# Implementation Guide

# for the

# Postsecondary Electronic Standards Council

# XML Standard Format

# of the

# Transcript Request

## to use for School to School Exchanges by Education Institutions

## Version 1.2.0

### August 19, 2012

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# Introduction

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

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

Postsecondary educational institutions use student transcripts to transmit current and historical student academic records to postsecondary educational institutions and to other education agencies. When a student intends to transfer to a secondary or postsecondary school, it is essential that the student's academic record be made available to the receiving school as quickly as possible so that the receiving institution can make faster admissions and placement decisions. In addition, the prompt transmission of the student's academic record allows the receiving institution to evaluate the record in a more timely fashion and thereby to advise the student on the applicability of past courses to current program requirements.

This Implementation Guide is based on the PESC XML Transcript Request Schema version 1.2.0. For the electronic exchange of these student records to be completely automated, it is essential that all users adhere strictly to the requirements of this Schema and understand and comply with the requirements and recommendations outlined in this Guide.

# Typical Use Scenario

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

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

On a regularly scheduled basis (typically after the close of business for that day), a batch program is run and each student (and applicant) on the school's data base is checked for all the previous schools the student listed to prepare a report of all previous schools that indicate that:

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

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

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

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

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

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

# Organization and Format

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

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

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

Transmission Data Level I
- Sub-level IA
  - Sub-level IA1
    - Sub-level IA1a
    - Sub-level IA1b
    - Sub-level IA1c
  - Sub-level IA2
    - Sub-level IA2a
    - Sub-level IA2b
- Sub-level IB
  - Sub-level IB1
    - Sub-level IB1a

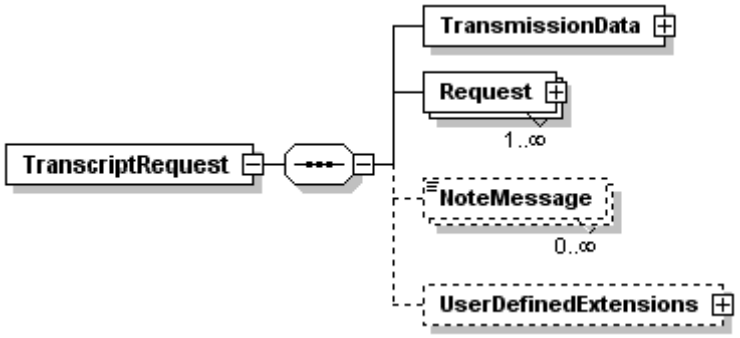
Student Data Level I

(Etc.)

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

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

Example:




The boxes in the diagrams can illustrate two separate components of the Schema. First, certain boxes show data element groupings which branch out to form either lower-level element groupings, or the Schema's other primary component, the fields that contain actual data. A box with a solid border indicates that that particular data element or field is required. A box with a dotted line indicates an optional data element or field. Likewise, a solid line connecting two or more boxes indicates that the boxes to the right in the diagram are

required fields and a dotted line indicates the fields in the boxes to the right are optional. A plus (+) sign at the right of a box indicates that the element grouping or field branches beyond the scope of a given diagram. The Schema displays such branching in subsequent diagrams.

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

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

Instance document refers to an XML transcript request with real data for an actual student or applicant.

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

**Tag Name:** This is the name of the data element grouping or field that will appear in the Schema and in the instance document. The format for the tag name is Upper Camel Case which takes a name such as "Transmission Data" and eliminates the space between the two words, retaining the capital letters of each word making up the tag name, e.g., TransmissionData.

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

**Description:** This is a brief description of the data included with a particular XML tag name. The description normally comes from the description in the Core Main Schema for data elements or from the US Department of Education's XML Registry and Repository.

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

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

**Required:** Indicates that a sending institution must include the data element or field in its transmission.

**Recommended**: *If the information for a field is available* at the school sending the request, then 'Recommended' indicates that the field should be sent.

**Conditional:** This recommended use may not occur, or does not occur often, in this Guide, but it may occur when the recommendation (recommended, optional or not recommended) is dependent on another data element being sent, or even on the value of another data element that is sent.

**Optional:** Indicates that it is generally up to the sender of the request to include the data or not. If a paper transcript normally includes the element or field, then the sender will probably choose to include it. In addition, within certain states, items marked as "Optional" may be essential for intrastate exchanges. Finally, it may be the case that a destination school receives all data at a single location; in such a case, the sender may need to provide optional elements to identify the specific intended recipient

**Not Recommended:** Indicates that, in the view of the Workgroup or ERUG, such a data element or field should not form part of a transmission. In general, the Workgroup recommends that institutions not send notes or comments, since most Student Information System programs cannot automatically process them. Sending these elements could thereby slow or impede automatic processing by the school receiving the request. In some cases, common practice in a particular state or region may be to include data that are not recommended by the Workgroup or ERUG.

In many cases, because of the reusability of complex data elements in XML, there are data elements included in this schema that may not be appropriate for use in the Transcript Request. In these cases, the recommended use may be designated as "Not Recommended."

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

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

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

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

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

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

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

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

"**totalDigits**" indicates the maximum number of digits that can be used in the specified field.

"**xs:date**" is the format for a date. In XML, it would be included as "ccyy-mm-dd". For example, the date "October 28, 2009" would appear in the instance document as "2009-10-28".

"**xs:gMonthDay**" is the format for a date without including the year. The format in the instance document would be "—mm-dd" which is mm-dd preceded by two dashes.

"**xs:gYearMonth**" is the format for a date without the exact day of the month. The format would be "ccyy-mm".

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

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

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

```
<Course>

</Course>
```

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

```
<NoteMessage/>
```

In practice, empty tags such as <NoteMessage/> are not included in an instance document.

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

**Implementation Issues:** One of the requirements of the PESC XML Schema implementation is that the order of the data elements must be maintained in the instance document (the actual request for a transcript for a specific student) in the same order they appear in the schema. Of course, many of the data elements are optional and do not need to be included in the instance document, but if they are included, they must be included in the same order that they appear in the schema (and in this Implementation Guide).

**NoteMessage:** You will find "NoteMessage" appearing throughout the Schema. This Guide almost always recommends against the routine use of note messages. Unless there is an agreed upon format for a note message between the sender and the receiver, notes cannot be interpreted and automatically processed by the receiver's computer. Although not required by the schema, it is strongly recommended, for example, that if the note message is only appropriate for schools in a given state or province, that the first two digits of the text of the note message be the two digit code for that state or province. That will allow recipient schools or agencies in a state or province to query these two digits and immediately ignore it, if it refers to another state or province.

**UserDefinedExtensions:** The user-defined extension (UDE) design pattern is intended to address situations in which the current Schema does not accommodate sender-specific data. The Schema has to allow for additional elements that may be defined and used at a later date. The user-defined extensions pattern serves as a placeholder for these to-be-defined fields and elements. However, it can require that these fields be defined in a Schema by the organization that wants to use the extensions area. User Defined Extensions are typically used by schools within a specific area or who may use the same vendor that have agreed in advance to a format so that they can exchange previously agreed upon data useful by a group of schools within a common area or state or who use the same vendor.

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

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

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

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

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

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

Example Code:

```
<UserDefinedExtensions>
  <YearTerm>20042</YearTerm>
  <CourseAbbreviation>ENG</CourseAbbreviation>
  <CourseNumber>0114</CourseNumber>
  <SectionNumber>02</SectionNumber>
 </UserDefinedExtensions>
```

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

## About Versions

The first digit of the version indicates a major change to the schema. A change in the first digit indicates that the newer schema is not backwardly compatible with earlier versions. A change in the second digit indicates a minor change to the schema. A change in the second digit (and not the first digit) indicates that the newer schema is backwardly compatible with the previous version.

A minor change means that a receiving school that has upgraded to, for example, version 1.1.0 can continue to receive and process any instance document that used version 1.1.0 or earlier. However, a school still using version 1.0.0 would only be able to receive and process instance documents using version 1.1.0 if the instance document did not contain any occurences of the new data elements, or any new values of existing data elements.

A change in the third digit only indicates a micro change from the previous schema and it is compatible with the previous version. If no change is made to the schema, but only one or more changes to the documentation, e.g., the Implementation Guide, then an alpha suffix will be used to denote a documentation change only. A more complete and detailed list of changes made to the schema from Version 1.0.0 to this version (1.2.0) is included in Appendix D.

## Development History and Acknowledgments

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

ASC X12 reviewed the two proposals and insisted that only one standard be developed and approved. That standard would be the Kindergarten through Postsecondary Education Student Record. At that time, NCES

decided to fund the travel of the AACRAO SPEEDE Committee as well as those working on the K-12 standard. The ASC X12 Standard in the Electronic Data Interchange (EDI) format was approved in the early 1990's as ANSI ASC X12 Transaction Set (TS) 130 for the Student Educational Record (Transcript).

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

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

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

The ASC X12 Standard is now in use by a significant number of postsecondary institutions in the United States and Canada. Over 1 million postsecondary transcripts are exchanged electronically in the EDI format through the University of Texas at Austin free Internet SPEEDE Server in the ASC X12 EDI format each year. At the secondary level, Florida and Texas schools exchange a significant number of electronic high school transcripts, because the states mandate the exchanges. Iowa and Maryland also have significant exchanges of secondary school transcripts. Overall, however, although the number of electronic transcript exchanges in the EDI format continues to grow significantly, it remains relatively small for secondary schools.

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

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

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

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

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

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

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

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

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

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

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

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

Subsequently, Mark left the NSC and Doug Falk replaced Mark on the PESC Board. Doug then also picked up Mark's role as chair of the workgroup to develop the two new schemas. Doug Falk worked with the AACRAO SPEEDE Committee and Doug submitted the two schemas to PESC for approval as standards and Doug had the full support and endorsement of the AACRAO SPEEDE Committee in this endeavor.

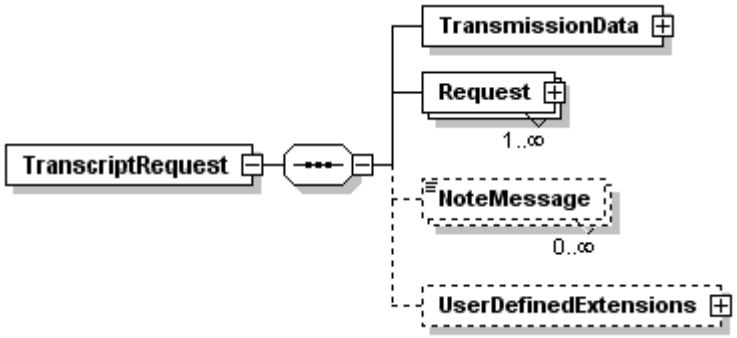
The XML Request for a Student Transcript was approved as a PESC Standard in October 2007. It uses the 1.2.0 version of both Core Main and the Academic Record Sector Library.

The PESC Education Record User Group (ERUG) requested an updated version of the schema in the spring of 2011. It was approved by the PESC Change Control Board and version 1.1.0 was released by PESC in April 2011. It uses Version 1.10.0 of the Core Main Schema and Version 1.6.0 of the Academic Record Sector Library.

In June 2012, ERUG approved a request for a new updated version (1.2.0) of the schema which was approved by PESC in June 2012. It uses Core Main Version 1.12.0 and the Academic Record Sector Library version 1.7.0.

This Implementation Guide is being made available to provide information and guidance to implementers of the XML Schema for the Request for a Student Transcript Version 1.2.0.

