

# Data Dictionary

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## Educational Sites File

**Field: FILECODE**

***Field Description:* File Code**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
FILECODE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the File Code for the file being submitted. This field identifies whether this is an Educational Sites, Instructor Data, Program Data, Student Data, Student Enrollment, Student Flags, or Student Followup file.

***Valid Values:***

- ES = Educational Sites

***Notes:***

## Educational Sites File

**Field: SCHYEAR**

***Field Description:* School Year**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SCHYEAR	Y	VARCHAR2	4		

***Field Definition/Uses:***

Enter the academic year being reported. Academic years are typically reported with the year associated with the spring semester. For example, for academic year 2004-2005, the school year would be reported as 2005.

***Valid Values:***

***Notes:***

## Educational Sites File

**Field: FICE\_INST\_ID**

***Field Description:* Institution FICE ID**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
FICE_INST_ID	Y	VARCHAR2	6		012345

***Field Definition/Uses:***

Enter the 6-digit institutional FICE ID Number. This is the same number this is used by institutions for the Kansas Postsecondary Database (KSPSD) submission. A list of the IDs are available in Appendix A.

***Valid Values:***

***Notes:***

## Educational Sites File

**Field: EDSITECODE**

***Field Description:* Educational Site Code**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
EDSITECODE	Y	VARCHAR2	9		

***Field Definition/Uses:***

An Educational Site is a college attendance center where comprehensive postsecondary student services support is available. Enter a code assigned by the institution to identify the Educational Site at which the classes are held. Example: If a program is taught at Central Middle School and the institution uses CMS to identify the site, then the Educational Site Code would be CMS. This code should be no longer than 9 characters.

***Valid Values:***

***Notes:***

## Educational Sites File

**Field: EDSITENAME**

***Field Description:* Educational Site Name**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
EDSITENAME	Y	VARCHAR2	60		

***Field Definition/Uses:***

Enter the full name of the Educational Site at which the classes are taught. Example: As in the example for the Educational Site Code, if CMS is used to identify Central Middle School, you would enter Central Middle School for the Educational Site Name.

***Valid Values:***

***Notes:***

## Educational Sites File

**Field: CITY**

***Field Description:*** Educational Site City

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
CITY	Y	VARCHAR2	60		

***Field Definition/Uses:***

Enter the city where the Educational Site is located.

***Valid Values:***

***Notes:***

## Educational Sites File

**Field: STATE**

***Field Description:*** Education Site State

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
STATE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the 2-digit state code (from the US Postal Service) where the Educational Site is located.

***Valid Values:***

***Notes:***

## Instructor Data File

**Field: FILECODE**

***Field Description:* File Code**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
FILECODE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the File Code for the file being submitted. This field identifies whether this is an Educational Sites, Instructor Data, Program Data, Student Data, Student Enrollment, Student Flags, or Student Followup file.

***Valid Values:***

- ID = Instructor Data

***Notes:***

## Instructor Data File

**Field: SCHYEAR**

***Field Description:* School Year**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SCHYEAR	Y	VARCHAR2	4		

***Field Definition/Uses:***

Enter the academic year being reported. Academic years are typically reported with the year associated with the spring semester. For example, for academic year 2004-2005, the school year would be reported as 2005.

***Valid Values:***

***Notes:***

## Instructor Data File

**Field: FICE\_INST\_ID**

***Field Description:* Institution FICE ID**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
FICE_INST_ID	Y	VARCHAR2	6		012345

***Field Definition/Uses:***

Enter the 6-digit institutional FICE ID Number. This is the same number this is used by institutions for the Kansas Postsecondary Database (KSPSD) submission. A list of the IDs are available in Appendix A.

***Valid Values:***

***Notes:***

## Instructor Data File

**Field: INSTR\_SSN**

***Field Description:*** Instructor's SSN Number

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
INSTR_SSN	Y	VARCHAR2	9		123456789

***Field Definition/Uses:***

Enter the Instructor's Social Security Number. Do not include any separators such as "/" or "-" in the number.

***Valid Values:***

***Notes:***

## Instructor Data File

**Field: INSTR\_L\_NAME**

***Field Description:*** Instructor's Last Name

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
INSTR_L_NAME	Y	VARCHAR2	30		

***Field Definition/Uses:***

Enter the Instructor's last name. Also include suffixes such as Jr., Sr., II, III, etc. Do not enter apostrophes ( ' ) or hyphens ( - ) or commas ( , ) or any other punctuations in the name.

***Valid Values:***

***Notes:***

## Instructor Data File

**Field: INSTR\_F\_NAME**

***Field Description:*** Instructor's First Name

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
INSTR_F_NAME	Y	VARCHAR2	15		

***Field Definition/Uses:***

Enter the Instructor's first name. Do not enter apostrophes ( ' ) or hyphens ( - ) or commas ( , ) or any other punctuations in the name.

***Valid Values:***

***Notes:***

## Instructor Data File

**Field: INSTR\_M\_INITIAL**

***Field Description:* Instructor's Middle Initial**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
INSTR_M_INITIAL	N	VARCHAR2	1		

***Field Definition/Uses:***

Enter the Instructor's middle initial. Leave blank if there is no middle initial

***Valid Values:***

***Notes:***

## Instructor Data File

**Field: INSTR\_SEX**

***Field Description:*** Instructor's Gender

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
INSTR_SEX	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter the Instructor's gender.

