

## Appendix A – Record Layout For BIS Class Data

All BIS Class records should be 107 characters in length.

<u>Field #</u>	<u>Field Title</u>	<u>Columns</u>	<u>Length</u>	
1	Contract Number	1 – 5	5	
2	Teacher's SSN	6 – 14	9	
3	Teacher's First Name	15 - 24	10	
4	Teacher's Last Name	25 - 34	10	
5	Class Name	35 - 74	40	
6	Program Type	75 - 76	2	
7	Begin Date	77 - 84	8	y y y y m m d d
8	End Date	85 - 92	8	y y y y m m d d
9	Clock Hours of Class	93 - 99	7	x x x x . x x
10	MIS Code	100-103	4	
11	Number of Students in Class	104-107	4	

## BIS Class Record

Field: 1  
Name: Contract Number  
Column(s): 1-5  
Length: 5  
Type: Alpha/Numeric  
Description: Contract Number: This field is the alpha/numeric code assigned to each class. A listing of contract numbers will be assigned by the ODCTE and disseminated to schools each spring to be used for the upcoming fiscal year. Schools will only use those numbers assigned to them by the ODCTE. Additional numbers can be obtained as needed by logging on to the Information Management Division's homepage. (<http://www.okcareertech.org/imd>)

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Field: 2  
Name: Teacher's Social Security Number  
Column(s): 6-14  
Length: 9  
Type: Numeric  
Description: The social security number should be provided for the instructor of the class. If the social security number cannot be obtained, this field should be left blank.

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Field: 3  
Name: Teacher's First Name  
Column(s): 15-24  
Length: 10  
Type: Alpha  
Description: Provide the teacher's first name. Left justified. Do not include hyphens, apostrophes, commas or other special characters.

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Field: 4  
Name: Teacher's Last Name  
Column(s): 25-34  
Length: 10  
Type: Alpha  
Description: Provide the teacher's last name. Left justified. Do not include hyphens, apostrophes, commas or other special characters. For on-line classes use the name of the developer or the individual coordinating the class.

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Field: 5  
Name: Class Name  
Column(s): 35-74  
Length: 40  
Type: Alpha/Numeric  
Description: Provide the name of the class being reported. Abbreviate as little as possible. Standardize the name of classes being taught multiple times. Left justified.

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Field: 6  
Column(s): 75-76  
Name: Program Type  
Length: 2  
Type: Numeric  
Description: Two digit code that defines the type of class.  
01 – Adult Apprenticeship  
15 – Adult and Career Development  
16 – Customized Industry Training  
17 – Government Entity Training  
18 – Safety for Government Entities  
24 – Department of Health - CNA I, II, or III  
26 – Business Development  
27 – Management & Organizational Development  
28 – Agricultural Business Management Services  
30 – Training for Existing Industry Initiative  
35 – Employee Assessment and Retraining Network  
42 – Training for Industry Growth (TIG)  
44 – Truck Driver Training (Central Tech only)  
52 – Training for Industry Program (TIP)  
53 – Safety for Industry Specific  
60 – Consulting/Informal Training/Non-Reimbursed  
61 – Community Services/Non-Reimbursed  
62 – Career Development Services/Non-Reimbursed  
64 – Tinker AFB (Mid-Del/Tinker only)  
73 – Agricultural Business Management (Clients Only)  
75 – Facility Usage Only  
78 – Technology Center Collaboration Partnerships  
83 – Firefighting Training Initiative

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Field: 7  
Name: Begin Date  
Column(s): 77-84  
Field Length: 8  
Type: Numeric  
Description: Provide the beginning date of the class. Format: Y Y Y Y M M D D

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Field: 8  
Name: End Date  
Column(s): 85-92  
Length: 8  
Type: Numeric  
Description: Provide the ending date of the class. Format: Y Y Y Y M M D D

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Field: 9  
Name: Clock Hours of Class  
Column(s): 93-99  
Length: 7  
Type: Numeric  
Description: Provide the number of clock hours for the **class**. Pad with leading zeros.  
Format: X X X X . X X

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Field: 10  
Name: MIS Code  
Column(s): 100-103  
Length: 4  
Type: Numeric  
Description: Provide the MIS Code that best describes the occupational area of instruction for the class. See Appendix A for a complete listing.

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Field: 11  
Name: Number of Students in Class  
Column(s): 104-107  
Length: 4  
Type: Numeric  
Description: Provide the total number of students that attended the class. Pad with leading zeroes. Do not include anyone that enrolled but did not attend the class or any student that did not attend at least 50% of the class.