Implementation Guide

to the

Postsecondary Electronic Standards Council

XML Standard Format

for the

Response

to a

Request for a Student Transcript

for

School to School Exchanges

by Education Institutions

Version 1.1.0

August 29, 2011

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Introduction

For the secondary and higher education communities to achieve the timely, uniform, accurate, and secure exchange of academic records for current or previous secondary and postsecondary students, the Postsecondary Electronic Standards Council (PESC) has developed and approved a standard format in eXtensible Markup Language (XML) for the Response to a Student Transcript Request. This Implementation Guide provides the format for electronically responding negatively to an electronic request for high school *or* postsecondary education records (transcripts) and can help non-technical users to implement the electronic records exchange process.

Besides its obvious use for secondary and postsecondary educational institutions, this Guide may also be useful for software vendors and state and federal education agencies.

This Implementation Guide is based on the approved PESC XML Transcript Response Schema version 1.1.0. It is based on the Academic Record Sector Library Schema Version 1.6.0 and Core Main Schema Version 1.10.0. For the electronic exchange of these student records to be completely automated, it is essential that all users adhere strictly to the requirements of this Schema and understand and comply with the requirements outlined in this Guide.

Typical Use Scenario for School to School Use

Request

When a person applies for admission (or re-admission) to a postsecondary school, the applicant typically provides information about previous schools attended. Typically, the applicant is asked to specify the last secondary school attended and all prior postsecondary schools.

The codes for these schools are then entered into the student information system (data base) for that student, along with other information from the application for admission.

On a regularly scheduled basis (usually after the close of business for that day), a batch program is run and each student (and applicant) on the school's data base is checked for all the previous schools the student listed, to prepare an electronic report of all previous schools. This report shows all schools previously attended for which:

a. an official transcript for that school has not been received, and

b. it has been determined that a transcript is needed according to school policy, and *****

c. it has not been requested within the past "X" days.

After this program has been completed, another program will then create an electronic XML request for each transcript and send these XML requests through the Texas Internet Server to those schools, requesting an XML Transcript.

***** *School policy will determine if transcripts are needed from every previous school attended. For example, some schools do not require transcripts from previous secondary schools if the student is a transfer from another postsecondary institution.*

Likewise, some schools do not require transcripts from previous schools if the student is not seeking a degree at that school.

Response

The computer at the school (high school or postsecondary school) that receives the electronic request processes the XML Request for a Student Transcript as follows:

First, it attempts to match the requested student with a student on its data base to determine if the student does exist on the school's data base. The matching process typically includes:

- A match on any identifying student numbers provided in the request (SSN, school or state assigned ID number.

- If a match is found, then the school typically verifies with date of birth, or gender, or perhaps part of the student name to insure the correct student has been selected.

If a match has been found and verified, then the school's computer will typically prepare a request to send an XML transcript to the requesting school. That is typically done at a regularly scheduled time each work day. At that point, if the transcript is processed and sent successfully, nothing further is done and no other response to that request is required.

If a match was made, but the transcript could not be returned to the requestor, then the school's computer prepares an XML Response to a Request for a Student Transcript which will typically be sent once a day on a scheduled basis.

If a match was not made, then most schools will have someone in the Office of the Registrar do another search for the student's record using additional search criteria (alternate names, high school attended, dates of attendance, etc.) If no student is found that matches the data provided in the XML Request for a Student Transcipt, then the school's computer prepares an XML Response to that XML Request which will give the reason(s) that the transcript request could not be honored.

So for most cases, an XML Request for a Student Transcript will result in either an XML Student Transcript or an XML Response to the Request for a Student Transcript within one to three work days.

Organization and Format

The schema for the Transcript is made up of four main parts:

1. Transmission Data
2. Request
3. Note Message
4. User Defined Extensions

However, three of these main parts branch to form other parts, which in turn branch out further. This Guide is organized so that each level of branching is documented in the order as follows:

Transmission Data Level I
- Sub-level IA
  - Sub-level IA1
    - Sub-level IA1a
    - Sub-level IA1b
    - Sub-level IA1c
  - Sub-level IA2
    - Sub-level IA2a

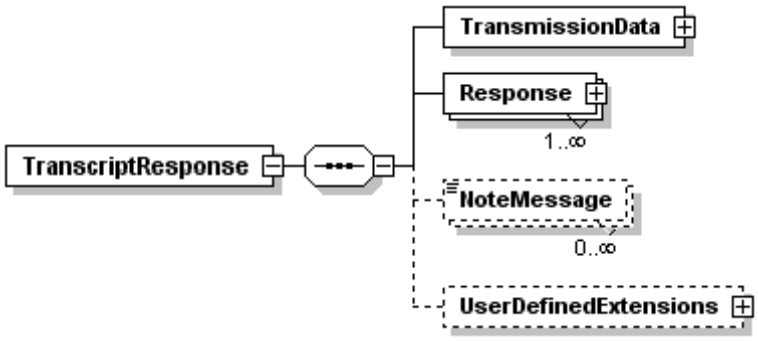
Sub-level IA2b
Sub-level IB
Sub-level IB1
Sub-level IB1a
Student Data Level I

(Etc.)

The heading for each level and sub-level indicates the position of the subsequent diagram in the larger Schema.

Following the heading, the diagram serves to illustrate its relationship with the preceding branch. All diagrams in this Guide were copied from a graphical representation of the Transcript Request Schema using a software package from Altova Corporation called XMLSpy.

Example:



The boxes in the diagrams can illustrate two separate components of the Schema: first, certain boxes show data element groupings which branch out to form either lower-level element groupings, or the Schema's other primary component, the fields that contain actual data. A box with a solid border indicates that that particular data element or field is required. A box with a dotted line indicates an optional data element or field. Likewise, a solid line connecting two or more boxes indicates that the boxes to the right in the diagram are required fields and a dotted line indicates the fields in the boxes to the right are optional. A plus (+) sign at the right of a box indicates that the element grouping or field branches beyond the scope of a given diagram. The Schema displays such branching in subsequent diagrams.

Each diagram includes a representation of a field or data element's repeatability. Under a given box, for example, "0...∞" would indicate an optional data element or field (with a minimum number of occurrences of zero) that can be repeated an infinite number of times. On the other hand, "1...3" would indicate a mandatory field (with at least one required instance) that can be repeated up to 3 times.

Although most data elements that could, theoretically, be included an infinite number of times in the schema, would typically only be included once or perhaps a few times. Including a high number of occurrences of a field would present problems for the receiving agency or institution.

Under each diagram, a table will appear with five columns:

> **Tag Name:** This is the name of the data element grouping or field that will appear in the Schema and in the instance document. ("Instance document" refers to a transcript response with real data for an actual student or applicant that institutions would exchange.) The format for the tag name is Upper Camel Case which takes a name such as "Transmission

Data" and eliminates the space between the two words, retaining the capital letters of each word making up the tag name, e.g., TransmissionData.

Schema Use: This column indicates whether the data element or field is required or optional in the instance document. If a required field is not included in the instance document, the transcript request will normally be rejected by the receiving institution's computer program (XML Parser). This column will also include a notation if a field can be sent multiple times.

Description: This is a brief description of the data included with a particular XML tag name. The description normally comes from the description in the Core Main Schema for data elements.

Recommended Use: This column reflects recommendations from the developers of the Transcript Request Schema and generally recommended practices for exchanging electronic transcripts. Reaching consensus on the recommended use of data elements and fields has grown into an additional task for the PESC Workgroup.

Recommendations in this column generally match the standards in Schema Use, especially if Schema Use shows an element or field as "Required." However, a component listed as "Optional" in Schema Use may be listed as "Recommended" in Recommended Use if the PESC Workgroup or User Group regards the element or field as essential and in keeping with good practices in the AACRAO community.

> **Required:** Indicates that a sending institution must include the data element or field in its transmission.
>
> **Recommended**: *If the information for a field is available* at the school sending the response, then 'Recommended' indicates that the field should be sent.
>
> **Conditional:** This recommended use may not occur, or does not occur often, in this Guide, but it may occur when the recommendation (recommended, optional or not recommended) is dependent on another data element being sent, or even on the value of another data element that is sent.
>
> **Optional:** Indicates that it is generally up to the sender of the request to include the data or not.
>
> **Not Recommended:** Indicates that, in the view of the original Workgroup or current User Group, such a data element or field should not form part of a transmission. In general, the Workgroup recommends that institutions not send notes or comments, since most Student Information System programs cannot automatically process them. Sending these elements could thereby slow or impede automatic processing by the school receiving the request. In some cases, common practice in a particular state or region or by users of a common vendor, may be to include data that are not recommended by the Workgroup.
>
> In many cases, because of the reusability of complex data elements in XML, there are data elements included in this schema that may not be appropriate for use in the Transcript Response. In these cases, the recommended use may be designated as "Not Recommended."

Format: This column shows the minimum and maximum number of occurrences of the data element. It also shows the minimum and maximum length allowable for a field, if that field does not have enumerated values and is not a special type of field, such a date field.

"**minOcc** 1" indicates a required field, since it must have at least one occurrence in the instance document. "minOcc 0" indicates an optional field.

"**maxOcc**" followed by a number or symbol specifies the maximum number of times that an element can recur in an instance document at a particular position. For example, "maxOcc 5" would indicate that the field may occur no more than 5 times in a given position of the instance document. "maxOcc ∞**"** indicates that a field may recur an unlimited number of times in the instance document. However, the use of an excessive number of occurrences puts a burden on the receiving agency or institution, so they should always be limited to the fewest number possible.

"**minLength**" indicates the minimum number of characters that a field must contain, while "**maxLength**" indicates the maximum number of characters that a field may contain. When these notations appear, it is assumed that the lengths refer to a character string made up of either letters or numbers or a combination of both, as well as common special characters.

"Enumerations" is used to list the allowable values that may be used in the instance document. They must be used exactly as shown in this column. When the values are enumerated in this column, "minLength" and "maxLength" will not be indicated and are not appropriate.

"**DateTime**" always uses the same format: ccyy-mm-ddThh:ii:ss(+GMT). An example would be "2005-11-20T08:15:36(+7)". Likewise, "Date" always uses the format "ccyy-mm-dd". An example would be "2010-11-20". If either DateTime or Date is used, then "minLength" and "maxLength" will not be indicated.

"**xs:decimal**" indicates a numeric field. It has a maximum length of 18 characters including a decimal if it is explicitly included. Typical values would be (1) a grade point average of "3.250"; (2) credits earned of "24"; or (3) credits included in GPA of "16".

"**minInclusive**" indicates the lowest value of a decimal type field that can be included, while "**maxInclusive**" indicates the maximum value that can be included in a decimal type field. "**totalDigits**" indicates the maximum number of digits that can be used in the specified field.

Comments: The Guide may include comments beneath the rows of a given table and/or at the end of the table. The Workgroup intends for these comments to provide further explanation for the items displayed. Comments refer to the row immediately above the comment row, except for a comment at the end of a table. In this case, the comment typically refers to the entire table.

Code Illustration: Below each table, the Guide includes a snippet of what that portion of an instance document might look like in XML format. If the data element is a required data element for the schema, then that data element will be in bold type.

If the code is illustrating a complex data element that will be further explained on a subsequent page of the Implementation Guide, then only the opening and closing tags will be included. For example:

```
<Birth>

</Birth>
```

If the code is illustrating a simple data element that is not recommended for inclusion, then an empty tag will be included. For example:

```
<NoteMessage/>
```

Appendix C shows an example of an XML Schema for a (Negative) Response to a Request for a Student Transcript. This example is not intended to match the Code Illustrations throughout the Guide, since a typical transcript request would not include many of the optional sections of the Schema.

NoteMessage: You will find "NoteMessage" appearing throughout the Schema. This Guide almost always recommends against the routine use of note messages. Unless there is a previously agreed upon format for a note message between the sender and the receiver, notes cannot be interpreted and automatically processed by the receiver's computer.

UserDefinedExtensions: The user-defined extension (UDE) design pattern is intended to address situations in which the current Schema does not accommodate sender-specific data. The Schema has to allow for additional elements that may be defined and used at a later date. The user-defined extensions pattern serves as a placeholder for these to-be-defined fields and elements. However, it can require that these fields be defined in a Schema by the organization that wants to use the extensions area.

Senders of transcript responses should take care not to use the user-defined extensions as a fall-back for doing appropriate research and design. They should only use the extension when, in actuality, the organization defining the base Schema cannot define the additional elements that other organizations may need. Furthermore, other recipients not interested in the data these specific organizations want to exchange in the user-defined area, may then just ignore the UDE.

User-defined extensions are beneficial when both the sending and receiving institutions agree on their use. For best work practice, the Workgroup recommends the use of user-defined extensions in the following scope:

- Mutually defined sub-schemas: For the transmittal and receipt of data agreed upon by both sending and receiving institutions;
- State or agency systems;
- Regional requirements.

The benefit of using the user-defined extensions stems primarily from the open nature of the XML design. Institutions may take advantage of XML's openness, use the user-defined extensions to accommodate data for which the original Schema has not accounted, and standardize the use of the extensions among themselves. Such institution-to-institution agreements allow for the following:

- Strict standardization among institutions through design and implementation agreements,
- Ability of users outside of the agreement to ignore the data contained in the user-defined extensions.

Because the Schema recommends that institutions develop their own agreements for the use of user-defined extensions, the Workgroup and User Group also recommend against the development of national UDE standards.

Example Code:

```
<UserDefinedExtensions>
  <YearTerm>20042</YearTerm>
  <CourseAbbrev>ENG</CourseAbbrev>
  <CourseNumb>0114</CourseNumb>
  <SectNumb>02</SectNumb>
 </UserDefinedExtensions>
```

Please reference Excerpt from PESC Guidelines for XML Architecture and Data Modeling page 46 (http://www.pesc.org/info/policies/PESC-Guidelines-for-XML-Architecture-and-Data-Modeling-v3-0.doc) for a full explanation on the usage of user-defined extensions.

Development History and Acknowledgments

The American Association of Collegiate Registrars and Admissions Officers (AACRAO) Committee on the Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) began working on a national standard format for the electronic exchange of postsecondary student records in 1989. Initially the work of the committee was funded by AACRAO. At about the same time, the US Department of Education's National Center for Education Statistics (NCES) began developing a national standard format for the electronic exchange of student records for kindergarten through high school students. The K12 community was primarily represented by the Council of Chief State School Officers (CCSSO). To gain more credibility in the creation and widespread adoption of the standards, the two groups (AACRAO and NCES) approached the American National Standards Institute's (ANSI) Accredited Standards Committee (ASC) X12 for assistance in developing and approving the two standard formats.

ANSI ASC X12 reviewed the two proposals and insisted that only one standard be developed and approved. That standard would be the Kindergarten through Postsecondary Education Student Record. At that time, NCES decided to fund the travel of the AACRAO SPEEDE Committee as well as those working on the K-12 standard. The ASC X12 Standard in the Electronic Data Interchange (EDI) format was approved in the early 1990's as ANSI ASC X12 Transaction Set (TS) 130 for the Student Educational Record (Transcript).

After ANSI ASC X12 approved the Transcript format, the AACRAO SPEEDE committee began work on three additional transaction sets that now make up the Transcript Suite:

TS 131 – Acknowledgment of the receipt of an electronic transcript
TS 146 – Request for an electronic transcript
TS 147 – Response (usually negative) to a request for an electronic transcript

During this time period (before the Internet was widely available), the format stressed the transmission of as much data as possible using the fewest characters. This emphasis emerged because transmission costs were based on the number of characters or bytes being sent over the Value Added Electronic Networks (VANs).

The ASC X12 Standard is now in use by a significant number of postsecondary institutions in the United States and Canada. Approximately 1,000,000 student transcripts are exchanged electronically in the EDI format through the University of Texas at Austin Internet SPEEDE Server in the ANSI ASC X12 EDI format each year. At the secondary level, Florida and Texas schools exchange a significant number of electronic high school transcripts, because the state mandates the exchange in an electronic format. Iowa and Maryland also have significant exchange. The number of electronic transcript exchanges in the EDI format remains relatively small for secondary schools but is increasing at a rapid rate.

The number of transcripts exchanged electronically in the ASC X12 EDI format grows significantly (approximately 20%) each year. However, the education community felt that an alternative format should be explored. In the view of many, the perceived complexity of implementing the EDI standards was one of the reasons that many high schools did not use the EDI format.

The Postsecondary Electronic Standards Council (PESC) commissioned this exploration by creating the XML Forum (now known at the PESC Standards Forum). The purpose of the Forum was to determine if an XML format might result in significantly increased electronic exchange of student educational records.

The wide and inexpensive availability of XML software tools and the already existing and pervasive use of XML by many schools' information technology staffs made the XML process appear to have a much better chance of rapid acceptance and implementation by education institutions.

The early efforts of the XML Forum emphasized the creation of standard reusable core components. Once the Forum made significant progress with this work, PESC agreed to develop an XML Standard Format for the College Transcript to demonstrate that this could be done.

Bruce Marton from the University of Texas at Austin headed this effort and received the bulk of his support from the AACRAO SPEEDE Committee that had developed the earlier EDI standard.

PESC approved the XML standard for the College Transcript in May 2004.

The approval of the XML College Transcript generated considerable interest in the creation of an XML High School Transcript. Bruce Marton reviewed the ANSI ASC X12 EDI version of the transcript, which included both the College Transcript and the High School Transcript and noted many similarities.

Under Bruce's leadership, the AACRAO SPEEDE Committee created a very rough draft of a proposed schema for an XML High School Transcript in late summer of 2004.

The October 2004 PESC Meeting in Newport Beach, California, included a session on the draft XML High School Transcript Schema. Attendees expressed significant interest, and some formed an informal PESC Workgroup to review the draft and determine if it could be used to accelerate the development of a PESC XML High School Transcript.

The Workgroup began holding weekly conference calls and enhanced the rough draft from the end of 2004 through May 2005. PESC then sent out a press release to the wider educational community and invited anyone interested to participate in a special conference call on May 26, 2005. There were thirty-nine participants on that call. Many agreed to join the Workgroup and participate in future calls.

The Workgroup continued the weekly calls through 2005 and then posted the XML Schema on the PESC web site for review by a wider audience. The Workgroup completed its work in January 2006 and PESC approved the XML High School Transcript as a PESC Standard on June 9, 2006.

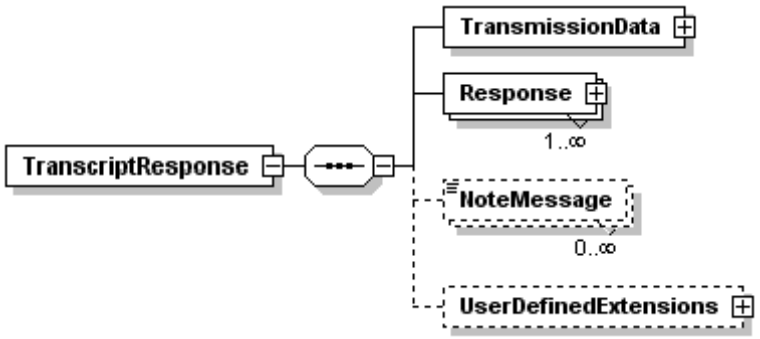
Mark Jones, a member of the Board of PESC and representing the National Student Clearinghouse (NSC), created a workgroup (composed largely of the AACRAO SPEEDE Committee) to begin to create two new XML schemas that would serve primarily the same purposes as EDI TS 146 (Request for a Transcript) and EDI TS 147 (Response to a Request for a Transcript). The NSC was interested in the two schemas to support a transcript request service that it planned to offer. The AACRAO SPEEDE Committee was interested in the two schemas to serve the same functions as the two EDI Transaction Sets.

Subsequently, Mark left the NSC and Doug Falk, also at the National Student Clearinghouse, replaced Mark on the PESC Board. Doug then also picked up Mark's role as chair of the workgroup to develop the two new schemas.

This Implementation Guide provides information to implement the XML Schema for the Response to a Request for a Student Transcript when used by one school to respond negatively to an electronic XML request from another school.