***Valid Values:***

- M = Male
- F = Female

***Notes:***

## Instructor Data File

**Field: INSTR\_RACE**

***Field Description:*** Instructor's Race/Ethnicity

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
INSTR_RACE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the Instructor's race/ethnicity. If unknown, use "U" for unknown. This field can not be left blank.

***Valid Values:***

- AS = Asian
- BL = Black
- AI = American Indian
- HI = Hispanic
- WH = White
- UK = Unknown

***Notes:***

## Instructor Data File

<b>Field: CIP</b>
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<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
CIP	Y	VARCHAR2	6		205120

***Field Description:*** Program of Instruction CIP Code

***Field Definition/Uses:***

Enter the 6-digit Classification of Instructional Program of instruction CIP code. The CIP codes must be from the list approved by the Kansas Board of Regents for your institution. Do not include any punctuation or decimals.

***Valid Values:***

***Notes:***

## Instructor Data File

**Field: LEADINSTRFLAG**

***Field Description:*** Lead Instructor Flag

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
LEADINSTRFLAG	Y	VARCHAR2	1		

***Field Definition/Uses:***

Is this instructor the lead instructor for the program?

***Valid Values:***

- Y = Yes
- N = No

***Notes:***

## Instructor Data File

**Field: PROGNUM**

***Field Description:* Program Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGNUM	Y	VARCHAR2	3		001

***Field Definition/Uses:***

Enter a sequential number starting with 001 to make a program unique from all other programs with the same CIP Code.

***Valid Values:***

- 001 through 999

***Notes:***

## Instructor Data File

**Field: PROGLEVEL**

***Field Description:* Program Level**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
PROGLEVEL	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the program level.

***Valid Values:***

- **02 = Secondary** (Program is approved only as a Secondary Program)
- **04 = Associate Degree** (Upon completion of requirements student receives an Associate Degree)
- **05 = Technical Certificate** (Upon completion of requirements student receives a Technical Certificate of 16 to 59 credit hours or 540 to 2124 clock hours.)
- **07 = Adult** (Segments of standard programs usually to meet the needs of a specific population usually containing 1 to 15 credit hours or 36 to 539 clock hours. Upon completion a student might receive a Certificate of Completion.)
- **08 = Apprenticeship** (Program is approved by and registered with the Dept of Labor)
- **09 = Business/Industry** (Segments of standard programs usually to meet the needs of a specific business/industry usually containing 1 to 15 credit hours or 36 to 539 clock hours. Upon completion a student might receive a Certificate of Completion.)

***Notes:***

## Program Data File

**Field: FILECODE**

***Field Description:* File Code**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FILECODE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the File Code for the file being submitted. This field identifies whether this is an Educational Sites, Instructor Data, Program Data, Student Data, Student Enrollment, Student Flags, or Student Followup file.

***Valid Values:***

- PD = Program Data

***Notes:***

## Program Data File

**Field: SCHYEAR**

***Field Description:* School Year**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SCHYEAR	Y	VARCHAR2	4		

***Field Definition/Uses:***

Enter the academic year being reported. Academic years are typically reported with the year associated with the spring semester. For example, for academic year 2004-2005, the school year would be reported as 2005.

***Valid Values:***

***Notes:***

## Program Data File

**Field: FICE\_INST\_ID**

***Field Description:* Institution FICE ID**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FICE_INST_ID	Y	VARCHAR2	6		012345

***Field Definition/Uses:***

Enter the 6-digit institutional FICE ID Number. This is the same number this is used by institutions for the Kansas Postsecondary Database (KSPSD) submission. A list of the IDs are available in Appendix A.

***Valid Values:***

***Notes:***

## Program Data File

**Field: EDSITECODE**

***Field Description:* Educational Site Code**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
EDSITECODE	Y	VARCHAR2	9		

***Field Definition/Uses:***

An Educational Site is a college attendance center where comprehensive postsecondary student services support is available. Enter a code assigned by the institution to identify the Educational Site at which the classes are held. Example: If a program is taught at Central Middle School and the institution uses CMS to identify the site, then the Educational Site Code would be CMS. This code should be no longer than 9 characters.

***Valid Values:***

***Notes:***

## Program Data File

Field: CIP

***Field Description:*** Program CIP Code

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
CIP	Y	VARCHAR2	6		205120

***Field Definition/Uses:***

Enter the 6-digit Classification of Instructional Programs code. The CIP codes must be from the list approved by the Kansas Board of Regents for your institution. Do not include any punctuation or decimals.

***Valid Values:***

***Notes:***

## Program Data File

**Field: PROGNUM**

***Field Description:* Program Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGNUM	Y	VARCHAR2	3		001

***Field Definition/Uses:***

Enter a sequential number starting with 001 to make a program unique from all other programs with the same CIP Code.

***Valid Values:***

- 001 through 999

***Notes:***

## Program Data File

**Field: PROGNAME**

***Field Description:* Program Name**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGNAME	Y	VARCHAR2	60		

***Field Definition/Uses:***

Enter the name of the program as it is used at your institution. Do not include the name associated with the CIP Code.

