

# 189

## Application for Admission to Educational Institutions

### Functional Group=AF

This Draft Standard for Trial Use contains the format and establishes the data contents of the Application for Admission to Educational Institutions Transaction Set (189) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set contains all the information, except for official transcripts, that students use to apply for admission to educational institutions. The individual student may send the application for admission directly to the educational institution. In addition, entities other than the student may route or handle the application for admission. These entities include high schools, high school counselors, admission application service providers and clearinghouses, other educational institutions, testing agencies, and recommenders.

#### Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
0100	ST	Transaction Set Header	M	1			Must use	5
0200	BGN	Beginning Segment	M	1			Must use	6
<b>LOOP ID - N1</b>					<b>2</b>			
0300	N1	Name	M	1		N1/0300	Must use	8
0400	N2	Additional Name Information	O	1			Used	10
0500	N3	Address Information	O	1			Used	11
0600	N4	Geographic Location	O	1			Used	12
0700	PER	Administrative Communications Contact	O	1			Used	13

#### Detail:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
<b>LOOP ID - REF</b>					<b>15</b>			
0100	REF	Reference Identification	M	1		N2/0100	Must use	15
0200	DTP	Date or Time or Period	O	2		N2/0200	Used	17
0300	N4	Geographic Location	O	1		N2/0300	Used	18
0400	N1	Name	O	1		N2/0400	Used	19
<b>LOOP ID - IN1</b>					<b>10</b>			
0500	IN1	Individual Identification	M	1		N2/0500	Must use	21
0600	IN2	Individual Name Structure Components	M	10			Must use	23
0700	REF	Reference Identification	O	10			Used	24
0800	DMG	Demographic Information	O	1			Used	26
0900	IND	Additional Individual Demographic Information	O	1			Used	29
1000	IMM	Immunization Status Code	O	>1			Used	31
1100	HC	Health Condition	O	>1			Not used	--
1200	LUI	Language Use	O	>1			Used	33
1300	III	Information	O	10		N2/1300	Used	35
1400	NTE	Note/Special Instruction	O	1			Used	38
<b>LOOP ID - N3</b>					<b>5</b>			
1500	N3	Address Information	O	1		N2/1500	Used	40
1600	N4	Geographic Location	O	1			Used	41
1700	DTP	Date or Time or Period	O	2		N2/1700	Used	43
<b>LOOP ID - COM</b>					<b>10</b>			
1800	COM	Communication Contact Information	O	1		N2/1800	Used	44
1900	DTP	Date or Time or Period	O	2		N2/1900	Used	45

A Guide to the Implementation of Transaction Set 189 -- Application for Admission to Educational Institutions

<b>LOOP ID – N1</b>						<b>5</b>		
2000	N1	Name	O	1	N2/2000	Used	46	
2030	N3	Address Information	O	1		Used	47	
2040	N4	Geographic Location	O	1		Used	48	
<b>LOOP ID – EMS</b>						<b>5</b>		
2100	EMS	Employment Position	O	1		Used	49	
2130	DTP	Date or Time or Period	O	2		Used	51	
2160	QTY	Quantity	O	1	N2/2160	Used	52	
<b>LOOP ID – ATV</b>						<b>&gt;1</b>		
2200	ATV	Student Activities and Awards	O	1		Used	54	
2300	DTP	Date or Time or Period	O	2	N2/2300	Used	58	
<b>LOOP ID – AMT</b>						<b>15</b>		
2400	AMT	Monetary Amount	O	1	N2/2400	Used	59	
2500	MSG	Message Text	O	1	N2/2500	Used	60	
<b>LOOP ID – SSE</b>						<b>5</b>		
2600	SSE	Entry and Exit Information	O	1	N2/2600	Used	61	
2700	DEG	Degree Record	O	1		Used	62	
2800	FOS	Field of Study	O	5		Used	63	
<b>LOOP ID – RSD</b>						<b>&gt;1</b>		
2900	RSD	Residency Information	O	1	N2/2900	Used	65	
3000	N4	Geographic Location	M	1	N2/3000	Must use	66	
3100	DTP	Date or Time or Period	O	>1	N2/3100	Used	67	
3200	QTY	Quantity	O	1	N2/3200	Used	68	
3300	REF	Reference Identification	O	1	N2/3300	Used	70	
<b>LOOP ID – RQS</b>						<b>&gt;1</b>		
3400	RQS	Request for Information	O	1	N2/3400	Used	72	
3500	MSG	Message Text	O	>1	N2/3500	Used	73	
<b>LOOP ID – SST</b>						<b>10</b>		
3600	SST	Student Academic Status	O	1	N2/3600	Used	74	
3700	SSE	Entry and Exit Information	O	1		Used	76	
3800	N1	Name	O	2		Used	78	
3900	N3	Address Information	O	1		Used	79	
4000	N4	Geographic Location	O	1		Used	80	
4100	SUM	Academic Summary	O	5		Used	81	
<b>LOOP ID – SES</b>						<b>20</b>		
4200	SES	Academic Session Header	O	1		Used	84	
<b>LOOP ID – CRS</b>						<b>50</b>		
4300	CRS	Course Record	O	1		Used	86	
4400	NTE	Note/Special Instruction	O	1		Used	89	
<b>LOOP ID – TST</b>						<b>&gt;1</b>		
4500	TST	Test Score Record	O	1	N2/4500	Used	90	
<b>LOOP ID – SBT</b>						<b>&gt;1</b>		
4600	SBT	Subtest	O	1		Used	93	
4700	SRE	Test Scores	O	3		Used	94	
4800	NTE	Note/Special Instruction	O	2		Used	95	
<b>LOOP ID – PCL</b>						<b>25</b>		
4900	PCL	Previous College	O	1	N2/4900	Used	96	
5000	N3	Address Information	O	1		Used	98	
5100	N4	Geographic Location	O	1		Used	99	

A Guide to the Implementation of Transaction Set 189 -- Application for Admission to Educational Institutions

5200	SSE	Entry and Exit Information	O	1	Used	100
5300	SUM	Academic Summary	O	1	Used	101
<b>LOOP ID – SES</b>			<b>1000</b>			
5400	SES	Academic Session Header	O	1	Used	104
<b>LOOP ID – CRS</b>			<b>50</b>			
5500	CRS	Course Record	O	1	Used	107
5600	NTE	Note/Special Instruction	O	1	Used	111
<b>LOOP ID – DEG</b>			<b>10</b>			
5700	DEG	Degree Record	O	1	Used	112
5800	SUM	Academic Summary	O	1	Used	114
5900	FOS	Field of Study	O	30	Used	117
6000	NTE	Note/Special Instruction	O	30	Used	119
<b>LOOP ID – LX</b>			<b>1</b>			
6100	LX	Assigned Number	O	1	Used	120
6200	MSG	Message Text	M	>1	N2/6200 Must use	121
<b>LOOP ID – LT</b>			<b>15</b>			
6300	LT	Letter of Recommendation	O	1	N2/6300 Used	122
6400	DTP	Date or Time or Period	O	1	N2/6400 Used	123
6500	QTY	Quantity	O	1	N2/6500 Used	124
6600	COM	Communication Contact Information	O	5	Used	126
6700	N1	Name	O	1	Used	127
6800	N3	Address Information	O	1	Used	129
6900	N4	Geographic Location	O	1	Used	130
7000	LTE	Letter of Recommendation Evaluation	O	15	Used	131
7100	MSG	Message Text	O	>1	N2/7100 Used	133
7200	SE	Transaction Set Trailer	M	1	Must use	134

**Notes:**

- 1/0300 The N1 loop provides information about the sender and the intended receiver.
- 2/0100 The REF loop contains reference numbers for the applying student.
- 2/0200 The DTP segments contain issuance dates, or effective and expiration dates, where applicable, for the reference numbers supplied in the REF segment.
- 2/0300 The N4 segment identifies the location for which the reference number is effective; for example, the port of entry for issuance of a visa.
- 2/0400 The N1 segment identifies the organization, where applicable, that produced or issued the reference number; for example, the postsecondary institution that produced the State Department forms for an international student.
- 2/0500 The IN1 loop provides name, address and other demographic information about the applying student and other individuals related to the student.
- 2/1300 The III segment allows for additional codified information to be provided about the applying student or an individual related to the applying student. In particular, this segment is used to send religion information where it is appropriate.
- 2/1500 The N3 loop contains address information for the individual (student, parent, guardian, spouse, etc.) in the IN1 loop. Multiple addresses, such as a mailing address and a home address, are possible for each individual.
- 2/1700 The DTP segments are the effective and expiration dates for each address.
- 2/1800 The COM loop contains a contact number, such as home phone number, work phone number, or e-mail address, for the individual (student, parent, guardian, spouse, etc.) identified in an occurrence of the IN1 loop.
- 2/1900 The DTP segments are the effective and expiration dates for each contact number.
- 2/2000 The N1 loop provides current job and employer information about the individual identified in the occurrence of the IN1 segment.
- 2/2160 The QTY indicates the amount of time the individual worked within the time period (hour per week, months per year, etc.).
- 2/2300 The DTP segments allow the applying student to report the beginning and ending dates for involvement in an activity, or the date an award was granted.
- 2/2400 The AMT loop contains financial support and sponsorship information for international students. The AMT segment contains the amount and type of the financial source or sponsorship.
- 2/2500 The MSG segment contains a qualifying comment or remark about the funding source in the AMT segment.
- 2/2600 The SSE loop provides information on the desired entry dates, majors, degree programs, and their relative priority according to the applying student.
- 2/2900 The RSD loop contains an applying student's responses to questions that will determine whether a student is a resident of a state or province for tuition purposes. The RSD segment contains the residency type question and a response.
- 2/3000 The N4 segment contains the state, country or province about which the residency question applies.

## A Guide to the Implementation of Transaction Set 189 -- Application for Admission to Educational Institutions

- 2/3100 The DTP segments contain the dates the residences type began or ended, or the date the supporting documents were issued.
- 2/3200 The QTY segment contains the length of time the residency type has been in effect.
- 2/3300 The REF segment contains the reference number for documents used to support the student's response to the residency type question.
- 2/3400 The RQS loop provides a means to ask a number of questions of the student. The RQS segment contains the question and the student's response.
- 2/3500 The MSG segment contains a longer explanation of the student's response when needed; for example, explanatory notes associated with a criminal conviction.
- 2/3600 The SST loop provides information about the high schools the student attended along with self-reported course work, credit hours, GPA, etc.
- 2/4500 The TST loop provides self-reported information about which tests the student has taken or is planning to take and any associated scores.
- 2/4900 The PCL loop provides information about other colleges and universities the student has previously attended or is applying to. Self-reported hours, GPA, and curriculum are also reported here.
- 2/6200 The MSG segments provide for a student to write essays on a number of topics.
- 2/6300 The LT loop provides for letters of recommendation and evaluations to be supplied. The LT segment contains the type and the source of the letter of recommendation.
- 2/6400 The DTP contains the date of the letter of recommendation.
- 2/6500 The QTY indicates the length of time that the source of the recommendation has known the applying student.
- 2/7100 The MSG segments contain the text of the recommendation.

# ST Transaction Set Header

Pos: 0100	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 3

To indicate the start of a transaction set and to assign a control number

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	<b>Transaction Set Identifier Code</b> <b>Description:</b> Code uniquely identifying a Transaction Set  <u>Code Name</u> 189 Application for Admission to Educational Institutions	M	ID	3/3	Must use
ST02	329	<b>Transaction Set Control Number</b> <b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set. This is the identifying control number assigned and maintained by the sender of the transaction set. This value is assigned by the sender in such a way that it is unique to the transaction being sent. This value must match that in data element SE02. It should be returned in AK202 of the TS 997 acknowledgment.	M	AN	4/9	Must use
ST03	1705	<b>Implementation Convention Reference</b> <b>Description:</b> Reference assigned to identify Implementation Convention	O	AN	1/35	Not used

## Semantics:

1. The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
2. The implementation convention reference (ST03) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition.

# BGN Beginning Segment

Pos: 0200	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 9

To indicate the beginning of a transaction set

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BGN01	353	<p><b>Transaction Set Purpose Code</b>  <b>Description:</b> Code identifying purpose of transaction set</p> <p><b>Code    Name</b>                      00    Original                      05    Replace                      ZZ    Mutually Defined</p>	M	ID	2/2	Must use
BGN02	127	<p><b>Reference Identification</b>  <b>Description:</b> This is a reference number or identification number assigned by the sender. Its purpose is to facilitate machine identification and processing of records exchanged between institutions or agencies. This value is the same as ST02 and SE02.</p>	M	AN	1/30	Must use
BGN03	373	<p><b>Date</b>  <b>Description:</b> Date the transaction was originated, expressed as CCYYMMDD</p>	M	DT	8/8	Must use
BGN04	337	<p><b>Time</b>  <b>Description:</b> Time the transaction was originated expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)</p>	X	TM	4/8	Used
BGN05	623	<p><b>Time Code</b>  <b>Description:</b> Code identifying the time zone.</p> <p><b>Code    Name</b>                      AD    Alaska Daylight Time                      AS    Alaska Standard Time                      AT    Alaska Time                      CD    Central Daylight Time                      CS    Central Standard Time                      CT    Central Time                      ED    Eastern Daylight Time                      ES    Eastern Standard Time                      ET    Eastern Time                      GM    Greenwich Mean Time                      HD    Hawaii-Aleutian Daylight Time                      HS    Hawaii-Aleutian Standard Time                      HT    Hawaii-Aleutian Time                      LT    Local Time                      MD    Mountain Daylight Time                      MS    Mountain Standard Time                      MT    Mountain Time                      ND    Newfoundland Daylight Time                      NS    Newfoundland Standard Time                      NT    Newfoundland Time</p>	O	ID	2/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		PD Pacific Daylight Time PS Pacific Standard Time PT Pacific Time TD Atlantic Daylight Time TS Atlantic Standard Time TT Atlantic Time UT Universal Time Coordinate				
<b>BGN06</b>	<b>127</b>	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	<b>O</b>	<b>AN</b>	<b>1/30</b>	<b>Not used</b>
<b>BGN07</b>	<b>640</b>	<b>Transaction Type Code</b> <b>Description:</b> Code specifying the type of transaction	<b>O</b>	<b>ID</b>	<b>2/2</b>	<b>Not used</b>
<b>BGN08</b>	<b>306</b>	<b>Action Code</b> <b>Description:</b> Code indicating type of action	<b>O</b>	<b>ID</b>	<b>1/2</b>	<b>Not used</b>
<b>BGN09</b>	<b>786</b>	<b>Security Level Code</b> <b>Description:</b> Code indicating the level of confidentiality assigned by the sender to the information following	<b>O</b>	<b>ID</b>	<b>2/2</b>	<b>Not used</b>

### Syntax:

1. BGN05 C0504 -- If BGN05 is present, then BGN04 is required

### Semantics:

1. BGN02 is the transaction set reference number.
2. BGN03 is the transaction set date.
3. BGN04 is the transaction set time.
4. BGN05 is the transaction set time qualifier.
5. BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction.

# N1 Name

<b>Pos: 0300</b>	<b>Max: 1</b>
<b>Heading - Mandatory</b>	
<b>Loop: N1</b>	<b>Elements: 6</b>

To identify a party by type of organization, name, and code

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																		
N101	98	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity as a sender or a receiver.  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>AT</td> <td>Postsecondary Education Recipient</td> </tr> <tr> <td>TM</td> <td>Transmitter</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<b>Code</b>	<b>Name</b>	AT	Postsecondary Education Recipient	TM	Transmitter	ZZ	Mutually Defined	M	ID	2/3	Must use										
<b>Code</b>	<b>Name</b>																							
AT	Postsecondary Education Recipient																							
TM	Transmitter																							
ZZ	Mutually Defined																							
N102	93	<b>Name</b> <b>Description:</b> Free-form name of Sender or Recipient. The N102 data element may be augmented by N2 data segments if the free-form name exceeds 60 characters. This information is redundant if valid codes are sent in N103 and N104.	X	AN	1/60	Used																		
N103	66	<b>Identification Code Qualifier</b> <b>Description:</b> Code designating the type of identification number that is to follow in the N104.  <b>Note to User:</b> A crosswalk table for code sets 71, 72, 73, 74, CB and CS is available on diskette from the Postsecondary Electronic Standards Council (PESC) at (202) 293-7383. A list of DUNS numbers for senders of admission applications is also available.  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>1</td> <td>D-U-N-S Number, Dun &amp; Bradstreet</td> </tr> <tr> <td>71</td> <td>Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics, Washington, D.C.</td> </tr> <tr> <td>72</td> <td>The College Board's Admission Testing Program (ATP), administered by the Educational Testing Service (ETS), 4-digit list of postsecondary educational institutions.</td> </tr> <tr> <td>73</td> <td>Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education, National Center for Education Statistics.</td> </tr> <tr> <td>74</td> <td>American College Testing (ACT) list of postsecondary educational institutions.</td> </tr> <tr> <td>CB</td> <td>Statistics Canada Canadian College Student Information System Institution Codes</td> </tr> <tr> <td>CS</td> <td>Statistics Canada University Student Information System University Codes</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<b>Code</b>	<b>Name</b>	1	D-U-N-S Number, Dun & Bradstreet	71	Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics, Washington, D.C.	72	The College Board's Admission Testing Program (ATP), administered by the Educational Testing Service (ETS), 4-digit list of postsecondary educational institutions.	73	Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education, National Center for Education Statistics.	74	American College Testing (ACT) list of postsecondary educational institutions.	CB	Statistics Canada Canadian College Student Information System Institution Codes	CS	Statistics Canada University Student Information System University Codes	ZZ	Mutually Defined	X	ID	1/2	Used
<b>Code</b>	<b>Name</b>																							
1	D-U-N-S Number, Dun & Bradstreet																							
71	Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics, Washington, D.C.																							
72	The College Board's Admission Testing Program (ATP), administered by the Educational Testing Service (ETS), 4-digit list of postsecondary educational institutions.																							
73	Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education, National Center for Education Statistics.																							
74	American College Testing (ACT) list of postsecondary educational institutions.																							
CB	Statistics Canada Canadian College Student Information System Institution Codes																							
CS	Statistics Canada University Student Information System University Codes																							
ZZ	Mutually Defined																							
N104	67	<b>Identification Code</b> <b>Description:</b> Code identifying a party or other code. This is the institution code from the code set identified in N103 or the DUNS number of the sender of the admission application.	X	AN	2/80	Used																		
N105	706	<b>Entity Relationship Code</b>	O	ID	2/2	Not used																		



<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Code describing entity relationship				
<b>N106</b>	<b>98</b>	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual	<b>O</b>	<b>ID</b>	<b>2/3</b>	<b>Not used</b>

**Syntax:**

1. N102 R0203 -- At least one of N102 or N103 is required.
2. N103 P0304 -- If either N103 or N104 are present, then the others are required.

**Comments:**

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

**Note to User:**

One iteration of this N1 loop describes the sender and the other describes the receiver. In each case it is recommended that in the N1 segment, N103 and N104 be used to identify the institution or admission application service provider by code. If this is not possible, N102 is available for the free-form name of the sender or receiver. The N3, N4 and PER segments are used to send contact information if needed.

**N2****Additional Name Information**

Pos: 0400	Max: 1
Heading - Optional	
Loop: N1	Elements: 2

To specify additional names

**Element Summary:**

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N201	93	<b>Name</b> <b>Description:</b> Free-form name continuation.	M	AN	1/60	Must use
N202	93	<b>Name</b> <b>Description:</b> Free-form name continuation.	O	AN	1/60	Used

**Note to User:**

This segment can be used to extend the receiver's or sender's name in those cases where the free-form name exceeds 60 characters. It is recommended, however, that this segment not be used if there is a valid code in the N1 segment (N103 and N104) since it is probably redundant.

# N3

## Address Information

Pos: 0500	Max: 1
Heading - Optional	
Loop: N1	Elements: 2

To specify the location of the named party

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

# N4 Geographic Location

Pos: 0600	Max: 1
Heading - Optional	
Loop: N1	Elements: 7

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Used
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency. <b>Note to User:</b> For a complete list of State and Province codes, see Appendix B.	X	ID	2/2	Used
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States). <b>Note to User:</b> For the United States, use ZIP codes as specified in the U.S. Postal Service Publication 65, Code Set A-5, available from the U.S. Postal Service, Washington, DC 20260.	O	ID	3/15	Used
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country. <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.	X	ID	2/3	Used
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying the type of location.	X	ID	1/2	Not used
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location.	O	AN	1/30	Not used
N407	1715	<b>Country Subdivision Code</b> <b>Description:</b> Code identifying the country subdivision	X	ID	1/3	Not used

## Syntax:

1. N402 E0207 -- Only one of N402 or N407 may be present.
2. N406 C0605 -- If N406 is present, then N405 is required
3. N407 C0704 -- If N407 is present, then N404 is required

## Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

# PER Administrative Communications Contact

Pos: 0700	Max: 1
Heading - Optional	
Loop: N1	Elements: 9

To identify a person or office to whom administrative communications should be directed

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																										
PER01	366	<p><b>Contact Function Code</b>  <b>Description:</b> Code identifying the major duty or responsibility of the person or group named</p> <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>DN</td> <td>Dental School Admissions Office</td> </tr> <tr> <td>FA</td> <td>Financial Aid Office</td> </tr> <tr> <td>GR</td> <td>Graduate Admissions Office</td> </tr> <tr> <td>LD</td> <td>Law School Admissions Office</td> </tr> <tr> <td>MD</td> <td>Medical Admissions Office</td> </tr> <tr> <td>RG</td> <td>Registrar</td> </tr> <tr> <td>SP</td> <td>Special Program Contact</td> </tr> <tr> <td>SQ</td> <td>Systems Administrator</td> </tr> <tr> <td>SS</td> <td>Supervisor</td> </tr> <tr> <td>TC</td> <td>College of Education Admissions Office</td> </tr> <tr> <td>TH</td> <td>School of Theology Admissions Office</td> </tr> <tr> <td>UG</td> <td>Undergraduate Admissions Office</td> </tr> <tr> <td>VM</td> <td>School of Veterinary Medicine Admissions Office</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<b>Code</b>	<b>Name</b>	DN	Dental School Admissions Office	FA	Financial Aid Office	GR	Graduate Admissions Office	LD	Law School Admissions Office	MD	Medical Admissions Office	RG	Registrar	SP	Special Program Contact	SQ	Systems Administrator	SS	Supervisor	TC	College of Education Admissions Office	TH	School of Theology Admissions Office	UG	Undergraduate Admissions Office	VM	School of Veterinary Medicine Admissions Office	ZZ	Mutually Defined	M	ID	2/2	Must use												
<b>Code</b>	<b>Name</b>																																															
DN	Dental School Admissions Office																																															
FA	Financial Aid Office																																															
GR	Graduate Admissions Office																																															
LD	Law School Admissions Office																																															
MD	Medical Admissions Office																																															
RG	Registrar																																															
SP	Special Program Contact																																															
SQ	Systems Administrator																																															
SS	Supervisor																																															
TC	College of Education Admissions Office																																															
TH	School of Theology Admissions Office																																															
UG	Undergraduate Admissions Office																																															
VM	School of Veterinary Medicine Admissions Office																																															
ZZ	Mutually Defined																																															
PER02	93	<p><b>Name</b>  <b>Description:</b> Free-form name of contact person.</p>	O	AN	1/60	Used																																										
PER03	365	<p><b>Communication Number Qualifier</b>  <b>Description:</b> Code identifying the type of communication number</p> <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>AP</td> <td>Alternate Telephone</td> </tr> <tr> <td>AS</td> <td>Answering Service</td> </tr> <tr> <td>BN</td> <td>Beeper Number</td> </tr> <tr> <td>CP</td> <td>Cellular Phone</td> </tr> <tr> <td>EM</td> <td>Electronic Mail</td> </tr> <tr> <td>EX</td> <td>Telephone Extension</td> </tr> <tr> <td>FX</td> <td>Facsimile</td> </tr> <tr> <td>HF</td> <td>Home Facsimile Number</td> </tr> <tr> <td>HP</td> <td>Home Phone Number</td> </tr> <tr> <td>NP</td> <td>Night Telephone</td> </tr> <tr> <td>OF</td> <td>Other Residential Facsimile Number</td> </tr> <tr> <td>OT</td> <td>Other Residential Telephone Number</td> </tr> <tr> <td>PA</td> <td>Appointment Phone</td> </tr> <tr> <td>PC</td> <td>Personal Cellular</td> </tr> <tr> <td>PP</td> <td>Personal Phone</td> </tr> <tr> <td>TE</td> <td>Telephone</td> </tr> <tr> <td>VM</td> <td>Voice Mail</td> </tr> <tr> <td>WC</td> <td>Work Cellular</td> </tr> <tr> <td>WF</td> <td>Work Facsimile Number</td> </tr> <tr> <td>WP</td> <td>Work Phone Number</td> </tr> </table>	<b>Code</b>	<b>Name</b>	AP	Alternate Telephone	AS	Answering Service	BN	Beeper Number	CP	Cellular Phone	EM	Electronic Mail	EX	Telephone Extension	FX	Facsimile	HF	Home Facsimile Number	HP	Home Phone Number	NP	Night Telephone	OF	Other Residential Facsimile Number	OT	Other Residential Telephone Number	PA	Appointment Phone	PC	Personal Cellular	PP	Personal Phone	TE	Telephone	VM	Voice Mail	WC	Work Cellular	WF	Work Facsimile Number	WP	Work Phone Number	X	ID	2/2	Used
<b>Code</b>	<b>Name</b>																																															
AP	Alternate Telephone																																															
AS	Answering Service																																															
BN	Beeper Number																																															
CP	Cellular Phone																																															
EM	Electronic Mail																																															
EX	Telephone Extension																																															
FX	Facsimile																																															
HF	Home Facsimile Number																																															
HP	Home Phone Number																																															
NP	Night Telephone																																															
OF	Other Residential Facsimile Number																																															
OT	Other Residential Telephone Number																																															
PA	Appointment Phone																																															
PC	Personal Cellular																																															
PP	Personal Phone																																															
TE	Telephone																																															
VM	Voice Mail																																															
WC	Work Cellular																																															
WF	Work Facsimile Number																																															
WP	Work Phone Number																																															

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER04	364	<b>Communication Number</b> <b>Description:</b> Complete communications number including country or area code when applicable	X	AN	1/256	Used
PER05	365	<b>Communication Number Qualifier</b> <b>Description:</b> Code identifying the type of communication number <b>Note to User:</b> Values are listed under PER03.	X	ID	2/2	Used
PER06	364	<b>Communication Number</b> <b>Description:</b> Complete communications number including country or area code when applicable	X	AN	1/256	Used
PER07	365	<b>Communication Number Qualifier</b> <b>Description:</b> Code identifying the type of communication number <b>Note to User:</b> Values are listed under PER03.	X	ID	2/2	Used
PER08	364	<b>Communication Number</b> <b>Description:</b> Complete communications number including country or area code when applicable	X	AN	1/256	Used
PER09	443	<b>Contact Inquiry Reference</b> <b>Description:</b> Additional reference number or description to clarify a contact number.	O	AN	1/20	Used

**Syntax:**

1. PER03 P0304 -- If either PER03 or PER04 are present, then the others are required.
2. PER05 P0506 -- If either PER05 or PER06 are present, then the others are required.
3. PER07 P0708 -- If either PER07 or PER08 are present, then the others are required.

