# CBEDS DOCS File Import Specifications

For District of Choice Supplemental (DOCS) Data Records  
School Year 2024–25

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

Version 6.0.0  
August 16, 2024

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

### Document Information

This document is in the public domain. Authorization to reproduce it in whole or in part is granted.

| Properties | Description |
| --- | --- |
| Title | CBEDS DOCS File Import Specifications |
| Version | Version 6.0.0 |
| Issue Date | August 16, 2024 |

### Revision History

| Version | Date | Summary of Change |
| --- | --- | --- |
| 6.0.0 | August 16, 2024 | Initial release:  Updated date references and examples throughout. |

## Description of Import File

District of Choice districts are required to submit DOCS data to the web-based CBEDS Online Reporting Application (CBEDS-ORA) either through the web application’s DOC and/or DOR forms or via import files. Properly formatted text files containing Type C and D records can be imported; their record layout 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. Number of Transfer Requests, Reasons Transfer Requests Were Denied, etc.).
* Do not include field headers/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

Unlike CDIF and SIF records, and even though DOCS data records are district-level data, the value for the level of data is either District of Choice (C) or District of Residence (R).

### Importing Files into CBEDS-ORA

Import files containing DOCS data should be uploaded into CBEDS-ORA using the **Import** option located on the **District of Choice Supplemental Menu** page. **DO NOT** use the import option from the Advanced Features 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 C RECORD Field Definitions

File structure for submitting Type C data records for CBEDS DOCS Section B. Transferred Students Receiving Transportation Services by Race/Ethnicity and Gender. Each Type C record has a total of 17 fields.

When submitting Type C data for import, **include only those rows that contain data**. It is not necessary to submit records where all values in fields 9–16 are zero. For example, if you are not providing any transportation services to male students who transferred from the district of residence you are reporting on, you do not need to submit a record containing zero values for each race/ethnicity data element (fields 9–16).

| 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 | **DOR** – District of Residence | **DOR** |
| 3 | Year | C | 4 | Year of submission for October 2024 CBEDS | **2425** |
| 4 | Record Type | C | 1 | Type of record | **C** |
| 5 | CDS Code | C | 14 | Provide the 14 digit CDS Code.  District CDS codes consist of a 2 digit county code plus a 5 digit district code plus seven zeros. (i.e. 12345670000000). | Valid **7 digit** CD code **with 7 zeroes**.  i.e. **12345670000000** |
| 6 | DOCS CDS Code | C | 14 | Provide the CDS code for the district that you received district of choice transfer students from (referred to as district of residence).  District CDS Codes consist of a 2 digit county code plus a 5 digit district code plus seven zeros. (i.e. 12345670000000). | Valid **7 digit** CD code **with 7 zeroes**.  i.e. **12345670000000** |
| 7 | Form Section Letter | C | 1 | Form section letter; related to the section of data | **B** |
| 8 | Form Section Row Number | C | 3 | DOCS Section B. Transferred Students Receiving Transportation Services by Race/Ethnicity and Gender  Denotes the gender of the transferred students who received transportation services from the district of choice.  Row Number and Description   1. Male 2. Female 3. Nonbinary | WHEN  SOURCE = DOR  **AND**  FORM SECTION = B  THEN  VALID VALUES are:  **1, 2 or 3** |
| 9 | American Indian or Alaska Native Not Hispanic | C | 5 | Number of American Indian or Alaska Native Not Hispanic transfer students receiving transportation services. | **WHEN**  SOURCE = **DOR**  **AND**  FORM SECTION = **B**  **AND**  ROW = **1, 2 or 3**  **THEN**  VALID VALUES are:  **0–99999** |
| 10 | Asian Not Hispanic | C | 5 | Number of Asian Not Hispanic transfer students receiving transportation services. | *See current table row 9 Valid Values field.* |
| 11 | Pacific Islander Not Hispanic | C | 5 | Number of Pacific Islander Not Hispanic transfer students receiving transportation services. | *See current table row 9 Valid Values field.* |
| 12 | Filipino Not Hispanic | C | 5 | Number of Filipino Not Hispanic transfer students receiving transportation services. | *See current table row 9 Valid Values field.* |
| 13 | Hispanic or Latino of Any Race | C | 5 | Number of Hispanic or Latino of Any Race transfer students receiving transportation services. | *See current table row 9 Valid Values field.* |
| 14 | African American Not Hispanic | C | 5 | Number of African American Not Hispanic transfer students receiving transportation services. | *See current table row 9 Valid Values field.* |
| 15 | White Not Hispanic | C | 5 | Number of White Not Hispanic transfer students receiving transportation services. | *See current table row 9 Valid Values field.* |
| 16 | Two or More Races Not Hispanic | C | 5 | Number of Two or More Races Not Hispanic transfer students receiving transportation services. | *See current table row 9 Valid Values field.* |
| 17 | Level | C | 1 | Level of data:  **R** for District of Residence | **R** |