***Valid Values:***

***Notes:***

## Program Data File

**Field: PROGLEVEL**

### *Field Description:* Program Level

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
PROGLEVEL	Y	VARCHAR2	2		

### *Field Definition/Uses:*

Enter the program level.

### *Valid Values:*

- **02 = Secondary** (Program is approved only as a Secondary Program)
- **04 = Associate Degree** (Upon completion of requirements student receives an Associate Degree)
- **05 = Technical Certificate** (Upon completion of requirements student receives a Technical Certificate of 16 to 59 credit hours or 540 to 2124 clock hours.)
- **07 = Adult** (Segments of standard programs usually to meet the needs of a specific population usually containing 1 to 15 credit hours or 36 to 539 clock hours. Upon completion a student might receive a Certificate of Completion.)
- **08 = Apprenticeship** (Program is approved by and registered with the Dept of Labor)
- **09 = Business/Industry** (Segments of standard programs usually to meet the needs of a specific business/industry usually containing 1 to 15 credit hours or 36 to 539 clock hours. Upon completion a student might receive a Certificate of Completion.)

### *Notes:*

## Program Data File

**Field: PROGSTARTDATE**

***Field Description:* Program Start Date**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGSTARTDATE	Y	VARCHAR2	8		YYYYMMDD

***Field Definition/Uses:***

Enter the start date of the program. Format for the date is a 4-digit year followed by a 2-digit month and a 2-digit day. Example: January 5, 2003 would be 20030105.

***Valid Values:***

***Notes:***

Use the beginning of the fiscal year for the start date for programs/courses that do not have a defined start date.

## Program Data File

**Field: PROGENDDATE**

***Field Description:* Program End Date**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGENDDATE	Y	VARCHAR2	8		YYYYMMDD

***Field Definition/Uses:***

Enter the end date of the program. Format for the date is a 4-digit year followed by a 2-digit month and a 2-digit day. Example: January 5, 2003 would be 20030105.

***Valid Values:***

***Notes:***

Use the end of the fiscal year for the end date for programs/courses that do not have a defined end date.

## Program Data File

**Field: PROGHOURS**

***Field Description: Program Hours***

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGHOURS	Y	NUMBER	4	0	0003

***Field Definition/Uses:***

Enter the total number of hours associated with the program.

***Valid Values:***

- 0 through 9999

***Notes:***

## Program Data File

**Field: PROGHOURSTYPE**

***Field Description:* Program Hours Type**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGHOURSTYPE	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter whether the hours are clock hours or credit hours.

***Valid Values:***

- A = Clock Hours
- B = Credit Hours

***Notes:***

## Program Data File

**Field: TECHPREPFLAG**

***Field Description:* Tech Prep Flag**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
TECHPREPFLAG	Y	VARCHAR2	1		

***Field Definition/Uses:***

Is this a Tech Prep program? Kansas definition: Tech Prep is a four- or six-year sequence of study beginning in the 11th year of high school and continuing through two or more years of postsecondary occupational education culminating in a certificate or associate degree. An articulation agreement between the secondary and postsecondary institution is required to provide a non-duplicative sequential course of study.

***Valid Values:***

- Y = Yes
- N = No

***Notes:***

## Student Data File

**Field: FILECODE**

***Field Description:* File Code**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FILECODE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the File Code for the file being submitted. This field identifies whether this is an Educational Sites, Instructor Data, Program Data, Student Data, Student Enrollment, Student Flags, or Student Followup file.

***Valid Values:***

- SD = Student Data

***Notes:***

## Student Data File

**Field: SCHYEAR**

***Field Description:* School Year**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SCHYEAR	Y	VARCHAR2	4		

***Field Definition/Uses:***

Enter the academic year being reported. Academic years are typically reported with the year associated with the spring semester. For example, for academic year 2004-2005, the school year would be reported as 2005.

***Valid Values:***

***Notes:***

## Student Data File

**Field: FICE\_INST\_ID**

***Field Description:* Institution FICE ID**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
FICE_INST_ID	Y	VARCHAR2	6		012345

***Field Definition/Uses:***

Enter the 6-digit institutional FICE ID Number. This is the same number this is used by institutions for the Kansas Postsecondary Database (KSPSD) submission. A list of the IDs are available in Appendix A.

***Valid Values:***

***Notes:***

## Student Data File

**Field: SSN**

***Field Description:* Student's SSN Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SSN	N	VARCHAR2	9		123456789

***Field Definition/Uses:***

Enter the student's Social Security Number. Do not include any separators such as "/" or "-" in the number. This field must contain a value if the STDTID field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Student Data File

**Field: STUDENT\_ID**

***Field Description:* Student ID**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
STUDENT_ID	N	VARCHAR2	11		

***Field Definition/Uses:***

Enter the student's college-assigned Student ID number, if different from the SSN. This field must contain a value if the STDTSSN field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Student Data File

**Field: L\_NAME**

***Field Description:*** Student's Last Name

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
L_NAME	Y	VARCHAR2	30		

***Field Definition/Uses:***

Enter the student's last name. Also include suffixes such as Jr., Sr., II, III, etc. Do not enter apostrophes ( ' ) or hyphens ( - ) or commas ( , ) or any other punctuations in the name.