# Transcript Request

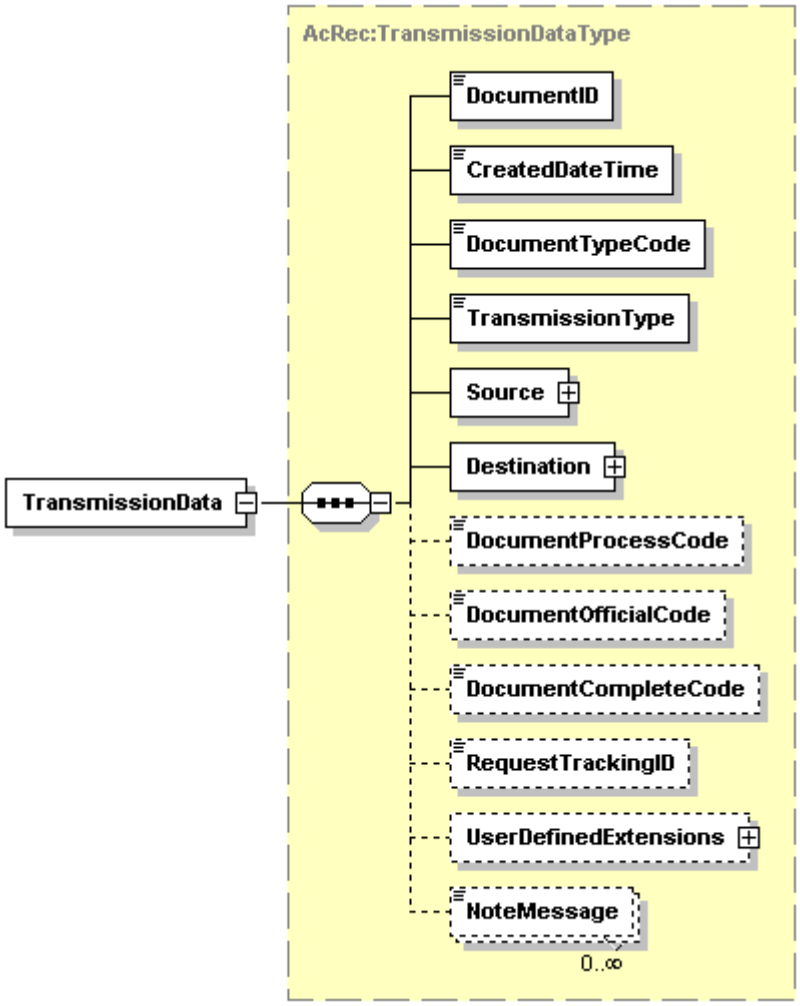



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| TransmissionData | Required | Routing and header information | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 2 which follows in this Guide.* | | | | |
| Request | Required<br>Repeatable | Body of document. One segment per student | Required | minOcc 1<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 41 which follows in this Guide.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about transcript | Not recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| UserDefinedExtensions | Optional | Additional structured information. Requires mutually defined XML schema. | Optional | minOcc 0<br>maxOcc 1 |

Code illustration:

```
<HSTrn: TranscriptRequest
 XMLns:HSTrn="urn:org:pesc:message:TranscriptRequest:v1.2.0"
XMLns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.7.0"
XMLns:core="urn:org:pesc:core:CoreMain:v1.12.0"
XMLns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:org:pesc:message:TranscriptRequest:v1.2.0
/TranscriptRequest_v1.2.0.xsd">
    <TransmissionData>

    </TransmissionData>
    <Request>

    </Request>
    <NoteMessage/>
    <UserDefinedExtensions/>
</HSTrn:TranscriptRequest>
```

# TransmissionData




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

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| TransmissionType | Required | The nature of the Transmission | Required | minOcc 1<br>maxOcc 1<br><br>**Enumeration:**<br>Duplicate<br>MutuallyDefined<br>Original<br>Reissue<br>Replace<br>Resubmission |
| ***Comment:*** *The typical value when a school is requesting a transcript from another school is "Original".* | | | | |
| Source | Required | This field is required and essential to indicate the school that is requesting the transcript. | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 5 in this Guide.* | | | | |
| Destination | Required | This field is mandatory and essential to indicate the school from which the source (requestor) is requesting the transcript. | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 24 in this Guide.* | | | | |
| DocumentProcessCode | Optional | This element indicates a TEST or PRODUCTION document | Required if "TEST";<br>"PRODUCTION" implied, not recommended | minOcc 0<br>maxOcc 1<br><br>**Enumeration:**<br>TEST<br>PRODUCTION |
| ***Comment:*** *During initial testing with a new school, the value "TEST" would be included. After the testing phase is completed, then this optional data element would not be included.* | | | | |
| DocumentOfficialCode | Optional | This element indicates if the document is unofficial. Unofficial documents may be produced for reference purpose but may not be binding. | Required if Unofficial;<br>"Official" implied, not recommended | minOcc 0<br>maxOcc 1<br><br>**Enumeration:**<br>Official<br>Unofficial |
| ***Comment:*** *Since all requests of this type are considered official, this optional data element would not normally be included.* | | | | |
| DocumentCompleteCode | Optional | This element indicates whether the document conveys a complete record. Partial documents may be produced for information that is recorded in multiple media or formats. | Required if not complete;<br>"Complete" is implied, not recommended | minOcc 0<br>maxOcc 1<br><br>**Enumeration:**<br>Partial<br>Complete |
| ***Comment:*** *Since all requests of this type are considered complete, this optional data element would not normally be included.* | | | | |
| RequestTrackingID | Optional | The unique ID associated with a request action that is returned to the requestor for document matching and tracking. | Optional | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 35 |
| ***Comment:*** *This is a number created by the requestor so that the transcript received, or the negative response that is received can be easily matched with this request.* | | | | |
| UserDefinedExtensions | Optional | Additional structured information. Requires mutually defined XML schema | Not recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since a note message cannot be easily processed by the computer that receives this request, it is recommended that note messages not be included in the transmission, unless there is prior agreement by the sender and the recipient.* | | | | |

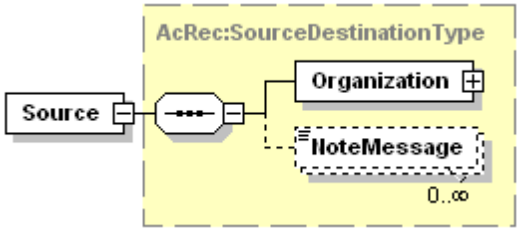
| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| NoteMessage | Optional<br>Repeatable | Additional information about transmission | Not recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *Since a note message cannot be easily processed by the computer that receives this request, it is recommended that note messages not be included in the transmission, unless there is prior agreement by the sender and the recipient.* | | | | |

# TransmissionData (Continued)

Code illustration:

```
<TransmissionData>
    <DocumentID>2011-06-12-2316240139</DocumentID>
    <CreatedDateTime>2011-06-04T09:30:47-05:00</CreatedDateTime>
    <DocumentTypeCode>Request</DocumentTypeCode>
    <TransmissionType>Original</TransmissionType>
    <Source>

    </Source>
    <Destination>

    </Destination>
    <DocumentProcessCode/>
    <DocumentOfficialCode/>
    <DocumentCompleteCode/>
    <RequestTrackingID>201106101234567</RequestTrackingID>
    <UserDefinedExtensions/>
    <NoteMessage/>
</TransmissionData>
```

# TransmissionData.Source

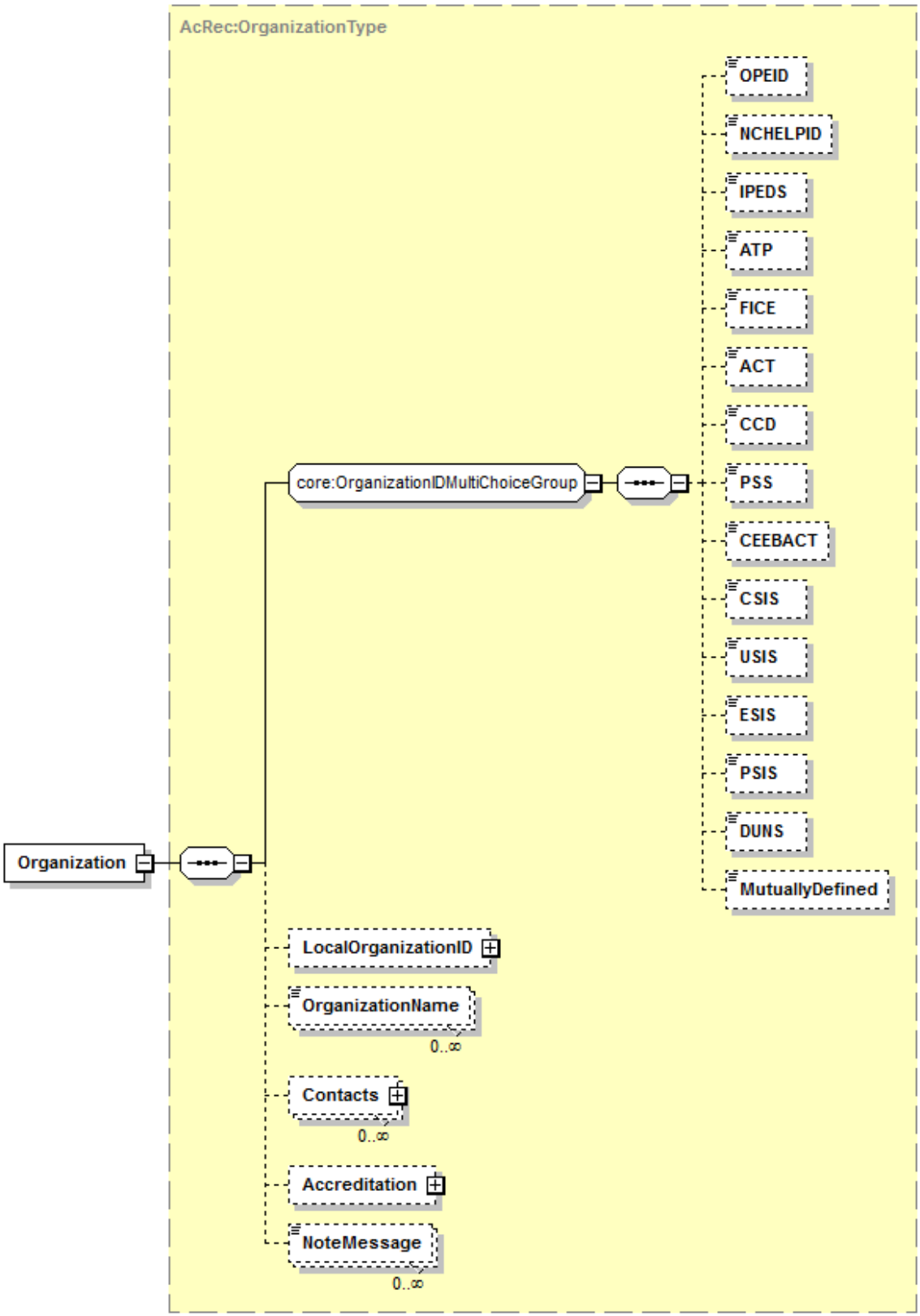



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| Organization | Required | Non-person entity such as Organization, Institution, Agency or Business. | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 6 in this Guide.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the Source of the document | Not recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |

Code illustration:

```
<Source>
    <Organization>

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

## TransmissionData.Source.Organization



# TransmissionData.Source.Organization (Continued)

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| [OrganizationIDMultiChoice Group] | Optional | Allowable Organization IDs choice | Strongly Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *[OrganizationIDMultiChoiceGroup] is not an XML tag and does not appear in an instance document. It allows the choice of one or more of the following code set tags to identify the institution or organization. It is important, if more than one of the identifying codes is used, that they be in the same order as they appear in the schema.* | | | | |
| OPEID | Optional choice | The unique identifier assigned by the US Office of Postsecondary Education for each data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 3<br>maxLength 8 |
| NCHELPID | Optional choice | The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 3<br>maxLength 8 |
| ***Comment:*** *The NCHELPID would not normally be an appropriate choice in this case since transcript requests are not normally generated by the financial aid world.* | | | | |
| IPEDS | Optional choice | The unique identifier assigned by the Integrated Postsecondary Education Data System of the US National Center for Education Statistics (NCES) for each postsecondary data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *This would be a good choice for a postsecondary school requesting the transcript.* | | | | |
| ATP | Optional choice | The unique identifier assigned by the Admissions Testing Program of the College Board for each data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *This would be a good choice for a postsecondary school requesting the transcript.* | | | | |
| FICE | Optional choice | The unique identifier once maintained for the Federal Interagency Committee on Education by the US National Center for Education Statistics (NCES) for each postsecondary data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Although the FICE code set is still widely used by many postsecondary institutions in the US, it has not been maintained by NCES or anyone else since late in the last century. Therefore, codes for new institutions created since then have been locally assigned and cannot be relied upon. However, for an older postsecondary school, it would be a good choice.* | | | | |
| ACT | Optional choice | The unique identifier for postsecondary educational institutions assigned by ACT, Inc. for the primary use in the distribution of education test scores. It is available at www.act.org | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 4<br>maxLength 4 |
| ***Comment:*** *This would be a good choice for a postsecondary school requesting the transcript.* | | | | |
| CCD | Optional choice | The unique identifier assigned by the US National Center for Education Statistics (NCES) as the Common Core of Data for each data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 12<br>maxLength 12 |
| ***Comment:*** *The CCD Is not a recommended choice to identify postsecondary school senders. However, this would be a good choice for a secondary school requesting astudent transcript.* | | | | |
| PSS | Optional choice | The unique identifier assigned by the US Department of Education's National Center for Education Statistics for private K12 schools in the US. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| ***Comment:*** *The PSS Is not a recommended choice to identify postsecondary school senders.* | | | | |
| CEEBACT | Optional choice | The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *The CEEBACT code set is not a recommended choice to identify postsecondary school senders. However, it would be a good choice for a high school requesting a student transcript.* | | | | |
| CSIS | Optional choice | The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each college data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this code set has been used to identify colleges in Canada, it is not a recommended choice for postsecondary schools in the United States. This code set has been replaced by a new code set (PSIS) included below.* | | | | |
| USIS | Optional choice | The unique identifier assigned by the Statistics Canada University Student Information System for each university data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this code set has been used to identify universities in Canada, it is not a recommended choice for postsecondary schools in the United States. This code set has been replaced by the new code set PSIS included below.* | | | | |
| ESIS | Optional choice | The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *The ESIS number would not be a normal choice to identify the sending postsecondary school that created a transcript in the United States. However, it was used to identify a postsecondary school in Canada. This code set has been replaced by the new code set PSIS included below.* | | | | |
| PSIS | Optional choice | The unique identifier assigned by the Statistics Canada Postsecondary Student Information System for each data exchange partner. | Optional choice | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *The PSIS number would not be a normal choice to identify the sending postsecondary school that created a transcript in the United States. However, it would be used to identify a postsecondary school in Canada.* | | | | |
| DUNS | Optional choice | Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 9<br>maxLength 9 |
| ***Comment:*** *The DUNS number would not be a normal choice to identify the sending school that created a Postsecondary Transcript.* | | | | |
| MutuallyDefined | Optional choice | This code set could be used by a selected set of trading partners if none of the other above code sets is appropriate. | Optional choice | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 60 |
| ***Comment:*** *If a College Transcript is being sent by a school or agency that does not have a valid code in one of the other above code sets, and if that code and code set are recognized by the recipient, then this code set might be used for a set of limited exchange partners within a geographic region or used by customers of the same vendor.* | | | | |
| ***Comment:*** *End of OrganizationIDMultiChoiceGroup choice set tags* | | | | |
| LocalOrganizationID | Optional | A code set typically used by a state, province or region to identify the sending school. | Optional | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 10 which follows in this Guide.* | | | | |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| OrganizationName | Optional<br>Repeatable | Name of Non-person entity such as Organization, Institution, Agency or Business. | Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 60 |
| ***Comment:*** *This is the name of the sending school that is requesting the student transcript.* | | | | |
| Contacts | Optional<br>Repeatable | To identify a person or an office at the sending school or agency to which administrative communications should be directed | Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be further explained and expanded on page 11 which follows in this Guide.* | | | | |
| Accreditation | Optional | To provide information about the accreditation that has been awarded to the sending school. | Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be further explained and expanded on page 22 which follows in this Guide.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the organization | Not recommended | minOcc 0<br>maxOcc ∞<br>minLengt 1<br>maxLength 80 |

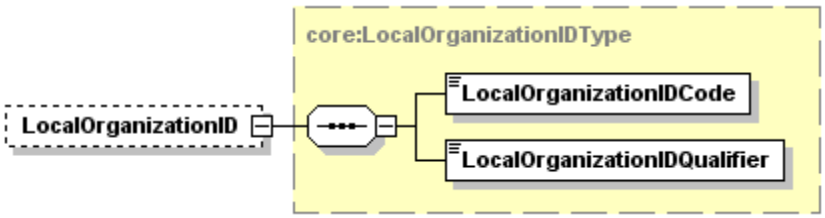
# TransmissionData.Source.Organization (Continued)

Code illustration:

```
<Organization>
    <OPEID>12345678<OPEID>
    <FICE>001506</FICE>
    <ACT>1234</ACT>
        <LocalOrganizationID>

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

    </Contacts>
    <Accreditation>

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

# TransmissionData.Source.Organization.LocalOrganizationID

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

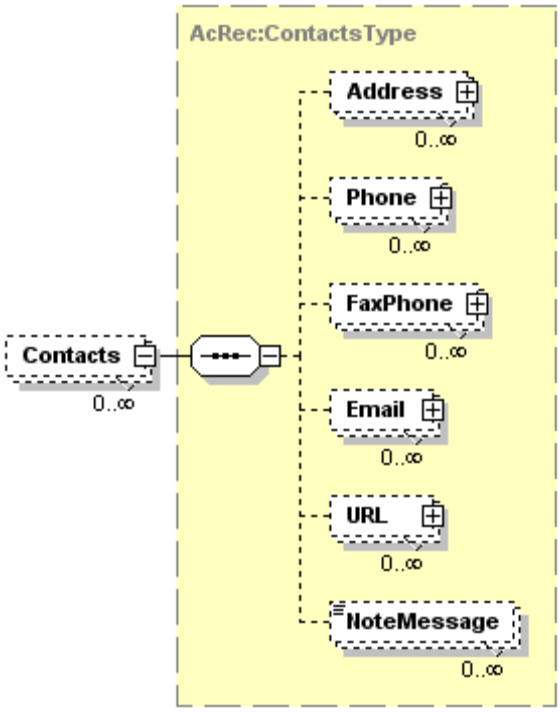



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| LocalOrganizationIDCode | Required | The code assigned for the sending school by the state, province or other mutually defined agency specified in the LocalIDQualifier that follows. | Required | minOcc 1<br>maxOcc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

Code illustration:

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

# TransmissionData.Source.Organization.Contacts




| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| Address | Optional<br>Repeatable | This is a combined Address Group for a choice between Domestic or International | Optional | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 13 in this Guide.* | | | | |
| Phone | Optional<br>Repeatable | Phone number of source institution contact | Recommended | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 16.which follows in this Guide.* | | | | |
| FaxPhone | Optional<br>Repeatable | Phone number used to accept fax submissions | Optional | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 18 which follows in this Guide..* | | | | |
| Email | Optional<br>Repeatable | Email address of source institution contact | Recommended | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 20 in this Guide.* | | | | |
| URL | Optional<br>Repeatable | The Uniform Resource Locator of source institution | Optional | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 21 in this Guide.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the contacts at the source institution | Not recommended | minOcc o<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *This is contact information included by the sending school to indicate the preferred means for the receiving school to contact the sending school in case there is a need for further communication. This is the only place in the instance document to include the name, address and contact information about the school that is sending the transcript request.* | | | | |

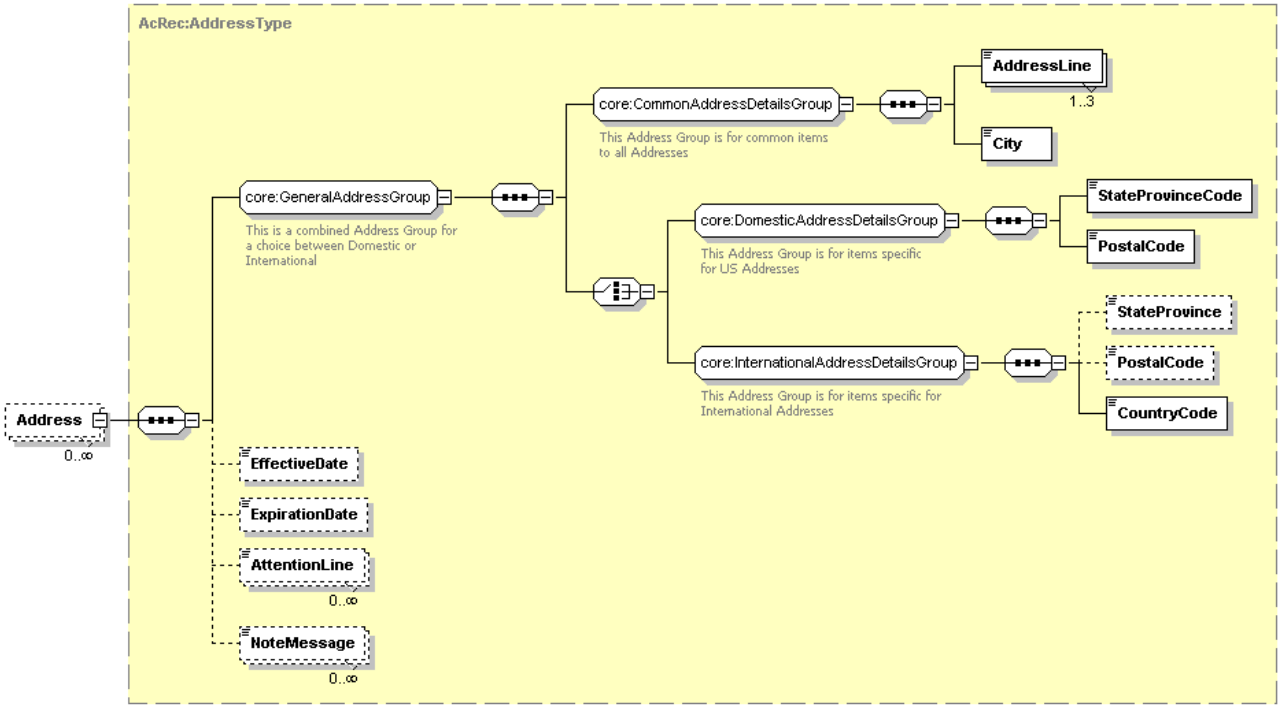
# TransmissionData.Source.Organization.Contacts (Continued)

Code illustration:

```
<Contacts>
    <Address>

    </Address>
    <Phone>

    </Phone>
    <FaxPhone>

    </FaxPhone>
    <Email>

    </Email>
    <URL>

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

# TransmissionData.Source.Organization.Contacts.Address

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




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

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| *DomesticAddressDetailsGroup* | Required choice | This Address Group is for items specific for US and Canadian Addresses | Required for domestic addresses | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *[*DomesticAddressDetailsGroup*] does not appear in the instance document. If the complex data element address has a United States or Canadian Postal Code and a US State or Canadian Province Code, then this should be the required choice.* | | | | |
| StateProvinceCode | Required | Code for US states, etc., and Canadian provinces. | Required | minOcc 1<br>maxOcc 1<br>**Enumeration:**<br>See Appendix A |
| PostalCode | Required | The postal code portion of the Address. | Required | minOcc 1<br>maxOcc 1<br>minLength 1<br>maxLength 17 |
| *InternationalAddressDetailsGroup* | Required choice | This Address Group is for items specific for International Addresses | Required for international addresses | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *[*InternationalAddressDetailsGroup*] does not appear in the instance document. This choice is for addresses that do not have a US or Canadian postal code.* | | | | |
| StateProvince | Optional | The literal name of the state, province or territory of a postal address of the source of this document. Use for addresses outside US or Canada. | Recommended<br>Refer to common postal practices of the source country | minOcc 0<br>maxOcc 1<br>minLength 2<br>maxLength 30 |
| ***Comment:*** *For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int* | | | | |
| PostalCode | Optional | The postal code portion of the Address. | Recommended<br>Refer to common postal practices of the source country | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 17 |
| ***Comment:*** *For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int* | | | | |
| CountryCode | Required | Code indicating Country. Use ISO 3166-1 alpha-2 standard. | Required | minOcc 1<br>maxOcc 1<br>**Enumerations:**<br>See Appendix B1 or B2 |
| EffectiveDate | Optional | The date when this address for the source institution became or will become valid | Optional | minOcc 0<br>maxOcc 1<br>Format is xs:Date or ccyy-mm-dd |
| ExpirationDate | Optional | The date when this address for the source institution will or did become no longer valid | Optional | minOcc 0<br>maxOcc 1<br>Format is xs:Date or ccyy-mm-dd |
| AttentionLine | Optional | The individual or office name within the postal address where inquiries should be directed. | Optional | minOcc 1<br>maxOcc ∞<br>minLength 1<br>maxLength 45 |
| ***Comment:*** *This might be used to indicate where questions about the record should be sent. For example, Director of Admissions, Registrar, Information Technology Director, etc.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the addresses of the contacts at the source school | Not recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |

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

Code illustration 1 (Domestic Address):

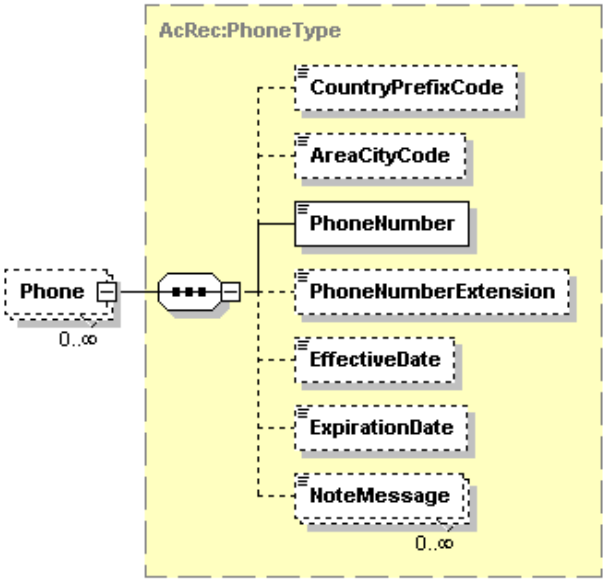
```
<Address>
    <AddressLine>11011 SW 104 Street</AddressLine>
    <City>Miami</City>
    <StateProvinceCode>FL</StateProvinceCode>
    <PostalCode>33176</PostalCode>
    <EffectiveDate/>
    <ExpirationDate/>
    <AttentionLine>Steve Kelly</AttentionLine>
    <AttentionLine>College Registrar</AttentionLine>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