PESC XML (Negative) Response to Request for Student Transcript Version 1.1.0 August 29, 2011

Transcript Response



Tag Name	Schema Use	Description	Recommended Use	Format
TransmissionData	Required	Routing and header information	Required	minOcc 1 maxOcc 1
Comment: *This complex data element will be expanded on page 2.*				
Response	Required Repeatable	Body of document. One segment per student	Required	minOcc 1 maxOcc ∞
Comment: *This complex data element will be expanded on page 41.*				
NoteMessage	Optional Repeatable	Additional information about the response to a request for a transcript	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
UserDefinedExtensions	Optional	Additional structured information. Requires mutually defined XML schema.	Optional	minOcc 0 maxOcc 1

Code illustration:

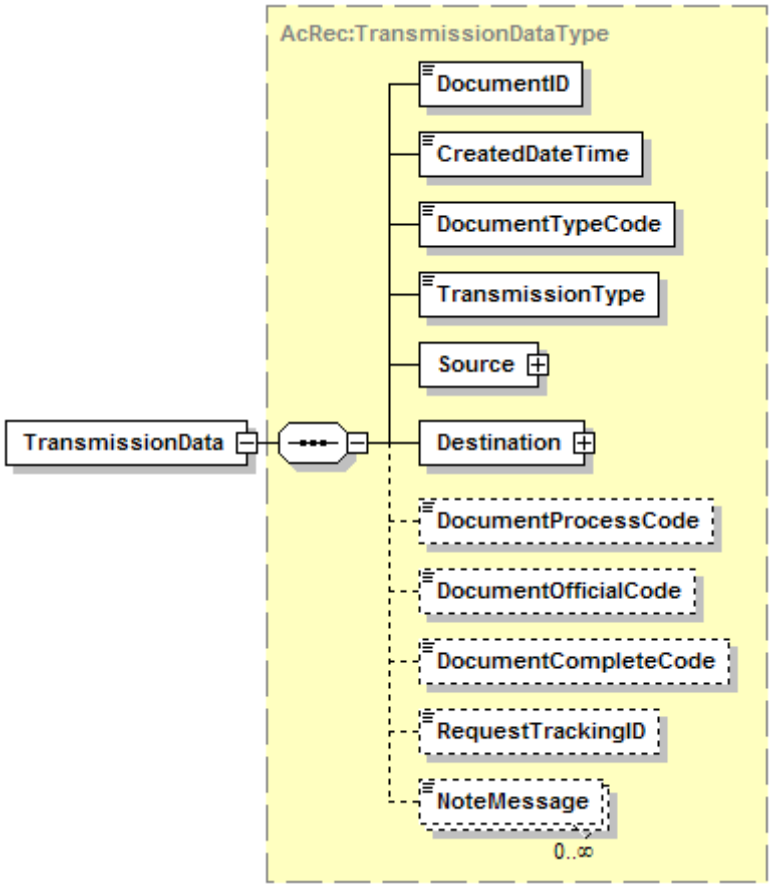
<ns1: TranscriptResponse xsi:schemaLocation=”urn:org:pesc:message:TranscriptResponse:v1.1.0
XMLns:HSTrn="urn:org:pesc:message:TranscriptResponse:v1.1.0"
TranscriptResponse_v1.1.0.xsd" xmlns:n2="http://www.altova.com/samplexml/other-namespace"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:ns1="urn:org:pesc:message:TranscriptResponse:v1.1.0">

<TransmissionData>

</TransmissionData>
<Response>

</Response>
<NoteMessage/>
<UserDefinedExtensions/>
</ns1:TranscriptResponse>

TransmissionData



Tag Name	Schema Use	Description	Recommended Use	Format
DocumentID	Required	The File Transmission Date and Time stamp with additional unique qualifying characters	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
CreatedDateTime	Required	The Date and Time stamp when the document was created	Required	minOcc 1 maxOcc 1 xs:datetime ccyy-mm-ddThh:ii:ss{+-GMT]
DocumentTypeCode	Required	Type and purpose of document being transmitted	Required	minOcc 1 maxOcc 1 **Enumerations:** Change InstitutionRequest Response StudentRequest ThirdPartyRequest
Comment: *The typical value used when one school is responding to a request for the transcript from another school would be "Response".*				

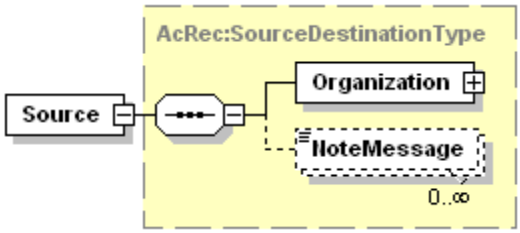
Tag Name	Schema Use	Description	Recommended Use	Format
TransmissionType	Required	The nature of the transmission	Required	minOcc 1 maxOcc 1 **Enumerations:** Duplicate MutuallyDefined Original Reissue Replace Resubmission
Comment: *The typical value when a school is responding to a request for a transcript from another school is "Original".*				
Source	Required	This field is required and essential to indicate the school that is responding to a request for a transcript.	Required	minOcc 1 maxOcc 1
Comment: *This complex data element will be expanded on page 5 which follows in this Guide.*				
Destination	Required	This field is mandatory and essential to indicate the school from which the request was received and to which the school that received the request is responding	Required	minOcc 1 maxOcc 1
Comment: *This complex data element will be expanded on page 24 which follows in this Guide.*				
DocumentProcessCode	Optional	This element indicates a TEST or PRODUCTION document	Required if "TEST"; "PRODUCTION" implied, not recommended	minOcc 0 maxOcc 1 **Enumerations:** TEST PRODUCTION
Comment: *During initial testing with a new school, the value "TEST" would be included. After the testing phase is completed, then this optional data element would not be included.*				
DocumentOfficialCode	Optional	This element indicates if the document is unofficial. Unofficial documents may be produced for reference purpose but may not be binding.	Required if Unofficial; "Official" implied, not recommended	minOcc 0 maxOcc 1 **Enumerations:** Official Unofficial
Comment: *Since all requests of this type are considered official, this optional data element would not normally be included.*				
DocumentCompleteCode	Optional	This element indicates whether the document conveys a complete record. Partial documents may be produced for information that is recorded in multiple media or formats.	Required if **not** complete; "Complete" is implied, not recommended	minOcc 0 maxOcc 1 **Enumerations:** Partial Complete
Comment: *Since all requests of this type are considered complete, this optional data element would not normally be included.*				
RequestTrackingID	Optional	The unique ID associated with a request action that is returned to the requestor for document matching and tracking.	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 35
Comment: *This is a number that was created by the original requestor of the transcript. The responding school must return that original number back to the requestor, so that this response can be easily matched with the original request.*				
UserDefinedExtensions	Optional	Additional structured information. Requires mutually defined XML schema	Not Recommended	minOcc 0 maxOcc 1
NoteMessage	Optional Repeatable	Additional information about transmission	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Tag Name	Schema Use	Description	Recommended Use	Format
Comment: *Since a note message cannot be easily processed by the computer that receives this response, it is recommended that note messages not be included in the transmission, unless there is prior agreement by the sender and the recipient.*				

Code illustration:

```
<TransmissionData>
    <DocumentID>2316139</DocumentID>
    <CreatedDateTime>2004-04-04T09:30:47-05:00</CreatedDateTime>
    <DocumentTypeCode>Response</DocumentTypeCode>
    <TransmissionType>Original</TransmissionType>
    <Source>

    </Source>
    <Destination>

    </Destination>
    <DocumentProcessCode/>
    <DocumentOfficialCode/>
    <DocumentCompleteCode/>
    <RequestTrackingID>200704101234567</RequestTrackingID>
    <UserDefinedExtensions/>
    <NoteMessage/>
</TransmissionData>
```

TransmissionData.Source

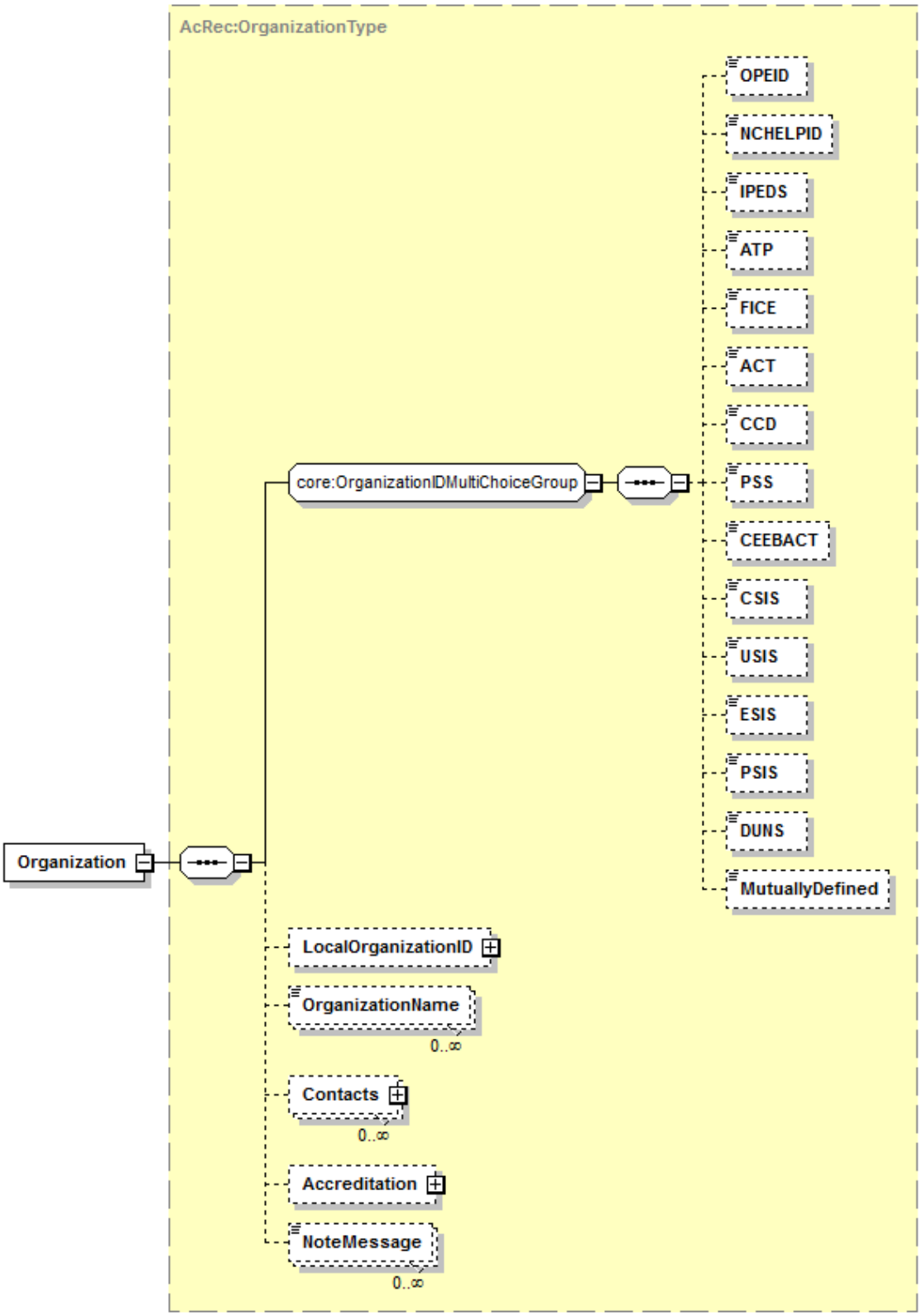


Tag Name	Schema Use	Description	Recommended Use	Format
Organization	Required	Non-person entity such as Organization, Institution, Agency or Business.	Required	minOcc 1 maxOcc 1
Comment: *This complex data element will be expanded on page 6 which follows in this Guide*				
NoteMessage	Optional Repeatable	Additional information about Organization	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: *The information in this entire complex data element "TransmissionData.Source" refers to the* ***Sender of the Response.***				

Code illustration:

```
<Source>
    <Organization>

    </Organization>
    <NoteMessage/>
</Source>
```

TransmissionData.Source.Organization



Tag Name	Schema Use	Description	Recommended Use	Format
[OrganizationIDMultiChoiceGroup]	Optional	Allowable Organization IDs choice	Strongly recommended	minOcc 0 maxOcc ∞
Comment: *[OrganizationIDMultiChoiceGroup] is not an XML tag and does not appear in an instance document. It allows the choice of one or more of the following code set tags to identify the sending institution that is responding to the request for the transcript. It is important, if more than one of the identifying codes is used, that they be in the same order as they appear in the schema.*				
OPEID	Optional choice	The unique identifier assigned by the Office of Postsecondary Education for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: *The OPEID would be an appropriate choice in this case.*				
NCHELPID	Optional choice	The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: *The NCHELPID would not be an appropriate choice in this case.*				
IPEDS	Optional choice	The unique identifier for Integrated Postsecondary Education Data System assigned by the National Center for Education Statistics for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The IPEDS code would be an appropriate choice for a postsecondary school responding to a request for a student transcript.*				
ATP	Optional choice	The unique identifier for the Admissions Testing Program assigned by the College Board for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The ATP code would be an appropriate choice for a postsecondary school responding to a request for a student transcript.*				
FICE	Optional choice	The unique identifier once maintained for the Federal Interagency Committee on Education by the National Center for Education Statistics for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Although the FICE code set is still widely used by many postsecondary institutions, it has not been maintained by NCES or anyone else since late in the last century. Therefore, codes for new institutions created since then, have been locally assigned and cannot be relied upon. However, since this code set is still widely used by older schools, it is an appropriate choice for a postsecondary school responding to a request for a student transcript.*				
ACT	Optional choice	The unique identifier for postsecondary educational institutions assigned by American College Testing available at www.act.org	Recommended choice	minOcc 0 maxOcc 1 minLength 4 maxLength 4
Comment: *The ACT code would be an appropriate choice for a postsecondary school responding to a request for a transcript.*				
CCD	Optional choice	The unique identifier assigned by National Center for Education Statistics as the Common Core of Data for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 12 maxLength 12
Comment: *Since the CCD Is a code to identify secondary schools, it is a recommended choice for a response from a high school or high school district.*				

Tag Name	Schema Use	Description	Recommended Use	Format
PSS	Optional choice	The unique identifier assigned by the US Department of Education's National Center for Education Statistics for private K12 schools in the US.	Recommended choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since the PSS Is a code to identify only secondary schools, it is a recommended choice for a response from a private high school.*				
CEEBACT	Optional choice	The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since the CEEBACT Is a code to identify secondary schools, it is a recommended choice for a response from a high school or high school district.*				
CSIS	Optional choice	The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since this is a code set only used in Canada for postsecondary schools, it is not a recommended choice for schools in the US. Since it now being replaced by the PSIS code noted below, it is no longer recommended.*				
USIS	Optional choice	The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since this is a code set only used in Canada for postsecondary schools, it is not a recommended choice for schools in the US. Since it now being replaced by the PSIS code noted below, it is no longer recommended.*				
ESIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since this is a code set only used in Canada for postsecondary schools , it is not a recommended choice for schools in the US. Since it now being replaced by the PSIS code noted below, it is no longer recommended.*				
PSIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since this is a code set only used in Canada for postsecondary schools, it is not a recommended choice for schools in the US. It is a recommended choice for a response from a postsecondary school in Canada.*				
DUNS	Optional choice	Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation.	Not Recommended	minOcc 0 maxOcc 1 minLength 9 maxLength 9
Comment: *Since this is a code set for business and other organizational entities, it would not normally be used by educational institutions that are responding to a request for student transcripts.*				
MutuallyDefined	Optional choice	This code set could be used by a selected set of trading partners if none of the other above code sets is appropriate.	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 60
Comment: *If a Transcript Response is being sent by a school or agency that does not have a valid code in one of the other above code sets, and if that code and code set are recognized by the recipient, then this code set might be used for a set of limited exchange partners within a geographic region or used by customers of the same vendor. It also might be used as an additional identifier.*				
Comment: *This is the end of OrganizationIDGroup choice tags.*				

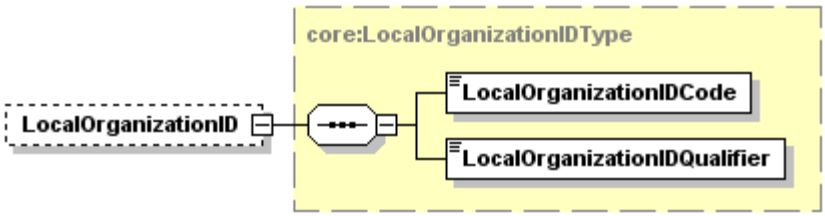
Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationID	Optional	A code set typically used by a state, province or region to further identify the school that is responding to the transcript request.	Optional	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 10 which follows in this Guide.*				
OrganizationName	Optional Repeatable	Name of Non-person entity such as Organization, Institution, Agency or Business.	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
Comment: *This is the name of the school that is responding to a request for a student transcript.*				
Contacts	Optional Repeatable	To identify a person or an office at the sending school to which administrative communications should be directed	Recommended	minOcc 0 maxOcc ∞
Comment: *This complex data element will be expanded on page 11 which follows in this Guide.*				
Accreditation	Optional	To provide information about the accreditation that has been awarded to the school sending a response to a request for a student transcript.	Optional	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 22 which follows in this Guide.*				
NoteMessage	Optional Repeatable	Additional information about the school responding to a request for a student transcript	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<Organization>
    <ATP>123456</ATP>
    <FICE>001506</FICE>
    <ACT>1234</ACT>
    <LocalOrganizationID>

    </LocalOrganizationID>
    <OrganizationName>Miami Dade College</OrganizationName>
     <OrganizationName>Office of Admissions</OrganizationName>
    <Contacts>

    </Contacts>
    <Accreditation>

    </Accreditation>
    <NoteMessage/>
</Organization>
```

TransmissionData.Source.Organization.LocalOrganizationID

Note: Although the complex data element LocalOrganizationID is an optional data element, if you choose to send LocalOrganizationID, then you must send both LocalOrganizationIDCode and LocalOrganizationIDQualifier.

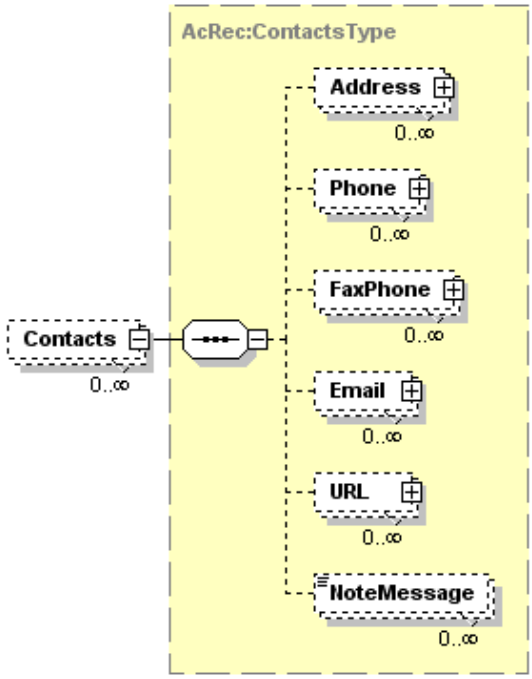


Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationIDCode	Required	The code assigned for the sending school by the state, province or other mutually defined agency specified in the LocalIDQualifier that follows.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: *This is a required data element only if the Local Organization ID complex data element is sent. This is typically the administrative school code assigned by a state or province to specifically identify the sending school in that state*				
LocalOrganizationIDQualifier	Required	This is the state, province or other mutually definded agency that assigned the Local D Code above.	Required	minOcc 1 maxOcc 1 **Enumerations:** See Code Set in Appendix A
Comment: *This is a required data element only if the Local Organization ID data element is sent. This is typically the state or province that assigned the code to specifically identify the sending school in that state.*				

Code illustration:

