324>B>12345670000004>C>2>10>S¶

##### SIF Section D. Educational Calendar

Reporting traditional calendar with school start date of September 5, 2023, and school end date of May 15, 2024.

D>SIF>2324>B>12345670000004>D>1>TRUE>S¶

D>SIF>2324>B>12345670000004>D>4>20230905>S¶

D>SIF>2324>B>12345670000004>D>5>20240515>S¶

##### SIF Section E. Estimated Number of Teacher Hires

Reporting Art with a FTE of 2.0.

D>SIF>2324>B>12345670000005>E>2>2.0>S¶

#### Data File Example

Below is an example of how the actual data rows will look within the data file, assuming the space between each field is a TAB character and each data row terminates with a carriage return and line feed.

##### CDIF Data Rows

D CDIF 2324 B 12345670000000 B 3 4.0 D

D CDIF 2324 B 12345670000000 B 5 2.5 D

D CDIF 2324 B 12345670000000 C 1 5 D

D CDIF 2324 B 12345670000000 C 2 2 D

D CDIF 2324 B 12345670000000 D 2 73 D

D CDIF 2324 B 12345670000000 D 3 15 D

D CDIF 2324 B 12345670000000 D 4 175 D

D CDIF 2324 B 12345670000000 D 5 998866 D

D CDIF 2324 B 12345670000000 D 6 3 D

D CDIF 2324 B 12345670000000 D 7 3 D

D CDIF 2324 B 12345670000000 D 8 TRUE D

D CDIF 2324 B 12345670000000 D 10 TRUE D

##### SIF Data Rows

D SIF 2324 B 12345670000004 B 1 TRUE S

D SIF 2324 B 12345670000004 B 7 TRUE S

D SIF 2324 B 12345670000004 C 1 15 S

D SIF 2324 B 12345670000004 C 2 10 S

D SIF 2324 B 12345670000004 D 1 TRUE S

D SIF 2324 B 12345670000004 D 4 20230905 S

D SIF 2324 B 12345670000004 D 5 20240515 S

D SIF 2324 B 12345670000005 E 2 2.0 S

## APPENDIX

Valid Combinations of Source, Record Type, Form Section, and Form Section Row Number (Row)

### CDIF Type A Record Valid Combinations

| Source | RecordType | Form Section | Row | Level | Description | Section Description |
| --- | --- | --- | --- | --- | --- | --- |
| CDIF | A | A | 1 | D | Male Paraprofessionals | Full-Time Equivalent of Classified Staff |
| CDIF | A | A | 2 | D | Male Office/Clerical Staff | Full-Time Equivalent of Classified Staff |
| CDIF | A | A | 3 | D | Male Other Staff | Full-Time Equivalent of Classified Staff |
| CDIF | A | A | 4 | D | Female Paraprofessionals | Full-Time Equivalent of Classified Staff |
| CDIF | A | A | 5 | D | Female Office/Clerical Staff | Full-Time Equivalent of Classified Staff |
| CDIF | A | A | 6 | D | Female Other Staff | Full-Time Equivalent of Classified Staff |
| CDIF | A | A | 7 | D | Nonbinary Paraprofessionals | Full-Time Equivalent of Classified Staff |
| CDIF | A | A | 8 | D | Nonbinary Office/Clerical Staff | Full-Time Equivalent of Classified Staff |
| CDIF | A | A | 9 | D | Nonbinary Other Staff | Full-Time Equivalent of Classified Staff |
| CDIF | A | D | 1 | D | Ridership Demographics (Race/Ethnicity) | Home-to-School Transportation Data |

### CDIF Type B Record Valid Combinations

| Source | RecordType | Form Section | Row | Level | Description | Section Description |
| --- | --- | --- | --- | --- | --- | --- |
| CDIF | B | B | 1 | D | Agriculture | Estimated Number of Teacher Hires |
| CDIF | B | B | 2 | D | Art | Estimated Number of Teacher Hires |
| CDIF | B | B | 3 | D | Multilingual Education | Estimated Number of Teacher Hires |
| CDIF | B | B | 4 | D | Business | Estimated Number of Teacher Hires |
| CDIF | B | B | 5 | D | Dance | Estimated Number of Teacher Hires |
| CDIF | B | B | 6 | D | English and/or Drama | Estimated Number of Teacher Hires |
| CDIF | B | B | 7 | D | Foreign Language | Estimated Number of Teacher Hires |
| CDIF | B | B | 8 | D | Health Education | Estimated Number of Teacher Hires |
| CDIF | B | B | 9 | D | Home Economics | Estimated Number of Teacher Hires |
| CDIF | B | B | 10 | D | Life Science | Estimated Number of Teacher Hires |
| CDIF | B | B | 11 | D | Mathematics | Estimated Number of Teacher Hires |
| CDIF | B | B | 12 | D | Music | Estimated Number of Teacher Hires |
| CDIF | B | B | 13 | D | Physical Education/Health/Dance | Estimated Number of Teacher Hires |
| CDIF | B | B | 14 | D | Physical Science | Estimated Number of Teacher Hires |
| CDIF | B | B | 15 | D | Reading | Estimated Number of Teacher Hires |
| CDIF | B | B | 16 | D | Self-contained Classes | Estimated Number of Teacher Hires |
| CDIF | B | B | 17 | D | Special Education | Estimated Number of Teacher Hires |
| CDIF | B | B | 18 | D | Social Science/Studies | Estimated Number of Teacher Hires |
| CDIF | B | B | 19 | D | Drama/Theater | Estimated Number of Teacher Hires |
| CDIF | B | B | 20 | D | Trades and Industrial Arts | Estimated Number of Teacher Hires |
| CDIF | B | B | 21 | D | Other Specializations | Estimated Number of Teacher Hires |
| CDIF | B | C | 1 | D | Number of H-1B work visa applications submitted. | Work Visa Applications |
| CDIF | B | C | 2 | D | Number of H-1B work visa applications granted. | Work Visa Applications |
| CDIF | B | D | 2 | D | Average Daily Riders | Home-to-School Transportation Data |
| CDIF | B | D | 3 | D | Number of Socioeconomically Disadvantaged Riders | Home-to-School Transportation Data |
| CDIF | B | D | 4 | D | Number of Days Transported | Home-to-School Transportation Data |
| CDIF | B | D | 5 | D | Number of Home-to-School Miles Driven | Home-to-School Transportation Data |
| CDIF | B | D | 6 | D | Number of Home-to-School Routes | Home-to-School Transportation Data |
| CDIF | B | D | 7 | D | Number of Lap/Shoulder Belt Equipped Buses | Home-to-School Transportation Data |
| CDIF | B | D | 8 | D | Diesel | Home-to-School Transportation Data |
| CDIF | B | D | 9 | D | Bio-Diesel | Home-to-School Transportation Data |
| CDIF | B | D | 10 | D | Gasoline | Home-to-School Transportation Data |
| CDIF | B | D | 11 | D | Propane | Home-to-School Transportation Data |
| CDIF | B | D | 12 | D | Electric | Home-to-School Transportation Data |
| CDIF | B | D | 13 | D | Hydrogen | Home-to-School Transportation Data |
| CDIF | B | D | 14 | D | Methanol | Home-to-School Transportation Data |
| CDIF | B | D | 15 | D | Compressed Natural Gas  | Home-to-School Transportation Data |