### TYPE C RECORD Data File Examples

The following examples are provided to assist with the creation of the data file for Type C 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 > DOCS CDS Code > Form Section > Form Section 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¶

#### DOCS Section B. Transferred Students Receiving Transportation Services by Race/Ethnicity and Gender

Reporting transfer students by race/ethnicity and gender for two districts of residence

D>DOR>2425>C>99999990000000>77777770000000>B>1>9>2>10>0>5>0>12>1>R¶

D>DOR>2425>C>99999990000000>77777770000000>B>2>1>0>5>0>0>0>0>0>R¶

D>DOR>2425>C>99999990000000>88888880000000>B>1>1>1>0>4>0>0>2>1>R¶

D>DOR>2425>C>99999990000000>88888880000000>B>3>0>3>1>0>3>0>1>0>R¶

#### 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 DOR 2425 C 99999990000000 77777770000000 B 1 9 2 10 0 5 0 12 1 R

D DOR 2425 C 99999990000000 77777770000000 B 2 1 0 5 0 0 0 0 0 R

D DOR 2425 C 99999990000000 88888880000000 B 1 1 1 0 4 0 0 2 1 R

D DOR 2425 C 99999990000000 88888880000000 B 3 0 3 1 0 3 0 1 0 R

## TYPE D RECORD Field Definitions

File structure for submitting electronic data for CBEDS District of Choice Supplemental form sections A and C. Each Type D record has a total of 10 fields.

When submitting Type D data for import, include only those rows that contain data. It is not necessary to submit records with zero values. For example, if your district did not deny any District of Choice transfer requests, you do not need to submit a record containing a zero value for that row of data.

### TYPE D RECORD Standard Fields

Fields 1–7 are standard fields found in all Type D 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 | * **DOC** – District of Choice * **DOR** – District of Residence | **DOC** or **DOR** |
| 3 | Year | C | 4 | Year of submission for October 2024 CBEDS | **2425** |
| 4 | Record Type | C | 1 | Type of record | **D** |
| 5 | CDS Code | C | 14 | Provide the 14 digit District CDS Code.  District CDS codes consist of a 2-digit county code plus a 5-digit district code plus seven zeros (i.e. 12345670000000). | Valid **7 digit** CD code **with 7 zeroes** |
| 6 | DOCS CDS Code | C | 14 | If data is for Section A, provide your district’s CDS code (same value as field 5).  If the data is for Section C, provide the CDS code for the district that you received District of Choice transfer students from (District of Residence CDS code).  District CDS codes consist of a 2 digit county code plus a 5 digit district code plus seven zeros (i.e. 12345670000000). | **WHEN**  SOURCE = **DOC**  **AND**  SECTION = **A**  **THEN**  VALID VALUE is the same as Field 5.  **WHEN**  SOURCE = **DOR**  **AND**  SECTION = **C**  **THEN**  VALID VALUE is Valid **7 digit** CD code **with 7 zeroes**.  i.e.  **12345670000000** |
| 7 | Form Section Letter | C | 1 | The section letter related to the form. Provides information as to whether or not the section is required.   * Section A (Required) * Section C | **WHEN**  SOURCE = **DOC**  **THEN**  VALID VALUE is **A**  **WHEN**  SOURCE = **DOR**  **THEN**  VALID VALUE is **C** |

### TYPE D RECORD Field 8: Form Section Row Number

The Form Section Row Number (field 8) is dependent on the Source (field 2) and the Form Section Letter (field 7). 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 district of choice supplemental (DOCS) Type D records.