# REF Reference Identification

Pos: 0100	Max: 1
Detail - Mandatory	
Loop: REF	Elements: 4

To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																								
REF01	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>28</td><td>Employee Identification Number</td></tr> <tr><td>30</td><td>United States Government Visa Number</td></tr> <tr><td>48</td><td>Agency's Student Number.</td></tr> <tr><td>49</td><td>Family Unit Number</td></tr> <tr><td>4A</td><td>Personal Identification Number (PIN)</td></tr> <tr><td>50</td><td>State Student Identification Number</td></tr> <tr><td>56</td><td>Corrected Social Security Number</td></tr> <tr><td>57</td><td>Prior Incorrect Social Security Number</td></tr> <tr><td>A5</td><td>Educational Institution Identification Number</td></tr> <tr><td>C0</td><td>Canadian Social Insurance Number</td></tr> <tr><td>E4</td><td>Charge Card Number</td></tr> <tr><td>LR</td><td>Local Student Identification Number</td></tr> <tr><td>MV</td><td>Migrant Number (assigned by the national Migrant Records Transfer System)</td></tr> <tr><td>SY</td><td>Social Security Number</td></tr> <tr><td>V2</td><td>Visa Type</td></tr> <tr><td>V4</td><td>State Department I-20 Form Number</td></tr> <tr><td>V5</td><td>State Department IAP-66 Form Number</td></tr> <tr><td>ZZ</td><td>Mutually Defined</td></tr> <tr><td>PSM</td><td>Credit Card</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	28	Employee Identification Number	30	United States Government Visa Number	48	Agency's Student Number.	49	Family Unit Number	4A	Personal Identification Number (PIN)	50	State Student Identification Number	56	Corrected Social Security Number	57	Prior Incorrect Social Security Number	A5	Educational Institution Identification Number	C0	Canadian Social Insurance Number	E4	Charge Card Number	LR	Local Student Identification Number	MV	Migrant Number (assigned by the national Migrant Records Transfer System)	SY	Social Security Number	V2	Visa Type	V4	State Department I-20 Form Number	V5	State Department IAP-66 Form Number	ZZ	Mutually Defined	PSM	Credit Card	M	ID	2/3	Must use
<u>Code</u>	<u>Name</u>																																													
28	Employee Identification Number																																													
30	United States Government Visa Number																																													
48	Agency's Student Number.																																													
49	Family Unit Number																																													
4A	Personal Identification Number (PIN)																																													
50	State Student Identification Number																																													
56	Corrected Social Security Number																																													
57	Prior Incorrect Social Security Number																																													
A5	Educational Institution Identification Number																																													
C0	Canadian Social Insurance Number																																													
E4	Charge Card Number																																													
LR	Local Student Identification Number																																													
MV	Migrant Number (assigned by the national Migrant Records Transfer System)																																													
SY	Social Security Number																																													
V2	Visa Type																																													
V4	State Department I-20 Form Number																																													
V5	State Department IAP-66 Form Number																																													
ZZ	Mutually Defined																																													
PSM	Credit Card																																													
REF02	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier. Note that if REF01 contains a "V2," then REF02 contains a visa type. See Data Element 127 in Appendix B for a full list of U.S. and Canadian visa types.	X	AN	1/30	Used																																								
REF03	352	<b>Description</b> <b>Description:</b> Free-form text description of the student identification number as may be necessary for clarification or positive identification.	X	AN	1/80	Used																																								
REF04	C040	<b>Reference Identifier</b> <b>Description:</b> To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O	Comp		Not used																																								
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	M	ID	2/3	Not used																																								
	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M	AN	1/30	Not used																																								
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	X	ID	2/3	Not used																																								

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Not used
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	X	ID	2/3	Not used
	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Not used

### Syntax:

1. REF02 R0203 -- At least one of REF02 or REF03 is required.

### Semantics:

1. REF04 contains data relating to the value cited in REF02.

### Note to User:

The REF segments contain identification numbers for the applying student. The use of at least one student number that can be identified by the receiving institution greatly facilitates automated processing. The use of REF03 by itself is strongly discouraged, since it makes automated processing more difficult.



# DTP Date or Time or Period

Pos: 0200	Max: 2
Detail - Optional	
Loop: REF	Elements: 3

To specify any or all of a date, a time, or a time period

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																
DTP01	374	<b>Date/Time Qualifier</b> <b>Description:</b> Code specifying type of date or time, or both date and time  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>007</td> <td>Effective</td> </tr> <tr> <td>036</td> <td>Expiration</td> </tr> <tr> <td>102</td> <td>Issue</td> </tr> <tr> <td>196</td> <td>Start</td> </tr> <tr> <td>197</td> <td>End</td> </tr> <tr> <td>270</td> <td>Date Filed</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </table>	<b>Code</b>	<b>Name</b>	007	Effective	036	Expiration	102	Issue	196	Start	197	End	270	Date Filed	ZZZ	Mutually Defined	M	ID	3/3	Must use
<b>Code</b>	<b>Name</b>																					
007	Effective																					
036	Expiration																					
102	Issue																					
196	Start																					
197	End																					
270	Date Filed																					
ZZZ	Mutually Defined																					
DTP02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Code indicating the date format, time format, or date and time format  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>CM</td> <td>Date in Format CCYYMM</td> </tr> <tr> <td>CY</td> <td>Year Expressed in Format CCYY</td> </tr> <tr> <td>D8</td> <td>Date Expressed in Format CCYYMMDD</td> </tr> <tr> <td>YY</td> <td>Last Two Digits of Year Expressed in Format CCYY</td> </tr> </table>	<b>Code</b>	<b>Name</b>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	YY	Last Two Digits of Year Expressed in Format CCYY	M	ID	2/3	Must use						
<b>Code</b>	<b>Name</b>																					
CM	Date in Format CCYYMM																					
CY	Year Expressed in Format CCYY																					
D8	Date Expressed in Format CCYYMMDD																					
YY	Last Two Digits of Year Expressed in Format CCYY																					
DTP03	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	M	AN	1/35	Must use																

## Semantics:

- DTP02 is the date or time or period format that will appear in DTP03.

## Note to User:

The DTP segments contain issuance dates, effective, or expiration dates, etc., where applicable, for the identification numbers supplied in the REF segments.

# N4 Geographic Location

Pos: 0300	Max: 1
Detail - Optional	
Loop: REF	Elements: 7

To specify the geographic place of the named party.

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Used
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency <b>Note to User:</b> For a complete list of State and Province Codes, see Appendix B.	C	ID	2/2	Used
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Not used
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.	X	ID	2/3	Used
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying type of location	X	ID	1/2	Not used
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location	O	AN	1/30	Not used
N407	1715	<b>Country Subdivision Code</b> <b>Description:</b> Code identifying the country subdivision	X	ID	1/3	Not used

## Syntax:

1. N402 E0207 -- Only one of N402 or N407 may be present.
2. N406 C0605 -- If N406 is present, then N405 is required
3. N407 C0704 -- If N407 is present, then N404 is required

## Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

## Note to User:

This N4 segment identifies the location for which the reference number is effective: for example, the port of entry for issuance of a visa.

**N1****Name**

<b>Pos: 0400</b>	<b>Max: 1</b>
<b>Detail - Optional</b>	
<b>Loop: REF</b>	<b>Elements: 6</b>

To identify a party by type of organization, name, and code. This occurrence of the N1 segment is used to identify the entity that is responsible for or issued the Reference Identification Number.

**Element Summary:**

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<p><b>Entity Identifier Code</b></p> <p><b>Description:</b> Code identifying the type of organization that produced or issued the identification numbers supplied in the REF segments.</p> <p><b>Note to User:</b> If the issuing entity is a country, state or province, include the appropriate code in N103. See Data Element 26 in Appendix B for a complete list of Country Codes. See Data Element 156 in Appendix B for a complete list of State and Province Codes.</p> <p><b>Code    Name</b></p> <p>IR    University, College or School</p> <p>2F    State</p> <p>C7    County</p> <p>C8    City</p> <p>CY    Country</p> <p>H6    School District</p> <p>HS    High School</p> <p>ZZ    Mutually Defined</p>	M	ID	2/3	Must use
N102	93	<p><b>Name</b></p> <p><b>Description:</b> Free Form Name of the entity issuing or responsible for a Reference Identification Number.</p>	X	AN	1/60	Used
N103	66	<p><b>Identification Code Qualifier</b></p> <p><b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)</p> <p><b>Note to User:</b> A crosswalk table for code sets 71, 72, 73, 74, CB and CS is available on diskette from the Postsecondary Electronic Standards Council (PESC) at (202) 293-7383.</p> <p><b>Code    Name</b></p> <p>71    Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics, Washington, D.C.</p> <p>72    The College Board's Admission Testing Program (ATP), administered by the Educational Testing Service (ETS), 4-digit list of postsecondary educational institutions.</p> <p>73    Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education, National Center for Education Statistics.</p> <p>74    American College Testing (ACT) list of postsecondary educational institutions.</p> <p>77    National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions</p> <p>78    The College Board and ACT 6 digit code list of secondary educational institutions</p> <p>CB    Statistics Canada Canadian College Student Information System Institution Codes</p>	X	ID	1/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		CS Statistics Canada University Student Information System University Codes ZZ Mutually Defined				
<b>N104</b>	<b>67</b>	<b>Identification Code</b> <b>Description:</b> Code identifying a party or other code	<b>X</b>	<b>AN</b>	<b>2/80</b>	<b>Used</b>
<b>N105</b>	<b>706</b>	<b>Entity Relationship Code</b> <b>Description:</b> Code describing entity relationship	<b>O</b>	<b>ID</b>	<b>2/2</b>	<b>Not used</b>
<b>N106</b>	<b>98</b>	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual	<b>O</b>	<b>ID</b>	<b>2/3</b>	<b>Not used</b>

### Syntax:

R0203 -- At least one of N102 or N103 is required.

P0304 -- If either N103 or N104 are present, then the others are required.

### Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

### Note to User:

This N1 segment identifies the organization that produced or issued the reference number.

# IN1 Individual Identification

Pos: 0500	Max: 1
Detail - Mandatory	
Loop: IN1	Elements: 7

To provide identification of an individual or entity

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																
IN101	1065	<p><b>Entity Type Qualifier</b>  <b>Description:</b> Code qualifying the type of entity</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Person</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	Person	M	ID	1/1	Must use												
<u>Code</u>	<u>Name</u>																					
1	Person																					
IN102	1107	<p><b>Name Type Code</b>  <b>Description:</b> Code identifying the type of name  <b>Note to User:</b> The name referred to is to appear in the IN2 segments.</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Given Name (Name at Birth)</td> </tr> <tr> <td>02</td> <td>Current Legal</td> </tr> <tr> <td>03</td> <td>Alias</td> </tr> <tr> <td>04</td> <td>Name of Record</td> </tr> <tr> <td>05</td> <td>Previous Name</td> </tr> <tr> <td>07</td> <td>Married Name</td> </tr> <tr> <td>08</td> <td>Professional Name</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	01	Given Name (Name at Birth)	02	Current Legal	03	Alias	04	Name of Record	05	Previous Name	07	Married Name	08	Professional Name	M	ID	2/2	Must use
<u>Code</u>	<u>Name</u>																					
01	Given Name (Name at Birth)																					
02	Current Legal																					
03	Alias																					
04	Name of Record																					
05	Previous Name																					
07	Married Name																					
08	Professional Name																					
IN103	98	<p><b>Entity Identifier Code</b>  <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual</p>	O	ID	2/3	Not used																
IN104	128	<p><b>Reference Identification Qualifier</b>  <b>Description:</b> Code qualifying the Reference Identification</p>	X	ID	2/3	Not used																
IN105	127	<p><b>Reference Identification</b>  <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier</p>	X	AN	1/30	Not used																
IN106	1069	<p><b>Individual Relationship Code</b>  <b>Description:</b> Code indicating the relationship between the individual and the applying student. See Appendix B for the Individual Relationship Code List.  <b>Note to User:</b> If this occurrence of the IN1 refers to the applying student, use "18 - Self".</p>	O	ID	2/2	Must use																
IN107	1131	<p><b>Level of Individual, Test, or Course Code</b>  <b>Description:</b> Code identifying level of course, test, or student.  <b>Note to User:</b> This data element is used to report the educational level the individual has attained.</p>	O	ID	2/2	Used																

**Syntax:**

1. IN104 P0405 -- If either IN104 or IN105 are present, then the others are required.

**Semantics:**

1. IN101 defines entity type (person or nonperson).
2. IN102 defines type or usage of name.
3. IN103 defines role of entity. If IN103 equals "03", then IN106 is required.
4. IN106 defines type of dependent relationship.

# IN2 Individual Name Structure Components

Pos: 0600	Max: 10
Detail - Mandatory	
Loop: IN1	Elements: 3

To sequence individual name components for maximum specificity

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																		
IN201	1104	<p><b>Name Component Qualifier</b>  <b>Description:</b> Code identifying the type of name component</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>01</td><td>Prefix</td></tr> <tr><td>02</td><td>First Name</td></tr> <tr><td>03</td><td>First Middle Name</td></tr> <tr><td>04</td><td>Second Middle Name</td></tr> <tr><td>05</td><td>Last Name</td></tr> <tr><td>06</td><td>First Initial</td></tr> <tr><td>07</td><td>First Middle Initial</td></tr> <tr><td>08</td><td>Second Middle Initial</td></tr> <tr><td>09</td><td>Suffix</td></tr> <tr><td>12</td><td>Combined (Unstructured) Name</td></tr> <tr><td>14</td><td>Name of an agency</td></tr> <tr><td>15</td><td>Maiden or former name</td></tr> <tr><td>16</td><td>Composite name (used if the name cannot be broken into separate parts, formatted with last name sent first)</td></tr> <tr><td>17</td><td>Middle Names</td></tr> <tr><td>18</td><td>Preferred First Name or Nickname</td></tr> <tr><td>21</td><td>Professional Title</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	01	Prefix	02	First Name	03	First Middle Name	04	Second Middle Name	05	Last Name	06	First Initial	07	First Middle Initial	08	Second Middle Initial	09	Suffix	12	Combined (Unstructured) Name	14	Name of an agency	15	Maiden or former name	16	Composite name (used if the name cannot be broken into separate parts, formatted with last name sent first)	17	Middle Names	18	Preferred First Name or Nickname	21	Professional Title	M	ID	2/2	Must use
<u>Code</u>	<u>Name</u>																																							
01	Prefix																																							
02	First Name																																							
03	First Middle Name																																							
04	Second Middle Name																																							
05	Last Name																																							
06	First Initial																																							
07	First Middle Initial																																							
08	Second Middle Initial																																							
09	Suffix																																							
12	Combined (Unstructured) Name																																							
14	Name of an agency																																							
15	Maiden or former name																																							
16	Composite name (used if the name cannot be broken into separate parts, formatted with last name sent first)																																							
17	Middle Names																																							
18	Preferred First Name or Nickname																																							
21	Professional Title																																							
IN202	93	<p><b>Name</b>  <b>Description:</b> Free-form name  <b>Note to User:</b> This is the free-form text of the name component or full name as indicated in IN201. If the component is longer than 60 characters, use IN203 for continuation.</p>	M	AN	1/60	Must use																																		
IN203	93	<p><b>Name</b>  <b>Description:</b> Free-form name  <b>Note to User:</b> Use this data element if the name component in IN202 is longer than 60 characters.</p>	O	AN	1/60	Used																																		

## Semantics:

IN201 defines the component of a structured name.

# REF Reference Identification

Pos: 0700	Max: 10
Detail - Optional	
Loop: IN1	Elements: 4

To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																						
REF01	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>28</td> <td>Employee Identification Number</td> </tr> <tr> <td>30</td> <td>United States Government Visa Number</td> </tr> <tr> <td>48</td> <td>Agency's Student Number. This is the number assigned by an agency other than the institution sending the record.</td> </tr> <tr> <td>49</td> <td>Family Unit Number</td> </tr> <tr> <td>4A</td> <td>Personal Identification Number (PIN)</td> </tr> <tr> <td>50</td> <td>State Student Identification Number</td> </tr> <tr> <td>56</td> <td>Corrected Social Security Number</td> </tr> <tr> <td>57</td> <td>Prior Incorrect Social Security Number</td> </tr> <tr> <td>58</td> <td>Corrected Batch Number</td> </tr> <tr> <td>C0</td> <td>Canadian Social Insurance Number</td> </tr> <tr> <td>E4</td> <td>Charge Card Number</td> </tr> <tr> <td>LR</td> <td>Local Student Identification Number</td> </tr> <tr> <td>MV</td> <td>Migrant Number, This number is assigned by the national Migrant Records Transfer System</td> </tr> <tr> <td>SY</td> <td>Social Security Number</td> </tr> <tr> <td>V2</td> <td>Visa Type</td> </tr> <tr> <td>V4</td> <td>State Department I-20 Form Number</td> </tr> <tr> <td>V5</td> <td>State Department IAP-66 Form Number</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<b>Code</b>	<b>Name</b>	28	Employee Identification Number	30	United States Government Visa Number	48	Agency's Student Number. This is the number assigned by an agency other than the institution sending the record.	49	Family Unit Number	4A	Personal Identification Number (PIN)	50	State Student Identification Number	56	Corrected Social Security Number	57	Prior Incorrect Social Security Number	58	Corrected Batch Number	C0	Canadian Social Insurance Number	E4	Charge Card Number	LR	Local Student Identification Number	MV	Migrant Number, This number is assigned by the national Migrant Records Transfer System	SY	Social Security Number	V2	Visa Type	V4	State Department I-20 Form Number	V5	State Department IAP-66 Form Number	ZZ	Mutually Defined	M	ID	2/3	Must use
<b>Code</b>	<b>Name</b>																																											
28	Employee Identification Number																																											
30	United States Government Visa Number																																											
48	Agency's Student Number. This is the number assigned by an agency other than the institution sending the record.																																											
49	Family Unit Number																																											
4A	Personal Identification Number (PIN)																																											
50	State Student Identification Number																																											
56	Corrected Social Security Number																																											
57	Prior Incorrect Social Security Number																																											
58	Corrected Batch Number																																											
C0	Canadian Social Insurance Number																																											
E4	Charge Card Number																																											
LR	Local Student Identification Number																																											
MV	Migrant Number, This number is assigned by the national Migrant Records Transfer System																																											
SY	Social Security Number																																											
V2	Visa Type																																											
V4	State Department I-20 Form Number																																											
V5	State Department IAP-66 Form Number																																											
ZZ	Mutually Defined																																											
REF02	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Used																																						
REF03	352	<b>Description</b> <b>Description:</b> A free-form description to clarify the related data elements and their content	X	AN	1/80	Used																																						
REF04	C040	<b>Reference Identifier</b> <b>Description:</b> To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O	Comp		Not used																																						
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	M	ID	2/3	Not used																																						
	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M	AN	1/30	Not used																																						
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	X	ID	2/3	Not used																																						
	127	<b>Reference Identification</b>	X	AN	1/30	Not used																																						



<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier				
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	X	ID	2/3	Not used
	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Not used

**Syntax:**

1. REF02 R0203 -- At least one of REF02 or REF03 is required.

**Semantics:**

1. REF04 contains data relating to the value cited in REF02.

**Note to User:**

This REF segment is used to report relevant identification numbers for individuals associated with the applying student. This segment should not be used to report the student's identification numbers. Use the REF loop at position 2/0100 for those numbers.

# DMG Demographic Information

Pos: 0800	Max: 1
Detail - Optional	
Loop: IN1	Elements: 9

To supply demographic information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DMG01	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Date of Birth  <u>Code</u> <u>Name</u> CM    Date in Format CCYYMM CY    Year Expressed in Format CCYY D8    Date Expressed in Format CCYYMMDD MD    Month of Year and Day of Month Expressed in Format MMDD YY    Last Two Digits of Year Expressed in Format CCYY	X	ID	2/3	Used
DMG02	1251	<b>Date Time Period</b> <b>Description:</b> Birthdate	X	AN	1/35	Used
DMG03	1068	<b>Gender Code</b> <b>Description:</b> Code indicating the sex of the individual  <u>Code</u> <u>Name</u> F    Female M    Male U    Unknown	O	ID	1/1	Used
DMG04	1067	<b>Marital Status Code</b> <b>Description:</b> Code defining the marital status of a person  <u>Code</u> <u>Name</u> A    Common Law B    Registered Domestic Partner D    Divorced I    Single K    Unknown M    Married R    Unreported S    Separated U    Unmarried (Single or Divorced or Widowed) W    Widowed X    Legally Separated	O	ID	1/1	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																														
DMG05	1109	<p><b>Race or Ethnicity Code</b>  <b>Description:</b> Code indicating the racial or ethnic background of a person. It is normally self-reported. Under certain circumstances this information is collected for United States Government statistical purposes.</p> <p><b>To use the newer Race and Ethnicity codes being mandated by NCES in the late 2000's, see information about using the NTE segment in the IN1 loop on page 38.</b></p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>A</td><td>Asian or Pacific Islander</td></tr> <tr><td>B</td><td>Black</td></tr> <tr><td>C</td><td>Caucasian</td></tr> <tr><td>D</td><td>Subcontinent Asian American</td></tr> <tr><td>E</td><td>Other Race or Ethnicity</td></tr> <tr><td>F</td><td>Asian Pacific American</td></tr> <tr><td>G</td><td>Native American</td></tr> <tr><td>H</td><td>Hispanic</td></tr> <tr><td>I</td><td>American Indian or Alaskan Native</td></tr> <tr><td>J</td><td>Native Hawaiian</td></tr> <tr><td>N</td><td>Black (Non-Hispanic)</td></tr> <tr><td>O</td><td>White (Non-Hispanic)</td></tr> <tr><td>P</td><td>Pacific Islander</td></tr> <tr><td>Z</td><td>Mutually Defined</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	A	Asian or Pacific Islander	B	Black	C	Caucasian	D	Subcontinent Asian American	E	Other Race or Ethnicity	F	Asian Pacific American	G	Native American	H	Hispanic	I	American Indian or Alaskan Native	J	Native Hawaiian	N	Black (Non-Hispanic)	O	White (Non-Hispanic)	P	Pacific Islander	Z	Mutually Defined	O	ID	1/1	Used
<u>Code</u>	<u>Name</u>																																			
A	Asian or Pacific Islander																																			
B	Black																																			
C	Caucasian																																			
D	Subcontinent Asian American																																			
E	Other Race or Ethnicity																																			
F	Asian Pacific American																																			
G	Native American																																			
H	Hispanic																																			
I	American Indian or Alaskan Native																																			
J	Native Hawaiian																																			
N	Black (Non-Hispanic)																																			
O	White (Non-Hispanic)																																			
P	Pacific Islander																																			
Z	Mutually Defined																																			
DMG06	1066	<p><b>Citizenship Status Code</b>  <b>Description:</b> Code indicating citizenship status</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>U.S. Citizen</td></tr> <tr><td>2</td><td>Non-Resident Alien</td></tr> <tr><td>3</td><td>Resident Alien</td></tr> <tr><td>4</td><td>Illegal Alien</td></tr> <tr><td>5</td><td>Alien</td></tr> <tr><td>6</td><td>U.S. Citizen - Non-Resident</td></tr> <tr><td>7</td><td>U.S. Citizen - Resident</td></tr> <tr><td>8</td><td>Citizen</td></tr> <tr><td>9</td><td>Non-citizen with Student Authorization</td></tr> <tr><td>A</td><td>Non-permanent Resident Alien</td></tr> <tr><td>B</td><td>Permanent Visa</td></tr> <tr><td>C</td><td>Temporary Visa</td></tr> <tr><td>D</td><td>Work Permit</td></tr> <tr><td>G</td><td>Naturalized Citizen</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	U.S. Citizen	2	Non-Resident Alien	3	Resident Alien	4	Illegal Alien	5	Alien	6	U.S. Citizen - Non-Resident	7	U.S. Citizen - Resident	8	Citizen	9	Non-citizen with Student Authorization	A	Non-permanent Resident Alien	B	Permanent Visa	C	Temporary Visa	D	Work Permit	G	Naturalized Citizen	O	ID	1/2	Used
<u>Code</u>	<u>Name</u>																																			
1	U.S. Citizen																																			
2	Non-Resident Alien																																			
3	Resident Alien																																			
4	Illegal Alien																																			
5	Alien																																			
6	U.S. Citizen - Non-Resident																																			
7	U.S. Citizen - Resident																																			
8	Citizen																																			
9	Non-citizen with Student Authorization																																			
A	Non-permanent Resident Alien																																			
B	Permanent Visa																																			
C	Temporary Visa																																			
D	Work Permit																																			
G	Naturalized Citizen																																			
DMG07	26	<p><b>Country Code</b>  <b>Description:</b> Code identifying the country of citizenship.  <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.</p>	O	ID	2/3	Used																														

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																								
DMG08	659	<p><b>Basis of Verification Code</b>  <b>Description:</b> Code indicating the basis of verification</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Birth Certificate</td></tr> <tr><td>2</td><td>Passport</td></tr> <tr><td>3</td><td>Hospital Certificate</td></tr> <tr><td>4</td><td>Affidavit</td></tr> <tr><td>5</td><td>Immigration Document</td></tr> <tr><td>6</td><td>Baptismal or Church Certificate</td></tr> <tr><td>7</td><td>Physician's Certificate</td></tr> <tr><td>8</td><td>Undocumented</td></tr> <tr><td>9</td><td>Driver's License</td></tr> <tr><td>A</td><td>Photo ID</td></tr> <tr><td>B</td><td>Social Insurance Certificate</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	Birth Certificate	2	Passport	3	Hospital Certificate	4	Affidavit	5	Immigration Document	6	Baptismal or Church Certificate	7	Physician's Certificate	8	Undocumented	9	Driver's License	A	Photo ID	B	Social Insurance Certificate	O	ID	1/2	Used
<u>Code</u>	<u>Name</u>																													
1	Birth Certificate																													
2	Passport																													
3	Hospital Certificate																													
4	Affidavit																													
5	Immigration Document																													
6	Baptismal or Church Certificate																													
7	Physician's Certificate																													
8	Undocumented																													
9	Driver's License																													
A	Photo ID																													
B	Social Insurance Certificate																													
DMG09	380	<p><b>Quantity</b>  <b>Description:</b> The student's age in years.</p>	O	R	1/15	Used																								

**Syntax:**

1. DMG01 P0102 -- If either DMG01 or DMG02 are present, then the others are required.

**Semantics:**

1. DMG02 is the date of birth.
2. DMG07 is the country of citizenship.
3. DMG09 is the age in years.

**IND****Additional Individual Demographic Information**

Pos: 0900	Max: 1
Detail - Optional	
Loop: IN1	Elements: 12

To provide additional demographic information to the receiving school, institution, or agency to assist in identifying the particular student

**Element Summary:**

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IND01	26	<b>Country Code</b> <b>Description:</b> Country of Birth. <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.	O	ID	2/3	Used
IND02	156	<b>State or Province Code</b> <b>Description:</b> Place of Birth. <b>Note to User:</b> For a complete list of State and Province Codes, see Appendix B.	O	ID	2/2	Used
IND03	1096	<b>County Designator</b> <b>Description:</b> Place of Birth.	O	ID	5/5	Used
IND04	19	<b>City Name</b> <b>Description:</b> Place of Birth.	O	AN	2/30	Used
IND05	819	<b>Language Code</b> <b>Description:</b> Native Language. Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639). <b>Note to User:</b> For a complete list of Language Codes, see Appendix B.	O	ID	2/3	Not used
IND06	1476	<b>Language Proficiency Indicator</b> <b>Description:</b> Code indicating language proficiency	O	ID	1/1	Not used
IND07	819	<b>Language Code</b> <b>Description:</b> Language Spoken in the Home. Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639) <b>Note to User:</b> For a complete list of Language Codes, see Appendix B.	O	ID	2/3	Not used
IND08	819	<b>Language Code</b> <b>Description:</b> Language of Correspondence. Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639) <b>Note to User:</b> For a complete list of Language Codes, see Appendix B.	O	ID	2/3	Not used
IND09	66	<b>Identification Code Qualifier</b> <b>Description:</b> This code identifies the code structure used to identify the student's sub-national/ethnic origin.  <u>Code</u> <u>Name</u> 90      California Ethnic Subgroups Code Table	X	ID	1/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>						
		ZZ Mutually Defined										
<b>IND10</b>	<b>67</b>	<b>Identification Code</b> <b>Description:</b> Sub-National/Ethnic Origin Code. <b>Note to User:</b> For a complete list of California Subethnic Group Codes, see Appendix B.	<b>X</b>	<b>AN</b>	<b>2/80</b>	<b>Used</b>						
<b>IND11</b>	<b>66</b>	<b>Identification Code Qualifier</b> <b>Description:</b> This code identifies the code structure used to identify the student's sub-national/ethnic origin.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>90</td> <td>California Ethnic Subgroups Code Table</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	90	California Ethnic Subgroups Code Table	ZZ	Mutually Defined	<b>X</b>	<b>ID</b>	<b>1/2</b>	<b>Used</b>
<u>Code</u>	<u>Name</u>											
90	California Ethnic Subgroups Code Table											
ZZ	Mutually Defined											
<b>IND12</b>	<b>67</b>	<b>Identification Code</b> <b>Description:</b> Sub-National/Ethnic Origin Code. <b>Note to User:</b> For a complete list of California Subethnic Group Codes, see Appendix B.	<b>X</b>	<b>AN</b>	<b>2/80</b>	<b>Used</b>						

### Syntax:

1. IND09 P0910 -- If either IND09 or IND10 are present, then the others are required.
2. IND11 P1112 -- If either IND11 or IND12 are present, then the others are required.

