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.

Student Record Layout

Field: 1
Name: Career Major Code
Column(s): 1-9
Length: 9
Type: Alpha/Numeric
Mandatory: Yes
Description: 9 digit alpha/numeric code to identify the Career Major in which the student is enrolled for the school year in which data is submitted.

Field: 2
Name: School Code
Column(s): 10-18
Length: 9
Type: Alpha/Numeric
Mandatory: Yes
Description: 9-digit school code to identify the technology school site for which enrollment is being submitted. A complete list can be obtained from the IMD Web Site.

Field: 3
Name: First Name
Column(s): 19-38
Length: 20
Type: Alpha/Numeric
Mandatory: Yes
Description: Student's first name. Do not include hyphens, apostrophes, commas or special characters.

Field: 4
Name: Middle Initial
Column(s): 39
Length: 1
Type: Alpha
Mandatory: Yes
Description: Student's Middle Initial Do not include hyphens, apostrophes, commas or special characters.

Field: 5
Name: Last Name
Column(s) 40-59
Length: 20
Type: Alpha/Numeric
Mandatory: Yes
Description: Student's last name. Do not include hyphens, apostrophes, commas or special characters.

Field: 6
Name: Suffix
Column(s): 60-62
Length: 3
Type: Alpha/Numeric
Mandatory: No
Description: Student's name suffix, if applicable. (e.g., Jr, Sr, III). Do not include periods.

Field: 7
Name: Social Security Number
Column(s): 63-71
Length: 9
Type: Numeric
Mandatory: No
Description: Enter the student's entire 9-digit social security number. If not available, leave blank.

Field: 8
Name: Student Testing Number (STN)
Column(s): 72-81
Length: 10
Type: Numeric
Mandatory: Yes
Description: For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned to all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or those from out-of-state.

Adult students can be submitted with a STN if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

Field: 9
Name: School ID
Column(s): 82-91
Length: 10
Type: Alpha/Numeric
Mandatory: Yes
Description: Provide the unique alpha/numeric ID assigned to each student by your school.

Field: 10
Name: Gender
Column(s): 92
Length: 1
Type: Alpha
Mandatory: Yes
Description: M=Male, F=Female, U=Unknown

Field: 11
Name: Date of Birth
Column(s): 93-100
Length: 8
Type: Numeric
Mandatory: No
Description: If not available, leave blank. Format must be Y Y Y Y M M D D.

Field: 12
Name: Race - Hispanic
Column(s): 101
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Hispanic; 1 = Hispanic

Field: 13
Name: Race – American Indian
Column(s): 102
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not American Indian; 1 = American Indian

Field: 14
Name: Race – Asian
Column(s): 103
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Asian; 1 = Asian

Field: 15
Name: Race – Black
Column(s): 104
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Black; 1 = Black

Field: 16
Name: Race – Hawaiian/Pacific Islander
Column(s): 105
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Hawaiian/Pacific Islander; 1 = Hawaiian/Pacific Islander

---

Field: 17
Name: Race – White
Column(s): 106
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not White; 1 = White

Field: 18
Name: Race – Unknown
Column(s): 107
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Unknown; 1 = Unknown

Field: 19
Name: Education Level
Column(s): 108-109
Length: 2
Type: Numeric
Mandatory: Yes

Description: Provide the education level of the student. For secondary students (those currently enrolled in a comprehensive school) use the following:

07 – Seventh Grade	10 – Tenth Grade
08 – Eighth Grade	11 – Eleventh Grade
09 – Ninth Grade	12 – Twelfth Grade

For adult students, or secondary students no longer enrolled in a comprehensive school, use the following:

30 – Less than a High School Degree	35 – Bachelor Degree
31 – High School Graduate	36 – Masters Degree
32 – Some College, No Degree	37 – Doctorate Degree
33 – Technical Diploma	38 – GED
34 – Associate Degree	99 – Unknown

Field: 20
Name: Clock Hours
Column(s): 110-116
Length: 7
Type: Numeric
Mandatory: Yes
Description: Provide the number of hours the student is enrolled in the Pathway for the reporting year based on their begin date and end date. The clock hours should be adjusted to accurately reflect the clock hours when reporting fourth-quarter data. Pad with leading zeros.
Format: X X X X . X X

Field: 21
Name: Business Code
Column(s): 117-121
Length: 5
Type: Numeric
Mandatory: Yes
Description: Provide the name of the employer sponsoring the student. Sponsored is defined as paying or reimbursing tuition, or, allowing time off from work to attend work-related instruction. **The student must be employed by the company**. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. A complete list can be obtained from the IMD Web Site. The default code for this field should be “99999”.

Field: 22
Name: Disability
Column(s): 122
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Disabled, 1 – Yes, Student has a Disability

---

Field: 23
Name: Displaced Homemaker
Column(s): 123
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not a Displaced Homemaker; 1 – Yes, Student is a Displaced Homemaker

---

Field: 24
Name: Single Parent
Column(s): 124
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not a Single Parent; 1 – Yes, Student is a Single Parent

---

Field: 25
Name: Limited-English Proficient (LEP)
Column(s): 125
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not LEP; 1 – Yes, Student is LEP

Field: 26
Name: Academically Disadvantaged
Column(s): 126
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Academically Disadvantaged; 1 – Yes, Student is Academically Disadvantaged

---

Field: 27
Name: Economically Disadvantaged
Column(s): 127
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Economically Disadvantaged; 1 – Yes, Student is Economically Disadvantaged

---

Field: 28
Name: Migrant
Column(s): 128
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not a Migrant; 1 – Yes, Student is a Migrant

---

Field: 29
Name: Feeder School Code
Column(s): 129-137
Length: 9
Type: Alpha/Numeric
Mandatory: Yes
Description: For secondary students, use the State Department of Education's school site code that represents the feeder school in which the student is enrolled.

The following codes should be used for students not attending a comprehensive school:

00X999999	Adult Student
00P000002	Home Schooled Student
99I999999	Out of State Student
80P000xxx	Private School Student (xxx = use your own unique code)
00I000888	Charter School Student

Field:	30
Name:	PID
Column(s):	138-142
Length:	5
Type:	Numeric
Mandatory:	Yes
Description:	A PID for each enrollment record must be submitted to identify the instructor responsible for the enrollment in this career major

---

Field:	31
Name:	Teacher #
Column(s):	143-148
Length:	6
Type:	Numeric
Mandatory:	Yes, if submitting for secondary enrollment.
Description:	The teacher number that is on the teaching certificate for the PID being submitted.