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 8 | Form Section Row Number | C | 3 | DOCS Section A. Transfer Requests: Number of Transfer Requests  Report the number of transfer requests (granted, withdrawn, or denied).  Row Number and Description   1. Granted 2. Withdrawn 3. Denied | **WHEN**  SOURCE = **DOC**  **AND**  FORM SECTION = **A**  **THEN**  VALID VALUES are:  **1, 2, or 3** |
| 8 | Form Section Row Number | C | 3 | Section A. Transfer Request (continued): Reasons Transfer Requests Were Denied  Row numbers and descriptions for reporting the reason(s) transfer requests were denied. Report each applicable reason as a separate Type D record.  Row Number and Description   1. District is at maximum capacity of allowable transfers per Education Code (EC) Section 48301. 2. Transfer(s) would require the district to create a new program per EC Section 48303. 3. Transfer(s) would cause displacement per *EC* Section 48304. 4. School district of residence prohibited transfer(s) per *EC* Section 48307. 5. Transfer application(s) did not meet application deadline per *EC* Section 48308. 6. Transfer student(s) recommended for expulsion per *EC* Section 48309. | **WHEN**  SOURCE = **DOC**  **AND**  FORM SECTION = **A**  **THEN**  VALID VALUES are  **4, 5, 6, 7, 8 or 9** |
| 8 | Form Section Row Number | C | 3 | Section C. Transferred Students Receiving Transportation Services by Program Participation  Row numbers and descriptions for reporting the number of transferred students who received transportation services from the district of choice by program participation.  Row Number and Description   1. Number of Students Eligible for Free or Reduced Price Meals. 2. Number of English Learners. 3. Number of Students with Disabilities. 4. Number of Socioeconomically Disadvantaged Students. | **WHEN**  SOURCE = **DOR**  **AND**  FORM SECTION = **C**  **THEN**  VALID VALUES are  **1**, **2**, **3** or **4** |

### TYPE D RECORD Field 9: Form Section Row Value

Valid values for the Form Section Row Value (field 9) are dependent on the Source (field 2), Form Section Letter (field 7), and Form Section Row number (field 8). The tables below provides information on the valid values for submitting district of choice supplemental (DOCS) Type D records based on valid section and row number combinations.

#### DOC Form Section Row Values

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 9 | Form Section Row Value | C | 5 | Section A. Transfer Request: Number of Transfer Requests  Report the number of transfer requests granted, withdrawn, or denied based on the specified Form Section Row number. | **WHEN**  SOURCE = **DOC**  **AND**  FORM SECTION = **A**  **AND**  ROW NUMBER are:  **1**, **2** or **3**  **THEN**  VALID VALUES are  **0–99999** |
| 9 | Form Section Row Value | C | 4 | Section A. Transfer Request (continued): Reasons Transfer Requests Were Denied  Submit a “True” value for each reason transfer requests were denied. Report each applicable reason as a separate Type D record. | **WHEN**  SOURCE = **DOC**  **AND**  FORM SECTION = **A**  **AND**  ROW NUMBER are:  **4**, **5**, **6**, **7**, **8** or **9**  **THEN**  VALID VALUE is  **TRUE** |

#### DOR Form Section Row Values

| Field | Data Element Description | Data Type | Data Size | Description | Valid Values |
| --- | --- | --- | --- | --- | --- |
| 9 | Form Section Row Value | C | 5 | C. Transferred Students Receiving Transportation Services by Subgroup  For each program specified in the Form Section Row Number, report the number of students who transferred from the specified district of residence under the district of choice program for which your district is providing transportation services. | **WHEN**  SOURCE = **DOR**  **AND**  FORM SECTION = **C**  **AND**  ROW NUMBER is  **1**, **2**, **3**, or **4**  **THEN**  VALID VALUES are  **0–99999** |