```
<LocalOrganizationID>
        <LocalOrganizationIDCode>14000222</LocalOrganizationIDCode>
        <LocalOrganizationIDQualifier>FL</LocalOrganizationIDQualifier>
</LocalOrganizationID>
```

TransmissionData.Source.Organization.Contacts



Tag Name	Schema Use	Description	Recommended Use	Format
Address	Optional Repeatable	This is a combined Address Group for a choice between Domestic or International	Optional	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 13 which follows in this Guide.*				
Phone	Optional Repeatable	Phone number of source institution contact	Recommended	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 16 which follows in this Guide*				
FaxPhone	Optional Repeatable	Phone number used to accept fax submissions	Optional	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 18 which follows in this Guide.*				
Email	Optional Repeatable	Email address of source institution contact	Recommended	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 20 which follows in this Guide.*				
URL	Optional Repeatable	The Uniform Resource Locator of source institution	Optional	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 18 which follows in this Guide.*				
NoteMessage	Optional Repeatable	Additional information about the contacts at the source institution	Not recommended	minOcc o maxOcc ∞ minLength 1 maxLength 80
Comment: *This is contact information included by the sending school to indicate the preferred means for the receiving school to contact the sending school in case there is a need for further communication. This is the only place in the instance document to include the name, address and contact information about the school that is responding to the transcript request.*				

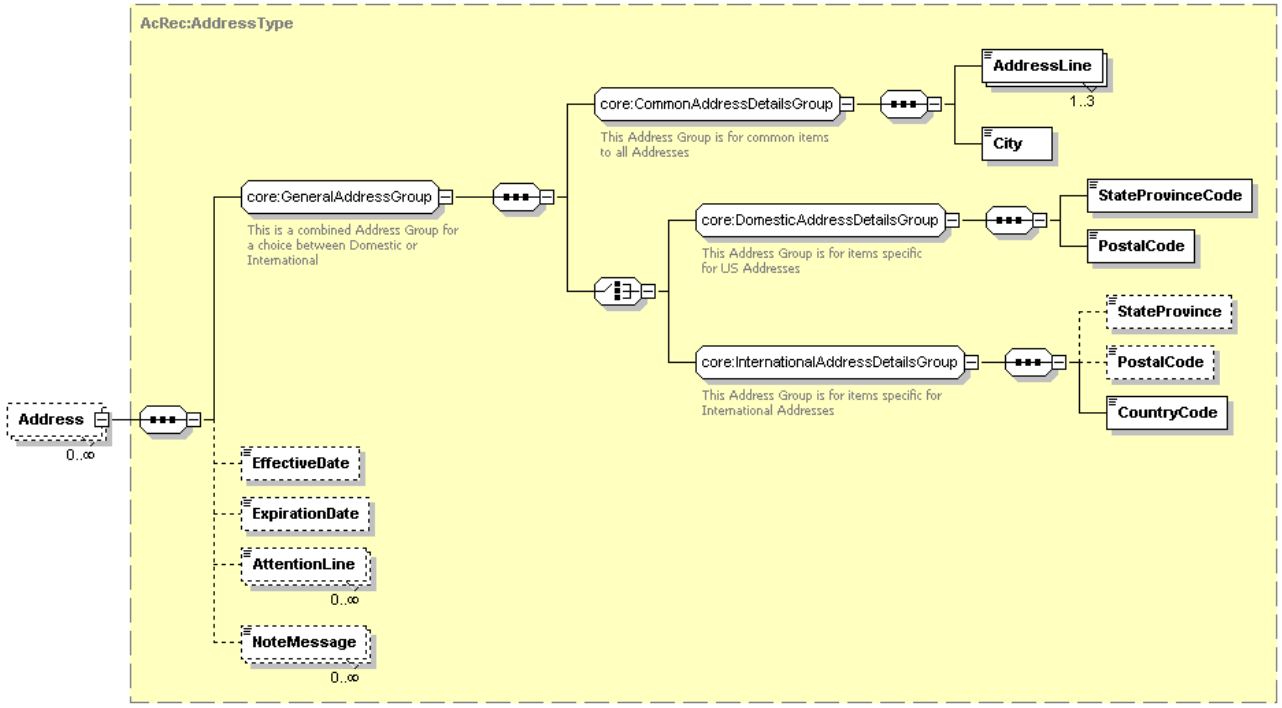
TransmissionData.Source.Organization.Contacts (Continued)

Code illustration:

```
<Contacts>
    <Address>

    </Address>
    <Phone>

    </Phone>
    <FaxPhone>

    </FaxPhone>
    <Email>

    </Email>
    <URL>

    </URL>
    <NoteMessage/>
</Contacts>
```

TransmissionData.Source.Organization.Contacts.Address

Note: Although the complex data element Address is an optional data element, if you choose to send the Address of Contacts at the Source Institution, then you must send AddressLine and City and also StateProvinceCode, and PostalCode OR CountryCode.



Tag Name	Schema Use	Description	Recommended Use	Format
GeneralAddressGroup	Required	This Address Group is for items common to all Addresses	Required	minOcc 1 maxOcc 1
Comment: *[GeneralAddressGroup] does not appear in the instance document. It requires the use of CommonAddressDetailsGroup and the choice of one of either DomesticAddressDetailsGroup or InternationalAddressDetailsGroup. This group is required in the schema only if you choose to send the address of the contact or the school responding to the request for a transcript.*				
CommonAddressDetailsGroup	Required	This Address Group is for items common to all Addresses	Required	minOcc 1 maxOcc 1
Comment: *[CommonAddressDetailsGroup] does not appear in the instance document. If the address of a contact (or of the school sending the response) is included In the transcript response, then this must be sent. It is required and must be paired with one of either DomesticAddressDetailsGroup or InternationalAddressDetailsGroup.*				
AddressLine	Required Repeatable	Local delivery information such as street, building number, PO box, or apartment portion of a postal address of a Contact at the Sending (Source) School.	Required	minOcc 1 maxOcc 3 minLength 1 maxLength 40
City	Required	The city portion of the Address of a Contact at the school sending the response to the transcript request (Source).	Required	minOcc 1 maxOcc 1 minLength 2 maxLength 30

Tag Name	Schema Use	Description	Recommended Use	Format
DomesticAddressDetailsGroup	Required choice	This Address Group is for items specific for US and Canadian Addresses	Required for domestic addresses	minOcc 1 maxOcc 1
Comment: *[*DomesticAddressDetailsGroup*] does not appear in the instance document. If the complex data element address has a United States or Canadian Postal Code and a US State or Canadian Province Code, then this should be the required choice.*				
StateProvinceCode	Required	Code for US states, etc., and Canadian provinces.	Required	minOcc 1 maxOcc 1 **Enumerations:** See Appendix A
PostalCode	Required	The postal code portion of the Address.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 17
InternationalAddressDetailsGroup	Required choice	This Address Group is for items specific for International Addresses	Required for international addresses	minOcc 1 maxOcc 1
Comment: *[*InternationalAddressDetailsGroup*] does not appear in the instance document. This choice is for addresses that do not have a US or Canadian postal code.*				
StateProvince	Optional	The literal name of the state, province or territory of a postal address of the source of this document. Use for addresses outside US or Canada.	Recommended Refer to common postal practices of the source country	minOcc 0 maxOcc 1 minLength 2 maxLength 30
Comment: *For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int*				
PostalCode	Optional	The postal code portion of the Address.	Recommended Refer to common postal practices of the source country	minOcc 0 maxOcc 1 minLength 1 maxLength 17
Comment: *For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int*				
CountryCode	Required	Code indicating Country. Use ISO 3166-1 alpha-2 standard.	Required	minOcc 1 maxOcc 1 **Enumerations:** See Appendix B
EffectiveDate	Optional	The date when this address for the source institution became or will become valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this address for the source institution will or did become no longer valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccyy-mm-dd
AttentionLine	Optional	The individual or office name within the postal address where inquiries should be directed.	Optional	minOcc 1 maxOcc ∞ minLength 1 maxLength 45
Comment: *This might be used to indicate where questions about the record should be sent. For example, Director of Admissions, Registrar, Information Technology Director, etc.*				
NoteMessage	Optional Repeatable	Additional information about the addresses of the contacts at the source school	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Source.Organization.Contacts.Address (Continued)

Code illustration 1 (Domestic Address):

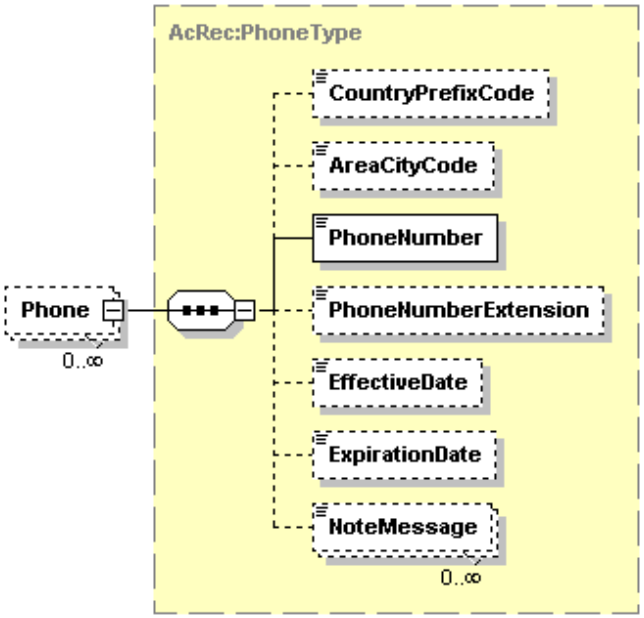
```
<Address>
    <AddressLine>11011 SW 104 Street</AddressLine>
    <City>Miami</City>
    <StateProvinceCode>FL</StateProvinceCode>
    <PostalCode>33176</PostalCode>
    <EffectiveDate/>
    <ExpirationDate/>
    <AttentionLine>Steve Kelly</AttentionLine
    <AttentionLine>College Registrar</AttentionLine>
    <NoteMessage/>
</Address>
```

Code illustration 2 (International Address):

```
<Address>
    <AddressLine>Altova Corporation</AddressLine>
    <AddressLine>Rudolfsplatz 13a/9</AddressLine>
    <City>Wien</City>
    <StateProvince/>
    <PostalCode>A-1010</PostalCode>
    <CountryCode>AT</CountryCode>
    <EffectiveDate/>
    <ExpirationDate/>
    <NoteMessage/>
</Address>
```

TransmissionData.Source.Organization.Contacts.Phone

Note: Although the complex data element Phone is an optional data element, if you choose to send the Phone of a Contact at the Sending Institution, then you must send a phone number.



Tag Name	Schema Use	Description	Recommended Use	Format
CountryPrefixCode	Optional	International dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 3
Comment: *For phones in the US, the CountryPrefixCode has a value of "1" or "001". If the transcript is being sent to an entity in the US, it is not necessary to include this data element.*				
AreaCityCode	Optional	Regional dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: *The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.*				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this phone for the sending or source school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this phone for the sending or source school or agency will or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
NoteMessage	Optional Repeatable	Additional information about the phone number of the contact at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

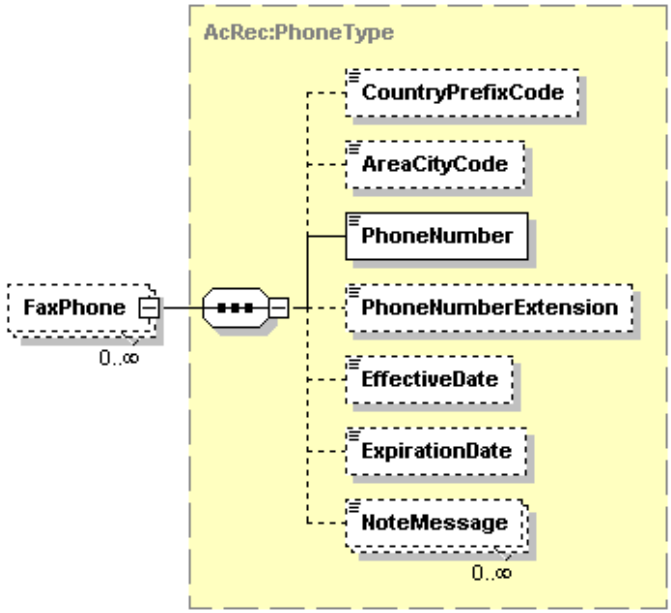
TransmissionData.Source.Organization.Contacts.Phone (Continued)

Code illustration:

```
<Phone>
    <CountryPrefixCode/>
    <AreaCityCode>305</AreaCityCode>
    <PhoneNumber>2372222</PhoneNumber>
    <PhoneNumberExtension/>
    <NoteMessage>General Number</NoteMessage>
</Phone>
    <Phone>
    <CountryPrefixCode/>
    <AreaCityCode>305</AreaCityCode>
    <PhoneNumber>2370633</PhoneNumber>
    <PhoneNumberExtension/>
    <NoteMessage>Registrar</NoteMessage>
</Phone>
```

TransmissionData.Source.Organization.Contacts.FaxPhone

Note: Although the complex data element FaxPhone is an optional data element, if you choose to send the FaxPhone of a Contact at the Sending Institution, then you must send a phone number.



Tag Name	Schema Use	Description	Recommended Use	Format
CountryPrefixCode	Optional	International dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 3
Comment: *For fax phones in the US, the CountryPrefixCode has a value of "1" or "001". If the transcript is being sent to an entity in the US, it is not necessary to include this data element.*				
AreaCityCode	Optional	Regional dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: *The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.*				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this fax phone for the sending or source school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this fax phone for the sending or source school or agency will be or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
NoteMessage	Optional Repeatable	Additional information about the phone number of the contact at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

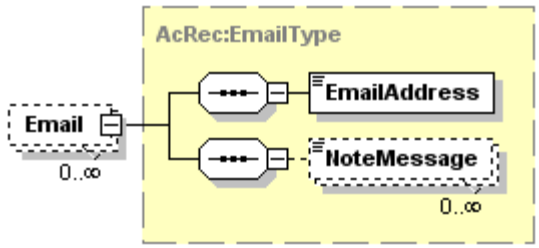
TransmissionData.Source.Organization.Contacts.FaxPhone (Continued)

Code illustration:

```
<FaxPhone>
    <CountryPrefixCode/>
    <AreaCityCode>305</AreaCityCode>
    <PhoneNumber>2372222</PhoneNumber>
    <PhoneNumberExtension/>
    <EffectiveDate/>
    <ExpirationDate/>
    </NoteMessage>
</FaxPhone>
```

TransmissionData.Source.Organization.Contacts.Email

Note: Although the complex data element Email is an optional data element, if you choose to send the Email of a Contact at the Sending Institution, then you must send the data element EmailAddress.



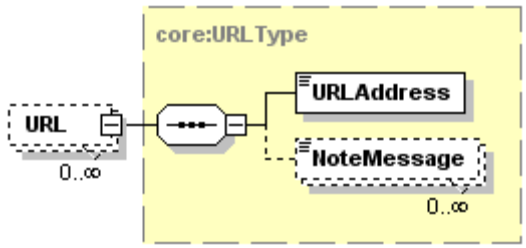
Tag Name	Schema Use	Description	Recommended Use	Format
EmailAddress	Required	The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network.	Required	minOcc 1 maxOc 1 minLength 1 maxLength 128
NoteMessage	Optional Repeatable	Additional information about the email address of the contact at the sending school	Not recommended	minOcc 0 maxOc ∞ minLength 1 maxLength 80

Code illustration:

```
<Email>
    <EmailAddress>registrar@mdc.edu</EmailAddress>
    <NoteMessage/>
</Email>
```

TransmissionData.Source.Organization.Contacts.URL

Note: Although the complex data element URL is an optional data element, if you choose to send the URL of the Sending Institution, then you must send the URLAddress.

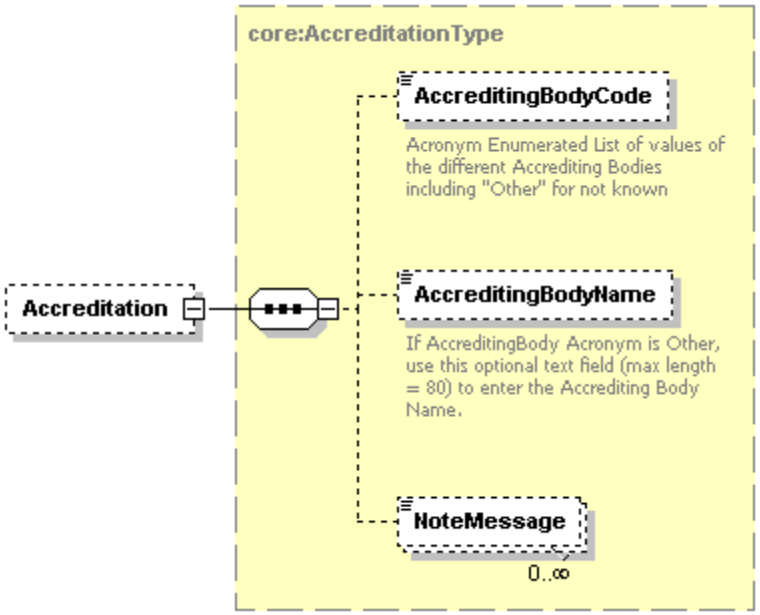


Tag Name	Schema Use	Description	Recommended Use	Format
URLAddress	Required	The Uniform Resource Locator (URL) address of the sending high school or of a contact at the sending school	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 512
NoteMessage	Optional Repeatable	Additional information about the URL address of the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<URL>
    <URLAddress>www.mdc.edu</URLAddress>
    <NoteMessage/>
</URL>
```

TransmissionData.Source.Organization.Accreditation



Tag Name	Schema Use	Description	Recommended Use	Format
AccreditingBodyCode	Optional	This is the acronym for the regional or other accrediting body that has given accreditation to the school sending the college transcript	Optional	minOcc 0 maxOcc 1 **Enumerations:** MSA NCA-HLC NCA-CASI NEASC-CIHE NEASC-CTCI NWCCU SACS WASC-ACCJC WASC-ACSCU Other

Comment: *This is information that might accompany a paper transcript, either on the reverse side of a page of paper, or attached to it. The accrediting bodies are*

MSA *– Middle States Association of Colleges and Schools, Commission on Higher Education*

NCA-HLC *– North Central Association of Colleges and Schools, Higher Learning Commission*

NCA-CASI *– North Central Association of Colleges and Schools, Commission on Accreditation and School Improvement, Board of Trustees*

NEASC-CIHE *– New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education*

NEASC-CTCI *– New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions*

NWCCU *– Northwest Commission on Colleges and Universities*

SACS *– Southern Association of Colleges and Schools, Commission on Colleges*

WASC-ACCJC *– Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges*

WASC-ACSCU *– Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities*

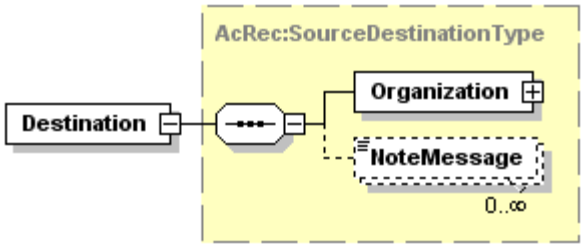
Other *– Other accrediting bodies not shown above*

Tag Name	Schema Use	Description	Recommended Use	Format
AccreditingBodyName	Optional	The name of the accrediting body.	Optional	minOcc 0 maxOc 1 minLength 1 maxLength 80
Comment: *This is the specific name of the accrediting body. It would only be important to include it, if the enumerated value of "Other" were used in the data element "AccreditingBodyCode".*				
NoteMessage	Optional Repeatable	Additional information about the accreditation of the sending high school	Not recommended	minOcc 0 maxOc ∞ minLength 1 maxLength 80

Code illustration:

```
<Accreditation>
    <AccreditingBodyCode>SACS</AccreditingBodyCode>
    <AccreditingBodyName>Southern Association of Colleges and Schools</AccreditingBodyName>
    <NoteMessage/>
</Accreditation>
```