Code illustration 2 (International Address):

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

# TransmissionData.Source.Organization.Contacts.Phone

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




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

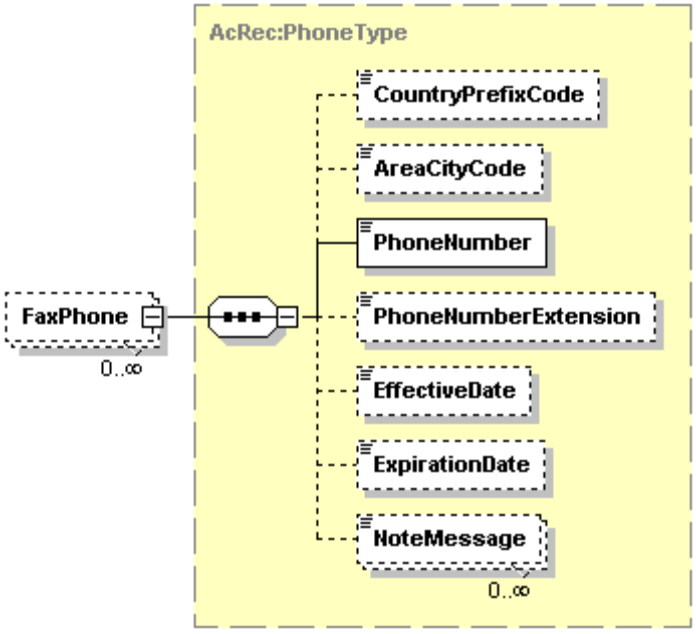
# TransmissionData.Source.Organization.Contacts.Phone (Continued)

Code illustration:

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

# TransmissionData.Source.Organization.Contacts.FaxPhone

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




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

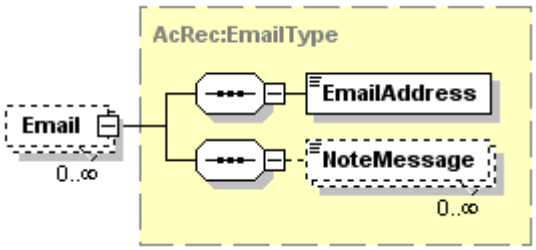
# TransmissionData.Source.Organization.Contacts.FaxPhone (Continued)

Code illustration:

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

# TransmissionData.Source.Organization.Contacts.Email

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



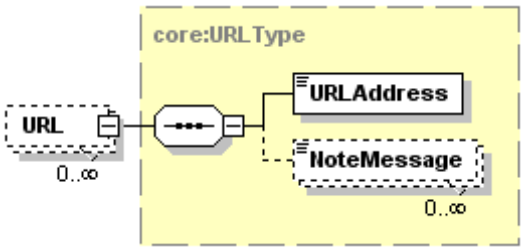

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| EmailAddress | Required | The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network. | Required | minOcc 1<br>maxOc 1<br>minLength 1<br>maxLength 128 |
| NoteMessage |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

Code illustration:

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

# TransmissionData.Source.Organization.Contacts.URL

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

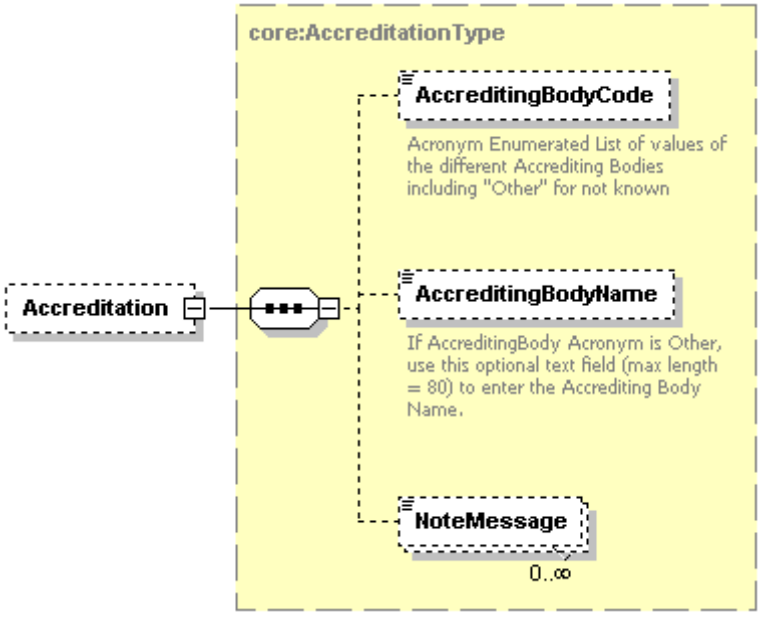



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| URLAddress | Required | The Uniform Resource Locator (URL) address of the sending high school or of a contact at the sending school | Required | minOcc 1<br>maxOcc 1<br>minLength 1<br>maxLength 512 |
| NoteMessage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

Code illustration:

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

# TransmissionData.Source.Organization.Accreditation




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

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

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

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

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

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

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

***NWCCU*** *– Northwest Commission on Colleges and Universities*

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

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

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

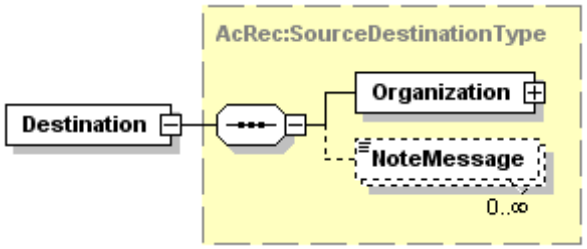
***Other*** *– Other accrediting bodies not shown above*

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

Code illustration:

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

# TransmissionData.Destination

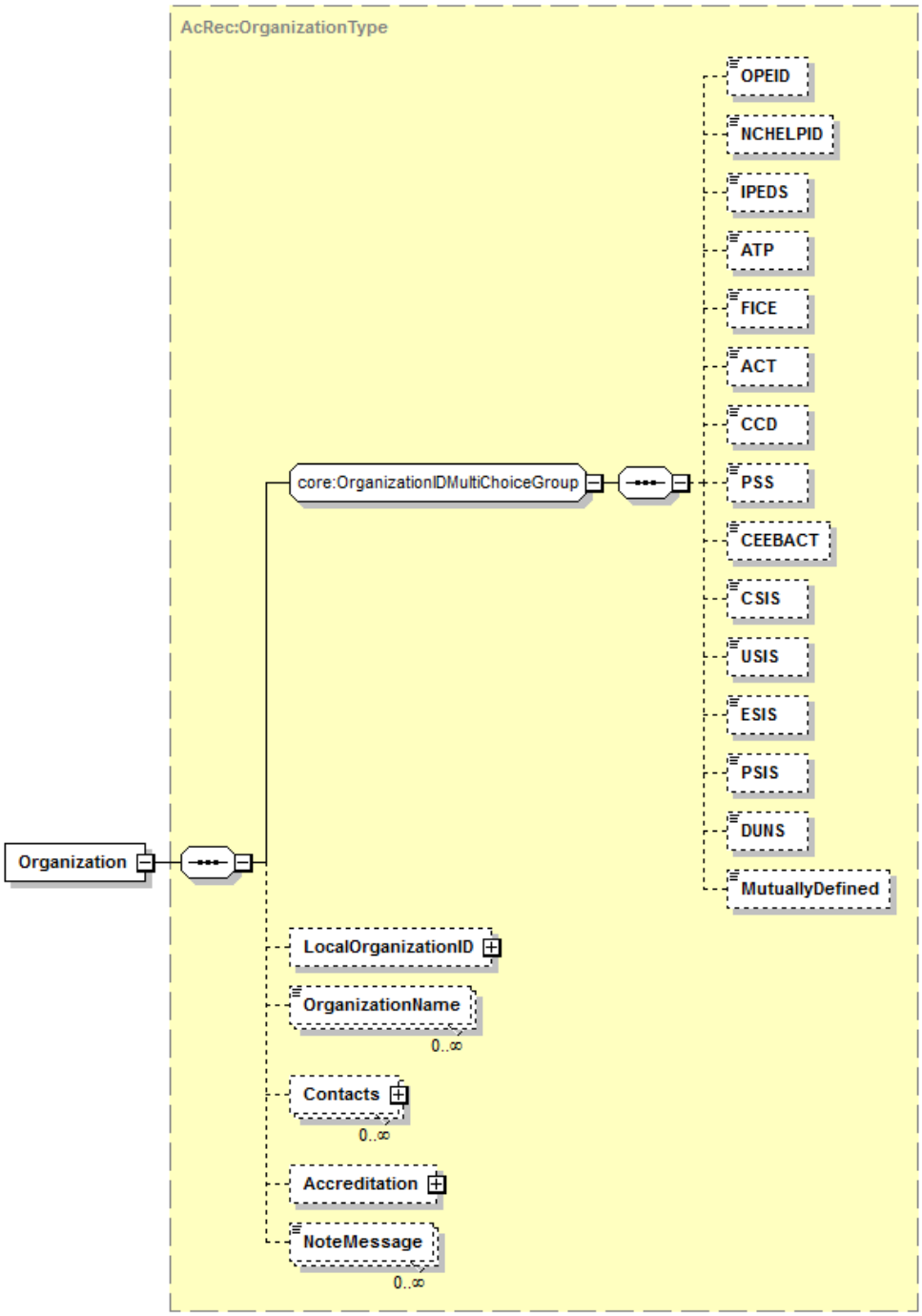



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| Organization | Required | Non-person entity such as Organization, Institution, Agency or Business. | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 25 which follows in this Guide.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the Destination | Not recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |

Code illustration:

```
<Destination>
    <Organization>

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

# TransmissionData.Destination.Organization




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

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

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| CEEBACT | Optional choice | The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since the CEEBACT Is a code to identify secondary schools, it is a recommended choice for a high school receiving a transcript request.* | | | | |
| CSIS | Optional choice | The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner. | Not recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this is a code set for postsecondary schools in Canada, it is not a recommended choice for schools in the US. And, since it is being phased out, and replaced by the PSIS code shown below, it is not a recommended choice.* | | | | |
| USIS | Optional choice | The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner. | Not recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this a code set for postsecondary schools in Canada, it is not a recommended choice for schools in the US. And since it is now being replaced by the PSIS code, it is not recommended.* | | | | |
| ESIS | Optional choice | The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner. | Not recommended | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since this a code set only used in Canada, it is not a recommended choice for schools in the US.* | | | | |
| PSIS | Optional choice | The unique identifier assigned by the Statistics Canada Postsecondary Student Information System for each postsecondary data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since this a code set only used in Canada, it is not a recommended choice for schools in the US. However, it would be an appropriate choice for a postsecondary school in Canada receiving a transcript request.* | | | | |
| DUNS | Optional choice | Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 9<br>maxLength 9 |
| ***Comment:*** *Since this is a code set for business and other organizational entities, it would not normally be used for educational institutions that are receiving requests for student transcripts.* | | | | |
| Mutually Defined | Optional choice | The code set could be used by a selected set of trading partners if none of the other code sets is appropriate. | Optional choice | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 60 |
| ***Comment:*** *If a transcript is being requested from a school or agency that does not have a valid code in one of the other above code sets, and if that code and code set are recognized by the recipient, then this code set might be used for a set of limited exchange partners, frequently within a common regional area. It can also be used by a select group of states within a region or that use the same vendor, in addition to one of the other codes above.* | | | | |
| ***Comment:*** *This is the end of OrganizationIDGroup choice tags.* | | | | |
| LocalOrganizationID | Optional | A code set typically used by a state, province or region to further identify the receiving school. | Optional | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 29 which follows in this Guide.* | | | | |

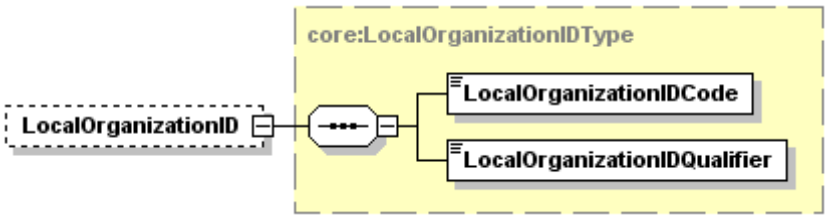
| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| OrganizationName | Optional<br>Repeatable | Name of Non-person entity such as Organization, Institution, Agency or Business. | Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 60 |
| ***Comment:*** *This is the name of the school that is receiving the student transcript request.* | | | | |
| Contacts | Optional<br>Repeatable | To identify a person or an office at the receiving school to which administrative communications should be directed | Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 30 which follows in this Guide.* | | | | |
| Accreditation | Optional | To provide information about the accrediting body that has certified the receiving school. | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *It would be very unusual for the sending school of a transcript to include accreditation information about the recipient school. If you choose to include it, it was expanded on page 22 in this Guide.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the school receiving the transcript request | Not recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |

Code illustration:

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

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

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

# TransmissionData.Destination.Organization.LocalOrganizationID

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

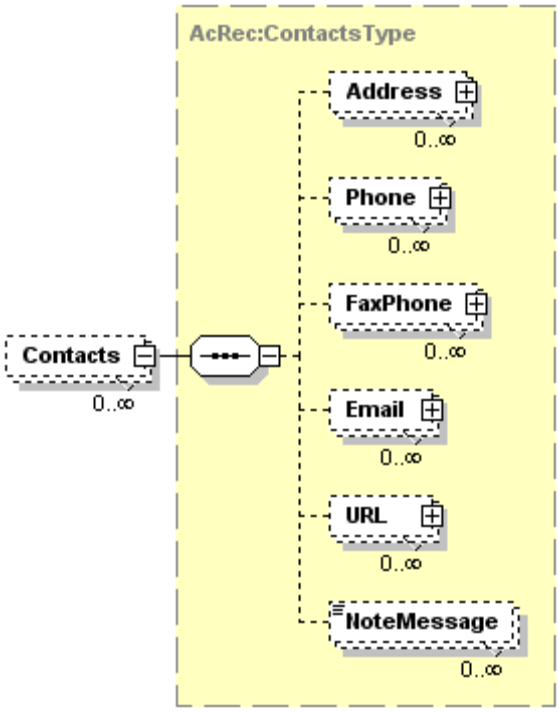



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| LocalOrganizationIDCode | Required | The code assigned for the sending school by the state, province or other mutually defined agency specified in the LocalIDQualifier that follows. | Required | minOcc 1<br>maxOcc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

Code illustration:

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

# TransmissionData.Destination.Organization.Contacts




| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| Address | Optional<br>Repeatable | This is a combined Address Group for a choice between Domestic or International | Optional | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 32 which follows in this Guide.* | | | | |
| Phone | Optional<br>Repeatable | Phone number of destination institution contact | Optional | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 35 which follows in this Guide.* | | | | |
| FaxPhone | Optional<br>Repeatable | Phone number used to accept fax submissions | Optional | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 37 which follows in this Guide.* | | | | |
| Email | Optional<br>Repeatable | Email address of destination institution contact | Optional | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 39 which follows in this Guide.* | | | | |
| URL | Optional<br>Repeatable | The Uniform Resource Locator of destination institution | Optional | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 40 which follows in this Guide.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the contacts at the destination institution | Not recommended | minOcc o<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *This is contact information included by the sending (requesting) school to indicate a contact at the school receiving the request in case there is a need for further communication about the request. This is the only place in the instance document to include contact information about the school that is receiving the transcript request.* | | | | |

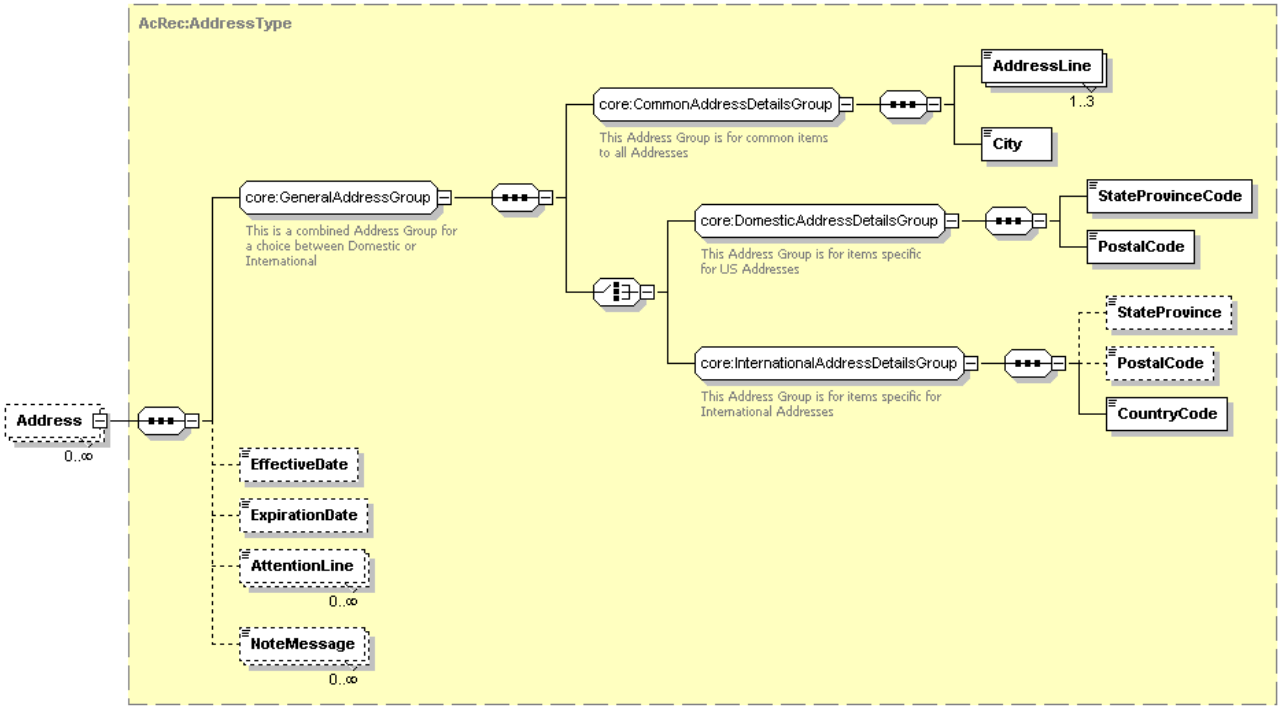
# TransmissionData.Destination.Organization.Contacts (Continued)

Code illustration:

```
<Contacts>
    <Address>

    </Address>
    <Phone>

    </Phone>
    <FaxPhone>

    </FaxPhone>
    <Email>

    </Email>
    <URL>

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

# TransmissionData.Destination.Organization.Contacts.Address

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




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

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

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

Code illustration 1 (Domestic Address):