### Semantics:

1. IND01, IND02, IND03, and IND04 refer to the place of birth.
2. IND05 refers to the student's native or first language.
3. IND07 refers to the language spoken in the home.
4. IND08 refers to the language for correspondence to the student or applicant.

# IMM Immunization Status Code

Pos: 1000	Max: >1
Detail - Optional	
Loop: IN1	Elements: 6

To provide the receiving school district or postsecondary institution with a notice of the immunization status of the student

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IMM01	1271	<p><b>Industry Code</b>  <b>Description:</b> The type of immunization a person received.</p> <p><b>Note to User:</b> For a complete list of Immunization Codes, see Appendix B.</p>	M	AN	1/30	Must use
IMM02	1250	<p><b>Date Time Period Format Qualifier</b>  <b>Description:</b> Code indicating the date format, time format, or date and time format</p> <p><b>Note to User:</b> This data element indicates the format for the date of immunization.</p> <p><b>Code    Name</b>                      CC    First Two Digits of Year Expressed in Format CCYY                      CM    Date in Format CCYYMM                      CY    Year Expressed in Format CCYY                      D8    Date Expressed in Format CCYYMMDD                      DB    Data Expressed n Format MMDDCCYY                      YY    Last Two Digits of Year Expressed in Format CCYY</p>	X	ID	2/3	Used
IMM03	1251	<p><b>Date Time Period</b>  <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times</p> <p><b>Note to User:</b> This data element indicates the date of immunization.</p>	X	AN	1/35	Used
IMM04	1254	<p><b>Immunization Status Code</b>  <b>Description:</b> Code indicating the status of an immunization conducted on a person</p> <p><b>Code    Name</b>                      1    First Inoculation                      2    Second Inoculation                      3    Third Inoculation                      4    Fourth Inoculation                      5    Fifth Inoculation                      6    Sixth Inoculation                      7    Seventh Inoculation                      8    Eighth Inoculation                      9    Ninth Inoculation                      10    Medical Exemption                      11    Personal Exemption                      12    Religious Exemption                      13    Had the Disease                      14    Has Not Had the Disease</p>	X	ID	1/2	Used
IMM05	755	<p><b>Report Type Code</b>  <b>Description:</b> Code indicating the title or contents of a document, report or</p>	O	ID	2/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		supporting item  <u>Code</u> <u>Name</u> CQ   County Record HR   Health Clinic Records IR   State School Immunization Records MG   Migrant Student Records Transfer System (MSRTS) Record PY   Physician's Report ZZ   Mutually Defined				
<b>IMM06</b>	<b>1270</b>	<b>Code List Qualifier Code</b> <b>Description:</b> Code identifying a specific industry code list  <u>Code</u> <u>Name</u> AAW Immunization Injection Code	<b>M</b>	<b>ID</b>	<b>1/3</b>	<b>Must use</b>

**Syntax:**

P0203 -- If either IMM02 or IMM03 are present, then the others are required.  
 C0304 -- If IMM03 is present, then IMM04 is required

**Semantics:**

1. IMM01 and IMM06 refer to Immunization Type.
2. IMM03 gives the date of the immunization.



# LUI Language Use

Pos: 1200	Max: >1
Detail - Optional	
Loop: IN1	Elements: 5

To specify language, type of usage, and proficiency or fluency

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																								
LUI01	66	<b>Identification Code Qualifier</b> <b>Description:</b> Language Code Qualifier. Indicates which set of language codes is being sent.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>LD</td> <td>NISO Z39.53 Language Codes</td> </tr> <tr> <td>LE</td> <td>ISO 639 Language Codes</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	LD	NISO Z39.53 Language Codes	LE	ISO 639 Language Codes	ZZ	Mutually Defined	X	ID	1/2	Used																
<u>Code</u>	<u>Name</u>																													
LD	NISO Z39.53 Language Codes																													
LE	ISO 639 Language Codes																													
ZZ	Mutually Defined																													
LUI02	67	<b>Identification Code</b> <b>Description:</b> Code that identifies the language. <b>Note to User:</b> For a complete list of NISO Z39.53 or ISO 639 Language Codes, see Appendix B.	X	AN	2/80	Used																								
LUI03	352	<b>Description</b> <b>Description:</b> Name of Language. Contains the literal name of the language when needed for clarity or when the language is not included in the code lists identified in LUI01.	X	AN	1/80	Used																								
LUI04	1303	<b>Use of Language Indicator</b> <b>Description:</b> Code indicating the use of the language being reported.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>1</td> <td>Language of Instruction</td> </tr> <tr> <td>2</td> <td>Language of Examination</td> </tr> <tr> <td>3</td> <td>Language in which Examination is Written</td> </tr> <tr> <td>4</td> <td>Language Spoken in the Home</td> </tr> <tr> <td>5</td> <td>Language Reading</td> </tr> <tr> <td>6</td> <td>Language Writing</td> </tr> <tr> <td>7</td> <td>Language Speaking</td> </tr> <tr> <td>8</td> <td>Native Language</td> </tr> </table>	<u>Code</u>	<u>Name</u>	1	Language of Instruction	2	Language of Examination	3	Language in which Examination is Written	4	Language Spoken in the Home	5	Language Reading	6	Language Writing	7	Language Speaking	8	Native Language	O	ID	1/2	Used						
<u>Code</u>	<u>Name</u>																													
1	Language of Instruction																													
2	Language of Examination																													
3	Language in which Examination is Written																													
4	Language Spoken in the Home																													
5	Language Reading																													
6	Language Writing																													
7	Language Speaking																													
8	Native Language																													
LUI05	1476	<b>Language Proficiency Indicator</b> <b>Description:</b> Code indicating language proficiency  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>1</td> <td>English Only</td> </tr> <tr> <td>2</td> <td>Fully English Proficient</td> </tr> <tr> <td>3</td> <td>Limited English Proficient</td> </tr> <tr> <td>4</td> <td>Non-English Speaking</td> </tr> <tr> <td>5</td> <td>Status Unknown</td> </tr> <tr> <td>6</td> <td>Redesignated Fluent English Proficient</td> </tr> <tr> <td>A</td> <td>Excellent or Fluent</td> </tr> <tr> <td>B</td> <td>Good</td> </tr> <tr> <td>C</td> <td>Fair</td> </tr> <tr> <td>D</td> <td>Poor</td> </tr> <tr> <td>E</td> <td>Unacceptable</td> </tr> </table>	<u>Code</u>	<u>Name</u>	1	English Only	2	Fully English Proficient	3	Limited English Proficient	4	Non-English Speaking	5	Status Unknown	6	Redesignated Fluent English Proficient	A	Excellent or Fluent	B	Good	C	Fair	D	Poor	E	Unacceptable	O	ID	1/1	Used
<u>Code</u>	<u>Name</u>																													
1	English Only																													
2	Fully English Proficient																													
3	Limited English Proficient																													
4	Non-English Speaking																													
5	Status Unknown																													
6	Redesignated Fluent English Proficient																													
A	Excellent or Fluent																													
B	Good																													
C	Fair																													
D	Poor																													
E	Unacceptable																													

**Syntax:**

1. LUI01 P0102 -- If either LUI01 or LUI02 are present, then the others are required.
2. LUI04 L040203 -- If LUI04 is present, then at least one of LUI02 or LUI03 is required.

**Semantics:**

1. LUI02 is the language code.
2. LUI03 is the name of the language.



## Information

Pos: 1300	Max: 10
Detail - Optional	
Loop: IN1	Elements: 9

To report information

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
III01	1270	<b>Code List Qualifier Code</b> <b>Description:</b> Code identifying a specific industry code list  <u>Code</u> <u>Name</u> RA   Religious Affiliation Code	X	ID	1/3	Must use
III02	1271	<b>Industry Code</b> <b>Description:</b> Indicates religious affiliation. <b>Note to User:</b> For a complete list of Religious Affiliation Codes, see Appendix B.	X	AN	1/30	Must use
III03	1136	<b>Code Category</b> <b>Description:</b> Specifies the situation or category to which the code applies	O	ID	2/2	Not used
III04	933	<b>Free-Form Message Text</b> <b>Description:</b> Contains the free-form name of a religion when it is needed for clarification.	X	AN	1/264	Used
III05	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	X	R	1/15	Not used
III06	C001	<b>Composite Unit of Measure</b> <b>Description:</b> To identify a composite unit of measure	O	Comp		Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	M	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
III07	752	<b>Surface/Layer/Position Code</b> <b>Description:</b> Code indicating the product surface, layer or position that is being described	O	ID	2/2	Not used
III08	752	<b>Surface/Layer/Position Code</b> <b>Description:</b> Code indicating the product surface, layer or position that is being described	O	ID	2/2	Not used
III09	752	<b>Surface/Layer/Position Code</b> <b>Description:</b> Code indicating the product surface, layer or position that is being described	O	ID	2/2	Not used

**Syntax:**

1. III01 P0102 -- If either III01 or III02 are present, then the others are required.
2. III03 L030405 -- If III03 is present, then at least one of III04 or III05 is required.

**Semantics:**

1. III03 is used to categorize III04.

**Note to User:**

The III segment is used to indicate religious affiliation.

# NTE Note/Special Instruction

Pos: 1400	Max: 1
Detail - Optional	
Loop: IN1	Elements: 2

To transmit information in a free-form format, if necessary, for comment or special instruction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	<b>Note Reference Code</b> <b>Description:</b> Code identifying the functional area or purpose for which the note applies	O	ID	3/3	Not used
NTE02	352	<b>Description</b> <b>Description:</b> A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

## Comments:

- The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processible. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

## Note to User:

This NTE segment can be used to provide additional information about the individual identified in the IN1 loop which cannot be otherwise transmitted. However, its use should be avoided where possible since the data is not machine processible.

## Recommendation to use the NTE Segment for collecting new race and ethnicity information mandated by the US Department of Education's National Center for Education Statistics:

Version 4020 of Transaction Set 189 provided for the inclusion of only one code to indicate both race and ethnicity. The following is the process approved by both the AACRAO SPEEDE Committee and the Postsecondary Electronic Standards Council's Education Record User Group to transmit the new race and ethnicity codes in TS 189 Version 4020.

The new ethnicity codes (only one is allowed) are

- R for Hispanic or Latino
- W for Not Hispanic or Latino

The new race codes (multiple values are allowed) are

- Q Black or African American
- S White
- T American Indian or Alaska Native
- U Asian
- V Native Hawaiian or Other Pacific Islander

The following are *examples* of the use of the NTE segment in the IN1 loop to transmit race and ethnicity information, assuming the data element separator is \* and the segment separator is ~. (NTE01 is not sent and the data are sent in the NTE02.)

NTE\*\*Ethnicity=R;Race=S~ to show an Hispanic White and there are no other uses of this segment;

NTE\*\*Ethnicity=W;Race=V~ to show a non Hispanic Native Hawaiian and there are no other uses of this segment;

NTE\*\*Ethnicity=W;Race=ST~ to show a non Hispanic who is White and also American Indian and there are no other uses of this segment;

[NTE\\*\\*Ethnicity=R~](#) to show an Hispanic with no race code indicated and there are no other uses of this segment;

[NTE\\*\\*Race=QU~](#) to show a person who is Black and Asian, did not provide an ethnicity code and there are no other uses of this segment;

[NTE\\*\\*Ethnicity=R;Race=S;Florida student ID is 1234567~](#) to show a person who is a White Hispanic and the NTE segment is also used by schools in a specific state to include a student number specific to that state.

# N3

## Address Information

Pos: 1500	Max: 1
Detail - Optional	
Loop: N3	Elements: 2

To specify the location of the named party

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	<b>Address Information</b> Description: Address information	M	AN	1/55	Must use
N302	166	<b>Address Information</b> Description: Address information	O	AN	1/55	Used



# N4 Geographic Location

Pos: 1600	Max: 1
Detail - Optional	
Loop: N3	Elements: 7

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																																
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Used																																																
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency <b>Note to User:</b> For a complete list of State and Province codes, see Appendix B.	X	ID	2/2	Used																																																
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used																																																
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country. <b>Note to User:</b> For a complete list of country codes, see Appendix B.	X	ID	2/3	Used																																																
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying type of location  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>F</td><td>Current Address</td></tr> <tr><td>H</td><td>Home Address</td></tr> <tr><td>L</td><td>Local Address</td></tr> <tr><td>M</td><td>Mailing Address</td></tr> <tr><td>O</td><td>Office Address</td></tr> <tr><td>P</td><td>Permanent Address</td></tr> <tr><td>DT</td><td>Domicile Type Code</td></tr> </tbody> </table> <p><b>Note to User:</b> If "DT" is used, one of the following codes should appear in N406:</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>01</td><td>Parent or guardian's home</td></tr> <tr><td>02</td><td>Student's own home</td></tr> <tr><td>03</td><td>Foster home</td></tr> <tr><td>04</td><td>Other adult's home</td></tr> <tr><td>05</td><td>Boarding house</td></tr> <tr><td>06</td><td>Cooperative house</td></tr> <tr><td>07</td><td>Dormitory</td></tr> <tr><td>08</td><td>Rooming house</td></tr> <tr><td>09</td><td>Crisis shelter</td></tr> <tr><td>10</td><td>Disaster shelter</td></tr> <tr><td>11</td><td>Transient shelter</td></tr> <tr><td>12</td><td>Licensed children's institution</td></tr> <tr><td>13</td><td>Residential treatment center</td></tr> <tr><td>14</td><td>Youth detention center</td></tr> <tr><td>15</td><td>No home</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	F	Current Address	H	Home Address	L	Local Address	M	Mailing Address	O	Office Address	P	Permanent Address	DT	Domicile Type Code	<u>Code</u>	<u>Name</u>	01	Parent or guardian's home	02	Student's own home	03	Foster home	04	Other adult's home	05	Boarding house	06	Cooperative house	07	Dormitory	08	Rooming house	09	Crisis shelter	10	Disaster shelter	11	Transient shelter	12	Licensed children's institution	13	Residential treatment center	14	Youth detention center	15	No home	X	ID	1/2	Used
<u>Code</u>	<u>Name</u>																																																					
F	Current Address																																																					
H	Home Address																																																					
L	Local Address																																																					
M	Mailing Address																																																					
O	Office Address																																																					
P	Permanent Address																																																					
DT	Domicile Type Code																																																					
<u>Code</u>	<u>Name</u>																																																					
01	Parent or guardian's home																																																					
02	Student's own home																																																					
03	Foster home																																																					
04	Other adult's home																																																					
05	Boarding house																																																					
06	Cooperative house																																																					
07	Dormitory																																																					
08	Rooming house																																																					
09	Crisis shelter																																																					
10	Disaster shelter																																																					
11	Transient shelter																																																					
12	Licensed children's institution																																																					
13	Residential treatment center																																																					
14	Youth detention center																																																					
15	No home																																																					

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		ZZ Mutually Defined				
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location	O	AN	1/30	Used
N407	1715	<b>Country Subdivision Code</b> <b>Description:</b> Code identifying the country subdivision	X	ID	1/3	Not used

**Syntax:**

1. N402 E0207 -- Only one of N402 or N407 may be present.
2. N406 C0605 -- If N406 is present, then N405 is required
3. N407 C0704 -- If N407 is present, then N404 is required

**Comments:**

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

# DTP Date or Time or Period

Pos: 1700	Max: 2
Detail - Optional	
Loop: N3	Elements: 3

To specify any or all of a date, a time, or a time period

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>								
DTP01	374	<b>Date/Time Qualifier</b> <b>Description:</b> Code specifying type of date or time, or both date and time  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>196</td> <td>Start</td> </tr> <tr> <td>197</td> <td>End</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	196	Start	197	End	ZZZ	Mutually Defined	M	ID	3/3	Must use
<u>Code</u>	<u>Name</u>													
196	Start													
197	End													
ZZZ	Mutually Defined													
DTP02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Code indicating the date format, time format, or date and time format  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>CM</td> <td>Date in Format CCYYMM</td> </tr> <tr> <td>CY</td> <td>Year Expressed in Format CCYY</td> </tr> <tr> <td>D8</td> <td>Date Expressed in Format CCYYMMDD</td> </tr> </table>	<u>Code</u>	<u>Name</u>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	M	ID	2/3	Must use
<u>Code</u>	<u>Name</u>													
CM	Date in Format CCYYMM													
CY	Year Expressed in Format CCYY													
D8	Date Expressed in Format CCYYMMDD													
DTP03	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	M	AN	1/35	Must use								

## Semantics:

1. DTP02 is the date or time or period format that will appear in DTP03.

## Note to User:

These DTP segments are used to indicate the effective dates for each address.

# COM Communication Contact Information

Pos: 1800	Max: 1
Detail - Optional	
Loop: COM	Elements: 2

To specify a communication contact number

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																												
COM01	365	<p><b>Communication Number Qualifier</b>  <b>Description:</b> Code identifying the type of communication number</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>AP</td><td>Alternate Telephone</td></tr> <tr><td>AS</td><td>Answering Service</td></tr> <tr><td>BN</td><td>Beeper Number</td></tr> <tr><td>CP</td><td>Cellular Phone</td></tr> <tr><td>EM</td><td>Electronic Mail</td></tr> <tr><td>EX</td><td>Telephone Extension</td></tr> <tr><td>FX</td><td>Facsimile</td></tr> <tr><td>HF</td><td>Home Facsimile Number</td></tr> <tr><td>HP</td><td>Home Phone Number</td></tr> <tr><td>IT</td><td>International Telephone</td></tr> <tr><td>NP</td><td>Night Telephone</td></tr> <tr><td>OF</td><td>Other Residential Facsimile Number</td></tr> <tr><td>OT</td><td>Other Residential Telephone Number</td></tr> <tr><td>PC</td><td>Personal Cellular</td></tr> <tr><td>PP</td><td>Personal Phone</td></tr> <tr><td>TE</td><td>Telephone</td></tr> <tr><td>UR</td><td>Uniform Resource Locator (URL)</td></tr> <tr><td>VM</td><td>Voice Mail</td></tr> <tr><td>WC</td><td>Work Cellular</td></tr> <tr><td>WF</td><td>Work Facsimile Number</td></tr> <tr><td>WP</td><td>Work Phone Number</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	AP	Alternate Telephone	AS	Answering Service	BN	Beeper Number	CP	Cellular Phone	EM	Electronic Mail	EX	Telephone Extension	FX	Facsimile	HF	Home Facsimile Number	HP	Home Phone Number	IT	International Telephone	NP	Night Telephone	OF	Other Residential Facsimile Number	OT	Other Residential Telephone Number	PC	Personal Cellular	PP	Personal Phone	TE	Telephone	UR	Uniform Resource Locator (URL)	VM	Voice Mail	WC	Work Cellular	WF	Work Facsimile Number	WP	Work Phone Number	M	ID	2/2	Must use
<u>Code</u>	<u>Name</u>																																																	
AP	Alternate Telephone																																																	
AS	Answering Service																																																	
BN	Beeper Number																																																	
CP	Cellular Phone																																																	
EM	Electronic Mail																																																	
EX	Telephone Extension																																																	
FX	Facsimile																																																	
HF	Home Facsimile Number																																																	
HP	Home Phone Number																																																	
IT	International Telephone																																																	
NP	Night Telephone																																																	
OF	Other Residential Facsimile Number																																																	
OT	Other Residential Telephone Number																																																	
PC	Personal Cellular																																																	
PP	Personal Phone																																																	
TE	Telephone																																																	
UR	Uniform Resource Locator (URL)																																																	
VM	Voice Mail																																																	
WC	Work Cellular																																																	
WF	Work Facsimile Number																																																	
WP	Work Phone Number																																																	
COM02	364	<p><b>Communication Number</b>  <b>Description:</b> Complete communications number including country or area code when applicable</p>	M	AN	1/256	Must use																																												

## Note to User:

The COM segment contains contact numbers for each individual identified in the IN1 loop.

# DTP Date or Time or Period

Pos: 1900	Max: 2
Detail - Optional	
Loop: COM	Elements: 3

To specify any or all of a date, a time, or a time period

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
DTP01	374	<b>Date/Time Qualifier</b> <b>Description:</b> Code specifying type of date or time, or both date and time  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>196</td> <td>Start</td> </tr> <tr> <td>197</td> <td>End</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	196	Start	197	End	ZZZ	Mutually Defined	M	ID	3/3	Must use		
<u>Code</u>	<u>Name</u>															
196	Start															
197	End															
ZZZ	Mutually Defined															
DTP02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Code indicating the date format, time format, or date and time format  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>CM</td> <td>Date in Format CCYYMM</td> </tr> <tr> <td>CY</td> <td>Year Expressed in Format CCYY</td> </tr> <tr> <td>D8</td> <td>Date Expressed in Format CCYYMMDD</td> </tr> <tr> <td>YY</td> <td>Last Two Digits of Year Expressed in Format CCYY</td> </tr> </table>	<u>Code</u>	<u>Name</u>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	YY	Last Two Digits of Year Expressed in Format CCYY	M	ID	2/3	Must use
<u>Code</u>	<u>Name</u>															
CM	Date in Format CCYYMM															
CY	Year Expressed in Format CCYY															
D8	Date Expressed in Format CCYYMMDD															
YY	Last Two Digits of Year Expressed in Format CCYY															
DTP03	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	M	AN	1/35	Must use										

## Semantics:

- DTP02 is the date or time or period format that will appear in DTP03.

## Note to User:

These DTP segments indicate the effective dates of the communication number.

# N1

## Name

<b>Pos: 2000</b>	<b>Max: 1</b>
<b>Detail - Optional</b>	
<b>Loop: N1</b>	<b>Elements: 6</b>

To identify a party by type of organization, name, and code

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>						
N101	98	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>36</td> <td>Employer</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<b>Code</b>	<b>Name</b>	36	Employer	ZZ	Mutually Defined	M	ID	2/3	Must use
<b>Code</b>	<b>Name</b>											
36	Employer											
ZZ	Mutually Defined											
N102	93	<b>Name</b> <b>Description:</b> Free-form name	X	AN	1/60	Used						
N103	66	<b>Identification Code Qualifier</b> <b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)	X	ID	1/2	Not used						
N104	67	<b>Identification Code</b> <b>Description:</b> Code identifying a party or other code	X	AN	2/80	Not used						
N105	706	<b>Entity Relationship Code</b> <b>Description:</b> Code describing entity relationship	O	ID	2/2	Not used						
N106	98	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/3	Not used						

### Syntax:

1. N102 R0203 -- At least one of N102 or N103 is required.
2. N103 P0304 -- If either N103 or N104 are present, then the others are required.

### Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

### Note to User:

This N1 loop carries the employer and employment information for the individual identified in each occurrence of the IN1.

# N3

## Address Information

Pos: 2030	Max: 1
Detail - Optional	
Loop: N1	Elements: 2

To specify the location of the named party

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

# N4 Geographic Location

Pos: 2040	Max: 1
Detail - Optional	
Loop: N1	Elements: 7

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>														
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Used														
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency <b>Note to User:</b> For a complete list of State and Provinces Codes, see Appendix B.	X	ID	2/2	Used														
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used														
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.	X	ID	2/3	Used														
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying type of location  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>F</td> <td>Current Address</td> </tr> <tr> <td>I</td> <td>Home Base Address</td> </tr> <tr> <td>L</td> <td>Local Address</td> </tr> <tr> <td>M</td> <td>Mailing Address</td> </tr> <tr> <td>O</td> <td>Office Address</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<b>Code</b>	<b>Name</b>	F	Current Address	I	Home Base Address	L	Local Address	M	Mailing Address	O	Office Address	ZZ	Mutually Defined	X	ID	1/2	Used
<b>Code</b>	<b>Name</b>																			
F	Current Address																			
I	Home Base Address																			
L	Local Address																			
M	Mailing Address																			
O	Office Address																			
ZZ	Mutually Defined																			
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location	O	AN	1/30	Used														
N407	1715	<b>Country Subdivision Code</b> <b>Description:</b> Code identifying the country subdivision	X	ID	1/3	Not used														

## Syntax:

1. N402 E0207 -- Only one of N402 or N407 may be present.
2. N406 C0605 -- If N406 is present, then N405 is required
3. N407 C0704 -- If N407 is present, then N404 is required

## Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.