### TYPE D RECORD Field 10: Level of Data Field

This is the last field of the Type D record. 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 |
| --- | --- | --- | --- | --- | --- |
| 10 | Level | C | 1 | Level of Data  If you are reporting data in DOCS Section A for the District of Choice, report the level as “C.”  If you are reporting data for DOCS Section C for the District of Residence, report the level as “R.”   * **C** for District of Choice * **R** for District of Residence | **WHEN**  SOURCE = **DOC**  **AND**  FORM SECTION = **A**  **THEN**  VALID VALUE is **C**  **WHEN**  SOURCE = **DOR**  **AND**  FORM SECTION = **C**  **THEN**  VALID VALUE is **R** |

### TYPE D RECORD Data File Examples

The following examples are provided to assist with the creation of the data file for Type D 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 > DOCS CDS Code > Form Section Letter > Form Section Row Number > Form Section Row Value > Level¶

##### DOCS Section A. Transfer Requests

Reporting 20 granted and 5 denied transfer requests.

D>DOC>2425>D>12345670000000>12345670000000>A>1>20>C¶

D>DOC>2425>D>12345670000000>12345670000000>A>3>5>C¶

Reporting transfers were denied because the district of residence prohibited the transfer.

D>DOC>2425>D>12345670000000>12345670000000>A>7>TRUE>C¶

##### DOCS Section C. Transfer Students Receiving Transportation Services by Program Participation

Reporting 8 transfer students receiving transportation services that are eligible for Free or Reduced Price Meals.

D>DOR>2425>D>12345670000000>76543210000000>C>1>8>R¶

Reporting 33 transfer students receiving transportation services that are English Learners.

D>DOR>2425>D>12345670000000>76543210000000>C>2>33>R¶

#### 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.

##### DOC Data Rows

D DOC 2425 D 12345670000000 12345670000000 A 1 20 C

D DOC 2425 D 12345670000000 12345670000000 A 3 5 C

D DOC 2425 D 12345670000000 12345670000000 A 7 TRUE C

##### DOR Data Rows

D DOR 2425 D 12345670000000 76543210000000 C 1 8 R

D DOR 2425 D 12345670000000 76543210000000 C 2 33 R

## APPENDIX

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

### Type C Record Valid Combinations

| Source | Record  Type | Form Section | Row | Level | Description | Section Description |
| --- | --- | --- | --- | --- | --- | --- |
| DOR | C | B | 1 | R | Male | Transferred Students Receiving Transportation Services by Race/Ethnicity and Gender |
| DOR | C | B | 2 | R | Female | Transferred Students Receiving Transportation Services by Race/Ethnicity and Gender |
| DOR | C | B | 3 | R | Nonbinary | Transferred Students Receiving Transportation Services by Race/Ethnicity and Gender |

### Type D Record Valid Combinations

| Source | Record  Type | Form Section | Row | Level | Description | Section Description |
| --- | --- | --- | --- | --- | --- | --- |
| DOC | D | A | 1 | C | Granted | Transfer Requests |
| DOC | D | A | 2 | C | Withdrawn | Transfer Requests |
| DOC | D | A | 3 | C | Denied | Transfer Requests |
| DOC | D | A | 4 | C | District is at maximum capacity of allowable transfers per Education Code (EC) Section 48301 | Transfer Requests |
| DOC | D | A | 5 | C | Transfer(s) would require the district to create a new program per EC Section 48303 | Transfer Requests |
| DOC | D | A | 6 | C | Transfer(s) would cause displacement per EC Section 48304 | Transfer Requests |
| DOC | D | A | 7 | C | School district of residence prohibited transfer(s) per EC Section 48307 | Transfer Requests |
| DOC | D | A | 8 | C | Transfer application(s) did not meet application deadline per EC Section 48308 | Transfer Requests |
| DOC | D | A | 9 | C | Transfer student(s) recommended for expulsion per EC Section 48309 | Transfer Requests |
| DOR | D | C | 1 | R | Number of Students Eligible for Free or Reduced Price Meals | Transferred Students Receiving Transportation Services by Program Participation |
| DOR | D | C | 2 | R | Number of English Learners | Transferred Students Receiving Transportation Services by Program Participation |
| DOR | D | C | 3 | R | Number of Students with Disabilities | Transferred Students Receiving Transportation Services by Program Participation |
| DOR | D | C | 4 | R | Number of Socioeconomically Disadvantaged Students | Transferred Students Receiving Transportation Services by Program Participation |