TransmissionData.Destination

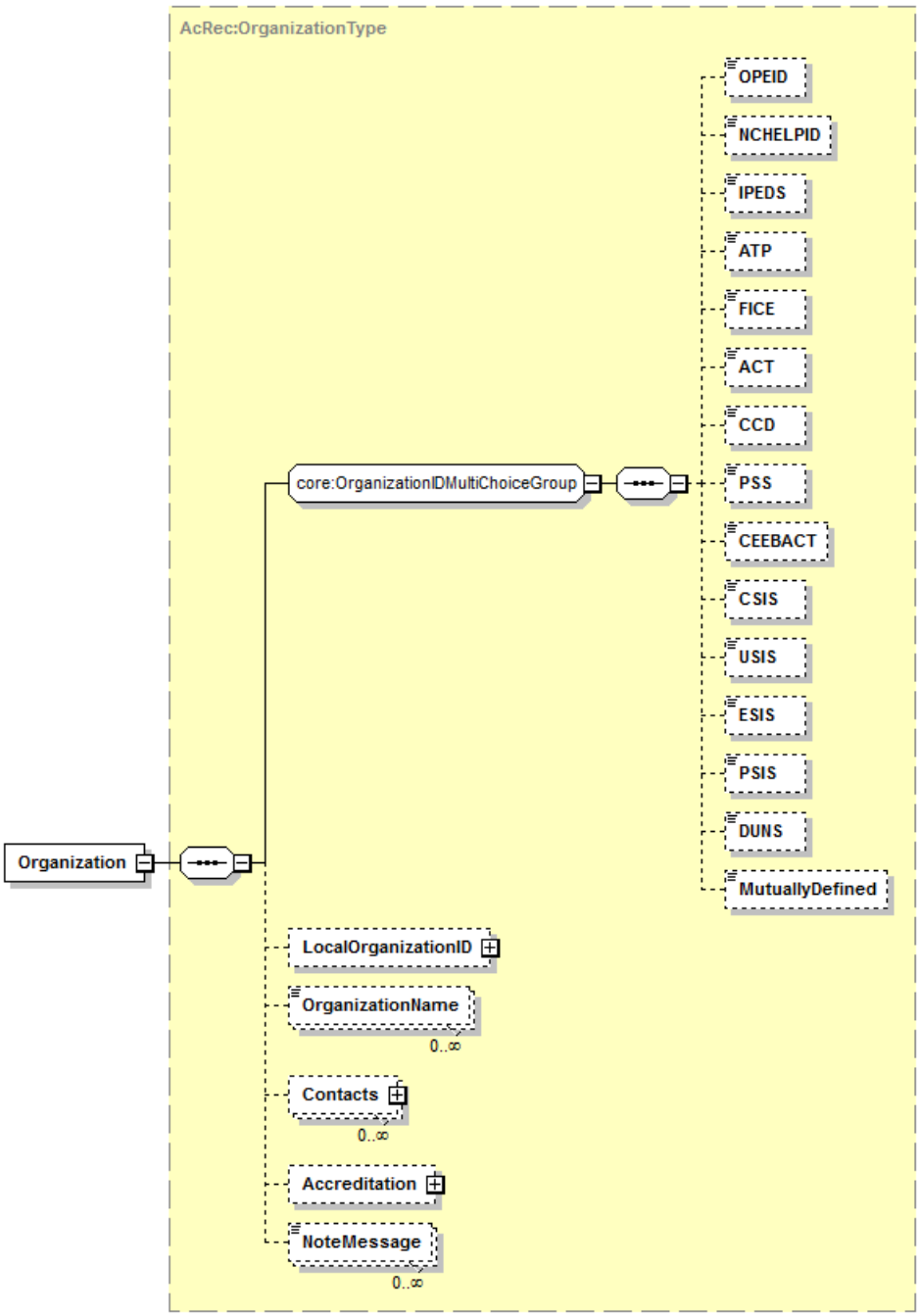


Tag Name	Schema Use	Description	Recommended Use	Format
Organization	Required	Non-person entity such as Organization, Institution, Agency or Business.	Required	minOcc 1 maxOcc 1
Comment: *This complex data element will be expanded on page 25.*				
NoteMessage	Optional Repeatable	Additional information about Organization	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: *All of the information in this complex data element (TransmissionData.Destination) refers to the school receiving the response for the request, which should be identical to the information received in the original request instance document in the TransmissionData.Source data element.*				

Code illustration:

```
<Destination>
    <Organization>

    </Organization>
    <NoteMessage/>
</Destination>
```

TransmissionData.Destination.Organization



Tag Name	Schema Use	Description	Recommended Use	Format
[OrganizationIDMultiChoice Group]	Optional	Allowable Organization IDs - Exclusive choice	Strongly recommended	minOcc 0 maxOcc ∞
Comment: *[OrganizationIDGroup] is not an XML tag and does not appear in an instance document. It allows the choice of one or more of the following code set tags to identify the institution/organization receiving the response to the original transcript request.*				

Tag Name	Schema Use	Description	Recommended Use	Format
OPEID	Optional choice	The unique identifier assigned by the Office of Postsecondary Education for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: *The OPEID would be an appropriate choice in this case for a school receiving a response to a transcript request.*				
NCHELPID	Optional choice	The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: *The NCHELPID would not be an appropriate choice in this case.*				
IPEDS	Optional choice	The unique identifier for Integrated Postsecondary Education Data System assigned by the National Center for Education Statistics for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The IPEDS code would be an appropriate choice for a postsecondary school receiving a response to a transcript request.*				
ATP	Optional choice	The unique identifier for the Admissions Testing Program assigned by the College Board for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The ATP code would be an appropriate choice for a postsecondary school receiving a response to a transcript request.*				
FICE	Optional choice	The unique identifier once maintained for the Federal Interagency Committee on Education by the National Center for Education Statistics for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Although the FICE code set is still widely used by many postsecondary institutions, it has not been maintained by NCES or anyone else since late in the last century. Therefore, codes for new institutions created since then, have been locally assigned and cannot be relied upon. However, since this code set is still widely used by older postsecondary schools, it is an appropriate choice.*				
ACT	Optional choice	The unique identifier for postsecondary educational institutions assigned by American College Testing available at www.act.org	Recommended choice	minOcc 0 maxOcc 1 minLength 4 maxLength 4
Comment: *The ACT code would be an appropriate choice for the postsecondary school receiving a response to a transcript request*				
CCD	Optional choice	The unique identifier assigned by National Center for Education Statistics as the Common Core of Data for each data exchange partner.	Optional choice	minOcc 0 maxOcc 1 minLength 12 maxLength 12
Comment: *Since the CCD Is a code to identify secondary schools, it is a recommended choice for a high school receiving a response to a transcript request. However, at this time, that would not be a normal occurrence.*				
PSS	Optional choice	The unique identifier assigned by the US Department of Education's National Center for Education Statistics for private PreK - 12 schools in the US	Optional choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since the PSS Is a code to identify private secondary schools in the US, it is a valid choice for a high school receiving a response to a transcript request. However, at this time, that would not be a normal occurrence.*				
CEEBACT	Optional choice	The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.	Optional choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6

Tag Name	Schema Use	Description	Recommended Use	Format
Comment: *Since the CEEBACT Is a code to identify secondary schools, it is a recommended choice for a high school that originated the transcript request. However, at this time, that would not be a normal occurrence*				
CSIS	Optional choice	The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since this is a code set only used for postsecondary schools in Canada, it is not a recommended choice for schools in the US. And this code set has been phased out and replaced with the PSIS code set shown below.*				
USIS	Optional choice	The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since this a code set only usedfor postsecondary schools in Canada, it is not a recommended choice for schools in the US. And in Canada, it is being phased out and replaced with the PSIS code set shown below.*				
ESIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since this a code set only used in Canada, it is not a recommended choice for schools in the US. And in Canada, it is being phased out and replaced with the PSIS code set shown below.*				
PSIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since this a code set only used in Canada, it is not a recommended choice for schools in the US. However, it is a recommended choice for a code set used to respond to a request for a student transcript from a postsecondary school in Canada.*				
DUNS	Optional choice	Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation.	Not Recommended	minOcc 0 maxOcc 1 minLength 9 maxLength 9
Comment: *Since this is a code set for business and other organizational entities, it would not normally be used for educational institutions that are receiving responses to requests for student transcripts.*				
MutuallyDefined	Optional choice	This code set could be used by a selected set of trading partners if none of the other above code sets is appropriate.	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 60
Comment: *If a Request for a Student Transcript was sent to a school or agency that does not have a valid code in one of the other above code sets, and if that code and code set are recognized by the recipient, then this code set might be used for a set of limited exchange partners, frequently within a common regional area..*				
Comment: *This is the end of OrganizationIDGroup choice tags.*				
LocalOrganizationID	Optional	A code set typically used by a state, province or region to further identify the school receiving the response to a request for a student transcript.	Optional	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 29 which follows in this Guide.*				
OrganizationName	Optional Repeatable	Name of Non-person entity such as Organization, Institution, Agency or Business.	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
Comment: *This is the name of the school that is receiving the response to a student transcript request.*				

Tag Name	Schema Use	Description	Recommended Use	Format
Contacts	Optional Repeatable	To identify a person or an office at the receiving school to which administrative communications should be directed	Optional	minOcc 0 maxOcc ∞
Comment: *This information does not seem to be of any particular use to the school receiving this response. This complex data element will be expanded on page 30.*				
Accreditation	Optional	To provide information about the accrediting body that has certified the receiving school.	Not Recommended	minOcc 0 maxOcc 1
Comment: *This information does not seem to be of any particular use to the school receiving this response*				
NoteMessage	Optional Repeatable	Additional information about the school receiving the response to a transcript request	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

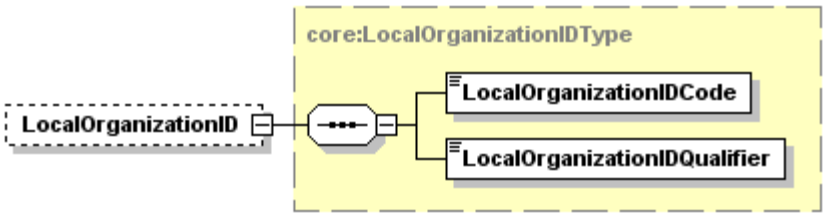
TransmissionData.Destination.Organization (Continued)

Code illustration:

```
<Organization>
    <ATP>001565</ATP>
    <FICE>123456</FICE>
    <ACT>1234</ACT>
    <LocalOrganizationID>

    </LocalOrganizationID>
    <OrganizationName>University of Florida</OrganizationName>
     <OrganizationName>Office of the Registrar</OrganizationName>
    <Contacts>

    </Contacts>
    <Accreditation/>
    <NoteMessage/>
</Organization>
```

TransmissionData.Destination.Organization.LocalOrganizationID

Note: Although the complex data element LocalOrganizationID is an optional data element, if you choose to send LocalOrganizationID, then you must send both LocalOrganizationIDCode and LocalOrganizationIDQualifier.

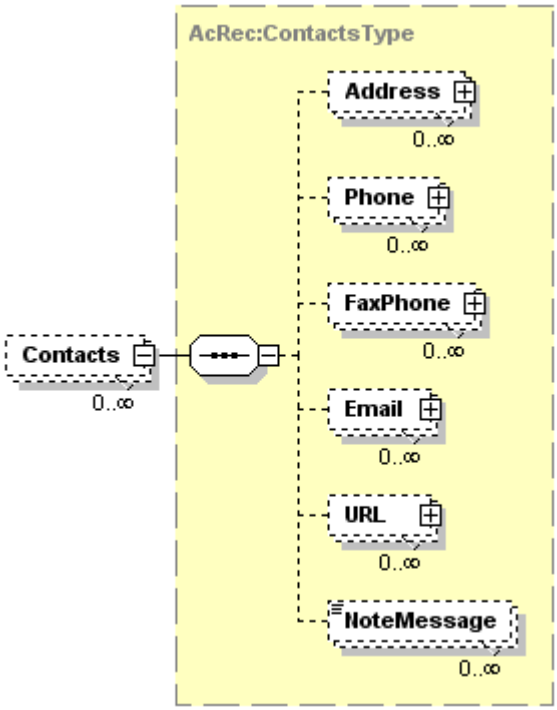


Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationIDCode	Required	The code assigned for the sending school by the state, province or other mutually defined agency specified in the LocalIDQualifier that follows.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: *This is a required data element only if the Local Organization ID complex data element is sent. This is typically the administrative school code assigned by a state or province to specifically identify the school receiving the response to a request for a student transcript in that state.*				
LocalOrganizationIDQualifier	Required	This is the state, province or other mutually definded agency that assigned the Local D Code above.	Required	minOcc 1 maxOcc 1 **Enumerations:** See Code Set in Appendix A
Comment: *This is a required data element only if the Local Organization ID data element is sent. This is typically the state or province that assigned the code to specifically identify the receiving school in that state.*				

Code illustration:

```
<LocalOrganizationID>
        <LocalOrganizationIDCode>14003421</LocalOrganizationIDCode>
        <LocalOrganizationIDQualifier>FL</LocalOrganizationIDQualifier>
</LocalOrganizationID>
```

TransmissionData.Destination.Organization.Contacts



Tag Name	Schema Use	Description	Recommended Use	Format
Address	Optional Repeatable	This is a combined Address Group for a choice between Domestic or International	Optional	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 32.*				
Phone	Optional Repeatable	Phone number of destination institution contact	Optional	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 35.*				
FaxPhone	Optional Repeatable	Phone number used to accept fax submissions	Optional	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 37.*				
Email	Optional Repeatable	Email address of destination institution contact	Recommended	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 39.*				
URL	Optional Repeatable	The Uniform Resource Locator of destination institution	Optional	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 40.*				
NoteMessage	Optional Repeatable	Additional information about the contacts at the destination institution	Not recommended	minOcc o maxOcc ∞ minLength 1 maxLength 80

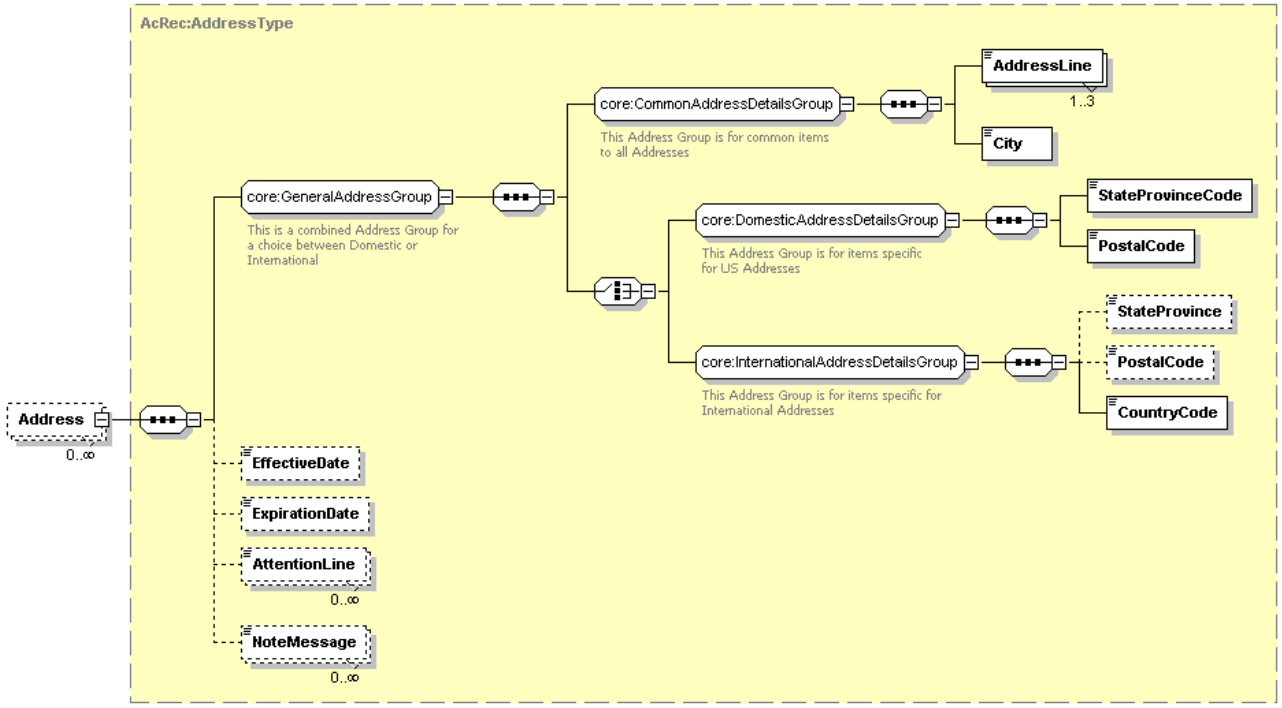
Tag Name	Schema Use	Description	Recommended Use	Format
Comment: *This is contact information included by the sending school to indicate the contacts at the school that sent the transcript request, in case there is a need for further communication. This is the only place in the instance document to include the name, address and contact information about the school that originated the transcript request.*				

Code illustration:

```
<Contacts>
    <Address>

    </Address>
    <Phone>

    </Phone>
    <FaxPhone>

    </FaxPhone>
    <Email>

    </Email>
    <URL>

    </URL>
    <NoteMessage/>
</Contacts>
```

TransmissionData.Destination.Organization.Contacts.Address

Note: Although the complex data element Address is an optional data element, if you choose to send the Address of Contacts at the Destination Institution, then you must send AddressLine and City and also StateProvinceCode, and PostalCode OR CountryCode.



Tag Name	Schema Use	Description	Recommended Use	Format
GeneralAddressGroup	Required	This Address Group is for items common to all Addresses	Required	minOcc 1 maxOcc 1
Comment: *[GeneralAddressGroup] does not appear in the instance document. It requires the use of CommonAddressDetailsGroup and the choice of one of either DomesticAddressDetailsGroup or InternationalAddressDetailsGroup. This group is required in the schema only if you choose to send the address of the contact or the receiving school..*				
CommonAddressDetailsGroup	Required	This Address Group is for items common to all Addresses	Required	minOcc 1 maxOcc 1
Comment: *[CommonAddressDetailsGroup] does not appear in the instance document. If the address of a contact (or of the receiving school) is included In the transcript request, then this must be sent. It is required and must be paired with one of either DomesticAddressDetailsGroup or InternationalAddressDetailsGroup.*				
AddressLine	Required Repeatable	Local delivery information such as street, building number, PO box, or apartment portion of a postal address of a Contact at the Receiving (Destination) School.	Required	minOcc 1 maxOcc 3 minLength 1 maxLength 40
City	Required	The city portion of the Address of a Contact at the school receiving the response to a transcript request (Destination).	Required	minOcc 1 maxOcc 1 minLength 2 maxLength 30

Tag Name	Schema Use	Description	Recommended Use	Format
DomesticAddressDetailsGroup	Required choice	This Address Group is for items specific for US and Canadian Addresses	Required for domestic addresses	minOcc 1 maxOcc 1
Comment: *[*DomesticAddressDetailsGroup*] does not appear in the instance document. If the complex data element address has a United States or Canadian Postal Code and a US State or Canadian Province Code, then this should be the required choice.*				
StateProvinceCode	Required	Code for US states, etc., and Canadian provinces.	Required	minOcc 1 maxOcc 1 **Enumerations:** See Appendix A
PostalCode	Required	The postal code portion of the Address.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 17
InternationalAddressDetailsGroup	Required choice	This Address Group is for items specific for International Addresses	Required for international addresses	minOcc 1 maxOcc 1
Comment: *[*InternationalAddressDetailsGroup*] does not appear in the instance document. This choice is for addresses that do not have a US or Canadian postal code.*				
StateProvince	Optional	The literal name of the state, province or territory of a postal address of the source of this document. Use for addresses outside US or Canada.	Recommended Refer to common postal practices of the source country	minOcc 0 maxOcc 1 minLength 2 maxLength 30
Comment: *For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int*				
PostalCode	Optional	The postal code portion of the Address.	Recommended Refer to common postal practices of the source country	minOcc 0 maxOcc 1 minLength 1 maxLength 17
Comment: *For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int*				
CountryCode	Required	Code indicating Country. Use ISO 3166-1 alpha-2 standard.	Required	minOcc 1 maxOcc 1 **Enumerations:** See Appendix B
EffectiveDate	Optional	The date when this address for the receiving institution became or will become valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this address for the receiving institution will or did become no longer valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccyy-mm-dd
AttentionLine	Optional	The individual or office name within the postal address where inquiries should be directed.	Optional	minOcc 1 maxOcc ∞ minLength 1 maxLength 45
Comment: *This might be used to indicate where questions about the record should be sent. For example, Director of Admissions, Registrar, Information Technology Director, etc.*				
NoteMessage	Optional Repeatable	Additional information about the addresses of the contacts at the destination school	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Destination.Organization.Contacts.Address (Continued)

Code illustration 1 (Domestic Address):

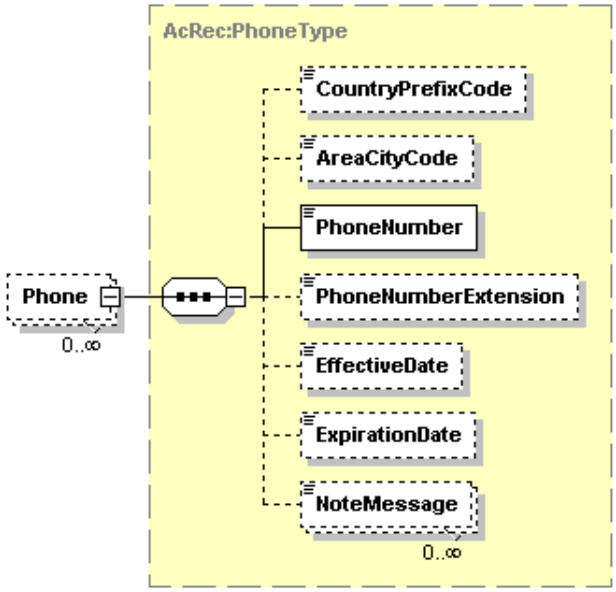
```
<Address>
    <AddressLine>4567 University Avenue</AddressLine>
    <City>Gainesville</City>
    <StateProvinceCode>FL</StateProvinceCode>
    <PostalCode>33607</PostalCode>
    <EffectiveDate/>
    <ExpirationDate/>
    <AttentionLine>Steve Pritz</AttentionLine>
    <AttentionLine>University Registrar</AttentionLine>
    <NoteMessage/>
</Address>
```

Code illustration 2 (International Address):

```
<Address>
    <AddressLine>Altova Corporation</AddressLine>
    <AddressLine>Rudolfsplatz 13a/9</AddressLine>
    <City>Wien</City>
    <StateProvince/>
    <PostalCode>A-1010</PostalCode>
    <CountryCode>AT</CountryCode>
    <EffectiveDate/>
    <ExpirationDate/>
    <AttentionLine/>
    <NoteMessage/>
</Address>
```

TransmissionData.Destination.Organization.Contacts.Phone

Note: Although the complex data element Phone is an optional data element, if you choose to send the Phone of a Contact at the Receiving Institution, then you must send a phone number.