***Valid Values:***

***Notes:***

## Student Data File

**Field: F\_NAME**

***Field Description:*** Student's First Name

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
F_NAME	Y	VARCHAR2	15		

***Field Definition/Uses:***

Enter the student's first name. Do not enter apostrophes ( ' ) or hyphens ( - ) or commas ( , ) or any other punctuations in the name.

***Valid Values:***

***Notes:***

## Student Data File

**Field: M\_INITIAL**

***Field Description:*** Student's Middle Initial

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
M_INITIAL	N	VARCHAR2	1		

***Field Definition/Uses:***

Enter the student's middle initial. Leave blank if there is no middle initial.

***Valid Values:***

***Notes:***

## Student Data File

**Field: SEX**

***Field Description:* Student's Gender**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
SEX	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter the student's gender.

***Valid Values:***

- F = Female
- M = Male

***Notes:***

## Student Data File

**Field: RACE**

***Field Description:* Student's Race/Ethnicity**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
GENDER	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the student's race/ethnicity code. Enter "U" if unknown.

***Valid Values:***

- AS = Asian
- BL = Black
- AI = American Indian
- HI = Hispanic
- WH = White
- UK = Unknown

***Notes:***

## Student Data File

**Field: BIRTH\_YYYYMMDD**

***Field Description:* Student's Date of Birth**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
BIRTH_YYYYMMDD	N	VARCHAR2	8		YYYYMMDD

***Field Definition/Uses:***

Enter the student's date of birth. Format for the date is a 4-digit year followed by a 2-digit month and a 2-digit day. Example: January 5, 1983 would be 19830105. If the student's date of birth is not known, enter 00000000.

***Valid Values:***

***Notes:***

## Student Enrollment File

**Field: FILECODE**

***Field Description:* File Code**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FILECODE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the File Code for the file being submitted. This field identifies whether this is an Educational Sites, Instructor Data, Program Data, Student Data, Student Enrollment, Student Flags, or Student Followup file.

***Valid Values:***

- SE = Student Enrollment

***Notes:***

## Student Enrollment File

**Field: SCHYEAR**

***Field Description:*** School Year

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
SCHYEAR	Y	VARCHAR2	4		

***Field Definition/Uses:***

Enter the academic year being reported. Academic years are typically reported with the year associated with the spring semester. For example, for academic year 2004-2005, the school year would be reported as 2005.

***Valid Values:***

***Notes:***

## Student Enrollment File

**Field: FICE\_INST\_ID**

***Field Description:* Institution FICE ID**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FICE_INST_ID	Y	VARCHAR2	6		012345

***Field Definition/Uses:***

Enter the 6-digit institutional FICE ID Number. This is the same number this is used by institutions for the Kansas Postsecondary Database (KSPSD) submission. A list of the IDs are available in Appendix A.

***Valid Values:***

***Notes:***

## Student Enrollment File

**Field: SSN**

***Field Description:* Student's SSN Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SSN	N	VARCHAR2	9		123456789

***Field Definition/Uses:***

Enter the student's Social Security Number. Do not include any separators such as "/" or "-" in the number. This field must contain a value if the STDTID field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Student Enrollment File

**Field: STUDENT\_ID**

***Field Description:* Student ID**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
STUDENT_ID	N	VARCHAR2	11		

***Field Definition/Uses:***

Enter the student's college-assigned Student ID number, if different from the SSN. This field must contain a value if the STDTSSN field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Student Enrollment File

**Field: EDSITECODE**

***Field Description:* Educational Site Code**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
EDSITECODE	Y	VARCHAR2	9		

***Field Definition/Uses:***

An Educational Site is a college attendance center where comprehensive postsecondary student services support is available. Enter a code assigned by the institution to identify the Educational Site at which the classes are held. Example: If a program is taught at Central Middle School and the institution uses CMS to identify the site, then the Educational Site Code would be CMS. This code should be no longer than 9 characters.

***Valid Values:***

***Notes:***

## Student Enrollment File

**Field: CIP**

***Field Description:* Program CIP Code**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
CIP	Y	VARCHAR2	6		205120

***Field Definition/Uses:***

Enter the 6-digit Classification of Instructional Programs code. The CIP codes must be from the list approved by the Kansas Board of Regents for your institution. Do not include any punctuations or decimals.

***Valid Values:***

***Notes:***

## Student Enrollment File

**Field: PROGNUM**

***Field Description:* Program Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGNUM	Y	VARCHAR2	3		001

***Field Definition/Uses:***

Enter a sequential number starting with 001 to make a program unique from all other programs with the same CIP Code.

***Valid Values:***

- 001 through 999

***Notes:***

## Student Enrollment File

**Field: STDTLEVEL**

***Field Description:* Student Level**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
STDTLEVEL	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter the level of the student to distinguish high school students, post-secondary students, and adult, business, or industry students.

