Appendix C – BIS Student Record Layout

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

Field #	Field Name	Type	Columns	Length	Format
Field 1	Contract Number	Alpha/Num	5	1-5	
Field 2	School Code	Alpha/Num	9	6-14	
Field 3	First Name	Alpha	20	15-34	
Field 4	Last Name	Alpha	20	35-54	
Field 5	Suffix	Alpha/Num	3	55-57	
Field 6	Social Security Number	Numeric	9	58-66	
Field 7	Student Testing Number (STN)	Numeric	10	67-76	
Field 8	School ID	Alpha/Numeric	10	77-86	
Field 9	Gender	Alpha	1	87	
Field 10	Date of Birth	Numeric	8	88-95	yyyymmdd
Field 11	Race - Hispanic	Numeric	1	96	
Field 12	Race - American Indian	Numeric	1	97	
Field 13	Race - Asian	Numeric	1	98	
Field 14	Race - Black	Numeric	1	99	
Field 15	Race - Hawaiian/Pac Islander	Numeric	1	100	
Field 16	Race - White	Numeric	1	101	
Field 17	Race - Unknown	Numeric	1	102	
Field 18	Education Level	Numeric	2	103-104	
Field 19	Clock Hours	Numeric	7	105-111	xxxx.xx
Field 20	Business Code	Numeric	5	112-116	

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 with a Student Testing Number if they were assigned while a secondary student.

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

Field: 1
Name: Contract Number
Column(s):   1-5
Length: 5
Type: Alpha/Numeric
Mandatory: Yes
Description: 5 digit alpha/numeric code to identify the unique contract number assigned to the course information.

Field: 2
Name: School Code
Column(s):   6-14
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):   15-34
Length: 20
Type: Alpha/Numeric
Mandatory: Yes
Description: Student's first name. Do not include hyphens, apostrophes, commas or special characters.

Field: 4
Name: Last Name
Column(s)   35-54
Length: 20
Type: Alpha/Numeric
Mandatory: Yes
Description: Student's last name. Do not include hyphens, apostrophes, commas or special characters.

Field: 5
Name: Suffix
Column(s):   55-57
Length: 3
Type: Alpha/Numeric
Mandatory: No
Description: Student's name suffix, if applicable. (e.g., Jr, Sr, III). Do not include periods.

Field: 6
Name: Social Security Number
Column(s):   58-66
Length: 9
Type: Numeric
Mandatory: No
Description: Enter the student's entire 9-digit social security number. If not available, leave blank.

Field: 7
Name: Student Testing Number (STN)
Column(s):   67-76
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: 8
Name: School ID
Column(s):   77-86
Length: 10
Type: Alpha/Numeric
Mandatory: Yes
Description: Provide the unique alpha/numeric ID assigned to each student by your school.

Field: 9
Name: Gender
Column(s):   87
Length: 1
Type: Alpha
Mandatory: Yes
Description: M=Male, F=Female, U=Unknown

Field: 10
Name: Date of Birth
Column(s):   88-95
Length: 8
Type: Numeric
Mandatory: No
Description: If not available, leave blank. Format must be Y Y Y Y M M D D.

Field: 11
Name: Race - Hispanic
Column(s):   96
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Hispanic; 1 = Hispanic

Field: 12
Name: Race – American Indian
Column(s):   97
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not American Indian; 1 = American Indian

Field: 13
Name: Race – Asian
Column(s):   98
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Asian; 1 = Asian

Field: 14
Name: Race – Black
Column(s):   99
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Black; 1 = Black

Field: 15
Name: Race – Hawaiian/Pacific Islander
Column(s):   100
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Hawaiian/Pacific Islander; 1 = Hawaiian/Pacific Islander
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Field: 16
Name: Race – White
Column(s):   101
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not White; 1 = White

Field: 17
Name: Race – Unknown
Column(s):   102
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Unknown; 1 = Unknown

Field: 18
Name: Education Level
Column(s):   103-104
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: 19
Name: Clock Hours
Column(s):   105-111
Length: 7
Type: Numeric
Mandatory: Yes
Description: Provide the number of hours the student has completed in the course.
                Format: X X X X . X X

Field: 20
Name: Business Code
Column(s):   112-116
Length: 5
Type: Numeric
Mandatory: Yes
Description: Provide the name of the company/employer if the student is "sponsored" by the industry
                or place of employment. 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".