Rules for creating Roster file in XML

The upload file should contain the following fields in the sequence in which they are listed below.

XML Attendance Document Format:

```
<root>
        <provider AUN="xxxxxxxxx" Branch="xxxx">
                <attendance>
                    <TransactionID></TransactionID>
                    <ProfessionalPersonnelID></ProfessionalPersonnelID>
                    <FirstName></FirstName>
                    <LastName></LastName>
                    <MiddleInitial></MiddleInitial>
                    <IUCourseNumber></IUCourseNumber>
                    <CourseActivityName></CourseActivityName>
                    <CourseActivityType></CourseActivityType>
                    <CourseActivitySubjectArea></CourseActivitySubjectArea>
                    <CollegeCreditType></CollegeCreditType>
                    <TotalClockHours></TotalClockHours>
                    <StartDate></StartDate>
                    <EndDate></EndDate>
                    <HoursCredits></HoursCredits>
                    <SSN></SSN>
                </attendance>
                <attendance>
                ...
                </attendance>
                ...
        </provider>
        <provider AUN="xxxxxxxxx" Branch="xxxx">
        ...
        </provider>
</root>
```

XML Error Document Format:

```
<root>
        <attendance>
                <TransactionID></TransactionID>
                <ErrorDescription></ErrorDescription>
        </attendance>
        ...
</root>
```

Description of XML Attendance Document Elements:

	Item	Description	Example	Validation
1	<root>	This is the root of the XML Document. There can only be one root in an XML Document.		

2	<provider AUN="xxxxxxxxx" Branch="xxxx">	This denotes the beginning of the provider record. Attribute “AUN” is the Administrative Unit Number of the provider for which the attendance records are being uploaded and “Branch” is the Branch number of the provider. The document may contain more than one provider.	AUN="199293959" Branch=""
			
			AUN="999999999" Branch="0123"
			
			AUN="129898987" Branch="0001"
				• AUN is required.
				  • Must be 9 digits in length.
				• Branch is required for those few providers that are identified by a Branch in PERMS V2.
				  • Can be left blank for other provider types or “0000” must be entered.
				  • Must be 4 digits in length. Insert leading “0”s if less than 4 digits.

3	<attendance>	This denotes the beginning of the attendance records for this provider.		
4	<TransactionID>	Record number	1	• A unique user generated number for users to keep track of their own XML submissions, and so that they can identify errors they receive back from the system. • Required field.
5	<ProfessionalPersonnelID>	The unique ID for an educator	1234567	• Must be 7 digits in length if entered. • Optional, if not known SSN is entered.
6	<FirstName>	First Name of the attendee	Mickey	• Up to 25 characters in length. • Required field.
7	<LastName>	Last Name of the attendee	Mouse	• Up to 25 characters in length. • Required field.

	Item	Description	Example	Validation
8	<MiddleInitial>	Middle Initial of the attendee	H	• Must be 1 character if entered. • Optional field.
9	<IUCourseNumber>	IU Course Number of the course for which attendee is being added. Must be followed by IU number if record is for statewide approved course by IU; or, must be followed by three digit sequence number starting with 001 if record is for statewide approved course by PDE.	20060001 20060001-01 (For statewide approved courses offered by an IU) 20060001-001 (For statewide approved courses offered by PDE)	• Must be 8, 11 or 12 characters in length. • Can have numbers and "-" character only. • Should be formatted only as mentioned in the examples. • Required if Attendee record is added for IU Course for CPE credit. • Should be left blank if attendee is added for College Course or an Activity.
10	<CourseActivityName>	Name of the College Course or Activity	College Course 1	• Up to 150 characters in length. • Required when IU Course Number is not entered. • Should be left blank if IU Course Number is entered.
11	<CourseActivityType>	Type of Course/ Activity	(Refer Description in Appendix 1 for possible values in this field)	• Required when IU Course Number is not entered. • Should be left blank if IU Course Number is entered. • Must select "College Course" if college course is entered or "Act 48 Professional Development Activity Hours" if Activity is entered. • Must be a value from Appendix 1 only.
12	<CourseActivitySubjectArea>	Subject Area for a College Course or an Activity	(Refer to Descriptions in Appendix 2 for possible values in this field)	• Required when IU Course Number is not entered. • Should be left blank if IU Course Number is entered. • Must be a value from Appendix 2 only.

	Item	Description	Example	Validation
13	<CollegeCreditType>	Type of Credit in case attendance for College Course is entered	(Refer to Descriptions in Appendix 3 for possible values in this field)	• Required if Course/Activity Type selected is “College Course”. • Should be left blank otherwise. • Must be a value from Appendix 3 only.
14	<TotalClockHours>	Clock hours for the course	15	• Required when IU Course Number is not entered. • Must be numeric.
15	<StartDate>	Start date of the course	02/28/2006	• Required Field. • Must be a past date. • Must be in format “mm/dd/yyyy”.
16	<EndDate>	End date of the course	04/21/2006	• Required Field. • Must be greater than or equal to Date From. • Must be in format “mm/dd/yyyy”.
17	<HoursCredits>	Number of hours earned by attending an Activity/ Credits earned through a Course	1	• Required when IU Course Number is not entered. • Must enter hours in case of Activity and Credits in case of a course. • Hours Attended must be less than or equal to Total Clock Hours entered. • Hours Attended/Credits awarded must fit between Start Date and End Dates (e.g. an activity that runs from 1/1/2006 to 1/2/2006 cannot be 36 hours long. • Must be a whole number.
18	<SSN>	SSN of an educator	123-45-6789	• Format 999-99-9999 must be used. • Must be entered if Professional Personnel ID is not known. • Should be left blank if Professional Personnel ID is entered.

Description of XML Error Document Elements:

	Item	Description
1	<root>	This is the root of the XML Document. There can only be one root in an XML Document.
2	<attendance>	This denotes the beginning of the attendance records for this provider.
3	<TransactionID>	As entered in XML Attendance Document
4	<ErrorDescription>	Description of Attendance Record Error

Appendix 1: Course Activity Types

Description
College Course
Act 48 Professional Development Activity

Appendix 2: Course Activity Subject Areas

Description
Teaching and Learning Professional Development
Standards Area Curriculum and Assessment
Academic Content Studies
Technology
Student Social and Health Issues
School Administration

Appendix 3: College Credit Types

Description
Semester Credit
Quarter Credit