***Valid Values:***

- J = 11th Grade
- S = 12th Grade
- P = Postsecondary
- O = Adult or Business/Industry

***Notes:***

## Student Enrollment File

**Field: TECHPREPFLAG**

***Field Description:* Tech Prep Flag**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
TECHPREPFLAG	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter whether the student is in a Tech Prep program. Kansas definition: Tech Prep is a four- or six-year sequence of study beginning in the 11th year of high school and continuing through two or more years of postsecondary occupational education culminating in a certificate or associate degree. An articulation agreement between the secondary and postsecondary institution is required to provide a non-duplicative sequential course of study.

***Valid Values:***

- Y = Yes
- N = No

***Notes:***

## Student Enrollment File

**Field: COMPLETEDDATE**

**Field Description:** Date Student Completed Program

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
COMPLETEDDATE	N	VARCHAR2	8		YYYYMMDD

**Field Definition/Uses:**

If the student is a completer, enter the date the student completed the program. In order for a student to be considered a completer, their Student Level code must be a P for postsecondary. Do not enter a Completed Date for adult, business, or industry students.

**Valid Values:**

**Notes:**

## Student Enrollment File

**Field: RECOGCODE**

***Field Description:*** Recognition Code Student Completer

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
RECOGCODE	N	VARCHAR2	1		

***Field Definition/Uses:***

If the student is a completer, enter the recognition code. The recognition code denotes the level of the award received. In order for a student to be considered a completer, their Student Level code must be a P for postsecondary. Do not enter a Recognition Code for adult, business, or industry students.

***Valid Values:***

- A = Associate Degree
- B = Technical Certificate. 16 to 59 credit hours or 540 to 2124 clock hours

***Notes:***

## Student Enrollment File

**Field: COMPLETEGPA**

***Field Description:* Student Completer's GPA**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
COMPLETEGPA	N	NUMBER	4	2	3.25

***Field Definition/Uses:***

If the student is a completer, enter the student's Grade Point Average (GPA). The GPA should be on a 4-point scale with 2 decimal places. In order for a student to be considered a completer, their Student Level code must be a P for postsecondary. Do not enter a GPA value for adult, business, or industry students.

***Valid Values:***

***Notes:***

## Student Enrollment File

**Field: COMPLETEPCTCOMP MET**

***Field Description:* Student Completer's Percent of Competencies Met**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
COMPLETEPCTCOMP MET	N	NUMBER	3	0	095

***Field Definition/Uses:***

If the student is a completer, enter the percent of program competencies met by the student. Use a 3-digit number with NO decimals. In order for a student to be considered a completer, their Student Level code must be a P for postsecondary. Do not enter a Percent of Competencies Met value for adult, business, or industry students.

***Valid Values:***

***Notes:***

## Student Enrollment File

**Field: STUDENTSTATUS**

***Field Description:* Student's Enrollment Status**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
STUDENTSTATUS	Y	VARCHAR	1	0	

***Field Definition/Uses:***

Enter the student's enrollment status code.

***Valid Values:***

- **C = Completer** (Student enrolled in postsecondary CTE program and who received or was eligible to receive an associate degree, a Technical certificate, or Certificate of Completion, and stopped program participation in the reporting year.)
- **M = Met Goal** (Student that reached their predetermined goal, and stopped program participation in the reporting year.)
- **D = Deceased** (Student that has died)
- **E = Enrolled** (Student that has completed 50% of a CTE program but has not received an associate degree, Technical Certificate, or Certificate of Completion)
- **L = Leaver** (Student that exited a CTE program prior to completion of the program and did not receive an associate degree, Technical Certificate or Certificate of Completion.)

***Notes:***

## Student Enrollment File

**Field: PROGLEVEL**

**Field Description: Program Level**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
PROGLEVEL	Y	VARCHAR2	2		

**Field Definition/Uses:**

Enter the program level.

**Valid Values:**

- **02 = Secondary** (Program is approved only as a Secondary Program)
- **04 = Associate Degree** (Upon completion of requirements student receives an Associate Degree)
- **05 = Technical Certificate** (Upon completion of requirements student receives a Technical Certificate of 16 to 59 credit hours or 540 to 2124 clock hours.)
- **07 = Adult** (Segments of standard programs usually to meet the needs of a specific population usually containing 1 to 15 credit hours or 36 to 539 clock hours. Upon completion a student might receive a Certificate of Completion.)
- **08 = Apprenticeship** (Program is approved by and registered with the Dept of Labor)
- **09 = Business/Industry** (Segments of standard programs usually to meet the needs of a specific business/industry usually containing 1 to 15 credit hours or 36 to 539 clock hours. Upon completion a student might receive a Certificate of Completion.)

**Notes:**

## Student Flags File

Field: FILECODE

**Field Description:** File Code

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FILECODE	Y	VARCHAR2	2		

**Field Definition/Uses:**

Enter the File Code for the file being submitted. This field identifies whether this is an Educational Sites, Instructor Data, Program Data, Student Data, Student Enrollment, Student Flags, or Student Followup file.

**Valid Values:**

- SF = Student Flags

**Notes:**

## Student Flags File

**Field: SCHYEAR**

***Field Description:* School Year**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SCHYEAR	Y	VARCHAR2	4		

***Field Definition/Uses:***

Enter the academic year being reported. Academic years are typically reported with the year associated with the spring semester. For example, for academic year 2004-2005, the school year would be reported as 2005.

