Minnesota Department of Education

CLOCK HOUR FILE LOAD SPECIFICATIONS

The clock hour file load specifications follow in two formats.

Public school districts should use the specification identified as ***District Version***.

Nonpublic schools should follow the instructions identified as ***Nonpublic School Version***.

File Upload Process: District Version

The clock hour upload utility allows committees to transmit clock hour detail entries, mandatory requirement approvals and blanket approvals in the form of a batch upload. The files can be created using any software system. The final data file must be a fixed width text file (space delimited file):

Duplicate records will be not be loaded to the database. You will be notified of duplicate records in the confirmation email. If more than one mandatory requirement record is submitted for a file folder number, the Y/N indicator for the MR will update according to the most recently submitted record.

District Data field specifications are defined as follows:

Field Name	Col	Field Type	Req	Format/Validation
District Number	1-4	4 digit numeric left zero filled	Yes	This value must match the district number selected for the user's current session
District Type	5-6	2 digit numeric left zero filled	Yes	This value must match the district type selected for the user's current session
FFN	7-12	6 digit numeric left zero filled	Yes	Leading zero must be used file folder numbers shorter than 6 digits (ex: 099999).
Entry Type	13	1 alpha character	Yes	Must be uppercase, values are**:** **T**=Teaching_Hrs **A**=Admin_Hrs **M**=Mandatory_Requirements **B**=Teaching Blanket Approval **S**=Admin Blanket Approval Record will be rejected if user does not have authorization for entry type (e.g. a user with teaching hour authorization cannot upload administrator hours).
Activity Date / Approval Date	14-21	8 digit numeric left zero filled	Yes	Format = MMDDYYYY (ex: 01302007) That date must be between today and 5 years in the past. Future dates are not allowed and no entry can be more than 5 years old.
Mandatory Req *Positive behavioral intervention strategies*	22	1 alpha character	Yes	**Positive behavioral intervention strategies** Valid values are Y or N, must be uppercase
Mandatory Req *Reading preparation*	23	1 alpha character		**Reading preparation** Valid values are Y or N, must be uppercase
Mandatory Req *Accommodation, modification, and adaptation of curriculum*	24	1 alpha character	Yes	**Accommodation, modification, and adaptation of curriculum** Valid values are Y or N, must be uppercase
Mandatory Req *Understanding the key warning signs of early onset mental illness*	25	1 alpha character	Yes	**Understanding the key warning signs of early onset mental illness** Valid values are Y or N, must be uppercase
Category Code	26	1 alpha character	Yes	Valid values are A,B,C,D,E,F,G,H,I,3,4 Alpha characters must be uppercase
Clock Hours	27-32	6 digit numeric and decimal left zero filled	Yes	Include decimal point for all entries (ex: 000.00 = no hours) The decimal point is counted as one of the 6 characters 024.00 = 24 hours 024.25 = 24 hours and 15 minutes
Approved Flag	33	1 alpha character	Yes	Valid values are Y and N, must be uppercase

Field Name	Col	Field Type	Req	Format/Validation
Description	34-133	100 alpha characters	Yes	Valid values are: A-Z ‘ (apostrophe) a-z ( ) (parentheses) 0-9 : (colon) , (comma) ! (exclamation point) . (period) @ (at) - (hyphen) % (percent) * (asterisk) & (ampersand) _ (underscore) / (forward slash) = (equal) $ (dollar) + (plus)
Mandatory Req *Technology*	134	1 alpha character	No	**Technology** Valid values are Y or N, must be uppercase
Mandatory Req *Reflective Statement*	135	1 alpha character	No	**Reflective Statement** Valid values are Y or N, must be uppercase
Is *Reflective Statement Required*	136	1 alpha character	No	**Is Reflective Statement Required** Valid values are Y or N, must be uppercase
Mandatory Req *English Language Leaner*	137	1 alpha character	No	**English Language Learner** Valid values are Y or N, must be uppercase

File Upload Process: Nonpublic School Version

The clock hour upload utility allows committees to transmit clock hour detail entries, mandatory requirement approvals, and blanket approvals in the form of a batch upload. The files can be created using any software system. The final data file must be a fixed width text file (space delimited file).

Duplicate records will be not be loaded to the database. You will be notified of duplicate records in the confirmation email. If more than one mandatory requirement record is submitted for a file folder number, the Y/N indicator for the MR will update according to the most recently submitted record.

Nonpublic School Data field specifications are defined as follows:

Field Name	Col	Field Type	Req	Format/Validation
District Number	1-4	4 digit numeric left zero filled	Yes	This value must match the district number selected for the user's current session
District Type	5-6	2 digit numeric left zero filled	Yes	This value must match the district type selected for the user's current session
School Number	7-9	3 digit numeric left zero filled	Yes	This value must match the school number for the user's current session
FFN	10-15	6 digit numeric left zero filled	Yes	Leading zero must be used file folder numbers shorter than 6 digits (ex: 099999).
Entry Type	16	1 alpha character	Yes	Must be uppercase, values are**:** **T**=Teaching_Hrs **A**=Admin_Hrs **M**=Mandatory_Requirements **B**=Teaching Blanket Approval **S**=Admin Blanket Approval Record will be rejected if user does not have authorization for entry type (e.g. a user with teaching hour authorization cannot upload administrator hours).
Activity Date / Approval Date	17-24	8 digit numeric left zero filled	Yes	Format = MMDDYYYY (ex: 01302007) The date must be between today and 5 years in the past. Future dates are not allowed. No entry can be more than 5 years old.
Mandatory Req *Positive behavioral intervention strategies*	25	1 alpha character	Yes	***Positive behavioral intervention strategies*** Valid values are Y or N, must be uppercase
Mandatory Req *Reading preparation*	26	1 alpha character	Yes	***Reading preparation*** Valid values are Y or N, must be uppercase
Mandatory Req *Accommodation, modification, and adaptation of curriculum*	27	1 alpha character	Yes	***Accommodation, modification, and adaptation of curriculum*** Valid values are Y or N, must be uppercase
Mandatory Req *Understanding the key warning signs of early onset mental illness*	28	1 alpha character	Yes	***Understanding the key warning signs of early onset mental illness*** Valid values are Y or N, must be uppercase
Category Code	29	1 alpha character	Yes	Valid values are A,B,C,D,E,F,G,H,I,3,4 Alpha characters must be uppercase
Clock Hours	30-35	6 digit numeric and decimal left zero filled	Yes	Include decimal point for all entries (ex: 000.00 = no hours) The decimal point is counted as one of the 6 characters 024.00 = 24 hours 024.25 = 24 hours and 15 minutes
Approved Flag	36	1 alpha character	Yes	Valid values are Y and N, must be uppercase

Field Name	Col	Field Type	Req	Format/Validation
Description	37-136	100 alpha characters	Yes	**Valid values are:** A-Z ‘ (apostrophe) a-z ( ) (parentheses) 0-9 : (colon) , (comma) ! (exclamation point) . (period) @ (at) - (hyphen) % (percent) * (asterisk) & (ampersand) _ (underscore) / (forward slash) = (equal) $ (dollar) + (plus)
Mandatory Req *Technology*	137	1 alpha character	No	**Technology** Valid values are Y or N, must be uppercase
Mandatory Req *Reflective Statement*	138	1 alpha character	No	**Reflective Statement** Valid values are Y or N, must be uppercase
Is *Reflective Statement Required*	139	1 alpha character	No	**Is Reflective Statement Required** Valid values are Y or N, must be uppercase
Mandatory Req *English Language Leaner*	140	1 alpha character	No	**English Language Learner** Valid values are Y or N, must be uppercase