

Appendix B – Record Layout For Student Enrollment

The following record layout should be used for enrollments in Career Majors at technology centers. This data can be submitted as a fixed format or a comma-delimited file.

FIELD	TYPE	LENGTH	COLUMNS	FORMAT
Career Major Code	Alpha/Num	9	1-9	
School Code	Alpha/Num	9	10-18	
First Name	Alpha/Num	20	19-38	
Middle Initial	Alpha	1	39	
Last Name	Alpha/Num	20	40-59	
Suffix	Alpha/Num	3	60-62	
Social Security Number	Num	9	63-71	
*Student Testing Number	Num	10	72-81	
School ID	Alpha/Num	10	82-91	
Gender	Alpha	1	92	
Date of Birth	Num	8	93-100	yyyymmdd
Race – Hispanic	Num	1	101	
Race – American Indian	Num	1	102	
Race – Asian	Num	1	103	
Race – Black	Num	1	104	
Race – Hawaiian/Pac Islander	Num	1	105	
Race – White	Num	1	106	
Race – Unknown	Num	1	107	
Education Level	Num	2	108-109	
Clock Hours	Num	7	110-116	xxxx.xx
Business Code	Num	5	117-121	
Disability	Num	1	122	
Displaced Homemaker	Num	1	123	
Single Parent	Num	1	124	
Limited English	Num	1	125	
Academically Disadvantaged	Num	1	126	
Economically Disadvantaged	Num	1	127	
Migrant	Num	1	128	
Feeder School Code	Alpha/Num	9	129-137	
PID	Num	5	138-142	
Teacher # (for PID listed)	Num	6	143-148	

*All secondary students must be submitted with a 10-digit numeric Student Testing Number. The only exception would be for students attending a private school, home school or are from out of state. Adult students may be submitted without a Student Testing Number.

All students must be submitted with a unique alpha/numeric school assigned number.

The PID number is now a mandatory field. The PID should reflect the instructor primarily responsible for the student in the pathway for which submitted.