***Valid Values:***

***Notes:***

## Student Flags File

**Field: FICE\_INST\_ID**

***Field Description:* Institution FICE ID**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FICE_INST_ID	Y	VARCHAR2	6		012345

***Field Definition/Uses:***

Enter the 6-digit institutional FICE ID Number. This is the same number this is used by institutions for the Kansas Postsecondary Database (KSPSD) submission. A list of the IDs are available in Appendix A.

***Valid Values:***

***Notes:***

## Student Flags File

**Field: SSN**

***Field Description:* Student's SSN Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SSN	N	VARCHAR2	9		123456789

***Field Definition/Uses:***

Enter the student's Social Security Number. Do not include any separators such as "/" or "-" in the number. This field must contain a value if the STDTID field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Student Flags File

**Field: STUDENT\_ID**

***Field Description:* Student ID**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
STUDENT_ID	N	VARCHAR2	11		

***Field Definition/Uses:***

Enter the student's college-assigned Student ID number, if different from the SSN. This field must contain a value if the STDTSSN field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Student Flags File

**Field: LEPFLAG**

***Field Description:*** Student has Limited English Proficiency

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
LEPFLAG	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter Y if the student is determined to have limited English proficiency. Otherwise, enter N.  
This field cannot be left blank.

***Valid Values:***

- Y = Yes
- N = No

***Notes:***

## Student Flags File

**Field: ACADDISADFLAG**

***Field Description:* Student is Academically Disadvantaged**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
ACADDISADFLAG	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter Y if the student is determined to be academically disadvantaged. Otherwise, enter N.  
This field cannot be left blank.

***Valid Values:***

- Y = Yes
- N = No

***Notes:***

## Student Flags File

**Field: SINGLEPARENTFLAG**

***Field Description:*** Student is a Single Parent

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
SINGLEPARENTFLAG	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter Y if the student is determined to be a single parent. Otherwise, enter N. This field cannot be left blank.

***Valid Values:***

- Y = Yes
- N = No

***Notes:***

## Student Flags File

**Field: ECONDISADFLAG**

***Field Description:* Student is Economically Disadvantaged**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
ECONDISADFLAG	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter Y if the student is determined to be economically disadvantaged. Otherwise, enter N.  
This field cannot be left blank.

***Valid Values:***

- Y = Yes
- N = No

***Notes:***

## Student Flags File

**Field: DISPLHOMEMAKERFLAG**

***Field Description:* Student is a Displaced Homemaker**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
DISPLHOMEMAKERFLAG	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter Y if the student is determined to a displaced homemaker. Otherwise, enter N. This field cannot be left blank.

***Valid Values:***

- Y = Yes
- N = No

***Notes:***

## Student Flags File

**Field: DISABILITYFLAG**

**Field Description:** Student is Learning Disabled

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
Disabilityflag	Y	VARCHAR2	1		

**Field Definition/Uses:**

Enter Y if the student is determined to have one or more of the following disabled.

- Learning Disability
- Mentally Retarded
- Emotionally Disabled
- Visually Handicapped
- Hearing Impaired or Deaf
- Speech Impaired
- Orthopedically Impaired
- Autistic
- Traumatic Brain Injury
- Other Disabilities
- 

Otherwise, enter N. This field cannot be left blank.

**Valid Values:**

- Y = Yes
- N = No

**Notes:**

## Student Followup File

**Field: FILECODE**

***Field Description:* File Code**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
FILECODE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the File Code for the file being submitted. This field identifies whether this is an Educational Sites, Instructor Data, Program Data, Student Data, Student Enrollment, Student Flags, or Student Followup file.

***Valid Values:***

- SU = Student Followup

***Notes:***

## Student Followup File

**Field: SCHYEAR**

***Field Description:* School Year**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SCHYEAR	Y	VARCHAR2	4		

***Field Definition/Uses:***

Enter the academic year being reported. Academic years are typically reported with the year associated with the spring semester. For example, for academic year 2004-2005, the school year would be reported as 2005.

***Valid Values:***

***Notes:***

## Student Followup File

**Field: FICE\_INST\_ID**

***Field Description:* Institution FICE ID**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FICE_INST_ID	Y	VARCHAR2	6		012345

***Field Definition/Uses:***

Enter the 6-digit institutional FICE ID Number. This is the same number this is used by institutions for the Kansas Postsecondary Database (KSPSD) submission. A list of the IDs are available in Appendix A.

***Valid Values:***

***Notes:***

## Student Followup File

**Field: SSN**

***Field Description:* Student's SSN Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SSN	N	VARCHAR2	9		123456789

***Field Definition/Uses:***

Enter the student's Social Security Number. Do not include any separators such as "/" or "-" in the number. This field must contain a value if the STDTID field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Student Followup File

**Field: STUDENT\_ID**

***Field Description:* Student ID**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
STUDENT_ID	N	VARCHAR2	11		

***Field Definition/Uses:***

Enter the student's college-assigned Student ID number, if different from the SSN. This field must contain a value if the STDTSSN field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Student Followup File

**Field: EDSITECODE**

***Field Description:* Educational Site Code**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
EDSITECODE	Y	VARCHAR2	9		

***Field Definition/Uses:***

An Educational Site is a college attendance center where comprehensive postsecondary student services support is available. Enter a code assigned by the institution to identify the Educational Site at which the classes are held. Example: If a program is taught at Central Middle School and the institution uses CMS to identify the site, then the Educational Site Code would be CMS. This code should be no longer than 9 characters.