# EMS Employment Position

Pos: 2100	Max: 1
Detail - Optional	
Loop: EMS	Elements: 7

To describe employment position

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>						
EMS01	352	<b>Description</b> <b>Description:</b> A free-form job title or employment position.	O	AN	1/80	Used						
EMS02	1176	<b>Employment Class Code</b> <b>Description:</b> Code indicating category of employee <b>Note to User:</b> See list of Employment Class Codes in Appendix B.	O	ID	2/3	Used						
EMS03	1149	<b>Occupation Code</b> <b>Description:</b> Code identifying the occupation of an individual. <b>Note to User:</b> This code list is contained in the Dictionary of Occupational Codes, available from Superintendent of Documents, United States Government Printing Office, Washington DC, 20402.	O	ID	4/6	Used						
EMS04	584	<b>Employment Status Code</b> <b>Description:</b> Code showing the general employment status of an employee <b>Note to User:</b> See list of Employment Status Codes in Appendix B.	O	ID	2/2	Used						
EMS05	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification <b>Note to User:</b> Indicates that an employee identification number is to follow in EMS06.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>28</td> <td>Employee Identification Number</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	28	Employee Identification Number	ZZ	Mutually Defined	X	ID	2/3	Used
<u>Code</u>	<u>Name</u>											
28	Employee Identification Number											
ZZ	Mutually Defined											
EMS06	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Used						
EMS07	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	O	AN	1/30	Not used						

## Syntax:

- EMS05 P0506 -- If either EMS05 or EMS06 are present, then the others are required.

## Semantics:

- EMS01 describes the employee's title or position in text.
- EMS02 defines the employment position relationship.

3. EMS03 defines the occupation category.
4. EMS04 defines the status of employment.
5. EMS05 identifies EMS06 as pay grade.
6. EMS06 defines pay grade for employee, if available.

# DTP Date or Time or Period

Pos: 2130	Max: 2
Detail - Optional	
Loop: EMS	Elements: 3

To specify any or all of a date, a time, or a time period

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
DTP01	374	<b>Date/Time Qualifier</b> <b>Description:</b> Code specifying type of date or time, or both date and time  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>196</td> <td>Start</td> </tr> <tr> <td>197</td> <td>End</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	196	Start	197	End	ZZZ	Mutually Defined	M	ID	3/3	Must use		
<u>Code</u>	<u>Name</u>															
196	Start															
197	End															
ZZZ	Mutually Defined															
DTP02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Code indicating the date format, time format, or date and time format  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>CM</td> <td>Date in Format CCYYMM</td> </tr> <tr> <td>CY</td> <td>Year Expressed in Format CCYY</td> </tr> <tr> <td>D8</td> <td>Date Expressed in Format CCYYMMDD</td> </tr> <tr> <td>YY</td> <td>Last Two Digits of Year Expressed in Format CCYY</td> </tr> </table>	<u>Code</u>	<u>Name</u>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	YY	Last Two Digits of Year Expressed in Format CCYY	M	ID	2/3	Must use
<u>Code</u>	<u>Name</u>															
CM	Date in Format CCYYMM															
CY	Year Expressed in Format CCYY															
D8	Date Expressed in Format CCYYMMDD															
YY	Last Two Digits of Year Expressed in Format CCYY															
DTP03	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	M	AN	1/35	Must use										

## Semantics:

- DTP02 is the date or time or period format that will appear in DTP03.

## Note to User:

These DTP segments indicate the effective dates of employment.

# QTY Quantity

Pos: 2160	Max: 1
Detail - Optional	
Loop: EMS	Elements: 4

To specify quantity information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
QTY01	673	<b>Quantity Qualifier</b> <b>Description:</b> Code specifying the type of quantity  <u>Code</u> <u>Name</u> T2   Time Units Spent on Duty	M	ID	2/2	Must use
QTY02	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	X	R	1/15	Used
QTY03	C001	<b>Composite Unit of Measure</b> <b>Description:</b> Contains the unit of measure for indicating the amount of time an individual worked within a time period, such as hours per week, days per month, etc.  <b>Note to User:</b> See Appendix C for an explanation of C001 as well as examples.	O	Comp		Used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken  <u>Code</u> <u>Name</u> DA   Days HR   Hours MO   Months WK   Week YR   Years ZZ   Mutually Defined	M	ID	2/2	Must use
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken  <u>Code</u> <u>Name</u> DA   Days HR   Hours MO   Months WK   Week YR   Years ZZ   Mutually Defined	O	ID	2/2	Used
	1018	<b>Exponent</b>	O	R	1/15	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Power to which a unit is raised				
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
QTY04	61	<b>Free-Form Message</b> <b>Description:</b> Free-form information	X	AN	1/30	Not used

**Syntax:**

1. QTY02 R0204 -- At least one of QTY02 or QTY04 is required.
2. QTY02 E0204 -- Only one of QTY02 or QTY04 may be present.

**Semantics:**

1. QTY04 is used when the quantity is non-numeric.

# ATV Student Activities and Awards

Pos: 2200	Max: 1
Detail - Optional	
Loop: ATV	Elements: 10

To identify the activities in which a student has been involved, awards and honors the student has received, significant achievements, including employment, or publications

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>								
ATV01	1270	<b>Code List Qualifier Code</b> <b>Description:</b> Code identifying a specific industry code list  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>SA</td> <td>Student Activity Type Code</td> </tr> <tr> <td>SB</td> <td>Student Award Code</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	SA	Student Activity Type Code	SB	Student Award Code	ZZ	Mutually Defined	X	ID	1/3	Used
<u>Code</u>	<u>Name</u>													
SA	Student Activity Type Code													
SB	Student Award Code													
ZZ	Mutually Defined													
ATV02	1271	<b>Industry Code</b> <b>Description:</b> Contains either an activity or an award code.  <b>Note to User:</b> For a complete list of Activity Codes or Award Codes, see Appendix B.	X	AN	1/30	Used								
ATV03	790	<b>Entity Title</b> <b>Description:</b> Contains the free-form name of an activity or award when needed. It can also be used to provide additional clarification when the codes in ATV02 are not adequate. It can contain a mutually defined activity or award indicator.	O	AN	1/132	Used								
ATV04	790	<b>Entity Title</b> <b>Description:</b> Contains the free-form name of the organization sponsoring the activity or granting the award.	O	AN	1/132	Used								
ATV05	380	<b>Quantity</b> <b>Description:</b> ATV05 and ATV06 together indicate the amount of time that a student was involved in an activity. ATV05 contains the amount and ATV06 contains the unit of measure.	X	R	1/15	Used								
ATV06	C001	<b>Composite Unit of Measure</b> <b>Description:</b> Contains the unit of measure for indicating the amount of time a student was involved in an activity whether it be simple, such as hours, days, etc., or a composite unit of of measure, such as hours per week, days per month, etc.  <b>Note to User:</b> See Appendix C for an explanation of C001 as well as examples.	X	Comp		Used								
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>DA</td> <td>Days</td> </tr> <tr> <td>HR</td> <td>Hours</td> </tr> </table>	<u>Code</u>	<u>Name</u>	DA	Days	HR	Hours	M	ID	2/2	Must use		
<u>Code</u>	<u>Name</u>													
DA	Days													
HR	Hours													

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		MJ Minutes MO Months WK Week YR Years ZZ Mutually Defined				
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken  <u>Code</u> <u>Name</u> DA Days HR Hours MJ Minutes MO Months WK Weeks YR Years ZZ Mutually Defined	O	ID	2/2	Used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
ATV07	1131	<b>Level of Individual, Test, or Course Code</b> <b>Description:</b> Indicates the level of participation in this activity.  <b>Note to User:</b> See Appendix B for list of Level of Individual, Test or Course Codes.	O	ID	2/2	Used
ATV08	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Indicates whether the student was paid for participation in this activity.  <u>Code</u> <u>Name</u> N        No U        Unknown W        Not Applicable Y        Yes	O	ID	1/1	Used
ATV09	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Indicates whether the activity was school sponsored.  <u>Code</u> <u>Name</u> N        No U        Unknown W        Not Applicable Y        Yes	O	ID	1/1	Used
ATV10	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Indicates whether the student was recruited by postsecondary institutions in this activity.  <u>Code</u> <u>Name</u> N        No U        Unknown W        Not Applicable Y        Yes	O	ID	1/1	Used

### Syntax:

1. ATV01 P0102 -- If either ATV01 or ATV02 are present, then the others are required.
2. ATV05 P0506 -- If either ATV05 or ATV06 are present, then the others are required.

### Semantics:

1. ATV02 contains the activity or the award code.
2. ATV03 is the free-form name of the activity or award.
3. ATV04 is the free-form name of the organization sponsoring the activity or granting the award.
4. ATV05 and ATV06 together can be used to indicate hours per week, days per week, days per month, etc. that a student was involved in the activity.
5. ATV07 indicates the level of participation in this activity.
6. ATV08 defines whether the student was paid for participation in the activity. A "Y" indicates that the student was paid; an "N" indicates that the student was not paid.



7. ATV09 defines whether the activity was a school-sponsored activity. A "Y" indicates that the activity was school sponsored; an "N" indicates that the activity was not school sponsored.
8. ATV10 defines whether the student was recruited by postsecondary institutions in this activity. A "Y" indicates that the student was recruited; an "N" indicates that the student was not recruited.

# DTP Date or Time or Period

Pos: 2300	Max: 2
Detail - Optional	
Loop: ATV	Elements: 3

To specify any or all of a date, a time, or a time period

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
DTP01	374	<b>Date/Time Qualifier</b> <b>Description:</b> Code specifying type of date or time, or both date and time  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>196</td> <td>Start</td> </tr> <tr> <td>197</td> <td>End</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	196	Start	197	End	ZZZ	Mutually Defined	M	ID	3/3	Must use		
<u>Code</u>	<u>Name</u>															
196	Start															
197	End															
ZZZ	Mutually Defined															
DTP02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Code indicating the date format, time format, or date and time format  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>CM</td> <td>Date in Format CCYYMM</td> </tr> <tr> <td>CY</td> <td>Year Expressed in Format CCYY</td> </tr> <tr> <td>D8</td> <td>Date Expressed in Format CCYYMMDD</td> </tr> <tr> <td>YY</td> <td>Last Two Digits of Year Expressed in Format CCYY</td> </tr> </table>	<u>Code</u>	<u>Name</u>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	YY	Last Two Digits of Year Expressed in Format CCYY	M	ID	2/3	Must use
<u>Code</u>	<u>Name</u>															
CM	Date in Format CCYYMM															
CY	Year Expressed in Format CCYY															
D8	Date Expressed in Format CCYYMMDD															
YY	Last Two Digits of Year Expressed in Format CCYY															
DTP03	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	M	AN	1/35	Must use										

## Semantics:

- DTP02 is the date or time or period format that will appear in DTP03.

## Note to User:

These DTP segments indicate the dates that the applying student began and ended participation in the activity.

# AMT Monetary Amount

Pos: 2400	Max: 1
Detail - Optional	
Loop: AMT	Elements: 3

To indicate the total monetary amount

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
AMT01	522	<p><b>Amount Qualifier Code</b>  <b>Description:</b> Indicates the type of financial support or sponsorship for international students.</p> <p><b>Code    Name</b>                      A0    Assistantship from Admitting Educational Institution                      H0    Host Government (government of the institution) Financing for Education                      HG    Home Government Financing for Education                      IS    Independent Scholarship                      O2    Other Family Financing for Education                      P0    Parental Financing for Education                      S0    Self-Financing for Education                      SF    Scholarship from Admitting Educational Institution                      SG    Sponsor-Financing for Education                      T0    Third-Party Government-Financing for Education                      U0    U.S. Government-Financing for Education                      ZZ    Mutually Defined</p>	M	ID	1/3	Must use
AMT02	782	<p><b>Monetary Amount</b>  <b>Description:</b> Indicates the amount of the sponsorship or funding source.</p>	M	R	1/18	Must use
AMT03	478	<p><b>Credit/Debit Flag Code</b>  <b>Description:</b> Code indicating whether amount is a credit or debit</p>	O	ID	1/1	Not used

# MSG Message Text

Pos: 2500	Max: 1
Detail - Optional	
Loop: AMT	Elements: 3

To provide a free-form format that allows the transmission of text information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MSG01	933	<b>Free-Form Message Text</b> <b>Description:</b> Free-form message text	M	AN	1/264	Must use
MSG02	934	<b>Printer Carriage Control Code</b> <b>Description:</b> A field to be used for the control of the line feed of the receiving printer  <u>Code</u> <u>Name</u> AA    Advance The Specified Number of Lines Before Print AT    Advanced Three Lines Before Print DS    Advance two lines before print LC    Line Continuation NP    Advance to next page before print NS    No advance before print SS    Advance to new line before print	X	ID	2/2	Used
MSG03	1470	<b>Number</b> <b>Description:</b> A generic number	O	N0	1/9	Used

## Syntax:

1. MSG03 C0302 -- If MSG03 is present, then MSG02 is required

## Semantics:

1. MSG03 is the number of lines to advance before printing.

## Comments:

1. MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2. If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

## Note to User:

This occurrence of the MSG segment contains comments or remarks about the funding source in the AMT segment.

# SSE Entry and Exit Information

Pos: 2600	Max: 1
Detail - Optional	
Loop: SSE	Elements: 4

To provide information concerning the entry into or withdrawal from a school, school program, school district, or postsecondary institution

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SSE01	373	<b>Date</b> <b>Description:</b> Desired Entry Date expressed as CCYYMMDD.	O	DT	8/8	Must use
SSE02	373	<b>Date</b> <b>Description:</b> Desired Entry Date expressed as CCYYMMDD.	O	DT	8/8	Not used
SSE03	641	<b>Status Reason Code</b> <b>Description:</b> Code indicating the status reason	O	ID	3/3	Not used
SSE04	1470	<b>Number</b> <b>Description:</b> Priority of Choice. This is a number that indicates the priority of choice for an intended entry into a school, school program, or postsecondary institution.	O	N0	1/9	Used

## Semantics:

1. SSE01 refers to the entry date of the student in a school, school district, or school program.
2. SSE02 refers to the exit date of the student in a school, school district, or school program.
3. SSE03 refers to the reason why the student entered or left the school, school district, or school program.
4. SSE04 refers to the priority of choice for an intended entry into a school, school program, school district, or postsecondary institution.

## Note to User:

This SSE loop contains information about desired entry dates and programs.

# DEG Degree Record

Pos: 2700	Max: 1
Detail - Optional	
Loop: SSE	Elements: 5

To provide the receiving institution or agency notice of academic awards made to the student whose record is being transmitted

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DEG01	1126	<b>Academic Degree Code</b> <b>Description:</b> Code indicating the level of postsecondary degree for which a student is applying. <b>Note to User:</b> For a complete list of Academic Degree Codes, see Appendix B.	M	ID	3/3	Must use
DEG02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Date Degree was Awarded.	X	ID	2/3	Not used
DEG03	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	X	AN	1/35	Not used
DEG04	352	<b>Description</b> <b>Description:</b> Title of Degree. This is the literal name of the degree or program for which the student is applying.	O	AN	1/80	Used
DEG05	641	<b>Status Reason Code</b> <b>Description:</b> Code indicating the status reason	O	ID	3/3	Not used

## Syntax:

1. DEG02 P0203 -- If either DEG02 or DEG03 are present, then the others are required.

## Semantics:

1. DEG02 and DEG03 refer to the date the degree was awarded.
2. DEG05 indicates the type of honors the student received with the degree.

# FOS Field of Study

Pos: 2800	Max: 5
Detail - Optional	
Loop: SSE	Elements: 7

To provide the receiving institution or agency with information about a course or field of study associated with an academic program

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																				
FOS01	1153	<p><b>Academic Field of Study Level or Type Code</b>  <b>Description:</b> Code indicating the field of study being described for a student in an academic institution by indicating how it was used in the academic program or indicating a course area in a field of study</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>C</td> <td>Concentration</td> </tr> <tr> <td>E</td> <td>Endorsement</td> </tr> <tr> <td>G</td> <td>Graduate Non-degree</td> </tr> <tr> <td>L</td> <td>Licensing</td> </tr> <tr> <td>M</td> <td>Major</td> </tr> <tr> <td>N</td> <td>Minor</td> </tr> <tr> <td>S</td> <td>Specialization</td> </tr> <tr> <td>T</td> <td>Teaching</td> </tr> <tr> <td>V</td> <td>Visiting Scholar</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	C	Concentration	E	Endorsement	G	Graduate Non-degree	L	Licensing	M	Major	N	Minor	S	Specialization	T	Teaching	V	Visiting Scholar	M	ID	1/1	Must use
<u>Code</u>	<u>Name</u>																									
C	Concentration																									
E	Endorsement																									
G	Graduate Non-degree																									
L	Licensing																									
M	Major																									
N	Minor																									
S	Specialization																									
T	Teaching																									
V	Visiting Scholar																									
FOS02	66	<p><b>Identification Code Qualifier</b>  <b>Description:</b> Field of Study Code Set Indicator</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>81</td> <td>Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics</td> </tr> <tr> <td>82</td> <td>Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics</td> </tr> <tr> <td>CA</td> <td>Statistics Canada Canadian College Student Information System Course Codes</td> </tr> <tr> <td>CC</td> <td>Statistics Canada University Student Information System Curriculum Codes</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics	82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics	CA	Statistics Canada Canadian College Student Information System Course Codes	CC	Statistics Canada University Student Information System Curriculum Codes	ZZ	Mutually Defined	X	ID	1/2	Used								
<u>Code</u>	<u>Name</u>																									
81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics																									
82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics																									
CA	Statistics Canada Canadian College Student Information System Course Codes																									
CC	Statistics Canada University Student Information System Curriculum Codes																									
ZZ	Mutually Defined																									
FOS03	67	<p><b>Identification Code</b>  <b>Description:</b> Field of Study Code</p>	X	AN	2/80	Used																				
FOS04	352	<p><b>Description</b>  <b>Description:</b> Field of Study Literal</p> <p><b>Note to User:</b> This data element specifies the field of study in free-form text format, if it cannot be identified using FOS02 and FOS03.</p>	X	AN	1/80	Used																				
FOS05	352	<p><b>Description</b>  <b>Description:</b> Field of Study Honors Literal</p>	O	AN	1/80	Not used																				
FOS06	380	<p><b>Quantity</b>  <b>Description:</b> Numeric value of quantity</p>	O	R	1/15	Not used																				
FOS07	380	<p><b>Quantity</b></p>	O	R	1/15	Not used																				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Numeric value of quantity				

**Syntax:**

1. FOS02 P0203 -- If either FOS02 or FOS03 are present, then the others are required.
2. FOS02 R0204 -- At least one of FOS02 or FOS04 is required.

**Semantics:**

1. FOS02 and FOS03 are the student's program of study.
2. FOS06 indicates the number of years or fractional parts of a year a course or field of study was studied.
3. FOS07 indicates grade point average in the course or field of study.



# RSD Residency Information

Pos: 2900	Max: 1
Detail - Optional	
Loop: RSD	Elements: 3

To provide information for establishing residency within a state for tuition purposes

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
RSD01	1270	<p><b>Code List Qualifier Code</b></p> <p><b>Description:</b> Residency Code List Identifier. This qualifier specifies that the code to follow in RSD02 is a residency criteria.</p> <p><b>Code    Name</b></p> <p>RI    Residency Indicator</p> <p>ZZ    Mutually Defined</p>	X	ID	1/3	Used
RSD02	1271	<p><b>Industry Code</b></p> <p><b>Description:</b> Residency Criteria. This is a code to indicate a particular criteria or test for determining residency for tuition purposes.</p> <p><b>Note to User:</b> For a complete list of Residency Criteria Codes, see Appendix B.</p>	X	AN	1/30	Used
RSD03	1069	<p><b>Individual Relationship Code</b></p> <p><b>Description:</b> This code indicates the relationship to the student of the individual to which this residency test or criteria applies. If this data element is not supplied, then the criteria applies to the student.</p> <p><b>Code    Name</b></p> <p>01    Spouse</p> <p>03    Father or Mother</p> <p>26    Guardian</p> <p>32    Mother</p> <p>33    Father</p> <p>34    Other Adult</p> <p>48    Stepfather</p> <p>49    Stepmother</p> <p>50    Foster Parent</p> <p>ZZ    Mutually Defined</p>	O	ID	2/2	Used

## Syntax:

1. RSD01 P0102 -- If either RSD01 or RSD02 are present, then the others are required.

## Semantics:

1. RSD02 is a code that indicates the type of residency question being asked of the student.
2. RSD03 indicates the relationship to the student of the individual upon which this residency type is based.

# N4 Geographic Location

<b>Pos: 3000</b>	<b>Max: 1</b>
<b>Detail - Mandatory</b>	
<b>Loop: RSD</b>	<b>Elements: 7</b>

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Not used
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency <b>Note to User:</b> For a complete list of State and Province Codes, see Appendix B.	X	ID	2/2	Used
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Not used
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.	X	ID	2/3	Used
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying type of location	X	ID	1/2	Not used
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location	O	AN	1/30	Not used
N407	1715	<b>Country Subdivision Code</b> <b>Description:</b> Code identifying the country subdivision	X	ID	1/3	Not used

## Syntax:

1. N402 E0207 -- Only one of N402 or N407 may be present.
2. N406 C0605 -- If N406 is present, then N405 is required
3. N407 C0704 -- If N407 is present, then N404 is required

## Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

## Note to User:

This N4 segment contains the state, province, or country to which the residency question applies.

# DTP Date or Time or Period

Pos: 3100	Max: >1
Detail - Optional	
Loop: RSD	Elements: 3

To specify any or all of a date, a time, or a time period

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
DTP01	374	<b>Date/Time Qualifier</b> <b>Description:</b> Code specifying type of date or time, or both date and time  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>102</td> <td>Issue</td> </tr> <tr> <td>196</td> <td>Start</td> </tr> <tr> <td>197</td> <td>End</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	102	Issue	196	Start	197	End	ZZZ	Mutually Defined	M	ID	3/3	Must use
<u>Code</u>	<u>Name</u>															
102	Issue															
196	Start															
197	End															
ZZZ	Mutually Defined															
DTP02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Code indicating the date format, time format, or date and time format  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>CM</td> <td>Date in Format CCYYMM</td> </tr> <tr> <td>CY</td> <td>Year Expressed in Format CCYY</td> </tr> <tr> <td>D8</td> <td>Date Expressed in Format CCYYMMDD</td> </tr> <tr> <td>YY</td> <td>Last Two Digits of Year Expressed in Format CCYY</td> </tr> </table>	<u>Code</u>	<u>Name</u>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	YY	Last Two Digits of Year Expressed in Format CCYY	M	ID	2/3	Must use
<u>Code</u>	<u>Name</u>															
CM	Date in Format CCYYMM															
CY	Year Expressed in Format CCYY															
D8	Date Expressed in Format CCYYMMDD															
YY	Last Two Digits of Year Expressed in Format CCYY															
DTP03	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	M	AN	1/35	Must use										

## Semantics:

1. DTP02 is the date or time or period format that will appear in DTP03.

## Note to User:

These DTP segments contain the dates the residency types began or ended, or the date the supporting documents were issued.

# QTY Quantity

Pos: 3200	Max: 1
Detail - Optional	
Loop: RSD	Elements: 4

To specify quantity information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
QTY01	673	<b>Quantity Qualifier</b> <b>Description:</b> Code specifying the type of quantity  <u>Code</u> <u>Name</u> DY   Days MN   Month YY   Years	M	ID	2/2	Must use
QTY02	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	X	R	1/15	Used
QTY03	C001	<b>Composite Unit of Measure</b> <b>Description:</b> To identify a composite unit of measure(See Figures Appendix for examples of use)	O	Comp		Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	M	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
QTY04	61	<b>Free-Form Message</b> <b>Description:</b> Free-form information	X	AN	1/30	Not used

### Syntax:

1. QTY02 R0204 -- At least one of QTY02 or QTY04 is required.
2. QTY02 E0204 -- Only one of QTY02 or QTY04 may be present.

### Semantics:

1. QTY04 is used when the quantity is non-numeric.

### Note to User:

This QTY segment indicates the length of time that the residency type has been in effect.

# REF Reference Identification

Pos: 3300	Max: 1
Detail - Optional	
Loop: RSD	Elements: 4

To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>								
REF01	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>5J</td> <td>Driver's License</td> </tr> <tr> <td>LV</td> <td>License Plate Number</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	5J	Driver's License	LV	License Plate Number	ZZ	Mutually Defined	M	ID	2/3	Must use
<u>Code</u>	<u>Name</u>													
5J	Driver's License													
LV	License Plate Number													
ZZ	Mutually Defined													
REF02	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Used								
REF03	352	<b>Description</b> <b>Description:</b> Free-form text description of the residency for clarification or positive identification.	X	AN	1/80	Used								
REF04	C040	<b>Reference Identifier</b> <b>Description:</b> To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O	Comp		Not used								
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	M	ID	2/3	Not used								
	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M	AN	1/30	Not used								
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	X	ID	2/3	Not used								
	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Not used								
	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification	X	ID	2/3	Not used								
	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Not used								

## Syntax:

1. REF02 R0203 -- At least one of REF02 or REF03 is required.

**Semantics:**

1. REF04 contains data relating to the value cited in REF02.

**Note to User:**

This occurrence of the REF segment is used to provide identifying information for documentation used to support claims of residency for tuition purposes.

# RQS Request for Information

Pos: 3400	Max: 1
Detail - Optional	
Loop: RQS	Elements: 5

To identify a question and a reply

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
RQS01	1270	<b>Code List Qualifier Code</b> <b>Description:</b> Code identifying a specific industry code list  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>AQ</td> <td>Application Question Identifier</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	AQ	Application Question Identifier	ZZ	Mutually Defined	X	ID	1/3	Used				
<u>Code</u>	<u>Name</u>															
AQ	Application Question Identifier															
ZZ	Mutually Defined															
RQS02	1271	<b>Industry Code</b> <b>Description:</b> Application Question Identifier Code.  <b>Note to User:</b> For a complete list of Application Question Codes, see Appendix B.	X	AN	1/30	Used										
RQS03	352	<b>Description</b> <b>Description:</b> Contains a free-form question or an indicator for a mutually defined question when the codified questions are not adequate. RQS02 must be either "ZY" or "ZZ" to use this data element.	X	AN	1/80	Used										
RQS04	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Indicates whether the answer is yes or no.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>U</td> <td>Unknown</td> </tr> <tr> <td>W</td> <td>Not Applicable</td> </tr> <tr> <td>Y</td> <td>Yes</td> </tr> </table>	<u>Code</u>	<u>Name</u>	N	No	U	Unknown	W	Not Applicable	Y	Yes	O	ID	1/1	Used
<u>Code</u>	<u>Name</u>															
N	No															
U	Unknown															
W	Not Applicable															
Y	Yes															
RQS05	352	<b>Description</b> <b>Description:</b> Contains the free-form or fill-in-the blank response to the question when such a response is needed. Some questions will require that an explanatory note accompany an answer, e.g., "Have you ever been convicted of a crime?" Use the MSG segments following the RQS segment to convey those explanatory notes.	O	AN	1/80	Used										

## Syntax:

1. RQS01 P0102 -- If either RQS01 or RQS02 are present, then the others are required.
2. RQS02 R0203 -- At least one of RQS02 or RQS03 is required.

## Semantics:

1. RQS02 contains the codes for questions commonly asked of students on admission applications.
2. RQS03 contains a free-form question when the codified questions are not adequate.
3. RQS04 defines the answer to a question. A "Y" indicates that the answer is yes; an "N" indicates that the answer is no.
4. RQS05 is the free-form answer to either the codified or free-form question.



