

Oregon Department of Education File Encoding Standards

Office of Finance and Information Technology

The Oregon Department of Education's Consolidated Collections Application uses **ANSI/ISO code page 1252** encoding to read data in file uploads and to produce production downloads of previously submitted data. While ODE may explore converting to a Unicode standard in the future, we are not currently able to support Unicode within our existing database structures. Submitting files created with Unicode encoding standards may result in misinterpretation or loss of accented characters.

In addition to non-accented case-insensitive alphanumeric characters (A-Z, 0-9) and punctuation, the following accented characters in both capital and lowercase are supported:

à á â ã ä å
ç
è é ê ë
ì í î ï
ñ
ò ó ô õ ö
ù ú û ü
ý

For a complete list of supported characters, please refer to [this reference page](#). Note that ODE does not permit commas, double quotes, or tab characters to be included in file uploads.

Data Submissions

Please ensure that any files submitted to ODE's data systems are encoded using this standard, particularly when they contain accented characters. Submitting files that contain accented characters created using other encoding standards may result in the misinterpretation or loss of those accented characters upon upload into our systems.

Submitting data via web submission and/or record maintenance interfaces, or using ODE's search screens to retrieve a record, supports typing or pasting the accented characters directly, and does not require adherence to a particular encoding standard.

If you are unsure whether your file has been interpreted correctly, please use record maintenance to retrieve the record(s) in question once they have been posted. From there, it is possible to view the name (or other text field) as it is stored in ODE's database, and make any needed corrections.

Production Downloads

When opening or importing files produced by ODE's consolidated collections system ("Production Downloads"), please ensure that any programs used to read or manipulate these files are expecting the same ANSI/ISO encoding standard that was used to create them.

Additional Guidance

When student names include accented characters, ODE's recommendation is to submit the correct spellings of those names (including any accented characters) to student-level data collections. This will help ensure that names appear correctly on printed seals and certificates created using these data submissions.

When searching for existing records for a student, it may be necessary to look for both accented and unaccented versions of their name before provisioning a new SSID, similarly to how users should check for other possible alternate spellings to avoid creating duplicate SSID numbers for a single student.

Questions? Please contact the [ODE Helpdesk](#).