

Child Roster Upload: Descriptions and Requirements for Fields

Field Name	Description	Acceptable Input	Required?
First Name	This is the child's legal first name.	Any text.	Yes
Last Name	This is the child's legal last name.	Any text.	Yes
DOB	This is the child's date of birth.	Any valid date that is not in the future and not after the Program Enrollment Date. Use the format: mm/dd/yyyy	Yes
ID Number	This is the ID number assigned to the child by the program that is uploading this information. ID numbers should not contain the child's initials, DOB, or other personally-identifiable information.	Any combination of letters and numbers. This field must not have any duplication within the file.	Yes
Program Enrollment Date	This is the date the child enrolled in the program.	Any valid date that is not in the future, after the date of birth and not after the Program Discharge Date. Use the format: mm/dd/yyyy	Yes
Gender	This is the child's gender.	The text in this field must match one of the following options (not case-sensitive): <ul style="list-style-type: none"> • Female • Gender Nonconforming/Transgender • Male • Non-binary • Other • Prefer not to report 	Yes
Specify Gender	A description of the child's gender with a maximum length of 100 characters.	If 'Other' is entered for the child's gender, then this is required. Otherwise, it should be left blank.	
Ethnicity	This is the child's ethnicity.	The text in this field must match one of the following options (not case-sensitive): <ul style="list-style-type: none"> • Hispanic or Latino of any race • Not Hispanic or Latino • Other • Prefer not to report 	Yes
Specify Ethnicity	A description of the child's ethnicity with a maximum length of 100 characters.	If 'Other' is entered for the child's ethnicity, then this is required. Otherwise, it should be left blank.	
Race	This is the child's race.	The text in this field must match one of the following options (not case-sensitive): <ul style="list-style-type: none"> • Alaskan Native • American Indian • Asian • Black or African-American • Latino or Hispanic • Native Hawaiian • Other • Pacific Islander • Prefer not to report • Two or more races • White 	Yes

KEY: Yes or Highly Recommended Only Complete if "Other" is entered for category Do not complete

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Specify Race	A description of the child's race with a maximum length of 100 characters.	If 'Other' is entered for the child's race, then this is required. Otherwise, it should be left blank.	
Dual Language Learner	This is the child's dual language learner status.	The text in this field must match one of the following options (not case-sensitive): <ul style="list-style-type: none"> • yes • no 	Yes
Individualized Education Program	This is the child's individualized education program (IEP) status or Individualized Family Support Plan (IFSP) status.	The text in this field must match one of the following options (not case-sensitive): <ul style="list-style-type: none"> • yes • no 	Yes
Parent Or Guardian Permission	This indicates whether or not the parent or guardian of the child gave permission for the child's information to be added to PIDS.	The text in this field must be equal to yes. The child cannot be added to PIDS without the parent or guardian's permission.	Yes
Program Discharge Date	This is the date the child was discharged from the program. Only enter a date if the child has left the program.	Since this field is optional, it may be left blank. If entered, it must be a valid date that is not in the future and the Program Discharge Reason field is required. Use the format: mm/dd/yyyy	No, Not Recommended
Program Discharge Reason	This is the reason that the child was discharged from the program. Only enter a reason if the child has left the program.	Since this field is optional, it may be left blank. If entered, the Discharge Date field is required the text in this field must match one of following options (not case-sensitive): <ul style="list-style-type: none"> • Aged out of program • Child diagnosis requires specific services that the program cannot provide • Difficulty sitting quietly • Excessive disrespectful behavior towards other children • Excessive disrespectful or defiant behavior towards staff • Excessive yelling or screaming • No parent/guardian permission • Other • Parent chose to leave the program • Property damage • Severe physical aggression towards other children • Severe physical aggression towards self • Severe physical aggression towards staff 	No, Not Recommended
Specify Program Discharge Reason	More details about the Program Discharge Reason.	If 'Other' was used as the Program Discharge Reason for this child, this is required and can be any text. Otherwise this field will be ignored and can be left blank.	No, Not Recommended

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Field Name	Description	Acceptable Input	Required?
Assigned Classroom ID	This is the ID number for the classroom that the child is assigned to.	This field must match the ID Number (not case-sensitive) of one of the existing classrooms in the program.	Highly Recommended
Classroom Assign Date	This is the date the child was assigned to the classroom.	Any valid date that is not in the future, not before the Program Enrollment Date, not after the Program Discharge Date, and not after the Classroom Leave Date. Use the format: mm/dd/yyyy	Highly Recommended
Classroom Leave Date	This is the date the child left the classroom. Only enter a date if the child has left the classroom to which you are assigning.	Since this field is optional, it may be left blank. If entered, it must be a valid date that is not in the future, not before the Program Enrollment Date, not after the Program Discharge Date, and the Classroom Leave Reason field is required.	No, Not Recommended
Classroom Leave Reason	This is the reason that the child left the classroom. Only enter a reason if the child has left the classroom to which you are assigning.	Since this field is optional, it may be left blank. If entered, the Classroom Leave Date field is required the text in this field must match one of following options (not case-sensitive): <ul style="list-style-type: none"> • Move to a different classroom • No longer at the program • Other 	No, Not Recommended
Specify Classroom Leave Reason	More details about the Classroom Leave Reason.	If 'Other' was used as the Classroom Leave Reason for this child, this is required and can be any text. Otherwise this field will be ignored and can be left blank.	No

KEY: Yes or Highly Recommended Only Complete if "Other" is entered for category Do not complete