# MSG Message Text

Pos: 3500	Max: >1
Detail - Optional	
Loop: RQS	Elements: 3

To provide a free-form format that allows the transmission of text information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MSG01	933	<b>Free-Form Message Text</b> <b>Description:</b> Free-form message text	M	AN	1/264	Must use
MSG02	934	<b>Printer Carriage Control Code</b> <b>Description:</b> A field to be used for the control of the line feed of the receiving printer  <u>Code</u> <u>Name</u> AA    Advance The Specified Number of Lines Before Print AT    Advanced Three Lines Before Print DS    Advance two lines before print LC    Line Continuation NP    Advance to next page before print NS    No advance before print SS    Advance to new line before print	X	ID	2/2	Used
MSG03	1470	<b>Number</b> <b>Description:</b> A generic number	O	N0	1/9	Used

## Syntax:

1. MSG03 C0302 -- If MSG03 is present, then MSG02 is required

## Semantics:

1. MSG03 is the number of lines to advance before printing.

## Comments:

1. MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2. If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

# SST Student Academic Status

Pos: 3600	Max: 1
Detail - Optional	
Loop: SST	Elements: 9

To provide information concerning the student's eligibility to return to the reporting institution, enrollment status, residency for fee purposes, and date and type or status of high school graduation

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SST01	641	<b>Status Reason Code</b> <b>Description:</b> High School Graduation Type Code.  <u>Code</u> <u>Name</u> B17    Did not complete secondary school B18    Standard high school diploma B19    Advanced or honors diploma B20    Vocational/Technical Preparatory Diploma B21    Special education diploma B22    Certificate of completion or attendance B23    Special certificate of completion B24    General Education Development Diploma (GED) B25    Other high school equivalency diploma B26    International diploma or certificate (such as International Baccalaureate) ZZZ    Mutually Defined	O	ID	3/3	Used
SST02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for High School Graduation Date.  <u>Code</u> <u>Name</u> CM    Date in Format CCYYMM CY    Year Expressed in Format CCYY D8    Date Expressed in Format CCYYMMDD YY    Last Two Digits of Year Expressed in Format CCYY	X	ID	2/3	Used
SST03	1251	<b>Date Time Period</b> <b>Description:</b> High School Graduation Date.	X	AN	1/35	Used
SST04	641	<b>Status Reason Code</b> <b>Description:</b> Eligible to Return Code.  <u>Code</u> <u>Name</u> B27    Student is eligible to continue or return or both B28    Student is on suspension or dismissal B29    Student is expelled (from PreK - grade 12) ZZZ    Mutually Defined	O	ID	3/3	Used
SST05	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Date of Eligibility to Return.  <u>Code</u> <u>Name</u> CM    Date in Format CCYYMM CY    Year Expressed in Format CCYY D8    Date Expressed in Format CCYYMMDD YY    Last Two Digits of Year Expressed in Format CCYY	X	ID	2/3	Used
SST06	1251	<b>Date Time Period</b> <b>Description:</b> Date of Eligibility to Return	X	AN	1/35	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>												
SST07	641	<b>Status Reason Code</b> <b>Description:</b> Code indicating the status reason	O	ID	3/3	Not used												
SST08	1131	<b>Level of Individual, Test, or Course Code</b> <b>Description:</b> Student's Grade Level  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>09</td> <td>Ninth grade</td> </tr> <tr> <td>10</td> <td>Tenth grade</td> </tr> <tr> <td>11</td> <td>Eleventh grade</td> </tr> <tr> <td>12</td> <td>Twelfth grade</td> </tr> <tr> <td>HG</td> <td>High School Graduate or Equivalent</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	09	Ninth grade	10	Tenth grade	11	Eleventh grade	12	Twelfth grade	HG	High School Graduate or Equivalent	O	ID	2/2	Used
<u>Code</u>	<u>Name</u>																	
09	Ninth grade																	
10	Tenth grade																	
11	Eleventh grade																	
12	Twelfth grade																	
HG	High School Graduate or Equivalent																	
SST09	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Residency Code for Fee Purposes  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>U</td> <td>Unknown</td> </tr> <tr> <td>W</td> <td>Not Applicable</td> </tr> <tr> <td>Y</td> <td>Yes</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	N	No	U	Unknown	W	Not Applicable	Y	Yes	O	ID	1/1	Used		
<u>Code</u>	<u>Name</u>																	
N	No																	
U	Unknown																	
W	Not Applicable																	
Y	Yes																	

### Syntax:

1. SST02 P0203 -- If either SST02 or SST03 are present, then the others are required.
2. SST05 P0506 -- If either SST05 or SST06 are present, then the others are required.

### Semantics:

1. SST01 refers to the type of high school diploma or certificate the student was awarded, if applicable.
2. SST03 is the date of high school graduation.
3. SST04 indicates if the student is in good standing at the school and is eligible to return. If not eligible to return, the code indicates the reason for this ineligibility to return to this institution.
4. SST06 refers to the date the student is eligible to return.
5. SST07 indicates if the student is currently enrolled at the institution and how the courses for which the student is enrolled are contained in the transaction set.
6. SST08 indicates the grade level of the student at the institution.
7. SST09 refers to the legal residence of the student for fee purposes. A "Y" indicates that the student has been coded as a legal resident of the state for fee purposes; an "N" indicates that the student has been coded as a nonresident of the state for fee purposes.

# SSE Entry and Exit Information

Pos: 3700	Max: 1
Detail - Optional	
Loop: SST	Elements: 4

To provide information concerning the entry into or withdrawal from a school, school program, school district, or postsecondary institution

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																								
SSE01	373	<b>Date</b> <b>Description:</b> Entry Date. The date that the student entered the school in CCYYMMDD format.	O	DT	8/8	Used																																								
SSE02	373	<b>Date</b> <b>Description:</b> Exit Date. The date that the student left the school in CCYYMMDD format.	O	DT	8/8	Used																																								
SSE03	641	<b>Status Reason Code</b> <b>Description:</b> Reason for Entry or Exit.  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>B52</td> <td>According to established regulations or statutes, the student is considered to be a "dropout"</td> </tr> <tr> <td>D10</td> <td>Student was promoted, retained, or transferred to another attendance-reporting unit in the same school</td> </tr> <tr> <td>D11</td> <td>Student was promoted, retained, or transferred to another school in the same district</td> </tr> <tr> <td>D12</td> <td>Student withdrew to attend another public school in the same district</td> </tr> <tr> <td>D13</td> <td>Student withdrew to attend another public school in- or out-of-state</td> </tr> <tr> <td>D14</td> <td>Student Over Compulsory Attendance Age Left School Voluntarily with No Intention of Returning</td> </tr> <tr> <td>D15</td> <td>Student Graduated from School with a Standard Diploma</td> </tr> <tr> <td>D16</td> <td>Student Graduated from School with a Special Diploma</td> </tr> <tr> <td>D17</td> <td>Student Left School with a Certificate of Completion</td> </tr> <tr> <td>D18</td> <td>Student Left School with a Special Certificate of Completion</td> </tr> <tr> <td>D19</td> <td>Student Left School with a State General Education Development (GED) High School Diploma</td> </tr> <tr> <td>D20</td> <td>Student Withdrew to Attend a Non-Public School or Home Education Program In- or Out-of-State.</td> </tr> <tr> <td>D21</td> <td>Student withdrew from school due to hardship</td> </tr> <tr> <td>D22</td> <td>Student has not entered any school in this or any other state this school year</td> </tr> <tr> <td>D23</td> <td>Previously attended out-of-state public school but is entering a public school in this state for the first time this school year</td> </tr> <tr> <td>D24</td> <td>Returned to Regular Education Program</td> </tr> <tr> <td>D30</td> <td>Declined Services</td> </tr> <tr> <td>EB4</td> <td>Graduated</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	B52	According to established regulations or statutes, the student is considered to be a "dropout"	D10	Student was promoted, retained, or transferred to another attendance-reporting unit in the same school	D11	Student was promoted, retained, or transferred to another school in the same district	D12	Student withdrew to attend another public school in the same district	D13	Student withdrew to attend another public school in- or out-of-state	D14	Student Over Compulsory Attendance Age Left School Voluntarily with No Intention of Returning	D15	Student Graduated from School with a Standard Diploma	D16	Student Graduated from School with a Special Diploma	D17	Student Left School with a Certificate of Completion	D18	Student Left School with a Special Certificate of Completion	D19	Student Left School with a State General Education Development (GED) High School Diploma	D20	Student Withdrew to Attend a Non-Public School or Home Education Program In- or Out-of-State.	D21	Student withdrew from school due to hardship	D22	Student has not entered any school in this or any other state this school year	D23	Previously attended out-of-state public school but is entering a public school in this state for the first time this school year	D24	Returned to Regular Education Program	D30	Declined Services	EB4	Graduated	ZZZ	Mutually Defined	O	ID	3/3	Used
<u>Code</u>	<u>Name</u>																																													
B52	According to established regulations or statutes, the student is considered to be a "dropout"																																													
D10	Student was promoted, retained, or transferred to another attendance-reporting unit in the same school																																													
D11	Student was promoted, retained, or transferred to another school in the same district																																													
D12	Student withdrew to attend another public school in the same district																																													
D13	Student withdrew to attend another public school in- or out-of-state																																													
D14	Student Over Compulsory Attendance Age Left School Voluntarily with No Intention of Returning																																													
D15	Student Graduated from School with a Standard Diploma																																													
D16	Student Graduated from School with a Special Diploma																																													
D17	Student Left School with a Certificate of Completion																																													
D18	Student Left School with a Special Certificate of Completion																																													
D19	Student Left School with a State General Education Development (GED) High School Diploma																																													
D20	Student Withdrew to Attend a Non-Public School or Home Education Program In- or Out-of-State.																																													
D21	Student withdrew from school due to hardship																																													
D22	Student has not entered any school in this or any other state this school year																																													
D23	Previously attended out-of-state public school but is entering a public school in this state for the first time this school year																																													
D24	Returned to Regular Education Program																																													
D30	Declined Services																																													
EB4	Graduated																																													
ZZZ	Mutually Defined																																													
SSE04	1470	<b>Number</b> <b>Description:</b> A generic number	O	N0	1/9	Not used																																								

## Semantics:

1. SSE01 refers to the entry date of the student in a school, school district, or school program.
2. SSE02 refers to the exit date of the student in a school, school district, or school program.

3. SSE03 refers to the reason why the student entered or left the school, school district, or school program.
4. SSE04 refers to the priority of choice for an intended entry into a school, school program, school district, or postsecondary institution.

# N1 Name

Pos: 3800	Max: 2
Detail - Optional	
Loop: SST	Elements: 6

Identifies the high school.

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>								
N101	98	<b>Entity Identifier Code</b> <b>Description:</b> Institution Type.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>HS</td> <td>High School</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	HS	High School	ZZ	Mutually Defined	M	ID	2/3	Must use		
<u>Code</u>	<u>Name</u>													
HS	High School													
ZZ	Mutually Defined													
N102	93	<b>Name</b> <b>Description:</b> Free Form Name of High School.	X	AN	1/60	Used								
N103	66	<b>Identification Code Qualifier</b> <b>Description:</b> Institutional Code Qualifier.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>77</td> <td>National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions</td> </tr> <tr> <td>78</td> <td>The College Board and ACT 6 digit code list of secondary educational institutions</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	77	National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions	78	The College Board and ACT 6 digit code list of secondary educational institutions	ZZ	Mutually Defined	X	ID	1/2	Used
<u>Code</u>	<u>Name</u>													
77	National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions													
78	The College Board and ACT 6 digit code list of secondary educational institutions													
ZZ	Mutually Defined													
N104	67	<b>Identification Code</b> <b>Description:</b> High School Code.	X	AN	2/80	Used								
N105	706	<b>Entity Relationship Code</b> <b>Description:</b> Code describing entity relationship	O	ID	2/2	Not used								
N106	98	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/3	Not used								

## Syntax:

1. N102 R0203 -- At least one of N102 or N103 is required.
2. N103 P0304 -- If either N103 or N104 are present, then the others are required.

## Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

# N3

## Address Information

Pos: 3900	Max: 1
Detail - Optional	
Loop: SST	Elements: 2

To specify the location of the named party

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

# N4 Geographic Location

Pos: 4000	Max: 1
Detail - Optional	
Loop: SST	Elements: 7

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Used
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency <b>Note to User:</b> For a complete list of State and Province Codes, see Appendix B.	X	ID	2/2	Used
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.	X	ID	2/3	Used
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying type of location	X	ID	1/2	Not used
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location	O	AN	1/30	Not used
N407	1715	<b>Country Subdivision Code</b> <b>Description:</b> Code identifying the country subdivision	X	ID	1/3	Not used

## Syntax:

1. N402 E0207 -- Only one of N402 or N407 may be present.
2. N406 C0605 -- If N406 is present, then N405 is required
3. N407 C0704 -- If N407 is present, then N404 is required

## Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.



# SUM Academic Summary

Pos: 4100	Max: 5
Detail - Optional	
Loop: SST	Elements: 18

To provide summary information for an academic session, a postsecondary degree, or for the entire student academic record

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SUM01	1141	<p><b>Academic Credit Type Code</b>  <b>Description:</b> Code indicating the type of credit used (awarded) by the sending institution</p> <p><b>Code</b>    <b>Name</b>                      G    Carnegie Units                      N    No Credit                      U    Units                      X    Other Type of Credit</p>	X	ID	1/1	Used
SUM02	1142	<p><b>Academic Grade or Course Level Code</b>  <b>Description:</b> Summary Level. Indicates the level of work which is summarized in the GPA and hours carried on this academic summary record. If the summary is for the entire high school record, then this data element should be omitted.</p> <p><b>Code</b>    <b>Name</b>                      1    Remedial                      2    Basic                      3    Teacher's Aide                      4    General                      5    Applied                      7    Regular                      8    Specialized Topics                      10    Honors                      12    Advanced Placement                      13    Special Education                      14    Vocational Education                      16    Work Experience                      17    Adult Basic                      18    Adult Secondary</p>	O	ID	1/2	Used
SUM03	1073	<p><b>Yes/No Condition or Response Code</b>  <b>Description:</b> Cumulative Summary Indicator.</p> <p><b>Code</b>    <b>Name</b>                      N    No                      Y    Yes</p>	O	ID	1/1	Used
SUM04	380	<p><b>Quantity</b>  <b>Description:</b> Academic Credit Hours Attempted and Included in the GPA.</p>	O	R	1/15	Used
SUM05	380	<p><b>Quantity</b>  <b>Description:</b> Academic Credit Hours Attempted or Paid For.</p>	O	R	1/15	Used
SUM06	380	<p><b>Quantity</b>  <b>Description:</b> Academic Credit Hours Earned.</p>	O	R	1/15	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SUM07	740	<b>Range Minimum</b> <b>Description:</b> Lowest Possible Grade Point Average. This is the lowest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 0. However, on some scales this could be a negative number, such as -1. This field must be included if that default assumption is not accurate. The "R" data type indicates that the decimal should be included unless the value is a whole number.	X	R	1/20	Used
SUM08	741	<b>Range Maximum</b> <b>Description:</b> Highest Possible Grade Point Average. This is the highest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 4.0. On some scales this might be 3, 100, or 4.5. Some institutions have a policy that will allow a weighted grade for an honors course. This should be indicated in SUM10.	X	R	1/20	Used
SUM09	1144	<b>Academic Grade Point Average</b> <b>Description:</b> The grade point average of a student	O	R	1/6	Used
SUM10	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Excessive GPA Indicator. This indicates that an A+ grade has a value higher than the highest possible GPA.  <u>Code</u> <u>Name</u> N        No Y        Yes	O	ID	1/1	Used
SUM11	1145	<b>Class Rank</b> <b>Description:</b> This is a student's numerical class rank with the highest student in the class having a rank or position of 1	O	N0	1/4	Used
SUM12	380	<b>Quantity</b> <b>Description:</b> Class Size. Total number in the class to help position the student's rank.	O	R	1/15	Used
SUM13	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for date of class ranking.  <u>Code</u> <u>Name</u> CM        Date in Format CCYYMM D8        Date Expressed in Format CCYYMMDD	X	ID	2/3	Used
SUM14	1251	<b>Date Time Period</b> <b>Description:</b> Date of class ranking.	X	AN	1/35	Used
SUM15	607	<b>Number of Days</b> <b>Description:</b> Count of Days	O	N0	1/3	Not used
SUM16	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	O	R	1/15	Not used
SUM17	380	<b>Quantity</b> <b>Description:</b> Quality points used to compute the student's GPA.	O	R	1/15	Used
SUM18	1558	<b>Academic Summary Source</b>	O	ID	1/1	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>								
		<p><b>Description:</b> Code used to indicate the source of the summary data</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Self-reported</td> </tr> <tr> <td>B</td> <td>High School Counselor</td> </tr> <tr> <td>C</td> <td>High School Transcript</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	A	Self-reported	B	High School Counselor	C	High School Transcript				
<u>Code</u>	<u>Name</u>													
A	Self-reported													
B	High School Counselor													
C	High School Transcript													

### Syntax:

1. SUM04 C0401 -- If SUM04 is present, then SUM01 is required
2. SUM05 C0501 -- If SUM05 is present, then SUM01 is required
3. SUM06 C0601 -- If SUM06 is present, then SUM01 is required
4. SUM07 P0708 -- If either SUM07 or SUM08 are present, then the others are required.
5. SUM13 P1314 -- If either SUM13 or SUM14 are present, then the others are required.

### Semantics:

1. SUM03 indicates if this is a summary for entire record up to that point in time. A "Y" indicates that this is a cumulative summary of the academic record up to that point; an "N" indicates that this is not a cumulative summary, but is a session.
2. SUM04 refers to credits used to compute grade point average.
3. SUM05 refers to credits attempted.
4. SUM06 refers to credits earned.
5. SUM07 and SUM08 are the lowest and highest, respectively, grade point averages possible under normal conditions.
6. SUM10 indicates if it is possible to have a grade point average higher than the maximum range. A "Y" indicates that it is possible to have a grade point average higher than the maximum range; an "N" indicates that it is not possible.
7. SUM11 refers to the student's position or rank in the class, while SUM12 refers to the total number in the class.
8. SUM14 refers to the date of the class ranking.
9. SUM15 is the days attended.
10. SUM16 is the days absent.
11. SUM17 indicates quality points used to compute the student's grade point average.

# SES Academic Session Header

Pos: 4200	Max: 1
Detail - Optional	
Loop: SES	Elements: 14

To identify the particular academic session in which the activity which follows took place

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																				
SES01	1251	<b>Date Time Period</b> <b>Description:</b> Session Starting Date to Identify Session. This is the year and month in which this session began in format CCYYMM.	M	AN	1/35	Must use																				
SES02	609	<b>Count</b> <b>Description:</b> This is a one-digit counter used to distinguish among several different sessions which all began in the same month and year.	O	N0	1/9	Used																				
SES03	1251	<b>Date Time Period</b> <b>Description:</b> School Year for Pre K - Grade 12 Records. Format is CCYY-CCYY.	O	AN	1/35	Used																				
SES04	1139	<b>Session Code</b> <b>Description:</b> Code identifying the type of academic session at an educational institution  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Full year</td></tr> <tr><td>2</td><td>Semester</td></tr> <tr><td>3</td><td>Trimester</td></tr> <tr><td>4</td><td>Quarter</td></tr> <tr><td>5</td><td>Quinmester</td></tr> <tr><td>6</td><td>Mini-term</td></tr> <tr><td>7</td><td>Summer Session</td></tr> <tr><td>8</td><td>Intersession (Year Round Schools)</td></tr> <tr><td>9</td><td>Long session which is longer than a semester or quarter or trimester, but shorter than a full year</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	Full year	2	Semester	3	Trimester	4	Quarter	5	Quinmester	6	Mini-term	7	Summer Session	8	Intersession (Year Round Schools)	9	Long session which is longer than a semester or quarter or trimester, but shorter than a full year	O	ID	1/1	Used
<u>Code</u>	<u>Name</u>																									
1	Full year																									
2	Semester																									
3	Trimester																									
4	Quarter																									
5	Quinmester																									
6	Mini-term																									
7	Summer Session																									
8	Intersession (Year Round Schools)																									
9	Long session which is longer than a semester or quarter or trimester, but shorter than a full year																									
SES05	93	<b>Name</b> <b>Description:</b> Name of Session.	O	AN	1/60	Used																				
SES06	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Date Session Began  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>D8</td><td>Date Expressed in Format CCYYMMDD</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	D8	Date Expressed in Format CCYYMMDD	X	ID	2/3	Used																
<u>Code</u>	<u>Name</u>																									
D8	Date Expressed in Format CCYYMMDD																									
SES07	1251	<b>Date Time Period</b> <b>Description:</b> Session Starting Date.	X	AN	1/35	Used																				
SES08	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Session Ending Date.  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>D8</td><td>Date Expressed in Format CCYYMMDD</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	D8	Date Expressed in Format CCYYMMDD	X	ID	2/3	Used																
<u>Code</u>	<u>Name</u>																									
D8	Date Expressed in Format CCYYMMDD																									
SES09	1251	<b>Date Time Period</b>	X	AN	1/35	Used																				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
		<b>Description:</b> Session Ending Date.														
<b>SES10</b>	<b>1131</b>	<b>Level of Individual, Test, or Course Code</b> <b>Description:</b> Code identifying level of course, test, or student  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>09</td> <td>Ninth grade</td> </tr> <tr> <td>10</td> <td>Tenth grade</td> </tr> <tr> <td>11</td> <td>Eleventh grade</td> </tr> <tr> <td>12</td> <td>Twelfth grade</td> </tr> </table>	<u>Code</u>	<u>Name</u>	09	Ninth grade	10	Tenth grade	11	Eleventh grade	12	Twelfth grade	<b>O</b>	<b>ID</b>	<b>2/2</b>	<b>Used</b>
<u>Code</u>	<u>Name</u>															
09	Ninth grade															
10	Tenth grade															
11	Eleventh grade															
12	Twelfth grade															
<b>SES11</b>	<b>66</b>	<b>Identification Code Qualifier</b> <b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)	<b>X</b>	<b>ID</b>	<b>1/2</b>	<b>Not used</b>										
<b>SES12</b>	<b>67</b>	<b>Identification Code</b> <b>Description:</b> Code identifying a party or other code	<b>X</b>	<b>AN</b>	<b>2/80</b>	<b>Not used</b>										
<b>SES13</b>	<b>93</b>	<b>Name</b> <b>Description:</b> Free-form name	<b>O</b>	<b>AN</b>	<b>1/60</b>	<b>Not used</b>										
<b>SES14</b>	<b>641</b>	<b>Status Reason Code</b> <b>Description:</b> Code indicating the status reason	<b>O</b>	<b>ID</b>	<b>3/3</b>	<b>Not used</b>										

### Syntax:

1. SES06 P0607 -- If either SES06 or SES07 are present, then the others are required.
2. SES08 P0809 -- If either SES08 or SES09 are present, then the others are required.
3. SES11 P1112 -- If either SES11 or SES12 are present, then the others are required.

### Semantics:

1. SES01 refers in general to the date the overall session began.
2. SES01 is in the format of CCYYMM.
3. SES02 refers to the individual specific session falling within the overall general session.
4. SES03 refers to the school year for prekindergarten through grade 12 records.
5. SES03 is in the format of CCYY-CCYY.
6. SES07 is the exact date the session began.
7. SES09 is the date the session ended.
8. SES10 refers to the grade level of the student during this session.
9. SES11, SES12, and SES13 refer to the major field of study for the student.
10. SES14 indicates if the student received special recognition (honors) or was suspended or put on probation at the end of the session.

# CRS Course Record

Pos: 4300	Max: 1
Detail - Optional	
Loop: CRS	Elements: 20

To provide the receiving institution or organization with information about courses taken and the status of those courses

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CRS01	1147	<p><b>Basis for Academic Credit Code</b>  <b>Description:</b> Code indicating how academic credit was granted by an institution or earned by a student</p> <p><b>Code    Name</b>                      N    Correspondence                      R    Regular Enrollment                      T    Academic Credits Transferred in From Another Institution                      V    Audit or Visitor Status (No Credit Awarded)                      W    Work Experience                      X    Not Applicable                      Z    Other Types Not Included in Above List</p>	M	ID	1/1	Must use
CRS02	1141	<p><b>Academic Credit Type Code</b>  <b>Description:</b> Code indicating the type of credit used (awarded) by the sending institution</p> <p><b>Code    Name</b>                      G    Carnegie Units                      N    No Credit                      U    Units                      V    Vocational Credits                      X    Other Type of Credit</p>	O	ID	1/1	Used
CRS03	380	<p><b>Quantity</b>  <b>Description:</b> Value of Course or Academic Credit Hours. This shows how many credits the course is worth.</p>	O	R	1/15	Used
CRS04	380	<p><b>Quantity</b>  <b>Description:</b> Academic Credit Hours Earned.</p>	O	R	1/15	Used
CRS05	1148	<p><b>Academic Grade Qualifier</b>  <b>Description:</b> The grading scale used by an academic institution for an academic course or type of grade. This is based on the American Medical Colleges Admissions Services (AMCAS) grade scale, values 001 through 499. Other miscellaneous grade types in the range of 500 to 999 can be used as well.</p> <p><b>Note to User:</b> For a complete list of Academic Grade Qualifier Codes, see Appendix B.</p>	X	ID	1/3	Used
CRS06	1258	<p><b>Academic Grade</b>  <b>Description:</b> Grade Awarded. This data element is required if CRS05 is 001 through 499. It is not required if the value of CRS05 is 500 through 999.</p>	O	AN	1/3	Used
CRS07	1073	<b>Yes/No Condition or Response Code</b>	O	ID	1/1	Not used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<b>Description:</b> Honors Indicator.				
<b>CRS08</b>	<b>1142</b>	<b>Academic Grade or Course Level Code</b> <b>Description:</b> Code indicating the level or type or both, of work which is reflected in the grade average and the credit hours  <u>Code</u> <u>Name</u> 1    Remedial 2    Basic 3    Teacher's Aide 4    General 5    Applied 7    Regular 8    Specialized Topics 9    Advanced 10    Honors 11    Gifted and Talented 12    Advanced Placement 13    Special Education 14    Vocational Education 16    Work Experience 17    Adult Basic 18    Adult Secondary	<b>O</b>	<b>ID</b>	<b>1/2</b>	<b>Used</b>
<b>CRS09</b>	<b>1150</b>	<b>Course Repeat or No Count Indicator Code</b> <b>Description:</b> Code indicating when an academic course has been repeated by a student and how that repeat is to be computed in the student's academic grade average  <u>Code</u> <u>Name</u> N    Repeated, Not counted in student's grade point average R    Repeated, Counted in student's grade point average X    Other, not counted in student's grade point average	<b>O</b>	<b>ID</b>	<b>1/1</b>	<b>Used</b>
<b>CRS10</b>	<b>66</b>	<b>Identification Code Qualifier</b> <b>Description:</b> Curriculum Code Qualifier.  <u>Code</u> <u>Name</u> 75    State or Province Assigned Number 76    Local School District or Jurisdiction Number 81    Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics 82    Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics CA    Statistics Canada Canadian College Student Information System Course Codes CC    Statistics Canada University Student Information System Curriculum Codes ZZ    Mutually Defined	<b>X</b>	<b>ID</b>	<b>1/2</b>	<b>Used</b>
<b>CRS11</b>	<b>67</b>	<b>Identification Code</b> <b>Description:</b> Code for Subject Area.	<b>X</b>	<b>AN</b>	<b>2/80</b>	<b>Used</b>
<b>CRS12</b>	<b>380</b>	<b>Quantity</b> <b>Description:</b> Academic Quality Points. Number of quality or grade points earned by the student for participation in this course.	<b>O</b>	<b>R</b>	<b>1/15</b>	<b>Used</b>
<b>CRS13</b>	<b>1131</b>	<b>Level of Individual, Test, or Course Code</b>	<b>O</b>	<b>ID</b>	<b>2/2</b>	<b>Used</b>

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>												
		<b>Description:</b> Code identifying level of course, test, or student.  <table border="0"> <tr> <td><b><u>Code</u></b></td> <td><b><u>Name</u></b></td> </tr> <tr> <td>09</td> <td>Ninth grade</td> </tr> <tr> <td>10</td> <td>Tenth grade</td> </tr> <tr> <td>11</td> <td>Eleventh grade</td> </tr> <tr> <td>12</td> <td>Twelfth grade</td> </tr> <tr> <td>VS</td> <td>Vocational School</td> </tr> </table>	<b><u>Code</u></b>	<b><u>Name</u></b>	09	Ninth grade	10	Tenth grade	11	Eleventh grade	12	Twelfth grade	VS	Vocational School				
<b><u>Code</u></b>	<b><u>Name</u></b>																	
09	Ninth grade																	
10	Tenth grade																	
11	Eleventh grade																	
12	Twelfth grade																	
VS	Vocational School																	
CRS14	93	<b>Name</b> <b>Description:</b> Course name or subject abbreviation.	O	AN	1/60	Used												
CRS15	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	O	AN	1/30	Not used												
CRS16	93	<b>Name</b> <b>Description:</b> Course Title.	O	AN	1/60	Used												
CRS17	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	O	R	1/15	Not used												
CRS18	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	O	R	1/15	Not used												
CRS19	373	<b>Date</b> <b>Description:</b> Student Drop Date. This is the date the student dropped the course, expressed CCYYMMDD format.	O	DT	8/8	Used												
CRS20	1152	<b>Override Academic Course Source Code</b> <b>Description:</b> Code indicating the source of academic credit if not from the sending educational institution	O	ID	2/2	Not used												

### Syntax:

1. CRS06 C0605 -- If CRS06 is present, then CRS05 is required
2. CRS10 P1011 -- If either CRS10 or CRS11 are present, then the others are required.