Tag Name	Schema Use	Description	Recommended Use	Format
CountryPrefixCode	Optional	International dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 3
Comment: *For phones in the US, the CountryPrefixCode has a value of "1" or "001". If the transcript is being sent to an entity in the US, it is not necessary to include this data element.*				
AreaCityCode	Optional	Regional dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: *The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.*				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this phone for the receiving institution will or did become valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this phone for the receiving institution was or will become no longer valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccyy-mm-dd
AttentionLine	Optional	The individual or office name within the postal address where inquiries should be directed.	Optional	minOcc 1 maxOcc ∞ minLength 1 maxLength 45

Tag Name	Schema Use	Description	Recommended Use	Format
NoteMessage	Optional Repeatable	Additional information about the phone number of the contact at the destination institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

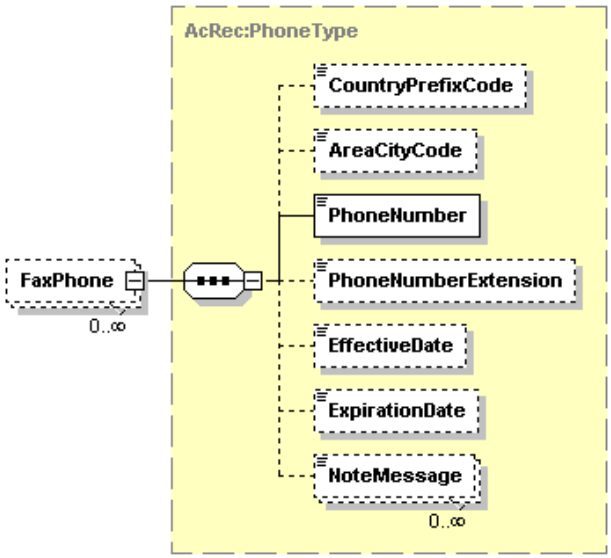
TransmissionData.Destination.Organization.Contacts.Phone (Continued)

Code illustration:

```
<Phone>
    <CountryPrefixCode/>
    <AreaCityCode>352</AreaCityCode>
    <PhoneNumber>4562222</PhoneNumber>
    <PhoneNumberExtension/>
    <EffectiveDate/>
    <ExpirationDate/>
    <NoteMessage>General Number</NoteMessage>
</Phone>
 <Phone>
    <CountryPrefixCode/>
    <AreaCityCode>352</AreaCityCode>
    <PhoneNumber>4563456</PhoneNumber>
    <PhoneNumberExtension/>
    <EffectiveDate/>
    <ExpirationDate/>
    <NoteMessage>Registrar</NoteMessage>
</Phone>
```

TransmissionData.Destination.Organization.Contacts.FaxPhone

Note: Although the complex data element FaxPhone is an optional data element, if you choose to send the FaxPhone of a Contact at the Receiving Institution, then you must send a phone number.



Tag Name	Schema Use	Description	Recommended Use	Format
CountryPrefixCode	Optional	International dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 3
Comment: *For fax phones in the US, the CountryPrefixCode has a value of "1" or "001". If the transcript is being sent from and to an entity in the US, it is not necessary to include this data element.*				
AreaCityCode	Optional	Regional dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: *The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.*				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this fax phone for the destination school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this fax phone for the destination school or agency will or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
NoteMessage	Optional Repeatable	Additional information about the phone number of the contact at the destination institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

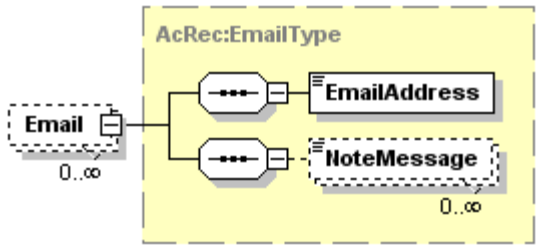
TransmissionData.Destination.Organization.Contacts.FaxPhone (Continued)

Code illustration:

```
<FaxPhone>
    <CountryPrefixCode/>
    <AreaCityCode>352</AreaCityCode>
    <PhoneNumber>5673687</PhoneNumber>
    <PhoneNumberExtension/>
    <EffectiveDate/>
    <ExpirationDate/>
    </NoteMessage>
</FaxPhone>
```

TransmissionData.Destination.Organization.Contacts.Email

Note: Although the complex data element Email is an optional data element, if you choose to send the Email of a Contact at the Receiving Institution, then you must send the data element EmailAddress.



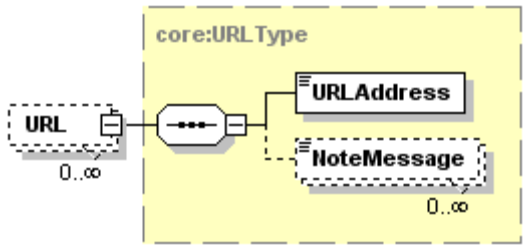
Tag Name	Schema Use	Description	Recommended Use	Format
EmailAddress	Required	The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network.	Required	minOcc 1 maxOc 1 minLength 1 maxLength 128
NoteMessage	Optional Repeatable	Additional information about the email address of the contact at the receiving or destination school	Not recommended	minOcc 0 maxOc ∞ minLength 1 maxLength 80

Code illustration:

```
<Email>
    <EmailAddress>registrar@uf.edu</EmailAddress>
    <NoteMessage/>
</Email>
```

TransmissionData.Destination.Organization.Contacts.URL

Note: Although the complex data element URL is an optional data element, if you choose to send the URL of the Receiving Institution, then you must send the URLAddress.

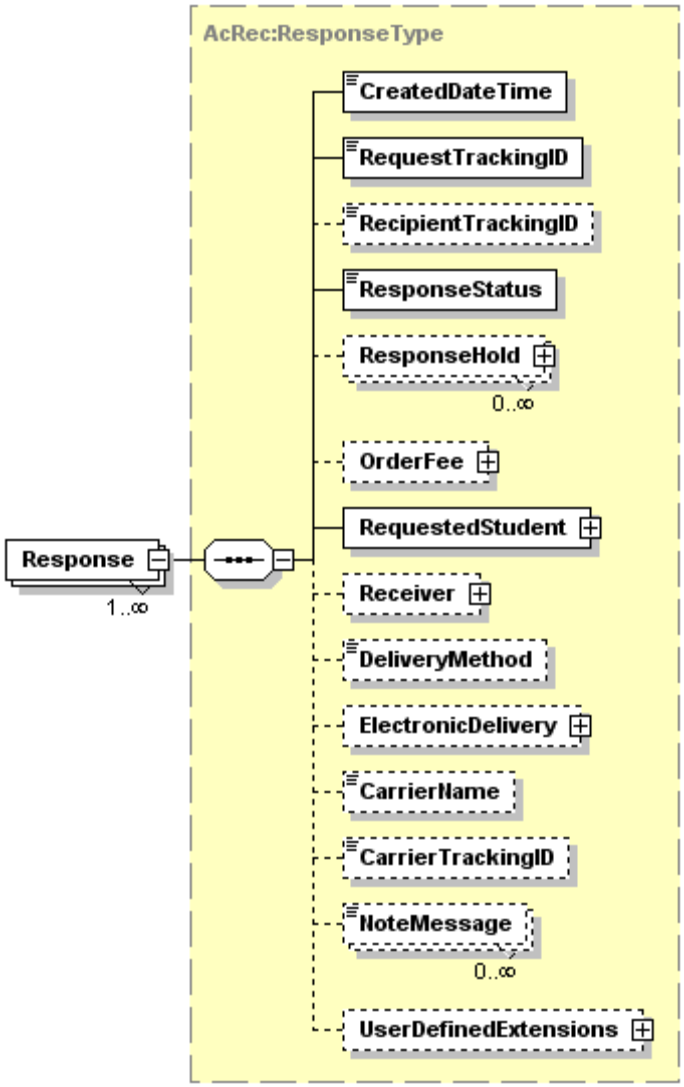


Tag Name	Schema Use	Description	Recommended Use	Format
URLAddress	Required	The Uniform Resource Locator (URL) address of the receiving school or of a contact at the destination school	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 512
NoteMessage	Optional Repeatable	Additional information about the URL address of the destination institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<URL>
    <URLAddress>www.uf.edu</URLAddress>
    <NoteMessage/>
</URL>
```

Response



Tag Name	Schema Use	Description	Recommended Use	Format
CreatedDateTime	Required	The date and time the response to a request for a student transcript was created	Required	minOcc 1 maxOcc 1 Date format: xs:datetime ccyy-mm-ddThh:ii:ss{+-GMT]
RequestTrackingID	Required	The tracking ID that was originally assigned by the school that requested the student transcript	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
RecipientTrackingID	Optional	A tracking ID that can be created by the school originating this transcript response	Not Recommended	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: *Since this is a school to school transmission, there is no need for another tracking ID assigned by the recipient of the request for a student transcript. This goes back to the originator of the request for a student transcript and any further communication can use the original "RequestTrackingID" to link the request with the response.*				

Tag Name	Schema Use	Description	Recommended Use	Format
ResponseStatus	Required	Information about the status of the original request for the student transcript	Required	minOcc 1 maxOcc 1 **Enumerations:** Canceled Deceased Hold MultipleMatch NoRecord OfflineRecordSearch OfflineRecordSent TranscriptRequestReceived TranscriptSent
Comment: *Since the Response schema is not normally used if the transcript request was honored and the transcript was sent, "TranscriptSent" would not be a value normally used. "Hold" would be a typical value to be sent when there is some sort of hold (financial, missing admissions documents, etc.) that prevents the school from releasing a student transcript to the requesting school. "MultipleMatch" would be used if there were two or more students on the school's data base with similar identifying data and the school cannot determine which is the correct student. "NoRecord" would be used when the school cannot find any record of the requested student on the school's data base. "OfflineRecordSearch" would be used when the school's computer has determined that a transcript might exist in a paper, or microfilm or microfiche, or imaging system and an attempt will be made to find the record and send it later. "OfflineRecordSent" will be used to notify the requesting school that a transcript is being sent, but not in EDI or XML format.*				
ResponseHold	Optional Repeatable	This is a further response to give information back to the requestor about the request	Optional	minOcc 1 maxOcc ∞
Comment: *This complex data element will be expanded on page 44.*				
OrderFee	Optional	Information about the transcript processing fee paid or owed by the one requesting the transcript	Not Recommended	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 45. This would not normally be included when one school requests a transcript from another school. If the school normally charges a fee for sending a transcript, either that school will waive the fee for an electronic transcript, or it will not honor electronic requests for transcripts from another school*				
RequestedStudent	Required	Information about the student whose transcript was requested	Required	minOcc 1 maxOcc 1
Comment: *This complex data element will be expanded on page 46.*				
Receiver	Optional	Information about the final recipient of the student transcript	Not Recommended	minOcc 1 maxOcc 1
Comment: *This complex data element will be expanded on page 72. Since the final receiver of the requested transcript is the school that requested the transcript, this information has already been provided in the TransmissionData.Destination.*				
DeliveryMethod	Optional	Information about the delivery method that was used to send the transcript to the final recipient	Not Recommended	minOcc 1 maxOcc 1 **Enumerations:** Electronic Express ExpressCanadaMexico ExpressInternational ExpressUnitedStates Fax FaxExpress FaxMail FaxOvernight HoldForPickup Mail Overnight
Comment: *Since the Transcript Response will not be used for school to school transmissions when the transcript was sent, then this optional data element would not be included.*				

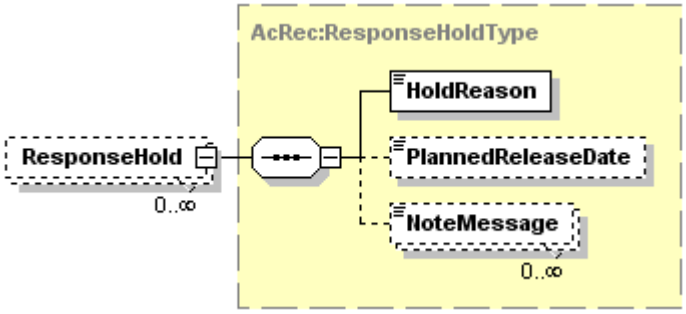
Tag Name	Schema Use	Description	Recommended Use	Format
ElectronicDelivery	Optional	Information about the method of electronic delivery used to send the transcript to the final receiver	Not Recommended	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 74 just for information purposes. Since this Transcript Response schema would not normally be used if the transcript request was honored and the the transcript is being sent, then this data element would not be included for school to school transmissions.*				
CarrierName	Optional	Name of the carrier used to deliver the transcript to the final receiver	Not Recommended	minOcc 0 maxOcc 1 minLength maxLength
Comment: *Since this Transcript Response schema would not normally be used if the transcript request was honored and the transcript is being sent, then this data element would not be included for school to school transmissions.*				
CarrierTrackingID	Optional	Information on the person and the organization that is requesting a student transcript	Not Recommended	minOcc 0 maxOcc 1 minLength maxLength
Comment: *Since this Transcript Response schema would not normally be used if the transcript request was honored and the transcript is being sent, then this data element would not be included for school to school transmissions.*				
NoteMessage	Optional Repeatable	Additional information about the response to a request for a student transcript	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
UserDefinedExtensions	Optional	Additional structured information. Requires mutually defined XML schema.	Optional	minOcc 0 maxOcc 1

Code illustration:

```
<Response>
    <CreatedDateTime>2007-04-04T09:30:47-05:00</CreatedDateTime>
    </RequestTrackingID>20070203123456<RequestTrackingID>
    <RecipientTrackingID/>
    <ResponseStatus>NoRecord</ResponseStatus>
    <ResponseHold>

    </ResponseHold>
    <OrderFee/>
    <RequestedStudent>

    </RequestedStudent>
    <Receiver/>
    <DeliveryMethod/>
    <ElectronicDelivery/>
    <CarrierName/>
    <CarrierTrackingID/>
    <NoteMessage/>
    <UserDefinedExtensions/>
</Response>
```

Response.ResponseHold

Note: Although this complex data element is not required, if it is included in the instance document, then "HoldReason" must be included.



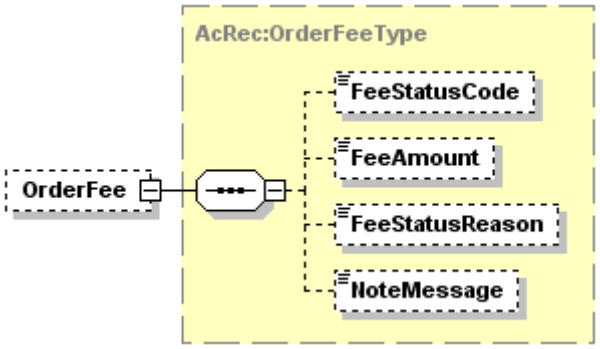
Tag Name	Schema Use	Description	Recommended Use	Format
HoldReason	Required	The reason why the request for the transcript was not honored and no transcript is being sent back to the requestor	Required	minOcc 1 maxOcc 1 **Enumerations:** Financial Other RequestedAction TranscriptFee
PlannedReleaseDate	Optional	This is the date when the transcript will be sent	Optional	minOcc 0 maxOcc 1 Date format: xs:date ccyy-mm-dd
NoteMessage	Optional	Additional free form text information about the ResponseHold	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: *Since Note Message cannot be automatically processed by the recipient's computer, inclusion of this data element is not recommended.*				

Code illustration:

```
<ResponseHold>
    <HoldReason>Other</HoldReason>
    <PlannedReleaseDate>2007-05-15</PlannedReleaseDate>
    <NoteMessage/>
</ResponseHold>
```

Response.OrderFee

Note: This complex data element is optional and is not recommended to be included in this particular version of the Guide. However, if it were to be included, these are the data it would contain.



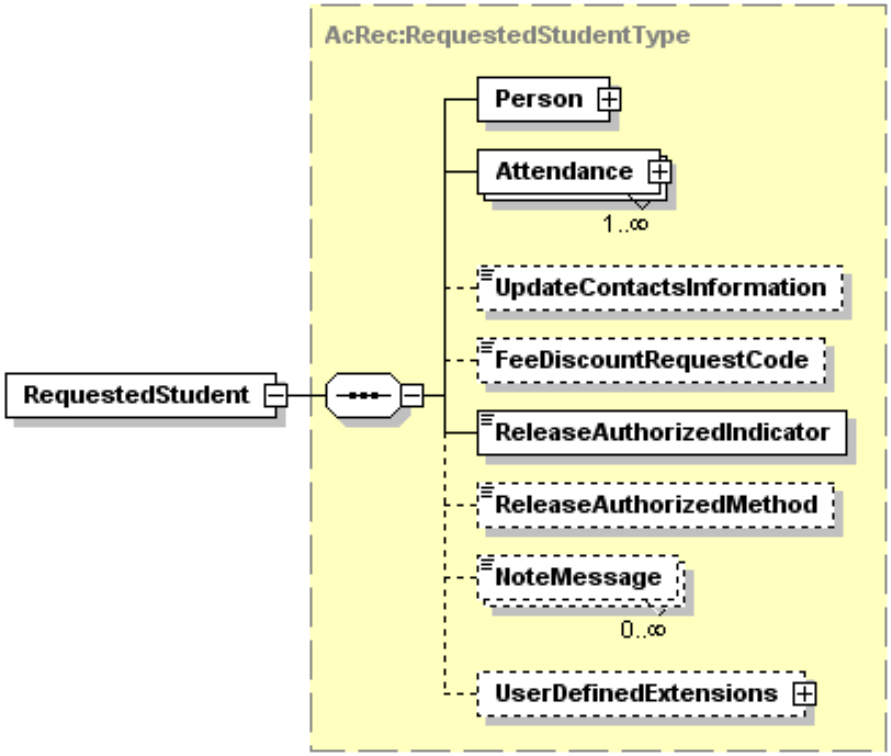
Tag Name	Schema Use	Description	Recommended Use	Format
FeeStatusCode	Optional	The status of the transcript fee that is normally assessed by the school sending the transcript	Not Recommended	minOcc 0 maxOcc 1 **Enumerations:** Due Paid Waived
FeeAmount	Optional	The amount of the transcript fee in dollars	Not Recommended	minOcc 0 maxOcc 1 This is a normal number such as 5 or 8.
FeeStatusReason	Optional	The reason for the fee status code above if it is waived	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength
NoteMessage	Optional Repeatable	Additional information about the transcript order fee	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<OrderFee>
    <FeeStatusCode/>
    <FeeAmount/>
    <FeeStatusReason/>
    <NoteMessage/>
</OrderFee>
```

Response.RequestedStudent

Note: This entire complex data element would be a copy of the Request.RequestedStudent that was received from the school requesting the transcript.



