Layout for Class Size 2026 Upload File

General Instructions

For the Class Size 2026 Data Collection the Ministry will accept an upload of class size data in Comma Separated Values (CSV) format as follows:

- All data must be either ASCII[1] or UTF-8[2] coded
- It is recommended that class size data containing special characters (i.e. French characters) be uploaded in UTF-8
- **If the class name box contains French characters and the maximum of 250 characters is reached, extra characters may be truncated**
- One record must be provided in the file for each class being given at the school with a carriage return and line feed at the end of each record (CRLF)
- The file will be accepted with or without double-quotes surrounding each field. If one field has double-quotes then all fields in the file must have double-quotes or the file will be rejected
- Each field must have a trailing comma with the exception of the last field on each record

For more information please see the sample CSV file.

File Naming

The name of the CSV file must follow the naming convention below to indicate which school the file belongs to and that the data is for the Class Size 2026 Data Collection. The file name will be validated when the file is uploaded via EdAccess/TSW. The entire file will be rejected if the file name (entered in lower case) is not as expected and/or the record format does not follow the specifications shown below:

aaaaaaaa_class_size_2026.csv (where aaaaaaaa = School Code)

The School Code is an 8-digit code starting with a zero, for example:

- 00501006 – Sparwood Secondary
- 04949004 – Bella Coola Elementary

[1] Acronym for the **A**merican **S**tandard **C**ode for **I**nformation **I**nterchange. Pronounced *ask-ee*, ASCII is a code for representing English characters as numbers, with each letter assigned a number from 0 to 127. For example, the ASCII code for uppercase *M* is 77. Most computers use ASCII codes to represent text, which makes it possible to transfer data from one computer to another. Definition taken from http://www.webopedia.com/TERM/A/ASCII.html

[2] UTF-8 (8-bit UCS/Unicode Transformation Format) is a variable-length character encoding for Unicode. It is able to represent any character in the Unicode standard, yet the initial encoding of byte codes and character assignments for UTF-8 is backwards compatible with ASCII. For these reasons, it is steadily becoming the preferred encoding for e-mail, web pages, and other places where characters are stored or streamed. Definition taken from http://en.wikipedia.org/wiki/UTF-8

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Record Layout

Field Position in Record	Field Name	Field Description	Format	Expected Data
1	Subject Code	A known (default) value for the subject	Alphanumeric (2) characters	00 – Full Grade 05 – Applied Skills 10 – English Language Arts 15 – Fine Arts 20 – Health and Career Ed 25 – Information and Communications Technology 30 –Languages 35 – Mathematics 40 – Physical Ed 45 – Sciences 50 – Social Studies 60 – Special Ed 65 – Other
2	Class / Division Name	A name used in the school to identify the group of students - a class. The class name may be a division name, a course title or free form text. **Do not use personal identifiers such as teacher's names.**	Alphanumeric (250) characters	Required
3	Section	May be used to uniquely identify different offerings of the same Class or Division. **Do not use personal identifiers such as teacher's names.**	Alphanumeric (10) characters	Optional and free form
4	Headcount for Kindergarten Half Day[3]	Count of students in class	Numeric (10) digits[4]	Must be blank or a whole number between 1 and 300
5	Headcount for Kindergarten Full Day	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300

[3] Headcounts for each grade must include Students Entitled to IEP, Gifted, and ELL/ESD students.
[4] Leading zeros are not required for the numeric fields in the upload file.

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Field Position in Record	Field Name	Field Description	Format	Expected Data
6	Headcount for Grade 1	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
7	Headcount for Grade 2	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
8	Headcount for Grade 3	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
9	Headcount for Grade 4	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
10	Headcount for Grade 5	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
11	Headcount for Grade 6	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
12	Headcount for Grade 7	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
13	Headcount for Grade 8	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
14	Headcount for Grade 9	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
15	Headcount for Grade 10	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
16	Headcount for Grade 11	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
17	Headcount for Grade 12	Count of students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
18	EA Support Provided	Indicator if education	Char(1)	Y or N

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Field Position in Record	Field Name	Field Description	Format	Expected Data
		assistant(s) support is provided to the Class or Division		Default set to N Please capitalize
19	Headcount for Physically Dependent students (A)	Count of Physically Dependent students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
20	Headcount for Deafblind students (B)	Count of Deafblind students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
21	Headcount for Moderate to Profound Intellectual Disability students (C)	Count of Moderate to Profound Intellectual Disability students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
22	Headcount for Physical Disability or Chronic Health Impairment students (D)	Count of Physical Disability or Chronic Health Impairment students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
23	Headcount for Visual Impairment students (E)	Count of Visual Impairment students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
24	Headcount for students who are Deaf or Hard of Hearing (F)	Count of students who are Deaf or Hard of Hearing in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
25	Headcount for students who are Autism Spectrum Disorder (G)	Count of students who are Autism Spectrum Disorder in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
26	Headcount for Intensive Behaviour Intervention/Serious Mental Illness students (H)	Count of Intensive Behaviour Intervention/Serious Mental Illness students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
27	Headcount for Mild Intellectual Disability students (K)	Count of Mild Intellectual Disability students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
28	Headcount for Gifted students (P)	Count of Gifted students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
29	Headcount for Learning Disability students (Q)	Count of Learning Disability students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
30	Headcount for	Count of Moderate	Numeric (10)	Must be blank or a

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Field Position in Record	Field Name	Field Description	Format	Expected Data
	Moderate Behaviour Support/Mental Illness students (R)	Behaviour Support/Mental Illness students in class	digits	whole number between 1 and 300
31	Headcount for ELL/ESD Students	Count of English Language Learning/English as a Second Dialect students in class	Numeric (10) digits	Must be blank or a whole number between 1 and 300
32	Meets negotiated limits	Required for all classes Expected values: "Yes"- if the class is in accordance with the negotiated size and composition limits. If not, and is not allowable under the Class size and compensation regulation, then indicate "No". Reasons can be included (eg – "No, class taught by principal", "Yes, band class", etc.)	Alpha-Numeric (250) characters	Mandatory. Yes or No. Free form. No carriage returns, line feeds, double quotes, or any characters not found on the keyboard (these will be removed if entered).