### Semantics:

1. CRS03 is either the value of the course or the credits attempted, while CRS04 is the credits earned by the student for the course.
2. CRS07 indicates if the course is a special honors course. A "Y" indicates that the course is designated as an honors course; an "N" indicates it is not an honors course.
3. CRS10 and CRS11 are the content area of the course.
4. CRS12 is the number of academic quality (or grade) points earned by the student for participation in a course.
5. CRS14 and CRS15 refer to the course alpha prefix and number, respectively. These are the course numbers.
6. CRS16 is the course title.
7. CRS17 and CRS18 are the student's days attended and days absent in the course, respectively.
8. CRS19 is the date the student dropped the course.
9. CRS20 indicated if the course was taken as a transfer course at another institution or under the auspices of another institution covered by reciprocal agreement between the participating institutions.



# NTE Note/Special Instruction

Pos: 4400	Max: 1
Detail - Optional	
Loop: CRS	Elements: 2

To transmit information in a free-form format, if necessary, for comment or special instruction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	<b>Note Reference Code</b> <b>Description:</b> Code identifying the functional area or purpose for which the note applies	O	ID	3/3	Not used
NTE02	352	<b>Description</b> <b>Description:</b> A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

## Comments:

1. The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processible. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

## Note to User:

This NTE segment is used to convey additional information about a course.

# TST Test Score Record

Pos: 4500	Max: 1
Detail - Optional	
Loop: TST	Elements: 16

To provide information about national, regional, state, or local tests that a student has taken

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																						
TST01	1155	<b>Educational Test or Requirement Code</b> <b>Description:</b> Indicates a particular national, regional, state, or local test or requirement <b>Note to User:</b> For a complete list of test codes, see Appendix B.	M	ID	1/3	Must use																						
TST02	93	<b>Name</b> <b>Description:</b> Name of Test.	O	AN	1/60	Used																						
TST03	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for the Date Test was Administered.  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>CM</td> <td>Date in Format CCYYMM</td> </tr> <tr> <td>CY</td> <td>Year Expressed in Format CCYY</td> </tr> <tr> <td>D8</td> <td>Date Expressed in Format CCYYMMDD</td> </tr> <tr> <td>YY</td> <td>Last Two Digits of Year Expressed in Format CCYY</td> </tr> </table>	<b>Code</b>	<b>Name</b>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	YY	Last Two Digits of Year Expressed in Format CCYY	X	ID	2/3	Used												
<b>Code</b>	<b>Name</b>																											
CM	Date in Format CCYYMM																											
CY	Year Expressed in Format CCYY																											
D8	Date Expressed in Format CCYYMMDD																											
YY	Last Two Digits of Year Expressed in Format CCYY																											
TST04	1251	<b>Date Time Period</b> <b>Description:</b> Date Test was Administered. <b>Note to User:</b> This date could be in the future, if the applying student is reporting the date that he or she is planning to take the test.	X	AN	1/35	Used																						
TST05	127	<b>Reference Identification</b> <b>Description:</b> Form Identification. Indicates the form, version or edition of the test.	O	AN	1/30	Used																						
TST06	127	<b>Reference Identification</b> <b>Description:</b> Test Level. <b>Note to User:</b> This is a free-form text description of the level of the test. For the International Baccalaureate Test, TST06 is "H" for higher level or "S" for subsidiary level.	O	AN	1/30	Used																						
TST07	1131	<b>Level of Individual, Test, or Course Code</b> <b>Description:</b> Student's Grade Level. This is the grade level of the student when tested.  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>09</td> <td>Ninth grade</td> </tr> <tr> <td>10</td> <td>Tenth grade</td> </tr> <tr> <td>11</td> <td>Eleventh grade</td> </tr> <tr> <td>12</td> <td>Twelfth grade</td> </tr> <tr> <td>21</td> <td>Postsecondary First Year Student</td> </tr> <tr> <td>22</td> <td>Postsecondary Sophomore</td> </tr> <tr> <td>23</td> <td>Postsecondary Junior</td> </tr> <tr> <td>24</td> <td>Postsecondary Senior</td> </tr> <tr> <td>25</td> <td>Postsecondary Post-Baccalaureate Student</td> </tr> <tr> <td>26</td> <td>Postsecondary Non-Degree Graduate Student</td> </tr> </table>	<b>Code</b>	<b>Name</b>	09	Ninth grade	10	Tenth grade	11	Eleventh grade	12	Twelfth grade	21	Postsecondary First Year Student	22	Postsecondary Sophomore	23	Postsecondary Junior	24	Postsecondary Senior	25	Postsecondary Post-Baccalaureate Student	26	Postsecondary Non-Degree Graduate Student	O	ID	2/2	Used
<b>Code</b>	<b>Name</b>																											
09	Ninth grade																											
10	Tenth grade																											
11	Eleventh grade																											
12	Twelfth grade																											
21	Postsecondary First Year Student																											
22	Postsecondary Sophomore																											
23	Postsecondary Junior																											
24	Postsecondary Senior																											
25	Postsecondary Post-Baccalaureate Student																											
26	Postsecondary Non-Degree Graduate Student																											

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		27 Postsecondary Professional Student 28 Postsecondary Master's Degree Student 29 Postsecondary Doctoral Student 30 Postdoctoral Student 31 Postsecondary Bachelor Preliminary Year 32 Postsecondary Fifth Year Student 33 Postsecondary Masters Qualifying Year 34 First-year Graduate 35 Second-year Graduate 36 Third-year Graduate 37 Beyond Third-year Graduate 38 First-year, Attended College Before 39 First-year Professional 40 Second-year Professional 41 Third-year Professional 42 Beyond Third-year Professional				
TST08	1131	<b>Level of Individual, Test, or Course Code</b> <b>Description:</b> Test Grade Level. Refers to the typical grade level at which the test is given.	O	ID	2/2	Not used
TST09	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	O	AN	1/35	Not used
TST10	1156	<b>Test Norm Type Code</b> <b>Description:</b> Code identifying the type of norming used for the academic test	O	ID	1/1	Not used
TST11	1157	<b>Test Norming Period Code</b> <b>Description:</b> Code indicating time of the year of the norming of an academic test	O	ID	1/1	Not used
TST12	819	<b>Language Code</b> <b>Description:</b> Identifies the language in which the test was administered. Codes are from a standard code list maintained by the International Standards Organization (ISO 639). <b>Note to User:</b> For a complete list of Language Codes, see Appendix B.	O	ID	2/3	Not used
TST13	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	O	AN	1/35	Not used
TST14	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Code indicating a Yes or No condition or response	O	ID	1/1	Not used
TST15	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Code indicating a Yes or No condition or response	O	ID	1/1	Not used
TST16	1159	<b>Test Score Interpretation Code</b> <b>Description:</b> Code indicating unusual testing conditions that must be known to interpret properly a person's academic test score	O	ID	1/1	Not used

**Syntax:**

1. TST03 P0304 -- If either TST03 or TST04 are present, then the others are required.

**Semantics:**

1. TST04 refers to the date the test was administered.
2. TST05 and TST06 refer to the form and the level of the test, respectively.
3. TST07 refers to the grade level of the student at the time the test was taken.
4. TST08 refers to the typical grade level at which the test is given.
5. TST09 refers to the year the test was normed.
6. TST09 has the format CCYY.
7. TST13 has the format CCYY.
8. TST13 refers to the date associated with the test.
9. TST14 indicates whether the test information is revised. A "Y" indicates that the test information is revised; an "N" indicates that the test information is not revised.
10. TST15 indicates whether the test administration referred to is invalidated. A "Y" indicates that the test administration referred to is invalidated; an "N" indicates that the test administration is not invalidated.

# SBT Subtest

Pos: 4600	Max: 1
Detail - Optional	
Loop: SBT	Elements: 3

To provide information about subtests that the student has taken

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																																												
SBT01	1158	<p><b>Subtest Code</b>  <b>Description:</b> Identifies the subtest for the test indicated in TST01.  <b>Note to User:</b> If there is only a total score (that is, there are no subtests) use "00000". If TST01 indicates a state code, then "99999" in SBT01 indicates the subtest will be defined by mutual agreement within that state. The subtest name or indicator will follow in SBT02. For a complete list of subtest codes, see Appendix B.</p>	M	ID	5/5	Must use																																																												
SBT02	93	<p><b>Name</b>  <b>Description:</b> Subtest Name</p>	O	AN	1/60	Used																																																												
SBT03	1159	<p><b>Test Score Interpretation Code</b>  <b>Description:</b> Code indicating unusual testing conditions that must be known to interpret properly a person's academic test score</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Special Circumstances (Something unusual occurred during testing that may have affected how the student performed)</td></tr> <tr><td>2</td><td>Nonstandard Administration Procedure (Braille, Signing, Extended Time, etc.)</td></tr> <tr><td>3</td><td>Experience Only</td></tr> <tr><td>4</td><td>Diagnostic Only</td></tr> <tr><td>5</td><td>Experience and Diagnostic</td></tr> <tr><td>6</td><td>Reader or Signer</td></tr> <tr><td>7</td><td>Large Type Booklet, write or mark on booklet or separate paper, untimed</td></tr> <tr><td>8</td><td>Large Type Booklet, type on typewriter, braillewriter, or computer, untimed</td></tr> <tr><td>9</td><td>Large Type Booklet, scribe marks responses, untimed</td></tr> <tr><td>A</td><td>Untimed, with breaks</td></tr> <tr><td>B</td><td>One and a half times the normal time, no break</td></tr> <tr><td>C</td><td>One and a half times the normal time, one break only</td></tr> <tr><td>D</td><td>Self-determined review of audio/videotape, untimed</td></tr> <tr><td>E</td><td>Reader or Signer, examinee marks on answer document, booklet, or separate paper, standard administration type</td></tr> <tr><td>F</td><td>Special Furniture</td></tr> <tr><td>H</td><td>Use of scripts for videotape scenarios only</td></tr> <tr><td>I</td><td>Foreign language dictionary and standard timing</td></tr> <tr><td>J</td><td>Special Lighting</td></tr> <tr><td>K</td><td>Head Mouse</td></tr> <tr><td>L</td><td>Adjustable table height</td></tr> <tr><td>M</td><td>Enlarged Keyboard</td></tr> <tr><td>N</td><td>Adjustable swivel arm</td></tr> <tr><td>O</td><td>Track ball</td></tr> <tr><td>P</td><td>Separate room</td></tr> <tr><td>Q</td><td>Amanuensis or Recorder</td></tr> <tr><td>R</td><td>Sign Language Interpreter</td></tr> <tr><td>S</td><td>Extra time</td></tr> <tr><td>T</td><td>Multi-day</td></tr> <tr><td>U</td><td>Exempt</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	Special Circumstances (Something unusual occurred during testing that may have affected how the student performed)	2	Nonstandard Administration Procedure (Braille, Signing, Extended Time, etc.)	3	Experience Only	4	Diagnostic Only	5	Experience and Diagnostic	6	Reader or Signer	7	Large Type Booklet, write or mark on booklet or separate paper, untimed	8	Large Type Booklet, type on typewriter, braillewriter, or computer, untimed	9	Large Type Booklet, scribe marks responses, untimed	A	Untimed, with breaks	B	One and a half times the normal time, no break	C	One and a half times the normal time, one break only	D	Self-determined review of audio/videotape, untimed	E	Reader or Signer, examinee marks on answer document, booklet, or separate paper, standard administration type	F	Special Furniture	H	Use of scripts for videotape scenarios only	I	Foreign language dictionary and standard timing	J	Special Lighting	K	Head Mouse	L	Adjustable table height	M	Enlarged Keyboard	N	Adjustable swivel arm	O	Track ball	P	Separate room	Q	Amanuensis or Recorder	R	Sign Language Interpreter	S	Extra time	T	Multi-day	U	Exempt	O	ID	1/1	Used
<u>Code</u>	<u>Name</u>																																																																	
1	Special Circumstances (Something unusual occurred during testing that may have affected how the student performed)																																																																	
2	Nonstandard Administration Procedure (Braille, Signing, Extended Time, etc.)																																																																	
3	Experience Only																																																																	
4	Diagnostic Only																																																																	
5	Experience and Diagnostic																																																																	
6	Reader or Signer																																																																	
7	Large Type Booklet, write or mark on booklet or separate paper, untimed																																																																	
8	Large Type Booklet, type on typewriter, braillewriter, or computer, untimed																																																																	
9	Large Type Booklet, scribe marks responses, untimed																																																																	
A	Untimed, with breaks																																																																	
B	One and a half times the normal time, no break																																																																	
C	One and a half times the normal time, one break only																																																																	
D	Self-determined review of audio/videotape, untimed																																																																	
E	Reader or Signer, examinee marks on answer document, booklet, or separate paper, standard administration type																																																																	
F	Special Furniture																																																																	
H	Use of scripts for videotape scenarios only																																																																	
I	Foreign language dictionary and standard timing																																																																	
J	Special Lighting																																																																	
K	Head Mouse																																																																	
L	Adjustable table height																																																																	
M	Enlarged Keyboard																																																																	
N	Adjustable swivel arm																																																																	
O	Track ball																																																																	
P	Separate room																																																																	
Q	Amanuensis or Recorder																																																																	
R	Sign Language Interpreter																																																																	
S	Extra time																																																																	
T	Multi-day																																																																	
U	Exempt																																																																	

# SRE Test Scores

Pos: 4700	Max: 3
Detail - Optional	
Loop: SBT	Elements: 2

To provide scores on tests that a student has taken

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																														
SRE01	1160	<p><b>Test Score Qualifier Code</b>  <b>Description:</b> Code indicating the manner in which the actual academic test score result is reported</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Scaled Score</td></tr> <tr><td>2</td><td>Grade Equivalent or Grade Level Indicator</td></tr> <tr><td>3</td><td>Standard Score</td></tr> <tr><td>4</td><td>Raw Score</td></tr> <tr><td>5</td><td>Percent of Items Correct</td></tr> <tr><td>6</td><td>Mastery Score</td></tr> <tr><td>7</td><td>Adjective Classification or Locally Defined Score</td></tr> <tr><td>8</td><td>Stanine</td></tr> <tr><td>9</td><td>Percentile</td></tr> <tr><td>A</td><td>Normal Curve Equivalent</td></tr> <tr><td>B</td><td>Equated Score (pre-test and post-test were different)</td></tr> <tr><td>C</td><td>Pass/Fail</td></tr> <tr><td>D</td><td>Equivalent Score</td></tr> <tr><td>Z</td><td>Locally Defined</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	Scaled Score	2	Grade Equivalent or Grade Level Indicator	3	Standard Score	4	Raw Score	5	Percent of Items Correct	6	Mastery Score	7	Adjective Classification or Locally Defined Score	8	Stanine	9	Percentile	A	Normal Curve Equivalent	B	Equated Score (pre-test and post-test were different)	C	Pass/Fail	D	Equivalent Score	Z	Locally Defined	M	ID	1/1	Must use
<u>Code</u>	<u>Name</u>																																			
1	Scaled Score																																			
2	Grade Equivalent or Grade Level Indicator																																			
3	Standard Score																																			
4	Raw Score																																			
5	Percent of Items Correct																																			
6	Mastery Score																																			
7	Adjective Classification or Locally Defined Score																																			
8	Stanine																																			
9	Percentile																																			
A	Normal Curve Equivalent																																			
B	Equated Score (pre-test and post-test were different)																																			
C	Pass/Fail																																			
D	Equivalent Score																																			
Z	Locally Defined																																			
SRE02	352	<p><b>Description</b>  <b>Description:</b> Test Score.</p>	M	AN	1/80	Must use																														

## Semantics:

1. SRE02 is the value of the score that the student received on an academic test or subtest.

# NTE Note/Special Instruction

Pos: 4800	Max: 2
Detail - Optional	
Loop: SBT	Elements: 2

To transmit information in a free-form format, if necessary, for comment or special instruction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	<b>Note Reference Code</b> <b>Description:</b> Code identifying the functional area or purpose for which the note applies	O	ID	3/3	Not used
NTE02	352	<b>Description</b> <b>Description:</b> A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

## Comments:

- The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processible. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

## Note to User:

This NTE segment conveys additional information about a test score.

# PCL Previous College

Pos: 4900	Max: 1
Detail - Optional	
Loop: PCL	Elements: 7

To provide the receiving educational institution or agency with information concerning the student's previous postsecondary education experience

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PCL01	66	<b>Identification Code Qualifier</b> <b>Description:</b> Institutional Code Qualifier.  <u>Code</u> <u>Name</u> 71    Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics, Washington, D.C. 72    The College Board's Admission Testing Program (ATP), administered by the Educational Testing Service (ETS), 4-digit list of postsecondary educational institutions. 73    Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education, National Center for Education Statistics. 74    American College Testing (ACT) list of postsecondary educational institutions. 77    National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions 78    The College Board and ACT 6 digit code list of secondary educational institutions CB    Statistics Canada Canadian College Student Information System Institution Codes CS    Statistics Canada University Student Information System University Codes ZZ    Mutually Defined	X	ID	1/2	Used
PCL02	67	<b>Identification Code</b> <b>Description:</b> Institution Code.	X	AN	2/80	Used
PCL03	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Dates Attended.  <u>Code</u> <u>Name</u> RD4    Range of Years Expressed in Format CCYY-CCYY RD5    Range of Dates Expressed in Format CCYYMM-CCYYMM RD8    Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD	X	ID	2/3	Used
PCL04	1251	<b>Date Time Period</b> <b>Description:</b> Dates Attended. The range of dates the student attended the prior institution. Note that the hyphen ("-") is included.	X	AN	1/35	Used
PCL05	1126	<b>Academic Degree Code</b> <b>Description:</b> Code indicating the level of postsecondary academic award earned by a student.	X	ID	3/3	Not used
PCL06	1251	<b>Date Time Period</b> <b>Description:</b> Date Degree Conferred. This is the year that the degree was	O	AN	1/35	Not used



<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		awarded in format CCYY.				
<b>PCL07</b>	<b>352</b>	<b>Description</b> <b>Description:</b> Institution Name. This is the free-form text name of the prior institution.	<b>X</b>	<b>AN</b>	<b>1/80</b>	<b>Used</b>

**Syntax:**

1. PCL01 P0102 -- If either PCL01 or PCL02 are present, then the others are required.
2. PCL01 R0107 -- At least one of PCL01 or PCL07 is required.
3. PCL03 P0304 -- If either PCL03 or PCL04 are present, then the others are required.
4. PCL06 C0605 -- If PCL06 is present, then PCL05 is required

**Semantics:**

1. PCL01 and PCL02 are the institution or school that the student previously attended.
2. PCL04 indicates the range of dates of attendance at the school previously attended.
3. PCL06 is the year a degree was awarded at the school previously attended.
4. PCL06 is in the format CCYY.

# N3

## Address Information

Pos: 5000	Max: 1
Detail - Optional	
Loop: PCL	Elements: 2

To specify the location of the named party

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	Address Information Description: Address information	M	AN	1/55	Must use
N302	166	Address Information Description: Address information	O	AN	1/55	Used

# N4 Geographic Location

Pos: 5100	Max: 1
Detail - Optional	
Loop: PCL	Elements: 7

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Used
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency <b>Note to User:</b> For a complete list of State and Province Codes, see Appendix B.	X	ID	2/2	Used
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.	X	ID	2/3	Used
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying type of location	X	ID	1/2	Not used
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location	O	AN	1/30	Not used
N407	1715	<b>Country Subdivision Code</b> <b>Description:</b> Code identifying the country subdivision	X	ID	1/3	Not used

## Syntax:

1. N402 E0207 -- Only one of N402 or N407 may be present.
2. N406 C0605 -- If N406 is present, then N405 is required
3. N407 C0704 -- If N407 is present, then N404 is required

## Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

# SSE Entry and Exit Information

Pos: 5200	Max: 1
Detail - Optional	
Loop: PCL	Elements: 4

To provide information concerning the entry into or withdrawal from a school, school program, school district, or postsecondary institution

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																		
SSE01	373	<b>Date</b> <b>Description:</b> Entry Date. The date that the student entered the institution, in CCYYMMDD format.	O	DT	8/8	Used																		
SSE02	373	<b>Date</b> <b>Description:</b> Exit Date. The date that the student left the institution, in CCYYMMDD format.	O	DT	8/8	Used																		
SSE03	641	<b>Status Reason Code</b> <b>Description:</b> Reason for Entry or Exit.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>005</td> <td>Marital Difficulties</td> </tr> <tr> <td>018</td> <td>Bankruptcy</td> </tr> <tr> <td>B39</td> <td>Academic Probation</td> </tr> <tr> <td>B40</td> <td>Suspended</td> </tr> <tr> <td>D21</td> <td>Student withdrew from school due to hardship</td> </tr> <tr> <td>EB3</td> <td>Withdrawn</td> </tr> <tr> <td>EB4</td> <td>Graduated</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </table>	<u>Code</u>	<u>Name</u>	005	Marital Difficulties	018	Bankruptcy	B39	Academic Probation	B40	Suspended	D21	Student withdrew from school due to hardship	EB3	Withdrawn	EB4	Graduated	ZZZ	Mutually Defined	O	ID	3/3	Used
<u>Code</u>	<u>Name</u>																							
005	Marital Difficulties																							
018	Bankruptcy																							
B39	Academic Probation																							
B40	Suspended																							
D21	Student withdrew from school due to hardship																							
EB3	Withdrawn																							
EB4	Graduated																							
ZZZ	Mutually Defined																							
SSE04	1470	<b>Number</b> <b>Description:</b> A generic number	O	N0	1/9	Not used																		

## Semantics:

1. SSE01 refers to the entry date of the student in a school, school district, or school program.
2. SSE02 refers to the exit date of the student in a school, school district, or school program.
3. SSE03 refers to the reason why the student entered or left the school, school district, or school program.
4. SSE04 refers to the priority of choice for an intended entry into a school, school program, school district, or postsecondary institution.