Tag Name	Schema Use	Description	Recommended Use	Format
Person	Required	Information that identifies the student whose transcript is being requested	Required	minOcc 1 maxOcc 1
Comment: Information about this complex data element will be expanded on page 48.				
Attendance	Required Repeatable	Information about the prior attendance at the school from which the transcript was being requested and from other schools that might help in identifying the student	Required	minOcc 1 maxOcc ∞
Comment: Information about this complex data element will be expanded on page 64.				
UpdateContactsInformation	Optional	An indication if there is contact information about the requested student that is known by the sender of this instance document that has been updated recently	Optional	minOcc 0 maxOcc 10 **Enumerations:** NoUpdate UpdateContacts
FeeDiscountRequestCode	Optional	An indication that the school sending the response is aware of conditions that might warrant a waiver or discount of a transcript fee	Optional	minOcc 0 maxOcc 1 **Enumerations:** FinancialHardship FirstTranscriptRequested PrepaidFee

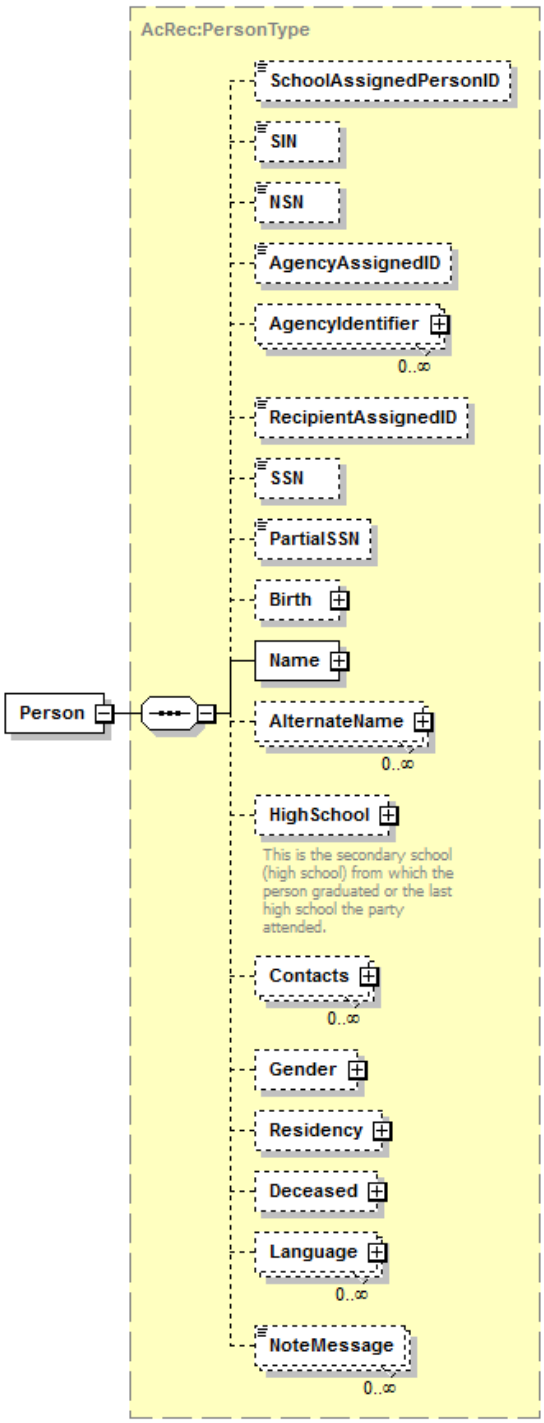
Tag Name	Schema Use	Description	Recommended Use	Format
ReleaseAuthorizedIndicator	Required	An indicator that the requestor has a proper authorization from the student to release the transcript	Required	minOcc 1 maxOcc 1 True/False indicator.
Comment: If the requesting school has a release signed by the student, then the value of "True" should be sent; otherwise, send a value of "False"				
ReleaseAuthorizedMethod	Optional	The method by which the transcript release was authorized	Recommended	minOcc 0 maxOcc 1 **Enumerations:** ElectronicSignature LegitimateEducationalI nterest Other Signature
NoteMessage	Optional Repeatable	Additional information about the requested student	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
UserDefinedExtensions	Optional	A mini schema containing formatted data that has been previously agreed upon by partners in this exchange of information. If not previously agreed upon, then this mini schema can safely be ignored.	Not Recommended	minOcc 0 maxOcc 1

Code illustration:

```
<RequestedStudent>
    <Person>

    </Person>
    <Attendance>

    </Attendance>
    <UpdateContactsInformation>NoUpdate</UpdateContactsInformation>
    <FeeDiscountRequestCode />
    <ReleaseAuthorizationIndicator>False<ReleaseAuthorizationIndicator>
    <ReleaseAuthorizationMethod/>
    <NoteMessage/>
    <UserDefinedExtensions/>
</RequestedStudent>
```

Response.RequestedStudent.Person

Note: This entire complex data element Response.RequestedStudent.Person is just a copy of the Request.RequestedStudent.Person that was received from the school that requested the student transcript.



Response.RequestedStudent.Person (Continued)

Tag Name	Schema Use	Description	Recommended Use	Format
SchoolAssignedPersonID	Optional	School Assigned Identifier Type	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 20
Comment: *This is the student ID assigned by the sending school (that is requesting the transcript) for the student whose transcript is being requested.*				
SIN	Optional	The person's Canadian Social Insurance Number	Optional	minOcc 0 maxOcc 1
Comment: *This is recommended for Canadian students whose transcript is being requested, but will not normally be included for students attending US schools.*				
NSN	Optional	The person's Canadian National Student Number	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 30
Comment: *This is recommended for Canadian students whose transcript is being requested, but will not normally be included for students attending US schools.*				
AgencyAssignedID	Optional	The ID assigned by the state or an agency, to the person	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
Comment: *This data element is being deprecated in a future major release of the schema. It is being replaced by the complex data element which follows.*				
AgencyIdentifier	Optional Repeatable	The state or other agency that assigned the AgencyAssignedID as well as the ID assigned to the student	Recommended	minOcc 0 maxOcc ∞
Comment: *This would be the state or other agency that assigned the AgencyAssignedID to the student, as well as the identifying student number. This will be further explained and expanded on page 51 which follows in this Guide.*				
RecipientAssignedID	Optional	Recipient Assigned Identifier Type	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 20
Comment: *This would be the student's ID at the school from which the transcript is being requested. If this number is available, it would certainly assist the school receiving the transcript request in providing the requested transcript.*				
SSN	Optional	The person's US Social Security Number	Recommended	Pattern \d{9} minOcc 0 maxOcc 1
Comment: *This would certainly assist the school receiving the transcript response in identifying the student.*				
PartialSSN	Optional	The last four digits of the person's US Social Security Number	Recommended	Pattern \d{4} minOcc 0 maxOcc 1
Comment: *This would also assist the school receiving the transcript response in identifying the student. This data element should not be included if the SSN above is included.*				
Birth	Optional	Identifying information related to a person's birth	Recommended	minOcc 0 maxOcc 1
Comment: *This information would certainly assist the school receiving the transcript response in identifying the requested student, especially if no student identifiers or no SSN is provided. This will be further explained and expanded on page 53 which follows in this Guide.*				
Name	Required	The name of the person requesting this transcript	Required	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 55.*				
AlternateName	Optional Repeatable	Any other names by which the person may be known	Recommended	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 57. If the requesting school knows of other names the student has used previously, this might be helpful to the receiving school to identify the requested student, especially if the SSN is not provided.*				
HighSchool	Optional	Information about the high school last attended by the person	Recommended	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 59. Once again, this information can assist the school receiving the transcript response, in identifying the student, especially if the SSN is not provided.*				

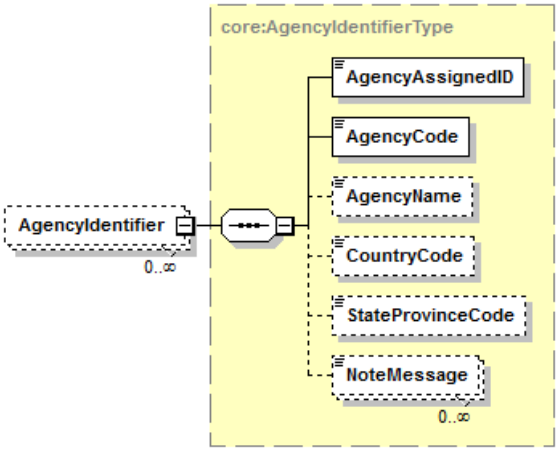
Tag Name	Schema Use	Description	Recommended Use	Format
Contacts	Optional Repeatable	Contact information for the person	Optional	minOcc 0 maxOcc ∞
Comment: *This complex data element will be expanded on page 62. This information can possibly assist the school receiving the transcript request in identifying the student, especially if the SSN is not being sent. It is unlikely that the receiving school would use this information to attempt to contact the student.*				
Gender	Optional	Gender of the person	Recommended	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 52. This information can possibly assist the school receiving the transcript request in identifying the student, especially if the SSN is not being sent. It is unlikely that the receiving school would use this information to attempt to contact the student.*				
Residency	Optional	Residency of the person	Not Recommended	minOcc 0 maxOcc 1
Comment: *It is unlikely that this information would be helpful to the school receiving the request.*				
Deceased	Optional	Information related to a person's death	Not Recommended	minOcc 0 maxOcc 1
Comment: *If this information were known, it is unlikely that the transcript would be requested. If the transcript is being requested, it is unlikely that receiving this information in this manner would be helpful to the school receiving the request.*				
Language	Optional Repeatable	Information related to a person's proficiency with another language	Optional	minOcc 0 maxOcc ∞
Comment: *If this data element was received in the initial transcript request, then it would be included. If not, this would not be included.*				
NoteMessage	Optional Repeatable	Additional information about the person whose transcript was requested	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<Person>
    <SchoolAssignedPersonID>1234567891</SchoolAssignedPersonID>
    <SIN/>
    <NSN/>
    <AgencyAssignedID>55668899</AgencyAssignedID>
    <AgencyIdentifier>

    </AgencyIdentifier>
    <RecipientAssignedID>987654321</RecipientAssignedID>
    <SSN>112233445</SSN>
    <PartialSSN/>
    <Birth>

    <Birth/>
    <Name>

    </Name>
    <AlternateName>

    </AlternateName>
    <HighSchool>

    </HighSchool>
    <Contacts>

    </Contacts>
    <Gender>Male</Gender>
    <Residency/>
    <Deceased/>
    <Language/>
    <NoteMessage/>
</Person>
```

Response.RequestedStudent.Person.AgencyIdentifier

Note: Although AgencyIdentifier is an optional data element, if it is included in the instance document, then both AgencyAssignedID and AgencyCode must be included.



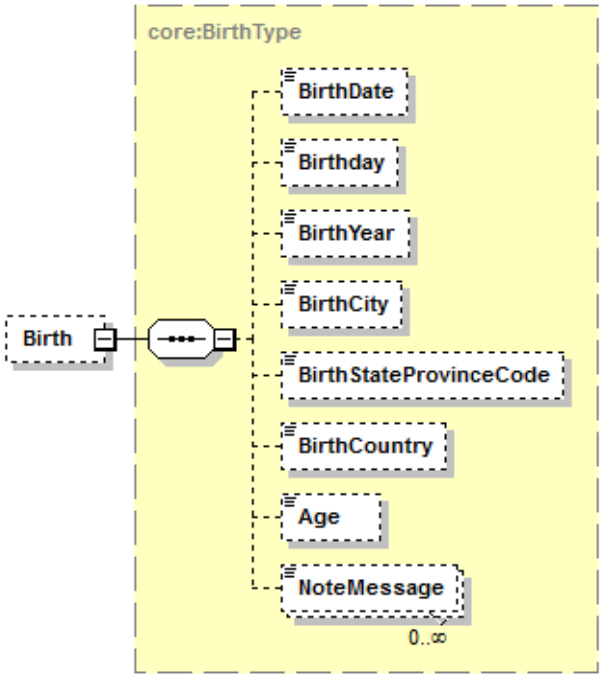
Tag Name	Schema Use	Description	Recommended Use	Format
AgencyAssignedID	Required	This is the student identification number assigned by an agency, other than the school, to the student at the school requesting the transcript.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 30
AgencyCode	Required	The type of agency that assigned the student ID	Required	minOcc 1 maxOcc 1 **Enumerations:** District Migrant MutuallyDefined National Regional State
AgencyName	Optional	The title or name of the agency that assigned the student ID at the school sending the transcript	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 60
Comment: It is important to include the name of the agency if a value of “MutuallyDefined” was sent as the AgencyCode.				
CountryCode	Optional	The country in which the agency is located, if other than the country where the school is located	Optional	minOcc 0 maxOcc 1 See Appendix B1 or B2
StateProvinceCode	Optional	The state or province assigning the student ID	Optional	minOcc 0 maxOcc 1 See Appendix A
NoteMessage	Optional Repeatable	Additional information about the agency identifier	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Response.RequestedStudent.AgencyIdentifier (Continued)

Code illustration:

```
<AgencyIdentifer>
    <AgencyAssignedID>123456789</AgencyAssignedID>
    <AgencyCode>State</AgencyCode>
    <AgencyName/>Texas Education Agency</AgencyName>
    <CountryCode/>
    <StateProvinceCode>TX</StateProvinceCode>
    <NoteMessage/>
</AgencyIdentifer>
```

Response.RequestedStudent.Person.Birth



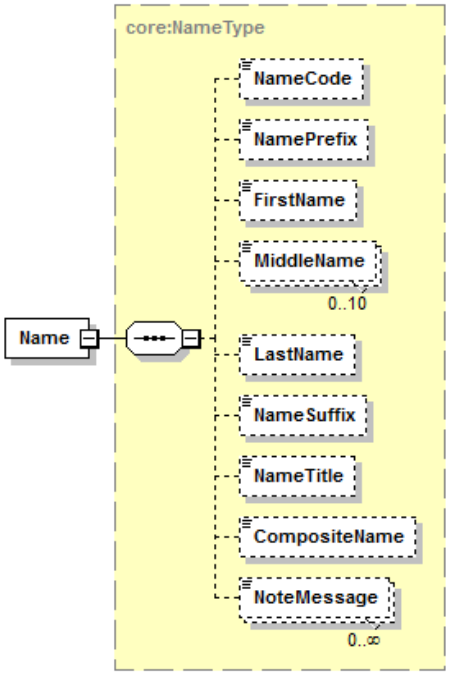
Tag Name	Schema Use	Description	Recommended Use	Format
BirthDate	Optional	The full date of birth of the person whose transcript is being requested	Recommended	minOcc 0 maxOcc 1 xs:date Format is ccyy-mm-dd
Birthday	Optional	The month and day of the student's birth	Conditional	minOcc 0 maxOcc 1 xs:gMonthDay Format is mm-dd
Comment: The first choice would be to include the entire birth date. However, if birth date is not included then it would be recommended to send the birth month and day.				
BirthYear	Optional	The four digit year of birth of the person whose transcript is being requested	Conditional	minOcc 0 maxOcc 1 xs:date Format is ccyy-mm-dd
Comment: The first choice would be to include the entire birth date. However, if neither birth date nor birth day is included then it would be recommended to send the birth year.				
BirthCity	Optional	The city in which the person was born	Recommended	minOcc 0 maxOcc 1 minLength 2 maxLength 30
BirthStateProvinceCode	Optional	The state or province in which the person was born	Recommended	minOcc 0 maxOcc 1 See Appendix A
BirthCountry	Optional Repeatable	The country in which the person was born.	Recommended	minOcc 0 maxOcc ∞ See Appendix B1 or B2

Tag Name	Schema Use	Description	Recommended Use	Format
Age	Optional	The age of the student at the time the request for the transcript was made	Not Recommended	minOcc 0 maxOcc 1 Format is AgeType which would be a positive integer
NoteMessage	Optional Repeatable	Additional information about the birth of the student	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: *Sending of this information about the birth of the student may assist in identifying the student.*				

Code illustration:

```
<Birth>
    <BirthDate>1980-05-12</BirthDate>
    <Birthday/>
    <BirthYear/>
    <BirthCity>West Palm Beach</BirthCity>
    <BirthStateProvinceCode>FL</BirthStateProvinceCode>
    <BirthCountry>US</BirthCountry>
    <Age/>
    <NoteMessage/>
</Birth>
```

Response.RequestedStudent.Person.Name



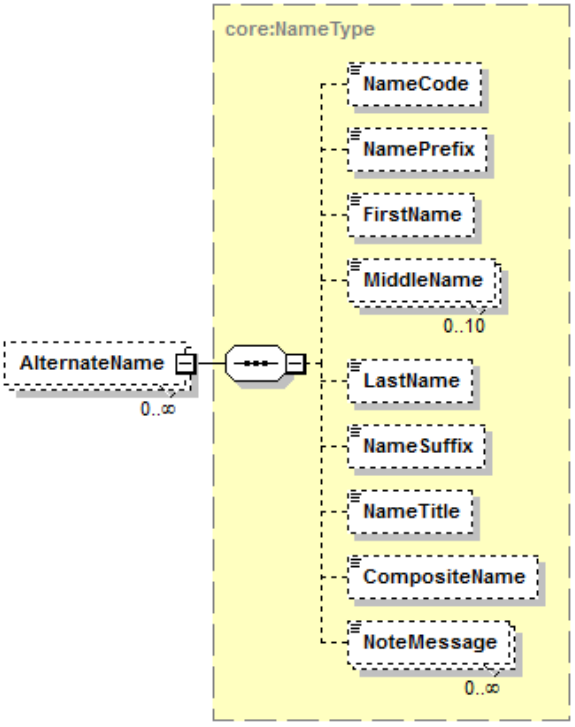
Tag Name	Schema Use	Description	Recommended Use	Format
NameCode	Optional	The type of name that is being included	Recommended	minOcc 0 maxOcc 1 **Enumerations:** Casual Formal Former LawSchoolApplicationSource Legal MedicalSchoolApplicationSource Nickname Other
NamePrefix	Optional	An honorific, title or form of address that precedes the name.	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
FirstName	Optional	The first name of the person, usually given at birth, baptism, or during, another ceremony, or through legal change	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35
MiddleName	Optional Repeatable	A secondary name of the person, usually given at birth, baptism, or during another naming ceremony or through legal change	Recommended	minOcc 0 maxOcc 10 minLength 1 maxLength 35
LastName	Optional	The last name or surname by which a person is legally known	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35

Tag Name	Schema Use	Description	Recommended Use	Format
NameSuffix	Optional	The expression of an individual's generation within a family.	Recommended	minOcc 0 maxOcc 1 **Enumerations:** I II III IV V VI VII VIII IX X JR SR
NameTitle	Optional	An honorific, title or credential that follows the name.	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
CompositeName	Optional	The full name of the person in Last NameSuffix, First Middle order; comma after last name or NameSuffix	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 45
Comment: *The use of the Composite Name, while it is allowed, is not recommended. It is felt that the storing of a person's name in schools' student information systems as individual components is becoming more common. And it should be easier for the sending school to break up a composite name into its individual components, than for the receiving school to do so.*				
NoteMessage	Optional Repeatable	Additional information about the student name	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: *Providing the name of the student is required, and providing as much of the name as possible can be helpful to the school receiving the transcript request to identify the correct student.*				

Code illustration:

```
<Name>
    <NameCode>Legal</Legal>
    <NamePrefix/>
    <FirstName>John</FirstName>
    <MiddleName>Tom</MiddleName>
    <LastName>Thornton</LastName>
    <NameSuffix>JR</NameSuffix>
    <NameTitle/>
    <CompositeName/>
    <NoteMessage/>
</Name>
```

Response.RequestedStudent.Person.AlternateName



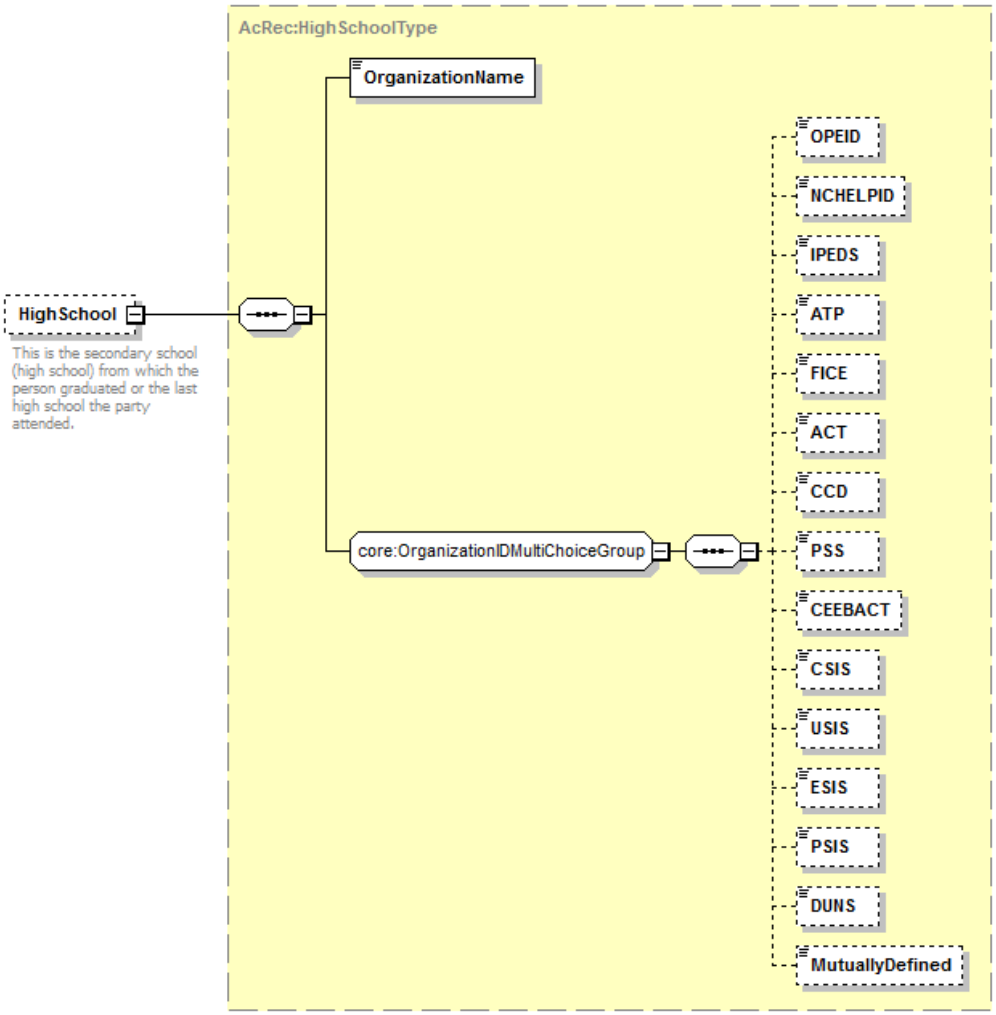
Tag Name	Schema Use	Description	Recommended Use	Format
NameCode	Optional	The type of name that is being included	Recommended	minOcc 0 maxOcc 1 **Enumerations:** Casual Formal Former LawSchoolApplication Source Legal MedicalSchoolApplicationSource Nickname Other
NamePrefix	Optional	An honorific, title or form of address that precedes the name.	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
FirstName	Optional	The first name of the person, usually given at birth, baptism, or during, another ceremony, or through legal change	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35
MiddleName	Optional Repeatable	A secondary Name of the person, usually given at birth, baptism, or during another naming ceremony or through legal change	Recommended	minOcc 0 maxOcc 10 minLength 1 maxLength 35
LastName	Optional	The last name or surname by which a person is legally known	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35

Tag Name	Schema Use	Description	Recommended Use	Format
NameSuffix	Optional	The expression of an individual's generation within a family.	Recommended	minOcc 0 maxOcc 1 **Enumerations:** I II III IV V VI VII VIII IX X JR SR
NameTitle	Optional	An honorific, title or credential that follows the name.	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
CompositeName	Optional	The full name of the person in Last, First Middle order, comma after last name	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 45
Comment: *The use of the Composite Name, while it is allowed, is not recommended. It is felt that the storing of a person's name in schools' student information systems as individual components is becoming more common. And it should be easier for the sending school to break up a composite name into its individual components, than for the receiving school to do so.*				
NoteMessage	Optional Repeatable	Additional information about the alternate name	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: *Sending of alternate names may sometimes help in the matching of this transcript with the student's record at the receiving institution.*				

Code illustration:

```
<AlternateName>
    <NameCode>Legal</NameCode>
    <NamePrefix/>
    <FirstName>John</FirstName>
    <MiddleName>T.</MiddleName>
    <LastName>Jones</LastName>
    <NameSuffix/>
    <NameTitle/>
    <CompositeName/>
    <NoteMessage/>
</AlternateName>
```

Response.RequestedStudent.Person.HighSchool



Tag Name	Schema Use	Description	Recommended Use	Format
OrganizationName	Required	Name of Non-person entity such as Organization, Institution, Agency or Business.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 60
Comment: *This is the name of the high school that the student last attended.*				
[OrganizationIDMultiChoice Group]	Optional	Allowable Organization IDs - Optional choice	Recommended	minOcc 0 maxOcc 1
Comment: *[OrganizationIDMultiChoiceGroup] is not an XML tag and does not appear in an instance document. It is optional, but If used, it requires the choice of one or more of the following code set tags to identify the last high school the student attended*				
OPEID	Optional choice	The unique identifier assigned by the Office of Postsecondary Education for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: *The OPEID would not be an appropriate choice for a high school.*				

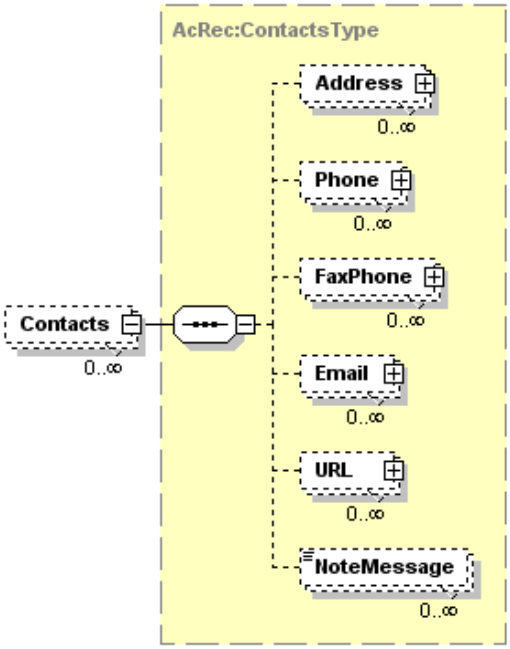
Tag Name	Schema Use	Description	Recommended Use	Format
NCHELPID	Optional choice	The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: *The NCHELPID would not be an appropriate choice to identify a high school.*				
IPEDS	Optional choice	The unique identifier for Integrated Postsecondary Education Data System assigned by the National Center for Education Statistics for each postsecondary data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The IPEDS code would not be an appropriate choice for a high school.*				
ATP	Optional choice	The unique identifier for the Admissions Testing Program assigned by the College Board for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The ATP code would not be an appropriate choice for a high school.*				
FICE	Optional choice	The unique identifier once maintained for the Federal Interagency Committee on Education by the National Center for Education Statistics for each postsecondary data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The FICE code would not be an appropriate choice for a high school.*				
ACT	Optional choice	The unique identifier for postsecondary educational institutions assigned by American College Testing available at www.act.org	Not Recommended	minOcc 0 maxOcc 1 minLength 4 maxLength 4
Comment: *The ACT code would not be an appropriate choice for a high school.*				
CCD	Optional choice	The unique identifier assigned by National Center for Education Statistics as the Common Core of Data for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 12 maxLength 12
Comment: *Since the CCD Is a code to identify secondary schools in theUS, it is a recommended choice.*				
PSS	Optional choice	The unique identifier assigned by National Center for Education Statistics for private secondary schools in the US	Recommended choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since the CCD Is a code to identify private secondary schools in the US, it is a recommended choice.*				
CEEBACT	Optional choice	The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since the CEEBACT Is a code to identify secondary schools, it is a recommended choice.*				
CSIS	Optional choice	The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since this is a code set only used in Canada for postsecondary schools, it is not a recommended choice. In addition, it is being phased out and is being replaced with the PSIS code shown below.*				

Tag Name	Schema Use	Description	Recommended Use	Format
USIS	Optional choice	The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since this a code set only used in Canada for postsecondary schools, it is not a recommended choice. And, it is being replaced by the PSIS code set shown below.*				
ESIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since this a code set only used in Canada for postsecondary schools, it is not a recommended choice. And, it is being replaced by the PSIS code set shown below.*				
PSIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since this a code set only used in Canada for postsecondary schools, it is not a recommended choice.*				
DUNS	Optional choice	Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation.	Not Recommended	minOcc 0 maxOcc 1 minLength 9 maxLength 9
Comment: *Since this is a code set for business and other organizational entities, it would not be a recommended choice.*				
MutuallyDefined	Optional choice	This is a code set that is agreed upon in advance by schools within a geographical region or perhaps who use a common vendor.	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 60
Comment: *Since this is a code set agreed to in advance between two or more schools, it could be used by those schools.*				
Comment: *This is the end of OrganizationIDGroup choice tags.*				

Code illustration:

```
<HighSchool>
    <OrganizationName>Central High School</OrganizationName>
    <CCD>123456789012</CCD>
    <CEEBACT>123456</CEEBACT>
</HighSchool>
```

Response.RequestedStudent.Person.Contacts



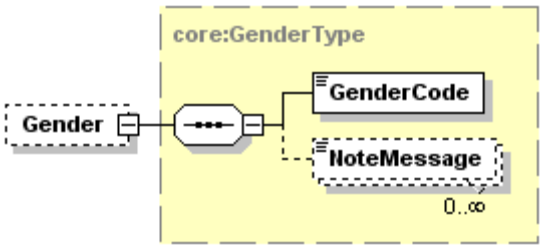
Tag Name	Schema Use	Description	Recommended Use	Format
Address	Optional Repeatable	This is a combined Address Group for a choice between Domestic or International	Not Recommended	minOcc o maxOcc ∞
Phone	Optional Repeatable	Phone number(s) for the student	Not Recommended	minOcc o maxOcc ∞
FaxPhone	Optional Repeatable	Fax number(s) for the student	Not Recommended	minOcc o maxOcc ∞
Email	Optional Repeatable	Email address(es) for the student	Not Recommended	minOcc o maxOcc ∞
URL	Optional Repeatable	Personal URL(s) on record for the student	Not Recommended	minOcc o maxOcc ∞
NoteMessage	Optional Repeatable	Additional information about the Contacts for the student	Not Recommended	minOcc o maxOcc ∞ minLength 1 maxLength 80
Comment: *It is not felt that contact information for the student would be very helpful to the school receiving the transcript response. But if everything received in the request is just returned in the response, it might be easier to include the contact info received in the request.*				

Code illustration:

```
<Contacts>
    <Address/>
    <Phone/>
    <FaxPhone/>
    <Email/>
    <URL/>
    <NoteMessage/>
</Contacts>
```

Request.RequestedStudent.Person.Gender

Note: Although the complex data element Gender is an optional data element, if you choose to send the Gender of the Student, then you must send the data element GenderCode.

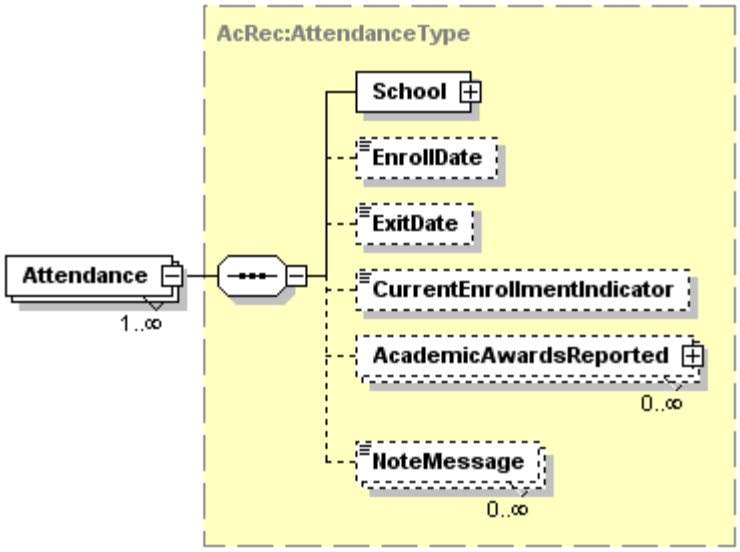


Tag Name	Schema Use	Description	Recommended Use	Format
GenderCode	Required	The gender of the Student	Required	minOcc 1 maxOcc 1 **Enumerations:** Female Male Unreported
NoteMessage	Optional Repeatable	Additional information about Gender	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<Gender>
    <GenderCode>Male</GenderCode>
    <NoteMessage/>
</Gender>
```

Response.RequestedStudent.Attendance



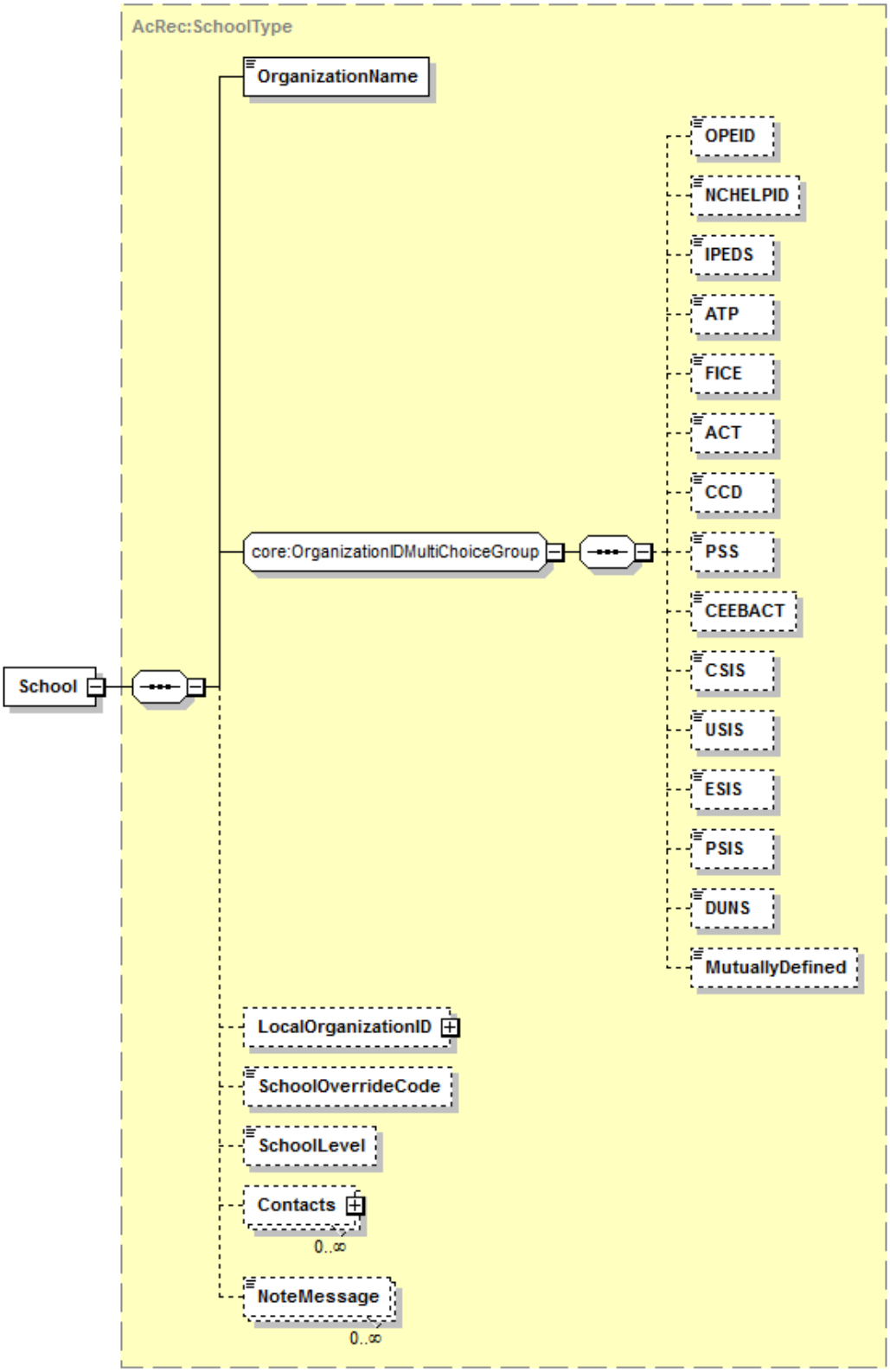
Tag Name	Schema Use	Description	Recommended Use	Format
School	Required	This is information about schools the student previously attended.	Required	minOcc 1 maxOcc 1
Comment: *This complex data element will be further expanded on page 66. The school to which this response is being sent should be included here.*				
EnrollDate	Optional	The date the student first attended this school	Recommended	minOcc o maxOcc 1 xs:date Format is ccyy-mm-dd
ExitDate	Optional	The date the student last attended this school	Recommended	minOcc o maxOcc xs:date Format is ccyy-mm-dd
CurrentEnrollmentIndicator	Optional	An indicator to be used if the student is thought to be currently enrolled in this school	Recommended	minOcc o maxOcc 1 True or False
Comment: *If it is thought that the student is currently enrolled at this school, then the value "True" should be sent. If not, this data element would not be included.*				
AcademicAwardsReported	Optional Repeatable	Academic awards earned at this school	Recommended	minOcc o maxOcc ∞
Comment: *This complex data element will be expanded on page 71.*				
NoteMessage	Optional Repeatable	Additional information about the schools at which the student has or is enrolled	Not Recommended	minOcc o maxOcc ∞ minLength 1 maxLength 80
Comment: *This complex data element "Attendance" is required and can be included multiple times, once for each school previously attended. However, since it is recommended that all the information received for the RequestedStudent in the Request for the Transcript, then it might be easier to just include everything previously received.*				

Response.RequestedStudent.Attendance (Continued)

Code illustration:

```
<Attendance>
    <School>

    </School>
    <EnrollDate>20050115</EnrollDate>
    <ExitDate>20050614</ExitDate>
    <CurrentEnrollmentIndicator/>
    <AcademicAwardsReported>

    </AcademicAwardsReported>
    <NoteMessage/>
</Attendance>
```

Response.RequestedStudent.Attendance.School



Response.RequestedStudent.Attendance.School (Continued)

Tag Name	Schema Use	Description	Recommended Use	Format
OrganizationName	Required	Name of Non-person entity such as Organization, Institution, Agency or Business.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 60
Comment: *This is the name of the school at which the student was previously or is currently enrolled.*				
[OrganizationIDMultiChoice Group]	Optional	Allowable Organization IDs – Optional Exclusive choice	Recommended	minOcc 0 maxOcc 1
Comment: *[OrganizationIDMultiChoiceGroup] is not an XML tag and does not appear in an instance document. It allows the choice of one or more of the following 15 code set tags to identify the school.*				
OPEID	Optional choice	The unique identifier assigned by the Office of Postsecondary Education for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: *The OPEID would be an appropriate choice for the postsecondary school in the US at which the student was previously or currently enrolled..*				
NCHELPID	Optional choice	The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: *The NCHELPID would not normally be an appropriate choice in this case.*				
IPEDS	Optional choice	The unique identifier for Integrated Postsecondary Education Data System assigned by the National Center for Education Statistics for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The IPEDS code would be an appropriate choice for the postsecondary school in the US at which the student was previously or currently enrolled.*				
ATP	Optional choice	The unique identifier for the Admissions Testing Program assigned by the College Board for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The ATP code would be an appropriate choice for the postsecondary school at which the student was previously or currently enrolled.*				
FICE	Optional choice	The unique identifier once maintained for the Federal Interagency Committee on Education by the National Center for Education Statistics for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Although the FICE code set is still widely used by many postsecondary institutions, it has not been maintained by NCES or anyone else since late in the last century. Therefore, codes for new institutions created since then, have been locally assigned and cannot be relied upon. However, since this code set is still widely used by older schools, it is an appropriate choice.*				
ACT	Optional choice	The unique identifier for postsecondary educational institutions assigned by American College Testing available at www.act.org	Recommended choice	minOcc 0 maxOcc 1 minLength 4 maxLength 4
Comment: *The ACT code would be an appropriate choice for the postsecondary school at which the student was previously or currently enrolled.*				

Tag Name	Schema Use	Description	Recommended Use	Format
CCD	Optional choice	The unique identifier assigned by National Center for Education Statistics as the Common Core of Data for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 12 maxLength 12
Comment: *The CCD code would be an appropriate choice for the high school ion the US at which the student was previously or currently enrolled.*				
PSS	Optional choice	The unique identifier assigned by National Center for Education Statistics for private secondary schools in the US	Recommended choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *The PSS code would be an appropriate choice for the private high schoolin the US at which the student was previously or currently enrolled.*				
CEEBACT	Optional choice	The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *The CEEBACT code would be an appropriate choice for the high school at which the student was previously or currently enrolled.*				
CSIS	Optional choice	The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since this is a code set only used in Canada, and since it is now being replace by the PSIS code set below, it is not a recommended choice.*				
USIS	Optional choice	The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: *Since this is a code set only used in Canada, and since it is now being replace by the PSIS code set below, it is not a recommended choice.*				
ESIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Not recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since this is a code set only used in Canada, and since it is now being replace by the PSIS code set below, it is not a recommended choice.*				
PSIS	Optional choice	The unique identifier assigned by the Statistics Canada Postsecondary Student Information System for each postsecondary data exchange partner in Canada	Optional choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: *Since this a code set only used in Canada, it is not a recommended choice for schools in the US. However, it is a recommended choice for postsecondary schools in Canada.*				
DUNS	Optional choice	Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation.	Not Recommended	minOcc 0 maxOcc 1 minLength 9 maxLength 9
Comment: *Since this is a code set for business and other organizational entities, it would not normally be used for education institutions.*				
MutuallyDefined	Optional choice	A code set defined within a geographical area or among schools using a common vendor	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 60
Comment: *This would only be a choice for a school within a specific geographic or other type of area, or among schools using a common vendor.*				
Comment: *This is the end of OrganizationIDMultichoiceGroup tags.*				

