

Student Record Layout

Field: 1
Name: State Program 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
31 – High School Graduate
32 – Some College, No Degree
33 – Technical Diploma
34 – Associate Degree
35 – Bachelor Degree
36 – Masters Degree
37 – Doctorate Degree
38 – GED
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 Career Major 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.