# SUM Academic Summary

Pos: 5300	Max: 1
Detail - Optional	
Loop: PCL	Elements: 18

To provide summary information for an academic session, a postsecondary degree, or for the entire student academic record

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																																		
SUM01	1141	<p><b>Academic Credit Type Code</b>  <b>Description:</b> Code indicating the type of credit used (awarded) by the sending institution</p> <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>A</td> <td>Adult Credits</td> </tr> <tr> <td>C</td> <td>Continuing Education Unit</td> </tr> <tr> <td>G</td> <td>Carnegie Units</td> </tr> <tr> <td>N</td> <td>No Credit</td> </tr> <tr> <td>Q</td> <td>Quarter Hour Credit</td> </tr> <tr> <td>S</td> <td>Semester Hour Credit</td> </tr> <tr> <td>U</td> <td>Units</td> </tr> <tr> <td>V</td> <td>Vocational Credits</td> </tr> <tr> <td>X</td> <td>Other Type of Credit</td> </tr> </table>	<b>Code</b>	<b>Name</b>	A	Adult Credits	C	Continuing Education Unit	G	Carnegie Units	N	No Credit	Q	Quarter Hour Credit	S	Semester Hour Credit	U	Units	V	Vocational Credits	X	Other Type of Credit	C	ID	1/1	Used																														
<b>Code</b>	<b>Name</b>																																																							
A	Adult Credits																																																							
C	Continuing Education Unit																																																							
G	Carnegie Units																																																							
N	No Credit																																																							
Q	Quarter Hour Credit																																																							
S	Semester Hour Credit																																																							
U	Units																																																							
V	Vocational Credits																																																							
X	Other Type of Credit																																																							
SUM02	1142	<p><b>Academic Grade or Course Level Code</b>  <b>Description:</b> Code indicating the level or type or both, of work which is reflected in the grade average and the credit hours</p> <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>6</td> <td>Survey</td> </tr> <tr> <td>7</td> <td>Regular</td> </tr> <tr> <td>8</td> <td>Specialized Topics</td> </tr> <tr> <td>9</td> <td>Advanced</td> </tr> <tr> <td>D</td> <td>Dual Level (Upper Division and Graduate)</td> </tr> <tr> <td>G</td> <td>Graduate (postsecondary)</td> </tr> <tr> <td>H</td> <td>Higher or Upper division (postsecondary)</td> </tr> <tr> <td>I</td> <td>Institutional Credit</td> </tr> <tr> <td>L</td> <td>Lower division (postsecondary)</td> </tr> <tr> <td>M</td> <td>Work in the Major or Program</td> </tr> <tr> <td>P</td> <td>Professional</td> </tr> <tr> <td>R</td> <td>Remedial (postsecondary)</td> </tr> <tr> <td>T</td> <td>Summary of Transfer Work Only</td> </tr> <tr> <td>U</td> <td>Undergraduate (postsecondary)</td> </tr> <tr> <td>10</td> <td>Honors</td> </tr> <tr> <td>11</td> <td>Gifted and Talented</td> </tr> <tr> <td>12</td> <td>Advanced Placement</td> </tr> <tr> <td>14</td> <td>Vocational Education</td> </tr> <tr> <td>15</td> <td>Independent Study</td> </tr> <tr> <td>16</td> <td>Work Experience</td> </tr> <tr> <td>17</td> <td>Adult Basic</td> </tr> <tr> <td>19</td> <td>International Baccalaureate</td> </tr> <tr> <td>AR</td> <td>Academic Renewal</td> </tr> <tr> <td>DL</td> <td>Dual Level (Graduate and Professional)</td> </tr> </table>	<b>Code</b>	<b>Name</b>	6	Survey	7	Regular	8	Specialized Topics	9	Advanced	D	Dual Level (Upper Division and Graduate)	G	Graduate (postsecondary)	H	Higher or Upper division (postsecondary)	I	Institutional Credit	L	Lower division (postsecondary)	M	Work in the Major or Program	P	Professional	R	Remedial (postsecondary)	T	Summary of Transfer Work Only	U	Undergraduate (postsecondary)	10	Honors	11	Gifted and Talented	12	Advanced Placement	14	Vocational Education	15	Independent Study	16	Work Experience	17	Adult Basic	19	International Baccalaureate	AR	Academic Renewal	DL	Dual Level (Graduate and Professional)	O	ID	1/2	Used
<b>Code</b>	<b>Name</b>																																																							
6	Survey																																																							
7	Regular																																																							
8	Specialized Topics																																																							
9	Advanced																																																							
D	Dual Level (Upper Division and Graduate)																																																							
G	Graduate (postsecondary)																																																							
H	Higher or Upper division (postsecondary)																																																							
I	Institutional Credit																																																							
L	Lower division (postsecondary)																																																							
M	Work in the Major or Program																																																							
P	Professional																																																							
R	Remedial (postsecondary)																																																							
T	Summary of Transfer Work Only																																																							
U	Undergraduate (postsecondary)																																																							
10	Honors																																																							
11	Gifted and Talented																																																							
12	Advanced Placement																																																							
14	Vocational Education																																																							
15	Independent Study																																																							
16	Work Experience																																																							
17	Adult Basic																																																							
19	International Baccalaureate																																																							
AR	Academic Renewal																																																							
DL	Dual Level (Graduate and Professional)																																																							
SUM03	1073	<p><b>Yes/No Condition or Response Code</b>  <b>Description:</b> Cumulative Summary Indicator.</p> <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>N</td> <td>No</td> </tr> </table>	<b>Code</b>	<b>Name</b>	N	No	O	ID	1/1	Used																																														
<b>Code</b>	<b>Name</b>																																																							
N	No																																																							

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		Y Yes				
SUM04	380	<b>Quantity</b> <b>Description:</b> Academic Credit Hours Attempted and Included in the GPA.	O	R	1/15	Used
SUM05	380	<b>Quantity</b> <b>Description:</b> Academic Credit Hours Attempted or Paid For.	O	R	1/15	Used
SUM06	380	<b>Quantity</b> <b>Description:</b> Academic Credit Hours Earned.	O	R	1/15	Used
SUM07	740	<b>Range Minimum</b> <b>Description:</b> Lowest Possible Grade Point Average. This is the lowest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 0. However, on some scales this could be a negative number, such as -1. This field must be included if that default assumption is not accurate. The "R" data type indicates that the decimal should be included unless the value is a whole number.	X	R	1/20	Used
SUM08	741	<b>Range Maximum</b> <b>Description:</b> Highest Possible Grade Point Average. This is the highest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 4.0. On some scales this might be 3, 100, or 4.5. Some institutions have a policy that will allow a weighted grade for an honors course. This should be indicated in SUM10.	X	R	1/20	Used
SUM09	1144	<b>Academic Grade Point Average</b> <b>Description:</b> The grade point average of a student	O	R	1/6	Used
SUM10	1073	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Excessive GPA Indicator. This indicates that an A+ grade has a value higher than the highest possible GPA.  <u>Code</u> <u>Name</u> N        No Y        Yes	O	ID	1/1	Used
SUM11	1145	<b>Class Rank</b> <b>Description:</b> This is a student's numerical class rank with the highest student in the class having a rank or position of 1.	O	N0	1/4	Used
SUM12	380	<b>Quantity</b> <b>Description:</b> Class Size. Total number in the class to help position the student's rank.	O	R	1/15	Used
SUM13	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Date of Class Ranking.  <u>Code</u> <u>Name</u> CM    Date in Format CCYYMM D8    Date Expressed in Format CCYYMMDD	X	ID	2/3	Used
SUM14	1251	<b>Date Time Period</b> <b>Description:</b> Date of Class Ranking.	X	AN	1/35	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>						
SUM15	607	<b>Number of Days</b> <b>Description:</b> Count of Days	O	N0	1/3	Not used						
SUM16	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	O	R	1/15	Not used						
SUM17	380	<b>Quantity</b> <b>Description:</b> Quality Points used to compute the student's GPA.	O	R	1/15	Used						
SUM18	1558	<b>Academic Summary Source</b> <b>Description:</b> Code used to indicate the source of the summary data.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>A</td> <td>Self-reported</td> </tr> <tr> <td>D</td> <td>College Transcript</td> </tr> </table>	<u>Code</u>	<u>Name</u>	A	Self-reported	D	College Transcript	O	ID	1/1	Used
<u>Code</u>	<u>Name</u>											
A	Self-reported											
D	College Transcript											

### Syntax:

1. SUM04 C0401 -- If SUM04 is present, then SUM01 is required
2. SUM05 C0501 -- If SUM05 is present, then SUM01 is required
3. SUM06 C0601 -- If SUM06 is present, then SUM01 is required
4. SUM07 P0708 -- If either SUM07 or SUM08 are present, then the others are required.
5. SUM13 P1314 -- If either SUM13 or SUM14 are present, then the others are required.

### Semantics:

1. SUM03 indicates if this is a summary for entire record up to that point in time. A "Y" indicates that this is a cumulative summary of the academic record up to that point; an "N" indicates that this is not a cumulative summary, but is a session.
2. SUM04 refers to credits used to compute grade point average.
3. SUM05 refers to credits attempted.
4. SUM06 refers to credits earned.
5. SUM07 and SUM08 are the lowest and highest, respectively, grade point averages possible under normal conditions.
6. SUM10 indicates if it is possible to have a grade point average higher than the maximum range. A "Y" indicates that it is possible to have a grade point average higher than the maximum range; an "N" indicates that it is not possible.
7. SUM11 refers to the student's position or rank in the class, while SUM12 refers to the total number in the class.
8. SUM14 refers to the date of the class ranking.
9. SUM15 is the days attended.
10. SUM16 is the days absent.
11. SUM17 indicates quality points used to compute the student's grade point average.

# SES Academic Session Header

Pos: 5400	Max: 1
Detail - Optional	
Loop: SES	Elements: 14

To identify the particular academic session in which the activity which follows took place

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																				
SES01	1251	<b>Date Time Period</b> <b>Description:</b> Session Starting Date to Identify Session. This is the year and month in which this session began in format CCYYMM.	M	AN	1/35	Must use																				
SES02	609	<b>Count</b> <b>Description:</b> This is a one-digit counter used to distinguish among several different sessions which all began in the same month and year.	O	N0	1/9	Used																				
SES03	1251	<b>Date Time Period</b> <b>Description:</b> Expression of a date, a time, or range of dates, times or dates and times	O	AN	1/35	Not used																				
SES04	1139	<b>Session Code</b> <b>Description:</b> Code identifying the type of academic session at an educational institution  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Full year</td></tr> <tr><td>2</td><td>Semester</td></tr> <tr><td>3</td><td>Trimester</td></tr> <tr><td>4</td><td>Quarter</td></tr> <tr><td>5</td><td>Quinmester</td></tr> <tr><td>6</td><td>Mini-term</td></tr> <tr><td>7</td><td>Summer Session</td></tr> <tr><td>8</td><td>Intersession (Year Round Schools)</td></tr> <tr><td>9</td><td>Long session which is longer than a semester or quarter or trimester, but shorter than a full year</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	Full year	2	Semester	3	Trimester	4	Quarter	5	Quinmester	6	Mini-term	7	Summer Session	8	Intersession (Year Round Schools)	9	Long session which is longer than a semester or quarter or trimester, but shorter than a full year	O	ID	1/1	Used
<u>Code</u>	<u>Name</u>																									
1	Full year																									
2	Semester																									
3	Trimester																									
4	Quarter																									
5	Quinmester																									
6	Mini-term																									
7	Summer Session																									
8	Intersession (Year Round Schools)																									
9	Long session which is longer than a semester or quarter or trimester, but shorter than a full year																									
SES05	93	<b>Name</b> <b>Description:</b> Free-form name	O	AN	1/60	Used																				
SES06	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Date Session Began.  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>CM</td><td>Date in Format CCYYMM</td></tr> <tr><td>CY</td><td>Year Expressed in Format CCYY</td></tr> <tr><td>D8</td><td>Date Expressed in Format CCYYMMDD</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	X	ID	2/3	Used												
<u>Code</u>	<u>Name</u>																									
CM	Date in Format CCYYMM																									
CY	Year Expressed in Format CCYY																									
D8	Date Expressed in Format CCYYMMDD																									
SES07	1251	<b>Date Time Period</b> <b>Description:</b> Date the session began.	X	AN	1/35	Used																				
SES08	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for the Date Session Ended.  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>CM</td><td>Date in Format CCYYMM</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	CM	Date in Format CCYYMM	X	ID	2/3	Used																
<u>Code</u>	<u>Name</u>																									
CM	Date in Format CCYYMM																									



<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD				
SES09	1251	<b>Date Time Period</b> <b>Description:</b> Date the session ended.	X	AN	1/35	Used
SES10	1131	<b>Level of Individual, Test, or Course Code</b> <b>Description:</b> Code identifying level of course, test, or student  <u>Code</u> <u>Name</u> 20 Non-Degree or Temporary Undergraduate in Postsecondary school 21 Postsecondary First Year Student 22 Postsecondary Sophomore 23 Postsecondary Junior 24 Postsecondary Senior 25 Postsecondary Post-Baccalaureate Student 26 Postsecondary Non-Degree Graduate Student 27 Postsecondary Professional Student 28 Postsecondary Master's Degree Student 29 Postsecondary Doctoral Student 30 Postdoctoral Student 31 Postsecondary Bachelor Preliminary Year 32 Postsecondary Fifth Year Student 33 Postsecondary Masters Qualifying Year 34 First-year Graduate 35 Second-year Graduate 36 Third-year Graduate 37 Beyond Third-year Graduate 38 First-year, Attended College Before 39 First-year Professional 40 Second-year Professional 41 Third-year Professional 42 Beyond Third-year Professional AS Associate Degree BD Baccalaureate (Bachelor's) Degree DD Doctoral Degree MD Master's Degree PC Postsecondary Certificate or Diploma PD Professional Degree or Certification PF Professional PK Pre-Kindergarten PS Some Postsecondary (e.g., college) VR Varsity VS Vocational School	O	ID	2/2	Used
SES11	66	<b>Identification Code Qualifier</b> <b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)  <u>Code</u> <u>Name</u> 81 Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics 82 Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics CA Statistics Canada Canadian College Student Information System Course Codes CC Statistics Canada University Student Information System Curriculum Codes ZZ Mutually Defined	X	ID	1/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																		
SES12	67	<b>Identification Code</b> <b>Description:</b> Code identifying a party or other code	X	AN	2/80	Used																		
SES13	93	<b>Name</b> <b>Description:</b> Free-form name	O	AN	1/60	Used																		
SES14	641	<b>Status Reason Code</b> <b>Description:</b> Code indicating the status reason  <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>B35</td> <td>Highest Honors</td> </tr> <tr> <td>B36</td> <td>Second Highest Honors</td> </tr> <tr> <td>B37</td> <td>Third Highest Honors</td> </tr> <tr> <td>B38</td> <td>Dropped</td> </tr> <tr> <td>B39</td> <td>Academic Probation</td> </tr> <tr> <td>B40</td> <td>Suspended</td> </tr> <tr> <td>EB3</td> <td>Withdrawn</td> </tr> <tr> <td>ZZZ</td> <td>Mutually Defined</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	B35	Highest Honors	B36	Second Highest Honors	B37	Third Highest Honors	B38	Dropped	B39	Academic Probation	B40	Suspended	EB3	Withdrawn	ZZZ	Mutually Defined	O	ID	3/3	Used
<u>Code</u>	<u>Name</u>																							
B35	Highest Honors																							
B36	Second Highest Honors																							
B37	Third Highest Honors																							
B38	Dropped																							
B39	Academic Probation																							
B40	Suspended																							
EB3	Withdrawn																							
ZZZ	Mutually Defined																							

### Syntax:

1. SES06 P0607 -- If either SES06 or SES07 are present, then the others are required.
2. SES08 P0809 -- If either SES08 or SES09 are present, then the others are required.
3. SES11 P1112 -- If either SES11 or SES12 are present, then the others are required.

### Semantics:

1. SES01 refers in general to the date the overall session began.
2. SES01 is in the format of CCYYMM.
3. SES02 refers to the individual specific session falling within the overall general session.
4. SES03 refers to the school year for prekindergarten through grade 12 records.
5. SES03 is in the format of CCYY-CCYY.
6. SES07 is the exact date the session began.
7. SES09 is the date the session ended.
8. SES10 refers to the grade level of the student during this session.
9. SES11, SES12, and SES13 refer to the major field of study for the student.
10. SES14 indicates if the student received special recognition (honors) or was suspended or put on probation at the end of the session.

# CRS Course Record

Pos: 5500	Max: 1
Detail - Optional	
Loop: CRS	Elements: 20

To provide the receiving institution or organization with information about courses taken and the status of those courses

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CRS01	1147	<p><b>Basis for Academic Credit Code</b>  <b>Description:</b> Code indicating how academic credit was granted by an institution or earned by a student</p> <p><b>Code    Name</b>                      A    The College Board's Advance Placement (AP) Program                      B    Credit by Exam                      C    College Level Examination Program (CLEP)                      D    Credit Awarded for US Department of Defense DANTES Program                      E    Departmental or Institutional Credit based on experience (Life Experience)                      F    Study Abroad                      G    The College Board's (CEEB) Credit                      H    Completion or Removal of an Incomplete Grade                      I    International Baccalaureate                      M    Military Credit                      N    Correspondence                      P    American Council on Education Program On Non-collegiate Sponsored Instruction (ACE/PONSI) Credit Recommendation                      R    Regular Enrollment                      T    Academic Credits Transferred in From Another Institution                      V    Audit or Visitor Status (No Credit Awarded)                      W    Work Experience                      X    Not Applicable                      Z    Other Types Not Included in Above List</p>	M	ID	1/1	Must use
CRS02	1141	<p><b>Academic Credit Type Code</b>  <b>Description:</b> Code indicating the type of credit used (awarded) by the sending institution</p> <p><b>Code    Name</b>                      A    Adult Credits                      C    Continuing Education Unit                      G    Carnegie Units                      N    No Credit                      Q    Quarter Hour Credit                      S    Semester Hour Credit                      U    Units                      V    Vocational Credits                      X    Other Type of Credit</p>	O	ID	1/1	Used
CRS03	380	<p><b>Quantity</b>  <b>Description:</b> Value of Course or Academic Credit Hours. This shows how many credits the course is worth.</p>	O	R	1/15	Used
CRS04	380	<p><b>Quantity</b>  <b>Description:</b> Academic Credit Hours Earned.</p>	O	R	1/15	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CRS05	1148	<p><b>Academic Grade Qualifier</b>  <b>Description:</b> The grading scale used by an academic institution for an academic course or type of grade. This is based on the American Medical Colleges Admissions Services (AMCAS) grade scale, values 001 through 499. Other miscellaneous grade types in the range of 500 to 999 can be used as well.  <b>Note to User:</b> For a complete list of Academic Grade Qualifier Codes, see Appendix B.</p>	X	ID	1/3	Used
CRS06	1258	<p><b>Academic Grade</b>  <b>Description:</b> Grade Awarded. This data element is required if CRS05 is 001 through 499. It is not required if the value of CRS05 is 500 through 999.</p>	O	AN	1/3	Used
CRS07	1073	<p><b>Yes/No Condition or Response Code</b>  <b>Description:</b> Honors Indicator.   <u>Code</u>    <u>Name</u>  N        No  Y        Yes</p>	O	ID	1/1	Used
CRS08	1142	<p><b>Academic Grade or Course Level Code</b>  <b>Description:</b> Code indicating the level or type or both, of work which is reflected in the grade average and the credit hours   <u>Code</u>    <u>Name</u>  6        Survey  7        Regular  8        Specialized Topics  9        Advanced  D        Dual Level (Upper Division and Graduate)  G        Graduate (postsecondary)  H        Higher or Upper division (postsecondary)  I        Institutional Credit  L        Lower division (postsecondary)  M        Work in the Major or Program  P        Professional  R        Remedial (postsecondary)  U        Undergraduate (postsecondary)  14       Vocational Education  15       Independent Study  16       Work Experience  17       Adult Basic  DL       Dual Level (Graduate and Professional)</p>	O	ID	1/2	Used
CRS09	1150	<p><b>Course Repeat or No Count Indicator Code</b>  <b>Description:</b> Code indicating when an academic course has been repeated by a student and how that repeat is to be computed in the student's academic grade average   <u>Code</u>    <u>Name</u>  N        Repeated, Not counted in student's grade point average  R        Repeated, Counted in student's grade point average  X        Other, not counted in student's grade point average</p>	O	ID	1/1	Used
CRS10	66	<p><b>Identification Code Qualifier</b>  <b>Description:</b> Curriculum Code Qualifier.   <u>Code</u>    <u>Name</u></p>	X	ID	1/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		75 State or Province Assigned Number 81 Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics 82 Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics CA Statistics Canada Canadian College Student Information System Course Codes CC Statistics Canada University Student Information System Curriculum Codes ZZ Mutually Defined				
<b>CRS11</b>	<b>67</b>	<b>Identification Code</b> <b>Description:</b> Code for Subject Area.	<b>X</b>	<b>AN</b>	<b>2/80</b>	<b>Used</b>
<b>CRS12</b>	<b>380</b>	<b>Quantity</b> <b>Description:</b> Academic Quality Points. Number of quality or grade points earned by the student for participation in this course.	<b>O</b>	<b>R</b>	<b>1/15</b>	<b>Used</b>
<b>CRS13</b>	<b>1131</b>	<b>Level of Individual, Test, or Course Code</b> <b>Description:</b> Course Grade Level.  <b>Code</b> <b>Name</b> 20 Non-Degree or Temporary Undergraduate in Postsecondary school 21 Postsecondary First Year Student 22 Postsecondary Sophomore 23 Postsecondary Junior 24 Postsecondary Senior 25 Postsecondary Post-Baccalaureate Student 26 Postsecondary Non-Degree Graduate Student 27 Postsecondary Professional Student 28 Postsecondary Master's Degree Student 29 Postsecondary Doctoral Student 30 Postdoctoral Student 31 Postsecondary Bachelor Preliminary Year 32 Postsecondary Fifth Year Student 33 Postsecondary Masters Qualifying Year 34 First-year Graduate 35 Second-year Graduate 36 Third-year Graduate 37 Beyond Third-year Graduate 38 First-year, Attended College Before 39 First-year Professional 40 Second-year Professional 41 Third-year Professional 42 Beyond Third-year Professional AS Associate Degree BD Baccalaureate (Bachelor's) Degree DD Doctoral Degree MD Master's Degree PC Postsecondary Certificate or Diploma PD Professional Degree or Certification PF Professional VS Vocational School	<b>O</b>	<b>ID</b>	<b>2/2</b>	<b>Used</b>
<b>CRS14</b>	<b>93</b>	<b>Name</b> <b>Description:</b> Subject Abbreviation or Alpha Prefix. Department or indication of area of study.	<b>O</b>	<b>AN</b>	<b>1/60</b>	<b>Used</b>

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CRS15	127	<b>Reference Identification</b> <b>Description:</b> Course Number. Value that uniquely identifies the course within a department or area of study at the institution.	O	AN	1/30	Used
CRS16	93	<b>Name</b> <b>Description:</b> Course Title.	O	AN	1/60	Used
CRS17	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	O	R	1/15	Not used
CRS18	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	O	R	1/15	Not used
CRS19	373	<b>Date</b> <b>Description:</b> Student Drop Date. This is the date that the student dropped the course, expressed as CCYYMMDD.	O	DT	8/8	Used
CRS20	1152	<b>Override Academic Course Source Code</b> <b>Description:</b> Code indicating the source of academic credit if not from the sending educational institution	O	ID	2/2	Not used

### Syntax:

1. CRS06 C0605 -- If CRS06 is present, then CRS05 is required
2. CRS10 P1011 -- If either CRS10 or CRS11 are present, then the others are required.

### Semantics:

1. CRS03 is either the value of the course or the credits attempted, while CRS04 is the credits earned by the student for the course.
2. CRS07 indicates if the course is a special honors course. A "Y" indicates that the course is designated as an honors course; an "N" indicates it is not an honors course.
3. CRS10 and CRS11 are the content area of the course.
4. CRS12 is the number of academic quality (or grade) points earned by the student for participation in a course.
5. CRS14 and CRS15 refer to the course alpha prefix and number, respectively. These are the course numbers.
6. CRS16 is the course title.
7. CRS17 and CRS18 are the student's days attended and days absent in the course, respectively.
8. CRS19 is the date the student dropped the course.
9. CRS20 indicated if the course was taken as a transfer course at another institution or under the auspices of another institution covered by reciprocal agreement between the participating institutions.

# NTE Note/Special Instruction

Pos: 5600	Max: 1
Detail - Optional	
Loop: CRS	Elements: 2

To transmit information in a free-form format, if necessary, for comment or special instruction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	<b>Note Reference Code</b> <b>Description:</b> Code identifying the functional area or purpose for which the note applies	O	ID	3/3	Not used
NTE02	352	<b>Description</b> <b>Description:</b> A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

## Comments:

1. The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processible. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

## Note to User:

This NTE segment conveys additional information about a course.

# DEG Degree Record

Pos: 5700	Max: 1
Detail - Optional	
Loop: DEG	Elements: 5

To provide the receiving institution or agency notice of academic awards made to the student whose record is being transmitted

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DEG01	1126	<b>Academic Degree Code</b> <b>Description:</b> Code indicating the level of postsecondary academic award earned by a student. <b>Note to User:</b> For a complete list of Academic Degree Codes, see Appendix B.	M	ID	3/3	Must use
DEG02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Date Degree was Awarded. <b>Note to User:</b> If the degree is still in progress, DEG02 and DEG03 should be omitted. They may also contain future dates to indicate when a student plans to receive the degree.  <u>Code</u> <u>Name</u> CC    First Two Digits of Year Expressed in Format CCYY CM    Date in Format CCYYMM CY    Year Expressed in Format CCYY D8    Date Expressed in Format CCYYMMDD YY    Last Two Digits of Year Expressed in Format CCYY	X	ID	2/3	Used
DEG03	1251	<b>Date Time Period</b> <b>Description:</b> Date the Degree was Awarded.	X	AN	1/35	Used
DEG04	352	<b>Description</b> <b>Description:</b> Title of Degree. This is the literal name of the degree. The field of study should not be included unless it is an actual part of the degree name.	O	AN	1/80	Used
DEG05	641	<b>Status Reason Code</b> <b>Description:</b> Honors Level of Degree. <b>Note to User:</b> This is a code indicating honors associated with the degree awarded. It is not used to indicate that the student was enrolled in an honors program. Omit this data element if no honors were awarded.  <u>Code</u> <u>Name</u> B35    Highest Honors B36    Second Highest Honors B37    Third Highest Honors ZZZ    Mutually Defined	O	ID	3/3	Used

## Syntax:

1. DEG02 P0203 -- If either DEG02 or DEG03 are present, then the others are required.

## Semantics:

1. DEG02 and DEG03 refer to the date the degree was awarded.



2. DEG05 indicates the type of honors the student received with the degree.

# SUM Academic Summary

Pos: 5800	Max: 1
Detail - Optional	
Loop: DEG	Elements: 18

To provide summary information for an academic session, a postsecondary degree, or for the entire student academic record

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																																										
SUM01	1141	<p><b>Academic Credit Type Code</b></p> <p><b>Description:</b> Code indicating the type of credit used (awarded) by the sending institution</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>A</td><td>Adult Credits</td></tr> <tr><td>C</td><td>Continuing Education Unit</td></tr> <tr><td>G</td><td>Carnegie Units</td></tr> <tr><td>N</td><td>No Credit</td></tr> <tr><td>Q</td><td>Quarter Hour Credit</td></tr> <tr><td>S</td><td>Semester Hour Credit</td></tr> <tr><td>U</td><td>Units</td></tr> <tr><td>V</td><td>Vocational Credits</td></tr> <tr><td>X</td><td>Other Type of Credit</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	A	Adult Credits	C	Continuing Education Unit	G	Carnegie Units	N	No Credit	Q	Quarter Hour Credit	S	Semester Hour Credit	U	Units	V	Vocational Credits	X	Other Type of Credit	X	ID	1/1	Used																																						
<u>Code</u>	<u>Name</u>																																																															
A	Adult Credits																																																															
C	Continuing Education Unit																																																															
G	Carnegie Units																																																															
N	No Credit																																																															
Q	Quarter Hour Credit																																																															
S	Semester Hour Credit																																																															
U	Units																																																															
V	Vocational Credits																																																															
X	Other Type of Credit																																																															
SUM02	1142	<p><b>Academic Grade or Course Level Code</b></p> <p><b>Description:</b> Code indicating the level or type or both, of work which is reflected in the grade average and the credit hours</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Remedial</td></tr> <tr><td>2</td><td>Basic</td></tr> <tr><td>3</td><td>Teacher's Aide</td></tr> <tr><td>4</td><td>General</td></tr> <tr><td>5</td><td>Applied</td></tr> <tr><td>6</td><td>Survey</td></tr> <tr><td>7</td><td>Regular</td></tr> <tr><td>8</td><td>Specialized Topics</td></tr> <tr><td>9</td><td>Advanced</td></tr> <tr><td>A</td><td>Summary of all courses taken at all institutions</td></tr> <tr><td>B</td><td>Summary of all courses taken at this institution</td></tr> <tr><td>D</td><td>Dual Level (Upper Division and Graduate)</td></tr> <tr><td>E</td><td>Summary of All Courses Taken at All Institutions, Excluding Repeated and/or Forgiven Courses</td></tr> <tr><td>F</td><td>Summary of All Courses Taken at this Institution, Excluding Repeated and/or Forgiven Courses</td></tr> <tr><td>G</td><td>Graduate (postsecondary)</td></tr> <tr><td>H</td><td>Higher or Upper division (postsecondary)</td></tr> <tr><td>I</td><td>Institutional Credit</td></tr> <tr><td>L</td><td>Lower division (postsecondary)</td></tr> <tr><td>M</td><td>Work in the Major or Program</td></tr> <tr><td>P</td><td>Professional</td></tr> <tr><td>R</td><td>Remedial (postsecondary)</td></tr> <tr><td>T</td><td>Summary of Transfer Work Only</td></tr> <tr><td>U</td><td>Undergraduate (postsecondary)</td></tr> <tr><td>V</td><td>Summary of Transfer Work Only, Excluding Repeated and/or Forgiven Courses</td></tr> <tr><td>10</td><td>Honors</td></tr> <tr><td>11</td><td>Gifted and Talented</td></tr> <tr><td>12</td><td>Advanced Placement</td></tr> <tr><td>13</td><td>Special Education</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	1	Remedial	2	Basic	3	Teacher's Aide	4	General	5	Applied	6	Survey	7	Regular	8	Specialized Topics	9	Advanced	A	Summary of all courses taken at all institutions	B	Summary of all courses taken at this institution	D	Dual Level (Upper Division and Graduate)	E	Summary of All Courses Taken at All Institutions, Excluding Repeated and/or Forgiven Courses	F	Summary of All Courses Taken at this Institution, Excluding Repeated and/or Forgiven Courses	G	Graduate (postsecondary)	H	Higher or Upper division (postsecondary)	I	Institutional Credit	L	Lower division (postsecondary)	M	Work in the Major or Program	P	Professional	R	Remedial (postsecondary)	T	Summary of Transfer Work Only	U	Undergraduate (postsecondary)	V	Summary of Transfer Work Only, Excluding Repeated and/or Forgiven Courses	10	Honors	11	Gifted and Talented	12	Advanced Placement	13	Special Education	O	ID	1/2	Used
<u>Code</u>	<u>Name</u>																																																															
1	Remedial																																																															
2	Basic																																																															
3	Teacher's Aide																																																															
4	General																																																															
5	Applied																																																															
6	Survey																																																															
7	Regular																																																															
8	Specialized Topics																																																															
9	Advanced																																																															
A	Summary of all courses taken at all institutions																																																															
B	Summary of all courses taken at this institution																																																															
D	Dual Level (Upper Division and Graduate)																																																															
E	Summary of All Courses Taken at All Institutions, Excluding Repeated and/or Forgiven Courses																																																															
F	Summary of All Courses Taken at this Institution, Excluding Repeated and/or Forgiven Courses																																																															
G	Graduate (postsecondary)																																																															
H	Higher or Upper division (postsecondary)																																																															
I	Institutional Credit																																																															
L	Lower division (postsecondary)																																																															
M	Work in the Major or Program																																																															
P	Professional																																																															
R	Remedial (postsecondary)																																																															
T	Summary of Transfer Work Only																																																															
U	Undergraduate (postsecondary)																																																															
V	Summary of Transfer Work Only, Excluding Repeated and/or Forgiven Courses																																																															
10	Honors																																																															
11	Gifted and Talented																																																															
12	Advanced Placement																																																															
13	Special Education																																																															