***Valid Values:***

***Notes:***

## Student Followup File

**Field: CIP**

***Field Description:* Program CIP Code**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
CIP	Y	VARCHAR2	6		205120

***Field Definition/Uses:***

Enter the 6-digit Classification of Instructional Programs code. The CIP codes must be from the list approved by the Kansas Board of Regents for your institution.

***Valid Values:***

***Notes:***

## Student Followup File

**Field: PROGNUM**

***Field Description:* Program Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
PROGNUM	Y	VARCHAR2	3		001

***Field Definition/Uses:***

Enter a sequential number starting with 001 to make a program unique from all other programs with the same CIP Code.

***Valid Values:***

- 001 through 999

***Notes:***

## Student Followup File

**Field: PROGLEVEL**

### *Field Description:* Program Level

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
PROGLEVEL	Y	VARCHAR2	2		

### *Field Definition/Uses:*

Enter the program level.

### *Valid Values:*

- **02 = Secondary** (Program is approved only as a Secondary Program)
- **04 = Associate Degree** (Upon completion of requirements student receives an Associate Degree)
- **05 = Technical Certificate** (Upon completion of requirements student receives a Technical Certificate of 16 to 59 credit hours or 576 to 2124 clock hours.)
- **06 = Secondary and Postsecondary Degree** (A two year Program with Secondary students returning to after high school graduation to complete the second year as a Postsecondary student)
- **07 = Adult** (Segments of standard programs usually to meet the needs of a specific population usually containing 1 to 15 credit hours or 36 to 540 clock hours. Upon completion a student might receive a Certificate of Completion.)
- **08 = Apprenticeship** (Program is approved by and registered with the Dept of Labor)
- **09 = Business/Industry** (Segments of standard programs usually to meet the needs of a specific business/industry usually containing 1 to 15 credit hours or 36 to 540 clock hours. Upon completion a student might receive a Certificate of Completion.)

### *Notes:*

## Student Followup File

**Field: FOLLOWUPSTATCODE**

***Field Description:* Follow-Up Status Code**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
FOLLOWUPSTATCODE	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter the student's follow-up status code. If unknown, enter 0 (the number zero). This field cannot be left blank.

***Valid Values:***

- 0 = Unknown
- 1 = Military service full-time
- 2 = Employed, related field
- 3 = Employed, unrelated field
- 4 = Pursuing additional education
- 5 = Unemployed, no additional education
- 6 = Not in labor force or pursuing education
- 7 = Deceased

***Notes:***

## Student Followup File

**Field: EMPLOYERRATINGCODE**

***Field Description:* Employer Rating Code**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
EMPLOYERRATINGCODE	N	VARCHAR2	1		

***Field Definition/Uses:***

Complete only if the student's Followup Status Code is 2 (employed in a related field). Enter the rating code given by the student's employer. Leave blank if unable to collect

***Valid Values:***

- 0 = Very Good
- 1 = Good
- 2 = Poor

***Notes:***

## Student Followup File

**Field: HOURLYWAGE**

***Field Description:*** Completer's Hourly Wage

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
HOURLYWAGE	N	NUMBER	6	2	5.25

***Field Definition/Uses:***

Complete only if the student's Followup Status Code is 2 (employed in a related field). Enter the student's hourly wage. This is the actual hourly wage or the calculated wage based on the annual wage divided by 2,080 hours.

***Valid Values:***

***Notes:***

## Student Followup File

**Field: ANNUALWAGE**

***Field Description:* Completer's Annual Wage**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
ANNUALWAGE	N	NUMBER	9	0	25000

***Field Definition/Uses:***

Complete only if the student's Followup Status Code is 2 (employed in a related field). Enter the student's annual wage. This is the actual annual wage or the calculated annual wage based on the hourly wage multiplied by 2,080 hours.

***Valid Values:***

***Notes:***

## Pell Count File

**Field: FILECODE**

***Field Description:* File Code**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
FILECODE	Y	VARCHAR2	2		

***Field Definition/Uses:***

Enter the File Code for the file being submitted. This field identifies whether this is an Educational Sites, Instructor Data, Program Data, Student Data, Student Enrollment, Student Flags, Student Followup file, or Pell Count file.

***Valid Values:***

- PC = Pell Count

***Notes:***

## Pell Count File

**Field: SCHYEAR**

***Field Description:* School Year**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SCHYEAR	Y	VARCHAR2	4		

***Field Definition/Uses:***

Enter the academic year being reported. Academic years are typically reported with the year associated with the spring semester. For example, for academic year 2004-2005, the school year would be reported as 2005.

***Valid Values:***

***Notes:***

## Pell Count File

**Field: FICE\_INST\_ID**

***Field Description:* Institution FICE ID**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
FICE_INST_ID	Y	VARCHAR2	6		012345

***Field Definition/Uses:***

Enter the 6-digit institutional FICE ID Number. This is the same number this is used by institutions for the Kansas Postsecondary Database (KSPSD) submission. A list of the IDs are available in Appendix A.

