

Why the Data are Reported

The Indiana Department of Education is supporting Indiana’s Family and Social Services Administration (FSSA) and their work with the federally funded Pandemic Electronic Benefits Transfer (P-EBT) Program. Indiana families qualifying for Free and Reduced Price meals are eligible under this program to receive direct assistance. This report is the mechanism by which student addresses can be reported to the IDOE and shared with FSSA for distribution of funds to qualified Hoosier families.

Audience

This is a required collection for:

- ✓ Public schools (traditional and charter)
- ✓ Nonpublic Schools (accredited and freeway)
- ✓ Non-state accredited Nonpublic CHOICE Schools
- ✓ 9605/C460 – IN School for the Blind
- ✓ 9610/C695 – IN School for the Deaf

Reporting Phase

SUBMISSION and SIGNOFF	SUBMISSION and SIGNOFF ENDS	TRANSFER AVAILABILITY OR NOTES
April 24, 2020 @ 8:00 a.m. EDT	May 8, 2020 @ 4:00 p.m. EDT	During this time you are required to submit the file to the Application Center, review the processing results on Data Transfer for count accuracy. Corrections can be made until the reporting phase closes. Sign-off will be available under Collection Management throughout the reporting phase.

When a report closes and the data are considered final by the state, no corrections or additions are allowed

READ THIS - IMPORTANT

- It is **IMPERATIVE** that Real Time (RT) or Enrollment Mobility (EM) Socio-Economic Status (SES) data is **ACCURATE** before submitting Student Residence (SR) data. **FAILURE TO IDENTIFY STUDENTS ACCURATELY ON RT/EM MAY COST ELIGIBLE FAMILIES ASSISTANCE.**
- All students enrolled in all grade levels (PK - 13) should be reported.
- Out of state students are not reported on the Student Residence (SR) report.

Instructions

- The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center.
- The file may be of any of the formats contained in this document and must contain all the fields in the order described.
- Data may also be reported using the Input Form under Data Transfer>Input Informs > Student Residence
- In addition, the STN number must exist in the STN Lookup
- Verify data counts submitted using Data Transfer Results.
- When data accuracy is verified, signoff will be available in the Application Center > Data Verification > Collection Management > Student Residence.

Where to Report

STN Application Center: <https://ac.doe.in.gov/AppCenter/Main.aspx?pageid=6>

Student Residence Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	School Number	4	State Assigned School Number where this student is being educated Allowable codes are: State assigned school number Required Field: Yes	School number can be outside the boundaries of the reporting corporation or 9999 Note: Available in the application center is the School and Corp Lookup to obtain/validate the number.
2 B	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: Yes	The STN must exist in the DOE-STN Lookup
3 C	Street Address	30	Student's known street address Allowable Characters Are: 0 - 9, A - Z, a - z, # (pound) (Period) and Space Required Field: Yes	Post Office Box numbers are not allowed Comma's NOT allowed To report apartment or lot use # before number or letter designation.
4 D	City of Residence	20	Student's known city of residence Allowable Characters Are: A - Z, a - z, and Space Required Field: Yes	
5 E	State of Residence	2	Student's known state of residence Allowable Values Are: IN Required Field: Yes	State of residence must be Indiana = IN
6 F	Zip Code	5	Student's zip code of residence Required Field: Yes	

Example Data File Formats

The following section contains example data files in the allowed comma delimited and XML formats.

Comma Delimited Format

```
0001,123456789,123 Main St,Indianapolis,IN,46201
0001,123456789,123 Main St #B,Indianapolis,IN,46201
```

XML Format

```
<XIF_SRData>
  <School Id="">
    <Student STN="">
      <ResidenceInfo Address="" City="" State="" Zip="" />
    </Student>
  </School>
</XIF_SRData>
```

References

STN Help ticket <https://help.doe.in.gov>

Document Change History

Version	Change History
04.22.20	Data Report for all school types in response to COVID-19
	Start of 2019-2020 Reporting