### SIF Type A Record Valid Combinations

| Source | RecordType | Form Section | Row | Level | Description | Section Description |
| --- | --- | --- | --- | --- | --- | --- |
| SIF | A | A | 1 | S | Male Paraprofessionals | Full-Time Equivalent of Classified Staff |
| SIF | A | A | 2 | S | Male Office/Clerical Staff | Full-Time Equivalent of Classified Staff |
| SIF | A | A | 3 | S | Male Other Staff | Full-Time Equivalent of Classified Staff |
| SIF | A | A | 4 | S | Female Paraprofessionals | Full-Time Equivalent of Classified Staff |
| SIF | A | A | 5 | S | Female Office/Clerical Staff | Full-Time Equivalent of Classified Staff |
| SIF | A | A | 6 | S | Female Other Staff | Full-Time Equivalent of Classified Staff |
| SIF | A | A | 7 | S | Nonbinary Paraprofessionals | Full-Time Equivalent of Classified Staff |
| SIF | A | A | 8 | S | Nonbinary Office/Clerical Staff | Full-Time Equivalent of Classified Staff |
| SIF | A | A | 9 | S | Nonbinary Other Staff | Full-Time Equivalent of Classified Staff |

### SIF Type B Record Valid Combinations

| Source | RecordType | Form Section | Row | Level | Description | Section Description |
| --- | --- | --- | --- | --- | --- | --- |
| SIF | B | B | 1 | S | Kindergarten Full-day | Kindergarten Program Type |
| SIF | B | B | 2 | S | Kindergarten Part-day | Kindergarten Program Type |
| SIF | B | B | 3 | S | Kindergarten Full and Part Day | Kindergarten Program Type |
| SIF | B | B | 4 | S | Kindergarten None | Kindergarten Program Type |
| SIF | B | B | 5 | S | Transitional Kindergarten Full-day | Kindergarten Program Type |
| SIF | B | B | 6 | S | Transitional Kindergarten Part-day | Kindergarten Program Type |
| SIF | B | B | 7 | S | Transitional Kindergarten Full and Part Day | Kindergarten Program Type |
| SIF | B | B | 8 | S | Transitional Kindergarten None | Kindergarten Program Type |
| SIF | B | C | 1 | S | Number of H-1B work visa applications received. | Work Visa Applications (For charter schools only) |
| SIF | B | C | 2 | S | Number of H-1B work visa applications granted. | Work Visa Applications (For charter schools only) |
| SIF | B | D | 1 | S | Traditional | Educational Calendar |
| SIF | B | D | 2 | S | Single-Track | Educational Calendar |
| SIF | B | D | 3 | S | Multitrack | Educational Calendar |
| SIF | B | D | 4 | S | Start Date | Educational Calendar |
| SIF | B | D | 5 | S | End Date | Educational Calendar |
| SIF | B | E | 1 | S | Agriculture | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 2 | S | Art | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 3 | S | Multilingual Education | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 4 | S | Business | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 5 | S | Dance | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 6 | S | English and/or Drama | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 7 | S | Foreign Language | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 8 | S | Health Education | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 9 | S | Home Economics | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 10 | S | Life Science | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 11 | S | Mathematics | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 12 | S | Music | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 13 | S | Physical Education/Health/Dance | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 14 | S | Physical Science | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 15 | S | Reading | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 16 | S | Self-contained Classes | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 17 | S | Special Education | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 18 | S | Social Science/Studies | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 19 | S | Drama/Theater | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 20 | S | Trades and Industrial Arts | Estimated Number of Teacher Hires (for independently reporting charter schools) |
| SIF | B | E | 21 | S | Other Specializations | Estimated Number of Teacher Hires (for independently reporting charter schools) |