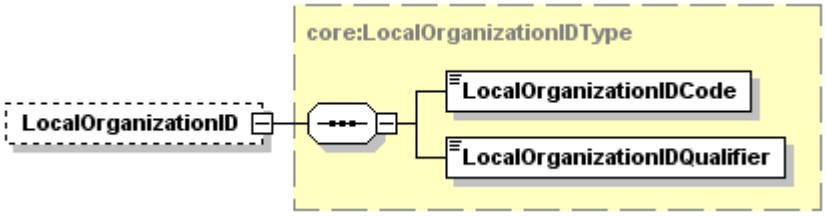
Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationID	Optional	A code set typically used by a state, province or region to further identify the school attended by the student	Optional	minOcc 0 maxOcc 1
Comment: *This complex data element will be expanded on page 70.*				
SchoolOverrideCode	Optional	A code indicating the special nature of this school for this student	Not Recommended	minOcc 0 maxOcc 1 **Enumerations:** Coop Institutional Internship Multicampus Reciprocal StudyAbroad Transfer
Comment: *This would only be used if the sender of this negative response to a request for a student transcript is including everything that was received by the requestor of the transcript.*				
SchoolLevel	Optional	The level of instruction of this school	Optional	minOcc 0 maxOcc 1 **Enumerations:** Elementary Postsecondary Secondary
Comment: *This would only be used if the sender of this negative response to a request for a student transcript is including everything that was received by the requestor of the transcript.*				
Contacts	Optional Repeatable	To identify a person or an office at the sending school to which administrative communications should be directed	Not Recommended	minOcc 0 maxOcc ∞
Comment: *This would only be used if the sender of this negative response to a request for a student transcript is including everything that was received by the requestor of the transcript.*				
NoteMessage	Optional Repeatable	Additional information about the school the student previously attended or is currently attending	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<School>
    <OrganizationName>Broward Community College</OrganizationName>
    <FICE>001510</FICE>
    <ACT>1234</ACT>
        <LocalOrganizationID>

        </LocalOrganizationID>
    <SchoolOverrideCode/>
    <SchoolLevel>Postsecondary></SchoolLevel>
    <Contacts/>
    <NoteMessage/>
</School>
```

Response.RequestedStudent.Attendance.School.LocalOrganizationID

Note: Although LocalOrganizationID is an optional complex data element, if it is included, then both the LocalOrganizationIDCode and the LocalOrganizationIDQualifier must be included.

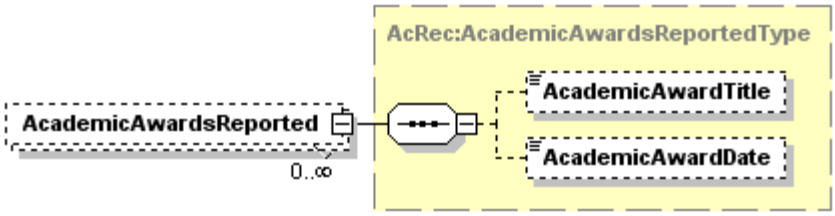


Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationIDCode	Required	The code assigned for the receivng school by the state, province or other mutually defined agency specified in the Local Organization ID Qualifier that follows.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: *This is a required data element only if the Local Organization ID data element is sent. This is typically the administrative school code assigned by a state or province to specifically identify the school in that state.*				
LocalOrganizationIDQualifier	Required	This is the state, province or other mutually definded agency that assigned the Local Organization ID Code above.	Required	minOcc 1 maxOcc 1 **Enumerations:** See Appendix A
Comment: *This is a required data element only if the Local Organization ID data element is sent. This is typically the state or province that assigned the code to specifically identify the receiving school in that state.*				

Code illustration:

```
<LocalOrganizationID>
    <LocalOrganizationIDCode>12345678</LocalOrganizationIDCode>
    <LocalOrganizationIDQualifier>IL</LocalOrganizationIDQualifier>
</LocalOrganizationID>
```

Response.RequestedStudent.Attendance.AcademicAwardsReported



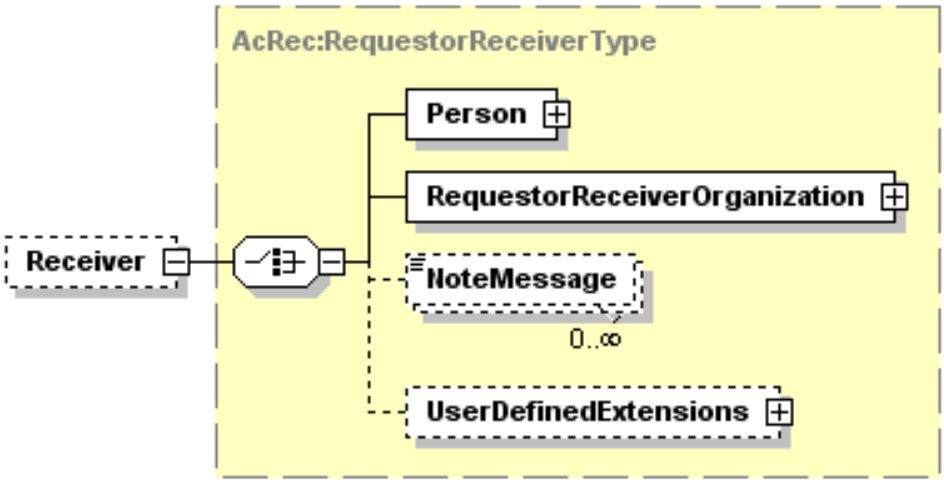
Tag Name	Schema Use	Description	Recommended Use	Format
AcademicAwardTitle	Optional	This is the title of the award earned by the student at this school at which the student was previously or currently enrolled.	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 400
AcademicAwardDate	Required	This is the date on which the award was earned or conferred.	Required	minOcc 0 maxOcc 1 xs:date Format is ccyy-mm-dd

Code illustration:

```
<AcademicAwardsReported>
    <AcademicAwardTitle>Bachelor of Science in Chemical Engineering</ AcademicAwardTitle >
    <AcademicAwardDate>2006-12-15</ AcademicAwardDate >
</AcademicAwardsReported>
```

Response.Receiver

Note: For school to school transmissions, this entire complex data element Response.Receiver is optional and it is <u>not recommended</u> to be included in the instance document. It is not recommended since it is exactly the same information that is included in the TransmissionData.Destination complex data element. However, if it were to be included, then either Person or RequestorReceiverOrganization must be included, but not both.



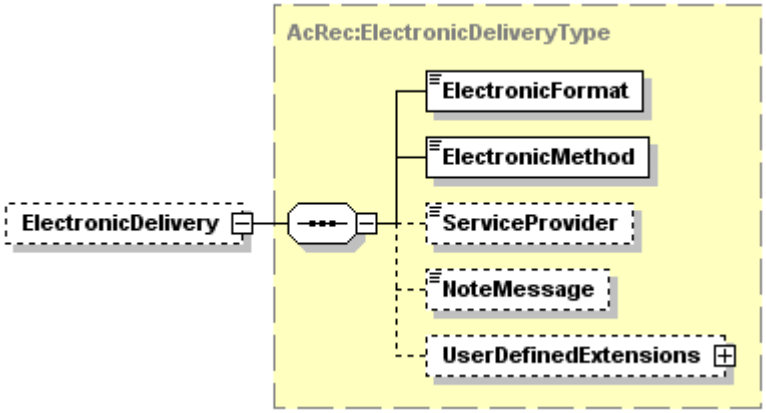
Tag Name	Schema Use	Description	Recommended Use	Format
Person	Required	The person who is the intended recipient of the student's transcript	Required Choice; Not Recommended	minOcc 1 maxOcc 1
Comment: *If the complex data element "RequestorReceiverOrganization is included, then this data element would not be included.*				
RequestorReceiverOrganization	Required	This is the organization that made the request for the student transcript.	Required Choice; Not Recommended	minOcc 1 maxOcc 1
Comment: *If the complex data element "Person" is included, then this data element would not be included.*				
NoteMessage	Optional	Additional free form text information about the Requestor	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: *Since this information cannot be easily automatically processed by the recipient's computer, inclusion of this data element is not recommended.*				
UserDefinedExtensions	Optional	Additional formatted information in the form of a mini schema so that prearranged information can be automatically exchanged by specific trading partners within a state or region.	Optional	minOcc 0 maxOcc 1
Comment: *As noted above at the top of this page, it is not recommended to include the entire complex data element* Response.Receiver.				

Code illustration:

```
<Receiver>
    <Person>

    </Person>
    <RequestorReceiverOrganization>

    </ RequestorReceiverOrganization>
    <NoteMessage/>
    <UserDefinedExtensions>

    </UserDefinedExtensions>
</Receiver>
```

Response.ElectronicDelivery

Note: For school to school exchanges, it is not recommended to include this entire optional data element. Although the complex data element "ElectronicDelivery" is optional and not recommended, if you choose to send it, then you must send both "ElectronicFormat" and "ElectronicMethod".



Tag Name	Schema Use	Description	Recommended Use	Format
ElectronicFormat	Required	Since electronic delivery has been requested, this allows the requestor to specify the type of electronic delivery preferred	Required	minOcc 1 maxOcc 1 **Enumerations:** EDI Other PDF XML
ElectronicMethod	Required	The preferred method to use to transfer the requested transcript back to the requesting school	Required	minOcc 1 maxOcc 1 **Enumerations:** DirectFileTransfer Email ServiceProvider
ServiceProvider	Optional	Information about the service provider to be used to transfer the transcript to the requestor	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 60
NoteMessage	Optional	Additional information about the electronic delivery	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
UserDefinedExtensions	Optional	A mini schema which contains formatted data that has been agreed upon by trading partners within a state or region or who utilize the same service provider	Not Recommended	minOcc 0 maxOcc 1

Code illustration:

```
<ElectronicDelivery>
    <ElectronicFormat>XML</ElectronicFormat>
    <ElectronicMethod>DirectFileTransfer</ElectronicMethod>
    <ServiceProvider/>
    <NoteMessage/>
    <UserDefinedExtensions/>
</ElectronicDelivery>
```

End of PESC XML Transcript Schema for Use by Schools to (Negatively) Respond to a Request for a Student Transcript

Appendix A – StateProvinceCodes

StateProvinceCode	Description
AA	Military-Americas
AB	Alberta
AE	Military-Europe
AK	Alaska
AL	Alabama
AP	Military-Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
BC	British Columbia
CA	California
CO	Colorado
CT	Connecticut
CZ	Canal Zone
DC	District Of Columbia
DE	Delaware
FL	Florida
FM	Federated States Of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MB	Manitoba
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NB	New Brunswick
NC	North Carolina
ND	North Dakota
NE	Nebraska
NF	Newfoundland
NH	New Hampshire
NJ	New Jersey
NL	Newfoundland And Labrador
NM	New Mexico
NS	Nova Scotia
NT	Northwest Territories
NU	Nunavut
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
ON	Ontario
OR	Oregon
PA	Pennsylvania
PE	Prince Edward Island
PR	Puerto Rico
PW	Republic Of Palau
QC	Quebec
RI	Rhode Island
SC	South Carolina
SD	South Dakota
SK	Saskatchewan
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming
YT	Yukon

Appendix B – Country Codes

See also http://www.iso.ch/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html

From the International Standards Organization (ISO) 3166-1 Alpha-2 Standard

CountryCode	Description
AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua And Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AN	Netherlands Antilles
AO	Angola
AQ	Antarctica
AR	Argentina
AS	American Samoa
AT	Austria
AU	Australia
AW	Aruba
AX	Åland Islands
AZ	Azerbaijan
BA	Bosnia And Herzegovina
BB	Barbados
BD	Bangladesh
BE	Belgium
BF	Burkina Faso
BG	Bulgaria
BH	Bahrain
BI	Burundi
BJ	Benin
BM	Bermuda
BN	Brunei Darussalam
BO	Bolivia
BR	Brazil
BS	Bahamas
BT	Bhutan
BV	Bouvet Island
BW	Botswana
BY	Belarus
BZ	Belize
CA	Canada
CC	Cocos (Keeling) Islands
CD	Congo, The Democratic Republic Of The
CF	Central African Republic
CG	Congo
CH	Switzerland
CI	Cote D'ivoire
CK	Cook Islands
CL	Chile
CM	Cameroon
CN	China
CO	Colombia
CR	Costa Rica
CS	Serbia And Montenegro
CU	Cuba
CV	Cape Verde
CX	Christmas Island
CY	Cyprus
CZ	Czech Republic
DE	Germany
DJ	Djibouti
DK	Denmark
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt
EH	Western Sahara
ER	Eritrea
ES	Spain
ET	Ethiopia
FI	Finland
FJ	Fiji
FK	Falkland Islands (Malvinas)
FM	Micronesia, Federated States Of
FO	Faroe Islands
FR	France
GA	Gabon
GB	United Kingdom
GD	Grenada
GE	Georgia
GF	French Guiana
GH	Ghana
GI	Gibraltar
GL	Greenland
GM	Gambia
GN	Guinea
GP	Guadeloupe
GQ	Equatorial Guinea
GR	Greece
GS	South Georgia And The South Sandwich Islands
GT	Guatemala
GU	Guam
GW	Guinea Bissau
GY	Guyana
HK	Hong Kong
HM	Heard Island And Mcdonald Islands
HN	Honduras
HR	Croatia
HT	Haiti
HU	Hungary
ID	Indonesia
IE	Ireland
IL	Israel
IN	India
IO	British Indian Ocean Territory
IQ	Iraq
IR	Iran, Islamic Republic Of
IS	Iceland
IT	Italy
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyzstan
KH	Cambodia
KI	Kiribati
KM	Comoros
KN	Saint Kitts And Nevis
KP	Korea, Democratic People's Republic Of
KR	Korea, Republic Of
KW	Kuwait
KY	Cayman Islands
KZ	Kazakhstan
LA	Lao People's Democratic Republic
LB	Lebanon

CountryCode	Description
LC	Saint Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libyan Arab Jamahiriya
MA	Morocco
MC	Monaco
MD	Moldova, Republic Of
MG	Madagascar
MH	Marshall Islands
MK	Macedonia, The Former Yugoslav Republic Of
ML	Mali
MM	Myanmar
MN	Mongolia
MO	Macao
MP	Northern Mariana Islands
MQ	Martinique
MR	Mauritania
MS	Montserrat
MT	Malta
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Namibia
NC	New Caledonia
NE	Niger
NF	Norfolk Island
NG	Nigeria
NI	Nicaragua
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NU	Niue
NZ	New Zealand
OM	Oman
PA	Panama
PE	Peru
PF	French Polynesia
PG	Papua New Guinea
PH	Philippines
PK	Pakistan
PL	Poland
PM	Saint Pierre And Miquelon
PN	Pitcairn
PR	Puerto Rico
PS	Palestinian Territory, Occupied
PT	Portugal
PW	Palau
PY	Paraguay
QA	Qatar
RE	Reunion
RO	Romania
RU	Russian Federation
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan
SE	Sweden
SG	Singapore
SH	Saint Helena
SI	Slovenia
SJ	Svalbard And Jan Mayen
SK	Slovakia
SL	Sierra Leone
SM	San Marino
SN	Senegal
SO	Somalia
SR	Suriname
ST	Sao Tome And Principe
SV	El Salvador
SY	Syrian Arab Republic
SZ	Swaziland
TC	Turks And Caicos Islands
TD	Chad
TF	French Southern Territories
TG	Togo
TH	Thailand
TJ	Tajikistan
TK	Tokelau
TL	Timor Leste
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TR	Turkey
TT	Trinidad And Tobago
TV	Tuvalu
TW	Taiwan, Province Of China
TZ	Tanzania, United Republic Of
UA	Ukraine
UG	Uganda
UM	United States Minor Outlying Islands
US	United States
UY	Uruguay
UZ	Uzbekistan
VA	Holy See (Vatican City State)
VC	Saint Vincent And The Grenadines
VE	Venezuela
VG	Virgin Islands, British
VI	Virgin Islands, U.S.
VN	Viet Nam
VU	Vanuatu
WF	Wallis And Futuna
WS	Samoa
YE	Yemen
YT	Mayotte
ZA	South Africa
ZM	Zambia
ZW	Zimbabwe

Appendix C: Sample Negative Response to a Request for a Student Transcript Instance Document for School to School Exchanges

```
<?xml version="1.0" encoding="UTF-8"?>
<!--Sample XML file generated by XMLSpy v2011 rel. 3 sp1 (x64) (http://www.altova.com)-->
<ns1:TranscriptResponse xsi:schemaLocation="urn:org:pesc:message:TranscriptResponse:v1.1.0
TranscriptResponse_v1.1.0.xsd" xmlns:n2="http://www.altova.com/samplexml/other-namespace"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:ns1="urn:org:pesc:message:TranscriptResponse:v1.1.0">
   <ns1:TransmissionData>
      <DocumentID>20071011103019</DocumentID>
      <CreatedDateTime>2007-03-10T10:30:19-05:00</CreatedDateTime>
      <DocumentTypeCode>Response</DocumentTypeCode>
      <TransmissionType>Original</TransmissionType>
      <Source>
         <Organization>
            <FICE>001500</FICE>
            <ACT>1234</ACT>
            <OrganizationName>Broward Community College</OrganizationName>
            <Contacts>
               <Email>
                  <EmailAddress>walexand@broward.cc.fl.us</EmailAddress>
               </Email>
            </Contacts>
         </Organization>
      </Source>
      <Destination>
         <Organization>
            <ATP>123456</ATP>
            <FICE>001506</FICE>
            <OrganizationName>Miami Dade College</OrganizationName>
            <Contacts>
               <Email>
                  <EmailAddress>dulce.beltran@mdc.edu</EmailAddress>
               </Email>
            </Contacts>
         </Organization>
      </Destination>
      <DocumentProcessCode>PRODUCTION</DocumentProcessCode>
      <RequestTrackingID>T05776_A_200703080930</RequestTrackingID>
   </ns1:TransmissionData>
   <ns1:Response>
      <CreatedDateTime>2007-03-10T10:30:19-05:00</CreatedDateTime>
      <RequestTrackingID>T05776_A_200703080930</RequestTrackingID>
      <ResponseStatus>NoRecord</ResponseStatus>
      <RequestedStudent>
         <Person>
            <SSN>123456789</SSN>
            <Birth>
```

```
            <BirthDate>1972-11-25</BirthDate>
         </Birth>
         <Name>
            <NameCode>Legal</NameCode>
            <FirstName>JANE</FirstName>
            <MiddleName>B</MiddleName>
            <LastName>DOE</LastName>
         </Name>
         <AlternateName>
            <NameCode>Former</NameCode>
            <FirstName>JANE</FirstName>
            <MiddleName>A</MiddleName>
            <LastName>BOE</LastName>
         </AlternateName>
         <HighSchool>
            <OrganizationName>Miami Senior High School</OrganizationName>
            <CEEBACT>061234</CEEBACT>
         </HighSchool>
         <Gender>
            <GenderCode>Female</GenderCode>
         </Gender>
      </Person>
      <Attendance>
         <School>
            <OrganizationName>Broward Community College</OrganizationName>
            <FICE>001500</FICE>
         </School>
         <EnrollDate>1990-01-01</EnrollDate>
         <ExitDate>1995-12-31</ExitDate>
         <AcademicAwardsReported>
            <AcademicAwardTitle>AS Degree in Computer Science</AcademicAwardTitle>
            <AcademicAwardDate>1995-01-01</AcademicAwardDate>
         </AcademicAwardsReported>
      </Attendance>
      <ReleaseAuthorizedIndicator>true</ReleaseAuthorizedIndicator>
      <ReleaseAuthorizedMethod>Signature</ReleaseAuthorizedMethod>
   </RequestedStudent>
</ns1:Response>
</ns1:TranscriptResponse>
```

Appendix D
Changes Made to (Negative) Response to a Request for Student Transcript Since Version 1.0.0

Version 1.0.0

Version 1.0.0 used Core Main Schema Version 1.1.0 and Academic Record Sector Library Version 1.1.0.

Version 1.1.0

Version 1.1.0 uses Core Main Schema Version 1.10.0 and Academic Record Sector Library Version 1.6.0.

Changes made were

1. **Birth - Added new child data elements (BirthYear, BirthCity, BirthStateProvinceCode, BirthCountry, and Age.**

2. **Name – Added a new child data element (NameCode) to identify the type of Name that is being included**

3. **Name – Also added additional enumerated values to NameSuffix**

4. **Organization – Organization uses a group to allow for a choice of code sets to be used to identify an organization (school). Previously, this was a required choice of one code set, e.g., FICE or ACT or CEEBACT, etc. This changed so that multiple code sets can be included to identify a school.**

   In addition, three new code sets were included that can be used to identify schools: PSS to identify private secondary schools in the US; PSIS, a new code set to identify postsecondary schools in Canada, and MutuallyDefined for use within a geographic or other area or to identify schools who use a common vendor.

5. **AcademicAwardTitle – This simple data element has been increased to a maximum length of 400 characters.**