***Valid Values:***

***Notes:***

## Pell Count File

**Field: SSN**

***Field Description:* Student's SSN Number**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SSN	N	VARCHAR2	9		123456789

***Field Definition/Uses:***

Enter the student's Social Security Number. Do not include any separators such as "/" or "-" in the number. This field must contain a value if the STDTID field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Pell Count File

**Field: STUDENT\_ID**

***Field Description:* Student ID**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
STUDENT_ID	N	VARCHAR2	11		

***Field Definition/Uses:***

Enter the student's college-assigned Student ID number, if different from the SSN. This field must contain a value if the STDTSSN field is blank.

***Valid Values:***

***Notes:***

- You must have an STDTSSN or an STDTID. If both fields are blank, you will receive an error. You can submit both numbers if you choose. STDTSSN is preferred.

## Pell Count File

**Field: L\_NAME**

***Field Description:* Student's Last Name**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
L_NAME	Y	VARCHAR2	30		

***Field Definition/Uses:***

Enter the student's last name. Also include suffixes such as Jr., Sr., II, III, etc. Do not enter apostrophes ( ' ) or hyphens ( - ) or commas ( , ) or any other punctuations in the name.

***Valid Values:***

***Notes:***

## Pell Count File

**Field: F\_NAME**

***Field Description:*** Student's First Name

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
F_NAME	Y	VARCHAR2	15		

***Field Definition/Uses:***

Enter the student's first name. Do not enter apostrophes ( ' ) or hyphens ( - ) or commas ( , ) or any other punctuations in the name.

***Valid Values:***

***Notes:***

## Pell Count File

**Field: M\_INITIAL**

***Field Description:*** Student's Middle Initial

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
M_INITIAL	N	VARCHAR2	1		

***Field Definition/Uses:***

Enter the student's middle initial. Leave blank if there is no middle initial.

***Valid Values:***

***Notes:***

## Pell Count File

**Field: SEX**

***Field Description:* Student's Gender**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
SEX	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter the student's gender.

***Valid Values:***

- F = Female
- M = Male

***Notes:***

## Pell Count File

**Field: BIRTH\_YYYYMMDD**

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
BIRTH_YYYYMMDD	N	VARCHAR2	8		YYYYMMDD

***Field Description:* Student's Date of Birth**

***Field Definition/Uses:***

Enter the student's date of birth. Format for the date is a 4-digit year followed by a 2-digit month and a 2-digit day. Example: January 5, 1983 would be 19830105. If the student's date of birth is not known, enter 00000000.

***Valid Values:***

***Notes:***

## Pell Count File

**Field: CIP**

***Field Description:*** Program CIP Code

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
CIP	Y	VARCHAR2	6		205120

***Field Definition/Uses:***

Enter the 6-digit Classification of Instructional Programs code. The CIP codes must be from the list approved by the Kansas Board of Regents for your institution. Do not include any punctuations or decimals.

***Valid Values:***

***Notes:***

## Pell Count File

<b>Field: Fall Enrolled Hours</b>
-----------------------------------

***Field Description:*** Fall Enrolled Hours

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
Fall Enrolled Hours	Y	NUMBER	4	Y	000.0

***Field Definition/Uses:***

Report the number of credit hours all students receiving Pell Grants or Bureau of Indian Affairs Grants were enrolled for the reporting time period. Student enrolled hours will be expressed in credit hours or contact hours not both. Student enrolled hours will be for Fall 2004.

***Valid Values:***

***Notes:***

## Pell Count File

<b>Field: Spring Enrolled Hours</b>
-------------------------------------

***Field Description:* Spring Enrolled Hours**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
Spring Enrolled Hours	Y	NUMBER	4	Y	000.0

***Field Definition/Uses:***

Report the number of credit hours all students receiving Pell Grants or Bureau of Indian Affairs Grants were enrolled for the reporting time period. Student enrolled hours will be expressed in credit hours or contact hours not both. Student enrolled hours will be for Spring 2005.

***Valid Values:***

***Notes:***

## Pell Count File

<b>Field: Summer Enrolled Hours</b>
-------------------------------------

***Field Description:* Summer Enrolled Hours**

<b>Field Name</b>	<b>Is Field Required</b>	<b>Field Type</b>	<b>Field Length</b>	<b>Decimals</b>	<b>Field Format</b>
Summer Enrolled Hours	Y	NUMBER	4	Y	000.0

***Field Definition/Uses:***

Report the number of credit hours all students receiving Pell Grants or Bureau of Indian Affairs Grants were enrolled for the reporting time period. Student enrolled hours will be expressed in credit hours or contact hours not both. Student enrolled hours will be for Summer 2005.

***Valid Values:***

***Notes:***

## Pell Count File

**Field: PROGHOURSTYPE**

***Field Description:*** Program Hours Type

Field Name	Is Field Required	Field Type	Field Length	Decimals	Field Format
PROGHOURSTYPE	Y	VARCHAR2	1		

***Field Definition/Uses:***

Enter whether the hours are clock hours or credit hours.

***Valid Values:***

- A = Clock Hours
- B = Credit Hours

***Notes:***

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