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>						
		14 Vocational Education 15 Independent Study 16 Work Experience 17 Adult Basic 18 Adult Secondary 19 International Baccalaureate AR Academic Renewal DL Dual Level (Graduate and Professional)										
<b>SUM03</b>	<b>1073</b>	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Code indicating a Yes or No condition or response  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>Y</td> <td>Yes</td> </tr> </table>	<u>Code</u>	<u>Name</u>	N	No	Y	Yes	<b>O</b>	<b>ID</b>	<b>1/1</b>	<b>Used</b>
<u>Code</u>	<u>Name</u>											
N	No											
Y	Yes											
<b>SUM04</b>	<b>380</b>	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	<b>O</b>	<b>R</b>	<b>1/15</b>	<b>Used</b>						
<b>SUM05</b>	<b>380</b>	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	<b>O</b>	<b>R</b>	<b>1/15</b>	<b>Used</b>						
<b>SUM06</b>	<b>380</b>	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	<b>O</b>	<b>R</b>	<b>1/15</b>	<b>Used</b>						
<b>SUM07</b>	<b>740</b>	<b>Range Minimum</b> <b>Description:</b> Lowest Possible Grade Point Average. This is the lowest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 0. However, on some scales this could be a negative number, such as -1. This field must be included if that default assumption is not accurate. The "R" data type indicates that the decimal should be included unless the value is a whole number.	<b>X</b>	<b>R</b>	<b>1/20</b>	<b>Used</b>						
<b>SUM08</b>	<b>741</b>	<b>Range Maximum</b> <b>Description:</b> Highest Possible Grade Point Average. This is the highest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 4.0. On some scales this might be 3, 100, or 4.5. Some institutions have a policy that will allow a weighted grade for an honors course. This should be indicated in SUM10.	<b>X</b>	<b>R</b>	<b>1/20</b>	<b>Used</b>						
<b>SUM09</b>	<b>1144</b>	<b>Academic Grade Point Average</b> <b>Description:</b> The grade point average of a student	<b>O</b>	<b>R</b>	<b>1/6</b>	<b>Used</b>						
<b>SUM10</b>	<b>1073</b>	<b>Yes/No Condition or Response Code</b> <b>Description:</b> Excessive GPA Indicator. This indicates that an A+ grade has a value higher than the highest possible GPA.  <table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>Y</td> <td>Yes</td> </tr> </table>	<u>Code</u>	<u>Name</u>	N	No	Y	Yes	<b>O</b>	<b>ID</b>	<b>1/1</b>	<b>Used</b>
<u>Code</u>	<u>Name</u>											
N	No											
Y	Yes											
<b>SUM11</b>	<b>1145</b>	<b>Class Rank</b> <b>Description:</b> This is a student's numerical class rank with the highest student in the class having a rank or position of 1.	<b>O</b>	<b>N0</b>	<b>1/4</b>	<b>Used</b>						

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SUM12	380	<b>Quantity</b> <b>Description:</b> Class Size. Total number in the class to help position the student's rank.	O	R	1/15	Used
SUM13	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format for Date of Class Ranking.  <u>Code</u> <u>Name</u> CM    Date in Format CCYYMM CY    Year Expressed in Format CCYY D8    Date Expressed in Format CCYYMMDD	X	ID	2/3	Used
SUM14	1251	<b>Date Time Period</b> <b>Description:</b> Date of Class Ranking.	X	AN	1/35	Used
SUM15	607	<b>Number of Days</b> <b>Description:</b> Count of Days	O	N0	1/3	Not used
SUM16	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	O	R	1/15	Not used
SUM17	380	<b>Quantity</b> <b>Description:</b> Quality Points used to compute the student's GPA.	O	R	1/15	Used
SUM18	1558	<b>Academic Summary Source</b> <b>Description:</b> Code used to indicate the source of the summary data.  <u>Code</u> <u>Name</u> A    Self-reported D    College Transcript	O	ID	1/1	Used

### Syntax:

1. SUM04 C0401 -- If SUM04 is present, then SUM01 is required
2. SUM05 C0501 -- If SUM05 is present, then SUM01 is required
3. SUM06 C0601 -- If SUM06 is present, then SUM01 is required
4. SUM07 P0708 -- If either SUM07 or SUM08 are present, then the others are required.
5. SUM13 P1314 -- If either SUM13 or SUM14 are present, then the others are required.

### Semantics:

1. SUM03 indicates if this is a summary for entire record up to that point in time. A "Y" indicates that this is a cumulative summary of the academic record up to that point; an "N" indicates that this is not a cumulative summary, but is a session.
2. SUM04 refers to credits used to compute grade point average.
3. SUM05 refers to credits attempted.
4. SUM06 refers to credits earned.
5. SUM07 and SUM08 are the lowest and highest, respectively, grade point averages possible under normal conditions.
6. SUM10 indicates if it is possible to have a grade point average higher than the maximum range. A "Y" indicates that it is possible to have a grade point average higher than the maximum range; an "N" indicates that it is not possible.
7. SUM11 refers to the student's position or rank in the class, while SUM12 refers to the total number in the class.
8. SUM14 refers to the date of the class ranking.
9. SUM15 is the days attended.
10. SUM16 is the days absent.
11. SUM17 indicates quality points used to compute the student's grade point average.

# FOS Field of Study

Pos: 5900	Max: 30
Detail - Optional	
Loop: DEG	Elements: 7

To provide the receiving institution or agency with information about a course or field of study associated with an academic program

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																				
FOS01	1153	<b>Academic Field of Study Level or Type Code</b> <b>Description:</b> Code indicating the field of study being described for a student in an academic institution by indicating how it was used in the academic program or indicating a course area in a field of study  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>C</td> <td>Concentration</td> </tr> <tr> <td>E</td> <td>Endorsement</td> </tr> <tr> <td>G</td> <td>Graduate Non-degree</td> </tr> <tr> <td>L</td> <td>Licensing</td> </tr> <tr> <td>M</td> <td>Major</td> </tr> <tr> <td>N</td> <td>Minor</td> </tr> <tr> <td>S</td> <td>Specialization</td> </tr> <tr> <td>T</td> <td>Teaching</td> </tr> <tr> <td>V</td> <td>Visiting Scholar</td> </tr> </table>	<b>Code</b>	<b>Name</b>	C	Concentration	E	Endorsement	G	Graduate Non-degree	L	Licensing	M	Major	N	Minor	S	Specialization	T	Teaching	V	Visiting Scholar	M	ID	1/1	Must use
<b>Code</b>	<b>Name</b>																									
C	Concentration																									
E	Endorsement																									
G	Graduate Non-degree																									
L	Licensing																									
M	Major																									
N	Minor																									
S	Specialization																									
T	Teaching																									
V	Visiting Scholar																									
FOS02	66	<b>Identification Code Qualifier</b> <b>Description:</b> Field of Study Code Set Indicator.  <table border="0"> <tr> <td><b>Code</b></td> <td><b>Name</b></td> </tr> <tr> <td>81</td> <td>Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics</td> </tr> <tr> <td>82</td> <td>Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics</td> </tr> <tr> <td>CA</td> <td>Statistics Canada Canadian College Student Information System Course Codes</td> </tr> <tr> <td>CC</td> <td>Statistics Canada University Student Information System Curriculum Codes</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	<b>Code</b>	<b>Name</b>	81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics	82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics	CA	Statistics Canada Canadian College Student Information System Course Codes	CC	Statistics Canada University Student Information System Curriculum Codes	ZZ	Mutually Defined	X	ID	1/2	Used								
<b>Code</b>	<b>Name</b>																									
81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics																									
82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics																									
CA	Statistics Canada Canadian College Student Information System Course Codes																									
CC	Statistics Canada University Student Information System Curriculum Codes																									
ZZ	Mutually Defined																									
FOS03	67	<b>Identification Code</b> <b>Description:</b> Field of Study	X	AN	2/80	Used																				
FOS04	352	<b>Description</b> <b>Description:</b> Field of Study Literal.  <b>Note to User:</b> This data element specifies the field of study in free-form text format, if it cannot be identified using FOS02 and FOS03.	X	AN	1/80	Used																				
FOS05	352	<b>Description</b> <b>Description:</b> Field of Study Honors Literal.  <b>Note to User:</b> This element gives in free-form text format honors awarded in the specific field of study.	O	AN	1/80	Used																				
FOS06	380	<b>Quantity</b> <b>Description:</b> Years of Study.	O	R	1/15	Not used																				

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOS07	380	<b>Quantity</b> <b>Description:</b> The student's GPA in the field of study.	<b>O</b>	<b>R</b>	<b>1/15</b>	<b>Used</b>

**Syntax:**

1. FOS02 P0203 -- If either FOS02 or FOS03 are present, then the others are required.
2. FOS02 R0204 -- At least one of FOS02 or FOS04 is required.

**Semantics:**

1. FOS02 and FOS03 are the student's program of study.
2. FOS06 indicates the number of years or fractional parts of a year a course or field of study was studied.
3. FOS07 indicates grade point average in the course or field of study.

# NTE Note/Special Instruction

Pos: 6000	Max: 30
Detail - Optional	
Loop: DEG	Elements: 2

To transmit information in a free-form format, if necessary, for comment or special instruction

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	<b>Note Reference Code</b> <b>Description:</b> Code identifying the functional area or purpose for which the note applies	O	ID	3/3	Not used
NTE02	352	<b>Description</b> <b>Description:</b> A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

## Comments:

1. The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processible. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

## Note to User:

This segment is used to provide additional information about a degree, field of study or summary that is not otherwise transmittable.

# LX

## Assigned Number

Pos: 6100	Max: 1
Detail - Optional	
Loop: LX	Elements: 1

To reference a line number in a transaction set

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LX01	554	<b>Assigned Number</b> <b>Description:</b> Number assigned for differentiation within a transaction set. This is any number the sender chooses to send.	M	N0	1/6	Must use



# MSG Message Text

Pos: 6200	Max: >1
Detail - Mandatory	
Loop: LX	Elements: 3

To provide a free-form format that allows the transmission of text information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MSG01	933	<b>Free-Form Message Text</b> <b>Description:</b> Free-form message text	M	AN	1/264	Must use
MSG02	934	<b>Printer Carriage Control Code</b> <b>Description:</b> A field to be used for the control of the line feed of the receiving printer  <u>Code</u> <u>Name</u> AA    Advance The Specified Number of Lines Before Print AT    Advanced Three Lines Before Print DS    Advance two lines before print LC    Line Continuation NP    Advance to next page before print NS    No advance before print SS    Advance to new line before print	X	ID	2/2	Used
MSG03	1470	<b>Number</b> <b>Description:</b> A generic number	O	N0	1/9	Used

## Syntax:

1. MSG03 C0302 -- If MSG03 is present, then MSG02 is required

## Semantics:

1. MSG03 is the number of lines to advance before printing.

## Comments:

1. MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2. If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

# LT Letter of Recommendation

Pos: 6300	Max: 1
Detail - Optional	
Loop: LT	Elements: 4

To provide information about a letter of recommendation

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LT01	1069	<p><b>Individual Relationship Code</b></p> <p><b>Description:</b> Recommender's Relationship. Indicates the type of relationship between the recommender and the student.</p> <p><b>Code    Name</b></p> <p>28    Friend</p> <p>52    Employer</p> <p>65    Business Associate</p> <p>D5    Teacher</p> <p>D6    School Counselor</p> <p>D7    School Principal</p> <p>D8    Other School Administrator</p> <p>D9    Coach</p> <p>E1    Activity Sponsor</p> <p>E2    Supervisor</p> <p>E3    Co-worker</p> <p>E4    Minister or Priest</p> <p>E5    Ecclesiastical or Religious Leader</p> <p>E6    God Mother</p> <p>E7    Probation Officer</p> <p>E9    Advisor</p> <p>F6    Clergyman</p> <p>F9    Doctor</p> <p>G2    Educator/Teacher/Instructor</p> <p>G8    Other Relationship</p> <p>ZZ    Mutually Defined</p>	M	ID	2/2	Must use
LT02	352	<p><b>Description</b></p> <p><b>Description:</b> Recommendation Type. Contains the free-form name or mutually defined indicator for the type of recommendation being supplied when there is a need to distinguish types of recommendations. Types might include "counselor evaluation," "faculty evaluation," "supervisor recommendation," etc.</p>	O	AN	1/80	Used
LT03	93	<p><b>Name</b></p> <p><b>Description:</b> Contains the free-form name of the recommender.</p>	O	AN	1/60	Used
LT04	352	<p><b>Description</b></p> <p><b>Description:</b> Recommender's Title. Contains the free-form title or position of the person making the recommendation.</p>	O	AN	1/80	Used

## Semantics:

1. LT01 indicates the type of source of recommendation.
2. LT02 indicates the type of recommendation being made.
3. LT03 indicates the name of the person making the recommendation.
4. LT04 indicates the title or position of the person making the recommendation.

# DTP Date or Time or Period

Pos: 6400	Max: 1
Detail - Optional	
Loop: LT	Elements: 3

To specify any or all of a date, a time, or a time period

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTP01	374	<b>Date/Time Qualifier</b> <b>Description:</b> Date Type for Letter of Recommendation.  <u>Code</u> <u>Name</u> 102   Issue 467   Signature ZZZ   Mutually Defined	M	ID	3/3	Must use
DTP02	1250	<b>Date Time Period Format Qualifier</b> <b>Description:</b> Format Qualifier for Letter of Recommendation Date.  <u>Code</u> <u>Name</u> D8   Date Expressed in Format CCYYMMDD	M	ID	2/3	Must use
DTP03	1251	<b>Date Time Period</b> <b>Description:</b> Letter of Recommendation Date.	M	AN	1/35	Must use

## Semantics:

1. DTP02 is the date or time or period format that will appear in DTP03.

## Note to User:

This DTP segment indicates the date that the recommendation was issued or signed.

# QTY Quantity

Pos: 6500	Max: 1
Detail - Optional	
Loop: LT	Elements: 4

To specify quantity information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
QTY01	673	<b>Quantity Qualifier</b> <b>Description:</b> Code specifying the type of quantity  <u>Code</u> <u>Name</u> DY    Days MN    Month YY    Years	M	ID	2/2	Must use
QTY02	380	<b>Quantity</b> <b>Description:</b> Numeric value of quantity	X	R	1/15	Used
QTY03	C001	<b>Composite Unit of Measure</b> <b>Description:</b> To identify a composite unit of measure.	O	Comp		Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	M	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
	355	<b>Unit or Basis for Measurement Code</b> <b>Description:</b> Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O	ID	2/2	Not used
	1018	<b>Exponent</b> <b>Description:</b> Power to which a unit is raised	O	R	1/15	Not used
	649	<b>Multiplier</b> <b>Description:</b> Value to be used as a multiplier to obtain a new value	O	R	1/10	Not used
QTY04	61	<b>Free-Form Message</b> <b>Description:</b> Free-form information	X	AN	1/30	Used

**Syntax:**

1. QTY02 R0204 -- At least one of QTY02 or QTY04 is required.
2. QTY02 E0204 -- Only one of QTY02 or QTY04 may be present.

**Semantics:**

1. QTY04 is used when the quantity is non-numeric.

**Note to User:**

This QTY segment indicates the amount of time that the recommender has known the applying student.

# COM Communication Contact Information

Pos: 6600	Max: 5
Detail - Optional	
Loop: LT	Elements: 2

To specify a communication contact number

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																												
COM01	365	<p><b>Communication Number Qualifier</b>  <b>Description:</b> Code identifying the type of communication number</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr><td>AP</td><td>Alternate Telephone</td></tr> <tr><td>AS</td><td>Answering Service</td></tr> <tr><td>BN</td><td>Beeper Number</td></tr> <tr><td>CP</td><td>Cellular Phone</td></tr> <tr><td>EM</td><td>Electronic Mail</td></tr> <tr><td>FX</td><td>Facsimile</td></tr> <tr><td>HP</td><td>Home Phone Number</td></tr> <tr><td>NP</td><td>Night Telephone</td></tr> <tr><td>PC</td><td>Personal Cellular</td></tr> <tr><td>TE</td><td>Telephone</td></tr> <tr><td>WC</td><td>Work Cellular</td></tr> <tr><td>WF</td><td>Work Facsimile Number</td></tr> <tr><td>WP</td><td>Work Phone Number</td></tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	AP	Alternate Telephone	AS	Answering Service	BN	Beeper Number	CP	Cellular Phone	EM	Electronic Mail	FX	Facsimile	HP	Home Phone Number	NP	Night Telephone	PC	Personal Cellular	TE	Telephone	WC	Work Cellular	WF	Work Facsimile Number	WP	Work Phone Number	M	ID	2/2	Must use
<u>Code</u>	<u>Name</u>																																	
AP	Alternate Telephone																																	
AS	Answering Service																																	
BN	Beeper Number																																	
CP	Cellular Phone																																	
EM	Electronic Mail																																	
FX	Facsimile																																	
HP	Home Phone Number																																	
NP	Night Telephone																																	
PC	Personal Cellular																																	
TE	Telephone																																	
WC	Work Cellular																																	
WF	Work Facsimile Number																																	
WP	Work Phone Number																																	
COM02	364	<p><b>Communication Number</b>  <b>Description:</b> Complete communications number including country or area code when applicable</p>	M	AN	1/256	Must use																												

## Note to User:

The COM segment contains appropriate contact numbers for the recommender.

**N1****Name**

<b>Pos: 6700</b>	<b>Max: 1</b>
<b>Detail - Optional</b>	
<b>Loop: LT</b>	<b>Elements: 6</b>

To identify a party by type of organization, name, and code

**Element Summary:**

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual <u>Code</u> <u>Name</u> BU   Place of Business	M	ID	2/3	Must use
N102	93	<b>Name</b> <b>Description:</b> Free-form name	X	AN	1/60	Used
N103	66	<b>Identification Code Qualifier</b> <b>Description:</b> Code designating the type of identification number that is to follow in the N104. <b>Note to User:</b> A crosswalk table for code sets 71, 72, 73, 74, CB and CS is available on diskette from the Postsecondary Electronic Standards Council (PESC) at (202) 293-7383. A list of DUNS numbers for senders of admission applications is also available.  <u>Code</u> <u>Name</u> 1   D-U-N-S Number, Dun & Bradstreet 71   Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics, Washington, D.C. 72   The College Board's Admission Testing Program (ATP), administered by the Educational Testing Service (ETS), 4-digit list of postsecondary educational institutions. 73   Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education, National Center for Education Statistics. 74   American College Testing (ACT) list of postsecondary educational institutions. 75   State or Province Assigned Number 76   Local School District or Jurisdiction Number 77   National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions 78   The College Board and ACT 6 digit code list of secondary educational institutions CB   Statistics Canada Canadian College Student Information System Institution Codes CS   Statistics Canada University Student Information System University Codes ZZ   Mutually Defined	X	ID	1/2	Used
N104	67	<b>Identification Code</b> <b>Description:</b> Code identifying a party or other code. This is the institution code from the code set identified in N103 or the DUNS number that identifies the organization to which the recommender belongs. <b>Note to User:</b> This data element is not normally needed unless the organization is an educational institution.	X	AN	2/80	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N105	706	<b>Entity Relationship Code</b> <b>Description:</b> Code describing entity relationship	O	ID	2/2	Not used
N106	98	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/3	Not used

**Syntax:**

1. N102 R0203 -- At least one of N102 or N103 is required.
2. N103 P0304 -- If either N103 or N104 are present, then the others are required.

**Comments:**

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

**Note to User:**

This N1 segment indicates the organization to which the recommender belongs.



# N3

## Address Information

Pos: 6800	Max: 1
Detail - Optional	
Loop: LT	Elements: 2

To specify the location of the named party

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	<b>Address Information</b> Description: Address information	M	AN	1/55	Must use
N302	166	<b>Address Information</b> Description: Address information	O	AN	1/55	Used

# N4 Geographic Location

Pos: 6900	Max: 1
Detail - Optional	
Loop: LT	Elements: 7

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Used
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency <b>Note to User:</b> For a complete list of State and Province Codes, see Appendix B.	X	ID	2/2	Used
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O	ID	3/15	Used
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country <b>Note to User:</b> For a complete list of Country Codes, see Appendix B.	X	ID	2/3	Used
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying type of location	X	ID	1/2	Not used
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location	O	AN	1/30	Not used
N407	1715	<b>Country Subdivision Code</b> <b>Description:</b> Code identifying the country subdivision	X	ID	1/3	Not used

## Syntax:

1. N402 E0207 -- Only one of N402 or N407 may be present.
2. N406 C0605 -- If N406 is present, then N405 is required
3. N407 C0704 -- If N407 is present, then N404 is required

## Comments:

1. A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2. N402 is required only if city name (N401) is in the U.S. or Canada.

# LTE

## Letter of Recommendation Evaluation

Pos: 7000	Max: 15
Detail - Optional	
Loop: LT	Elements: 4

To provide evaluation information as part of a letter of recommendation

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LTE01	1270	<p><b>Code List Qualifier Code</b>  <b>Description:</b> Letter of Recommendation Code List Identifier. This qualifier specifies that the code to follow in LTE02 is a category or attribute for which a recommender is supplying an evaluation.</p> <p><b>Code</b>    <b>Name</b>                      LO    Letter of Recommendation Rating Category</p>	X	ID	1/3	Used
LTE02	1271	<p><b>Industry Code</b>  <b>Description:</b> This code list identifies categories or attributes on which recommenders are asked to rate or evaluate applying students.  <b>Note to User:</b> For a complete list of Letter of Recommendation Rating Category Codes, see Appendix B.</p>	X	AN	1/30	Used
LTE03	352	<p><b>Description</b>  <b>Description:</b> Contains the free-form name of an evaluation category or attribute when needed. It can also be used to provide additional clarification when the codes in LTE02 are not adequate. It can contain a mutually defined category or attribute. In this case LTE02 should contain "ZZ."</p>	X	AN	1/80	Used
LTE04	708	<p><b>Rating Summary Value Code</b>  <b>Description:</b> The total overall rating  <b>Note to User:</b> These rating codes can be grouped to provide a variety of rating scales. The scale itself is not included in the LTE Segment.                      Some examples of possible rating scales are:                      Satisfactory (4)    Unsatisfactory (5)    - A two point scale.                      Greatly Exceeds Expectations (A)    Exceeds Expectations (B)    Below Expectations (C)    Greatly Below Expectations (9)    - A four point scale.                      Excellent (E)    Very Good (V)    Good (G)    Fair (F)    Poor (P)    Very Poor (D)    - A six point scale.</p> <p><b>Code</b>    <b>Name</b>                      4    Satisfactory                      5    Unsatisfactory                      6    Not Evaluated                      7    Eligible for Award                      8    Not Eligible for Award                      9    Greatly Below Expectations                      A    Greatly Exceeds Expectations                      B    Exceeds Expectations                      C    Below Expectations                      D    Very Poor                      E    Excellent                      F    Fair                      G    Good</p>	O	ID	1/2	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		P Poor U Unacceptable V Very Good				

**Syntax:**

1. LTE01 P0102 -- If either LTE01 or LTE02 are present, then the others are required.
2. LTE02 R0203 -- At least one of LTE02 or LTE03 is required.

**Semantics:**

1. LTE02 is the code for the letter of recommendation rating category.
2. LTE03 is the free-form rating category when the codified values are not adequate.
3. LTE04 is the recommendation rating or evaluation.

# MSG Message Text

Pos: 7100	Max: >1
Detail - Optional	
Loop: LT	Elements: 3

To provide a free-form format that allows the transmission of text information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MSG01	933	<b>Free-Form Message Text</b> <b>Description:</b> Free-form message text	M	AN	1/264	Must use
MSG02	934	<b>Printer Carriage Control Code</b> <b>Description:</b> A field to be used for the control of the line feed of the receiving printer  <u>Code</u> <u>Name</u> AA    Advance The Specified Number of Lines Before Print AT    Advanced Three Lines Before Print DS    Advance two lines before print LC    Line Continuation NP    Advance to next page before print NS    No advance before print SS    Advance to new line before print	X	ID	2/2	Used
MSG03	1470	<b>Number</b> <b>Description:</b> A generic number	O	N0	1/9	Used

## Syntax:

1. MSG03 C0302 -- If MSG03 is present, then MSG02 is required

## Semantics:

1. MSG03 is the number of lines to advance before printing.

## Comments:

1. MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
2. If MSG02 is "AA - Advance the specified number of lines before print" then MSG03 is required.

## Note to User:

These MSG segments contain the text of the recommender's comments about the applying student.

# SE Transaction Set Trailer

Pos: 7200	Max: 1
Detail - Mandatory	
Loop: N/A	Elements: 2

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	<b>Number of Included Segments</b> <b>Description:</b> Total number of segments included in a transaction set including ST and SE segments	M	N0	1/10	Must use
SE02	329	<b>Transaction Set Control Number</b> <b>Description:</b> Identifying Control Number assigned by the originator of the transaction set. It has the same value as the data element ST02.	M	AN	4/9	Must use

## Comments:

- SE is the last segment of each transaction set.