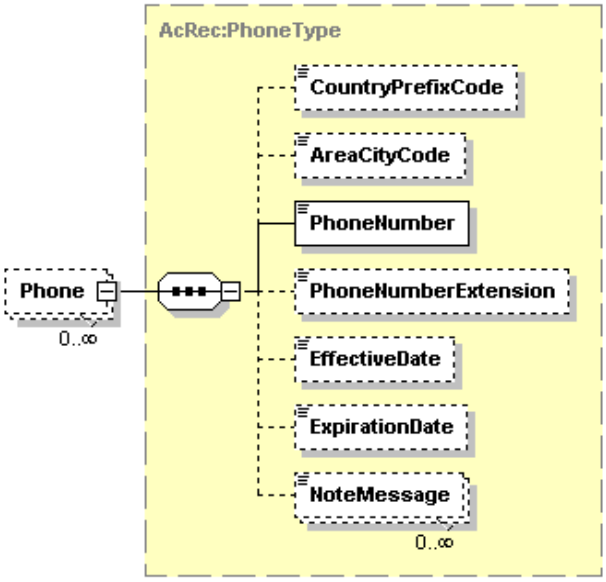
```
<Address>
    <AddressLine>4567 University Avenue</AddressLine>
    <City>Gainesville</City>
    <StateProvinceCode>FL</StateProvinceCode>
    <PostalCode>33607</PostalCode>
    <EffectiveDate/>
    <ExpirationDate/>
    <AttentionLine>Steve Pritz</AttentionLine>
    <AttentionLine>University Registrar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

Code illustration 2 (International Address):

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

# TransmissionData.Destination.Organization.Contacts.Phone

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




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

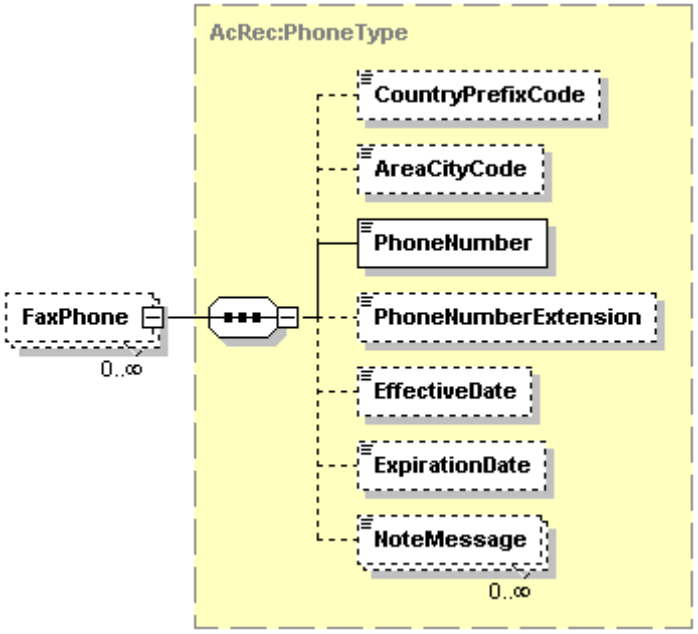
# TransmissionData.Destination.Organization.Contacts.Phone (Continued)

Code illustration:

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

# TransmissionData.Destination.Organization.Contacts.FaxPhone

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




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

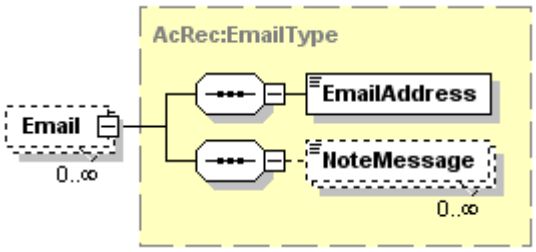
# TransmissionData.Destination.Organization.Contacts.FaxPhone (Continued)

Code illustration:

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

# TransmissionData.Destination.Organization.Contacts.Email

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



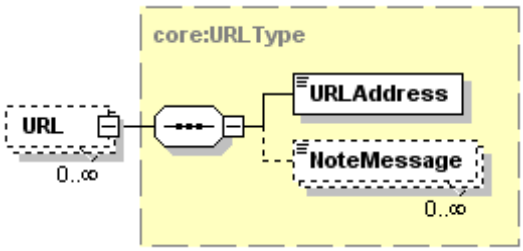

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| EmailAddress | Required | The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network. | Required | minOcc 1<br>maxOc 1<br>minLength 1<br>maxLength 128 |
| NoteMessage |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

Code illustration:

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

# TransmissionData.Destination.Organization.Contacts.URL

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

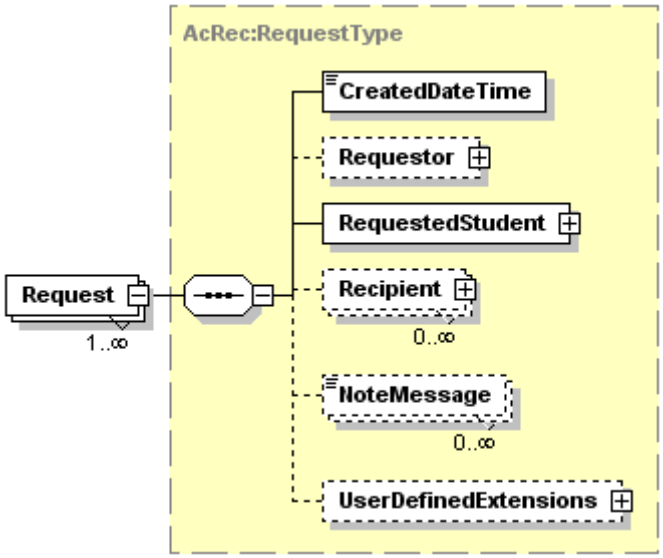



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| URLAddress | Required | The Uniform Resource Locator (URL) address of the school receiving the transcript request | Required | minOcc 1<br>maxOcc 1<br>minLength 1<br>maxLength 512 |
| NoteMessage | Optional<br>Repeatable | Additional information about the URL address of the destination institution | Not recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |

Code illustration:

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

# Request




| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| CreatedDateTime | Required | The date and time the request for a student transcript was created | Required | minOcc 1<br>maxOcc 1<br>Date format: xs:datetime ccyy-mm-ddThh:ii:ss{+-GMT] |
| Requestor | Optional | Information on the person and the organization that is requesting a student transcript | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 43 for information purposes.* ***However, this optional data element is not used in the process of one school requesting a transcript from another school. If it were to be used, it would contain exactly the same information already provided in the TransmissionData.Source complex data element.*** | | | | |
| RequestedStudent | Optional | Information about the student whose transcript is being requested | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 53 which follows in this Guide.* | | | | |
| Recipient | Optional<br>Repeatable | Information on the final destination of the transcript that is being requested | Optional | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 80. When one school is simply requesting an electronic transcript from another school and wishes to receive it as soon as possible, this complex data element would not normally be used. If the requestor chooses to add some special handling requests, then this optional data element may be included.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the request for a student transcript | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLengt 1<br>maxLength 80 |
| UserDefinedExtensions | Optional | Additional structured information. Requires mutually defined XML schema. | Optional | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 84.* | | | | |

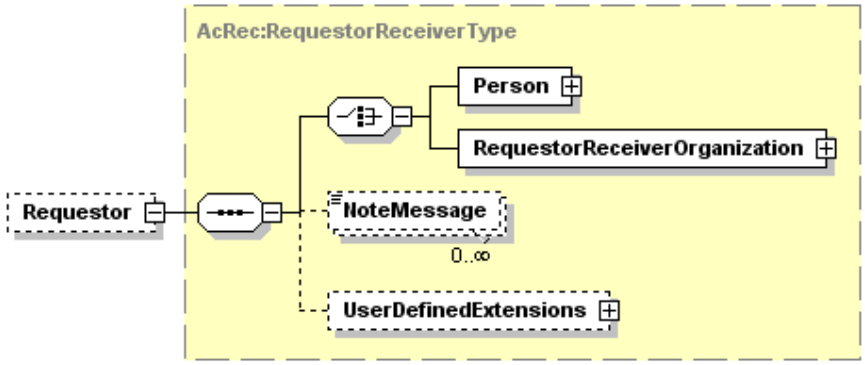
# Request (Continued)

Code illustration:

```
<Request>
    <CreatedDateTime>2007-04-04T09:30:47-05:00</CreatedDateTime>
    </Requestor/>
    <RequestedStudent>

    </RequestedStudent>
    <Recipient/>
    <NoteMessage/>
    <UserDefinedExtensions/>
</Request>
```

# Request.Requestor

***Note: Although Requestor is an optional data element, if you choose to send it, you must include either Person or RequestorReceiverOrganization in the instance document. This complex data element is not included in a school to school request.***



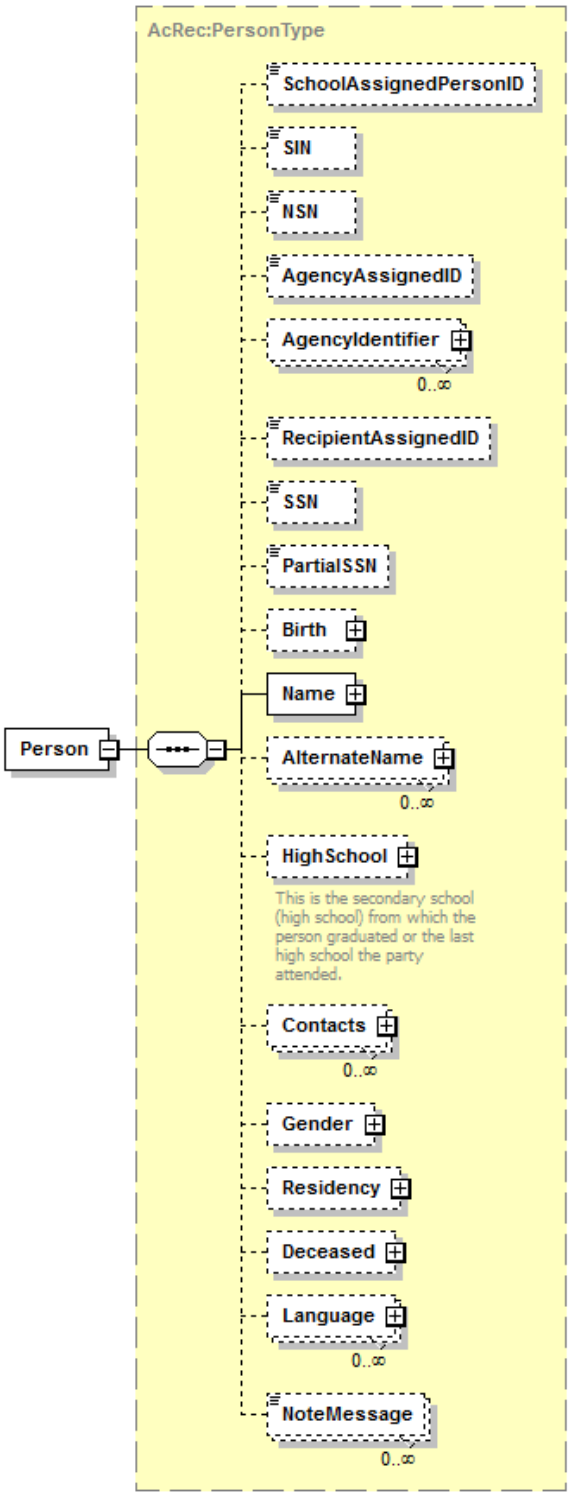

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| Person | Required choice | The person who is making the request for the student's record | Required choice | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 44. However, for school to school requests for transcripts, the complex data element Requestor will not be included, so neither Person nor RequestorReceiverOrganization will be included.* | | | | |
| RequestorReceiverOrganization | Required choice | This is the organization that is making this request for the student transcript. | Required choice | minOcc 1<br>maxOcc 1<br>minLength 9<br>maxLength 9 |
| ***Comment:*** *This complex data element will be expanded on page 50. However, for school to school requests for transcripts, the complex data element Requestor will not be included, so neither Person nor RequestorReceiverOrganization will be included.* | | | | |
| NoteMessage | Optional | Additional free form text information about the Requestor | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *Since this information cannot be easily automatically processed by the recipient's computer, inclusion of this data element is not recommended.* | | | | |
| UserDefinedExtensions | Optional | Additional formatted information in the form of a mini schema so that prearranged information can be automatically exchanged by specific trading partners within a state, province or region. | Optional | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 84. However, it will not be used on school to school transcript requests.* | | | | |

Code illustration:

```
<Requestor>
    <Person>

    </Person>
    <RequestorReceiverOrganization>

    </RequestorReceiverOrganization>
    <NoteMessage/>
    <UserDefinedExtensions>

    </UserDefinedExtensions>
</Requestor>
```

## Request.Requestor.Person

***Note: This choice complex data element will not normally be used in school to school requests.***



# Request.Requestor.Person (Continued)

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| SchoolAssignedPersonID | Optional | School Assigned Identifier Type | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 20 |
| ***Comment:*** *Since this is the school that will be ultimately receiving this student transcript, it is not necessary to include the person's ID here.* | | | | |
| SIN | Optional | The person's Canadian Social Insurance Number | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this is the SIN of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| NSN | Optional | The person's Canadian National Student Number | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| ***Comment:*** *Since this is the NSN of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| AgencyAssignedID | Optional | The ID assigned by the state or an agency, to the person | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| ***Comment:*** *Since this is the AgencyAssignedID of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| AgencyIdentifier | Optional Repeatable | An identifier assigned by the state or province or an agency, to the person | Not Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *This would provide information about the state or other agency that assigned the agency assigned ID.* | | | | |
| RecipientAssignedID | Optional | Recipient Assigned Identifier Type | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 20 |
| ***Comment:*** *Since this is the RecipientAssignedID of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| SSN | Optional | The person's US Social Security Number | Not Recommended | Pattern \d{9}<br>minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this is the SSN of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| PartialSSN | Optional | The last four digits of the person's US Social Security Number | Not Recommended | Pattern \d{4}<br>minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this is the SSN of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| Birth | Optional | Identifying information related to a person's birth | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this is information about the birth of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| Name | Required | The name of the person requesting this transcript | Required | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 48. Since this is information about the name of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here. However, since it is a required field, we must do so.* | | | | |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| AlternateName | Optional<br>Repeatable | Any other names by which the person may be known | Not Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *Since this is information about the alternate names of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| HighSchool | Optional | Information about the high school last attended by the person | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this is information about the last high attended by the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| Contacts | Optional<br>Repeatable | Contact information for the person | Not Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *Since this is information about contacting the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| Gender | Optional | Gender of the person | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this is information about the gender of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| Residency | Optional | Residency of the person | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this is information about the residency of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| Deceased | Optional | Information related to a person's death | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this is information about the residency of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include it here.* | | | | |
| Language | Optional<br>Repeatable | Information about the person's ability to communicate in languages other than the primary language of the country where the sending school is located. | Not recommended | minOcc 0<br>maxOcc ∞ |
| NoteMessage | Optional<br>Repeatable | Additional information about the person | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |

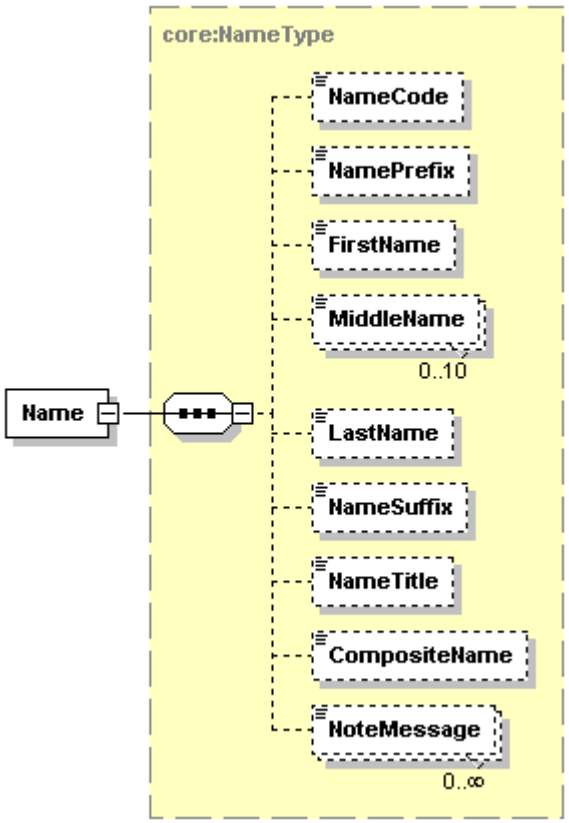
# Student.Person (Continued)

Code illustration:

```
<Person>
    <SchoolAssignedPersonID/>
    <SIN/>
    <NSN/>
    <AgencyAssignedID/>
    <AgencyIdentifier/>
    <RecipientAssignedID/>
    <SSN/>
    <Birth/>
    <Name>

    </Name>
    <AlternateName/>
    <HighSchool/>
    <Contacts/>
    <Gender/>
    <Residency/>
    <Deceased/>
    <Language/>
    <NoteMessage/>
</Person>
```

# Request.Requestor.Person.Name

***Note: This complex data element will not be used in school to school requests.***




| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| NameCode | Optional | The type of name being included in the transcript of the person. | Not Recommended | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>Casual<br>Formal<br>Former<br>LawSchoolApplicationSource<br>Legal<br>MedicalSchoolApplicationSource<br>Nickname<br>Other |
| NamePrefix | Optional | An honorific, title or form of address that precedes the name. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| FirstName | Optional | The first name of the person, usually given at birth, baptism, or during, another ceremony, or through legal change | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 35 |

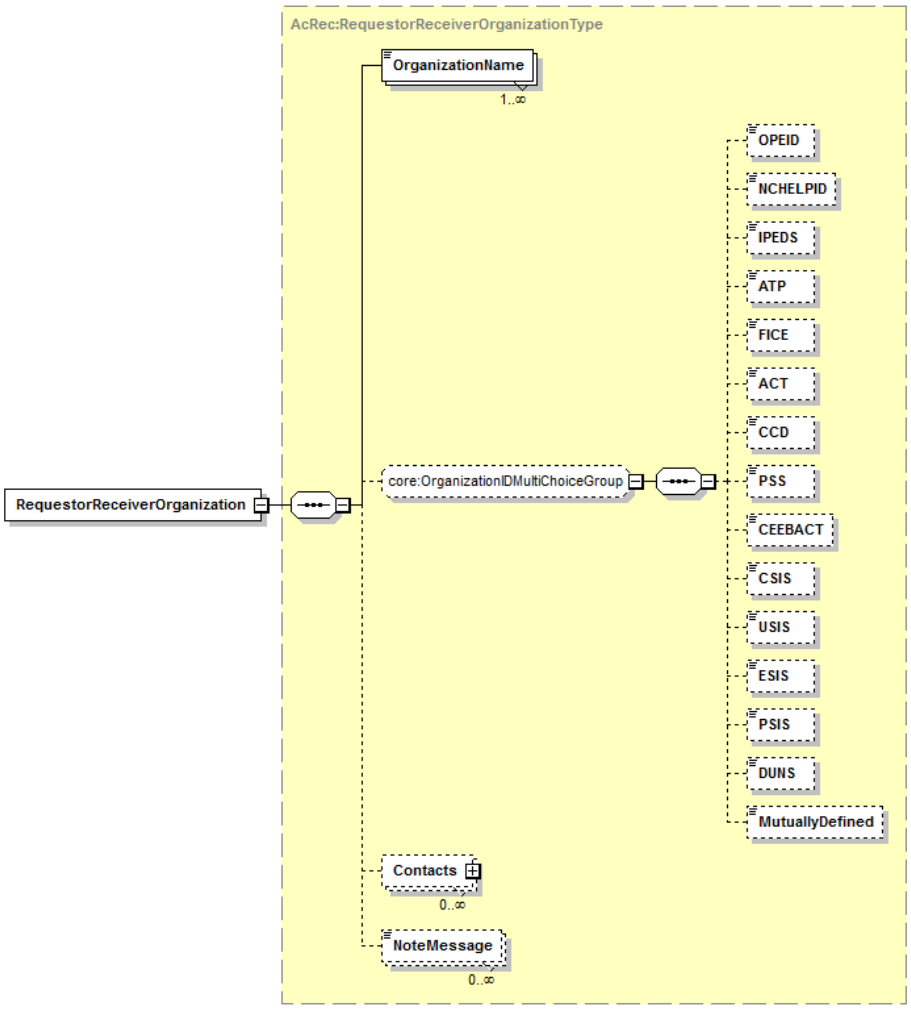
| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| MiddleName | Optional<br>Repeatable | A secondary name of the person, usually given at birth, baptism, or during another naming ceremony or through legal change | Not Recommended | minOcc 0<br>maxOcc 10<br>minLength 1<br>maxLength 35 |
| LastName | Optional | The last name or surname by which a person is legally known | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 35 |
| NameSuffix | Optional | The expression of an individual's generation within a family. | Not Recommended | minOcc 0<br>maxOcc 1<br>**Enumeration:**<br>JR<br>SR<br>I<br>II<br>III<br>IV |
| NameTitle | Optional | An honorific, title or credential that follows the name. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| CompositeName | Optional | The full name of the person in Last NameSuffix, First Middle order; comma after last name or NameSuffix | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 45 |
| NoteMessage | Optional<br>Repeatable | Additional information about the student name | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *Since this is information about the name of the person who will ultimately receive this transcript, and since this person is probably the Director of Admissions at the source school, it does not make sense to include anything except the last name of that person here.* | | | | |

Code illustration:

```
<Name>
    <NameCode/>
    <NamePrefix/>
    <FirstName/>
    <MiddleName/>
    <LastName/>
    <NameSuffix/>
    <NameTitle/>
    <CompositeName/>
    <NoteMessage/>
</Name>
```

# Request.Requestor.RequestorReceiverOrganization

***Note: This complex data element will not be used in school to school requests.***




| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| OrganizationName | Required | Name of Organization that is requesting the transcript | Required | minOcc 1<br>maxOcc 1<br>minLength 1<br>maxLength 60 |
| ***Comment:*** *For school to school requests, this would be the school that is originating the request and is the same as the school in the TransmissionData.Source. Therefore, this would not be included in a school to school request for a transcript.* | | | | |

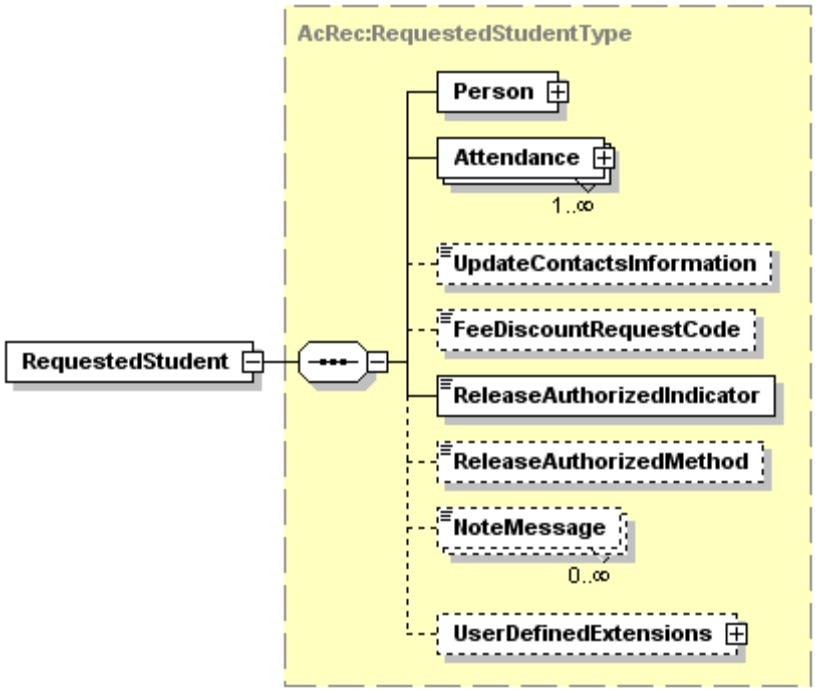
| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| [OrganizationIDMultiChoice Group] | Optional | Allowable Organization IDs - Exclusive choice | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| OPEID | Optional choice | The unique identifier assigned by the Office of Postsecondary Education for each data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 3<br>maxLength 8 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| NCHELPID | Optional choice | The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 3<br>maxLength 8 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here..* | | | | |
| IPEDS | Optional choice | The unique identifier assigned by the National Center for Education Statistics for the IIntegrated Postsecondary Education Data System for each postsecondary data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| ATP | Optional choice | The unique identifier assigned for the Admissions Testing Program by the College Board for each postsecondary data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| FICE | Optional choice | The unique identifier assigned for the Federal Interagency Committee on Education by the US Department of Education's Natiional Center for Education Statistics for each postsecondary data exchange partner | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here..* | | | | |
| ACT | Optional choice | The unique identifier assigned by the American College Testing or ACT for each postsecondary data exchange partner. See www.act.org. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 4<br>maxLength 4 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| CCD | Optional choice | The unique identifier assigned by the US Department of Education's National Center for Education Statistics as the Common Core of Data for each K12 data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 12<br>maxLength 12 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here..* | | | | |
| PSS | Optional choice | The unique identifier assigned by the US Department of Education's National Center for Education Statistics for private K12 schools | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here..* | | | | |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| CEEBACT | Optional choice | The unique identifier assigned by the College Entrance Examining Board and ACT for each data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| CSIS | Optional choice | The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each data exchange partner | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| USIS | Optional choice | The unique identifier assigned by the Statistics Canada University Student Information System for each data exchange partner | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| ESIS | Optional choice | The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data exchange partner. | Not Recommended | minOcc 0<br>maxLength 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| PSIS | Optional choice | The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data exchange partner. | Not Recommended | minOcc 0<br>maxLength 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| DUNS | Optional choice | Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 9<br>maxLength 9 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| MutuallyDefined | Optional choice | This code set could be used by a selected set of trading partners if none of the other above code sets is appropriate. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 60 |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| Contacts | Optional Repeatable | Contact info at the Requestor School | Not Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here.* | | | | |
| NoteMessage | Optional Repeatable | Additional information about the Override School | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *It is not recommended to send unformatted text information in a note message, since these note messages cannot easily be processed automatically by the receiving school's computer.* | | | | |

Code illustration:

```
<RequestorReceiverOrganization>
    <OrganizationName>Miami Dade College</OrganizationName>
    <FICE/>
    <Contacts/>
    <NoteMessage/>
</RequestorReceiverOrganization>
```

# Request.RequestedStudent



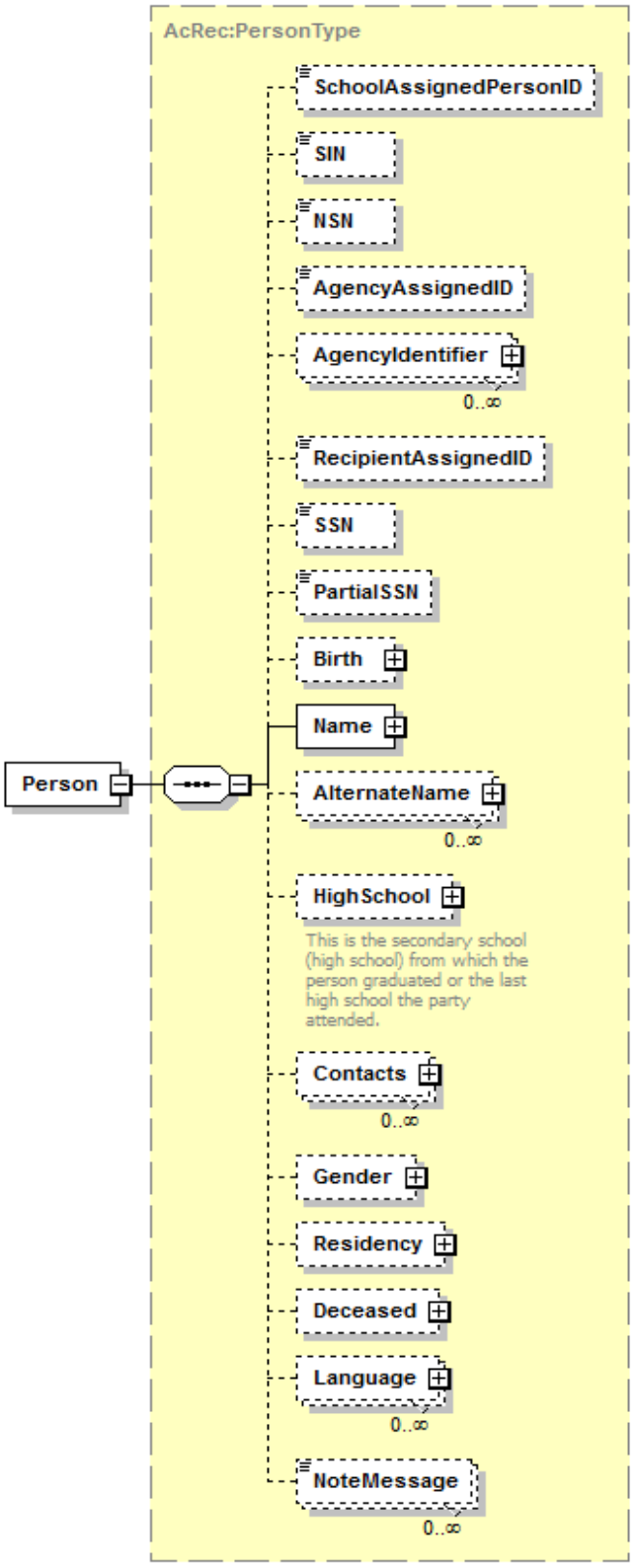

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| Person | Required | Information that identifies the student whose transcript is being requested | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** Information about this complex data element will be expanded on page 55 which follows in this Guide. | | | | |
| Attendance | Required<br>Repeatable | Information about current or previous schools attended, dates attended and awards received | Required | minOcc 1<br>maxOcc ∞ |
| ***Comment:*** Information about this complex data element will be expanded on page 72 which follows in this Guide. | | | | |
| UpdateContactsInformation | Optional | An indication if there is contact information about the requested student that is known by the sender of this instance document that has been updated recently | Optional | minOcc 0<br>maxOcc 10<br>**Enumerations:**<br>NoUpdate<br>UpdateContacts |
| FeeDiscountRequestCode | Optional | An indication that the school sending the request is aware of conditions that might warrant a waiver or discount of a transcript fee | Optional | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>FinancialHardship<br>FirstTranscriptRequested<br>PrepaidFee |
| ReleaseAuthorizedIndicator | Required | An indicator that the requestor has a proper authorization from the student to release the transcript | Required | minOcc 1<br>maxOcc 1<br>True/False indicator. |
| ***Comment:*** If the requesting school has a release signed by the student, then the value of “True” should be sent; otherwise, send a value of “False” | | | | |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| ReleaseAuthorizedMethod | Optional | The method by which the transcript release was authorized | Recommended | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>ElectronicSignature<br>LegitimateEducationalI nterest<br>Other<br>Signature |
| NoteMessage | Optional<br>Repeatable | Additional information about the requested student | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| UserDefinedExtensions | Optional | A mini schema containing formatted data that has been previously agreed upon by partners in this exchange of information. If not previously agreed upon, then this mini schema can safely be ignored. | Not Recommended | minOcc 0<br>maxOcc 1 |

Code illustration:

```
<RequestedStudent>
    <Person>

    </Person>
    <Attendance>

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

# Request.RequestedStudent.Person



# Request.RequestedStudent.Person (Continued)

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| SchoolAssignedPersonID | Optional | School Assigned Identifier Type | Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 20 |
| ***Comment:*** *This is the student ID assigned by the sending school (that is requesting the transcript) for the student whose transcript is being requested.* | | | | |
| SIN | Optional | The person's Canadian Social Insurance Number | Optional | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This is recommended for Canadian students whose transcript is being requested, but will not normally be included for students attending US schools.* | | | | |
| NSN | Optional | The person's Canadian National Student Number | Optional | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| ***Comment:*** *This is recommended for Canadian students whose transcript is being requested, but will not normally be included for students attending US schools.* | | | | |
| AgencyAssignedID | Optional | The ID assigned by the state or an agency, to the person | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| ***Comment:*** *This would be the student identifier assigned by a state or other agency. If such an identifier is used and is available, it would be helpful to provide to the receiving school receiving the transcript request. This simple data element is being deprecated and will be deleted in a future major release of the schema.* | | | | |
| AgencyIdentifier | Optional Repeatable | An identifier assigned by the state or province or other agency, to the person (student) and includes information about the entity that assigned the ID | Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *This would provide information about the state or other agency that assigned the agency assigned ID. If such an identifier is used and is available, it would be helpful to provide this information to the school receiving the transcript request. This complex data element will be expanded and further explained on page 59 which follows in this Guide.* | | | | |
| RecipientAssignedID | Optional | Recipient Assigned Identifier Type | Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 20 |
| ***Comment:*** *This would be the student's ID at the school from which the transcript is being requested. If this number is available, it would certainly assist the school receiving the transcript request in providing the requested transcript.* | | | | |
| SSN | Optional | The person's US Social Security Number | Recommended | Pattern \d{9}<br>minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This would certainly assist the school receiving the transcript request in identifying the requested student. The format is to include the nine numeric digits without any dashes.* | | | | |
| PartialSSN | Optional | The last four digits of the person's US Social Security Number | Conditional | Pattern \d{4}<br>minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Although the US FERPA regulations do not prohibit the inclusion of the US Social Security Number on an official student transcript, some schools choose not to send the complete 9 digit Social Security Number. If the full SSN is not included, sending the last four digits of the SSN, assists the receiving school with the process of matching the incoming student transcript with a student already in the receiving school's student data base. If included, this number must be sent as a string of four numbers with no dashes.*<br>*It is recommended that either the SSN or the Partial SSN be included, but not both.* | | | | |
| Birth | Optional | Identifying information related to a person's birth | Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This information would certainly assist the school receiving the transcript request in identifying the requested student, especially if no student identifiers or no SSN is provided. This complex data element will be expanded on page 61.* | | | | |
| Name | Required | The name of the person whose transcript is being requested | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 63.* | | | | |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| AlternateName | Optional<br>Repeatable | Any other names by which the person may be known | Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 65. If the requesting school knows of other names the student has used previously, this might be helpful to the receiving school to identify the requested student, especially if the SSN is not provided.* | | | | |
| HighSchool | Optional | Information about the high school last attended by the person | Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 67. Once again, this information can assist the school receiving the transcript request, in identifying the student, especially if the US Social Security Number is not provided.* | | | | |
| Contacts | Optional<br>Repeatable | Contact information for the person | Optional | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *This information can possibly assist the school receiving the transcript request in identifying the student, especially if the SSN is not being sent. It is unlikely that the receiving school would use this information to attempt to contact the student. This complex data element will be expanded on page 70 which follows in this Guide.* | | | | |
| Gender | Optional | Gender of the person | Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 71 which follows in this Guide. This information can possibly assist the school receiving the transcript request in identifying the student, especially if the US Social Security Number is not being sent.* | | | | |
| Residency | Optional | Residency of the person | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *It is unlikely that this information would be helpful to the school receiving the request.* | | | | |
| Deceased | Optional | Information related to a person's death | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *If this information were known, it is unlikely that the transcript would be requested. If the transcript is being requested, it is unlikely that receiving this information in this manner would be helpful to the school receiving the request.* | | | | |
| Language | Optional<br>Repeatable | Information about the student's ability to communicate in languages other than the primary language of the country where the sending school is located. | Not Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *It is unlikely that this information would be helpful to the school receiving this request for the transcript.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the person whose transcript is being requested | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |

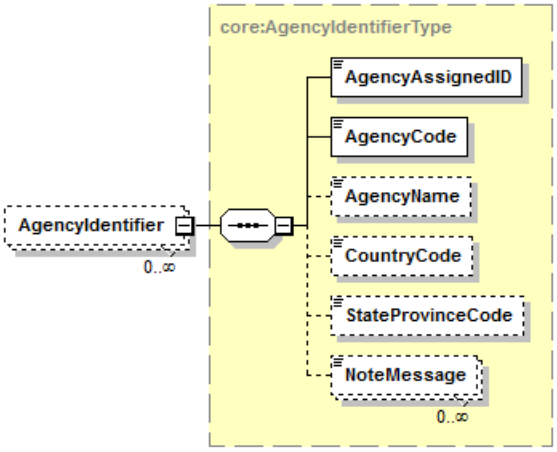
# Request.RequestedStudent.Person (Continued)

Code illustration:

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

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

    <Birth/>
    <Name>

    </Name>
    <AlternateName>

    </AlternateName>
    <HighSchool>

    </HighSchool>
    <Contacts>

    </Contacts>
    <Gender>

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

# Request.RequestedStudent.Person.AgencyIdentifier

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



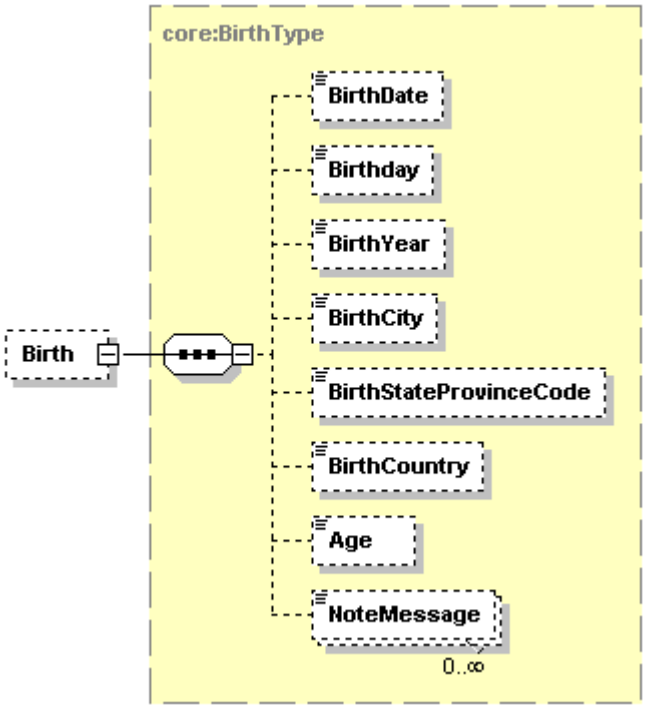

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| AgencyAssignedID | Required | This is the student identification number assigned by an agency, other than the school, for the student | Required | minOcc 1<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| AgencyCode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

# Student.Person.AgencyIdentifier (Continued)

Code illustration:

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

# Request.RequestedStudent.Person.Birth




| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| BirthDate | Optional | Date of Birth | Recommended | minOcc 0<br>maxOcc 1<br>xs:date<br>Format is ccyy-mm-dd |
| ***Comment:*** *This is the preferred format to include the complete date of birth of the student. It is very helpful in matching this transcript with the student record at the receiving school.* | | | | |
| Birthday | Optional | Month and Day of Birth | Optional | minOcc 0<br>maxOcc 1<br>xs:gMonthDay<br>Format is --mm-dd |
| ***Comment:*** *The date of birth without the year of birth. The format is mm-dd preceded by two dashes. It is sometimes used on the paper transcript in an attempt to reduce age discrimination.* | | | | |
| BirthYear | Optional | Year of birth of the student | Not Recommended | minOcc 0<br>maxOcc 1<br>g:Year where Format is ccyy |
| BirthCity | Optional | The city where the student was born | Optional | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 25 |
| ***Comment:*** *It would be quite unusual to find the birth city on a college transcript.* | | | | |
| BirthStateProvinceCode | Optional | The state or province where the student was born | Optional | minOcc 0<br>maxOcc 1<br>See Appendix A |

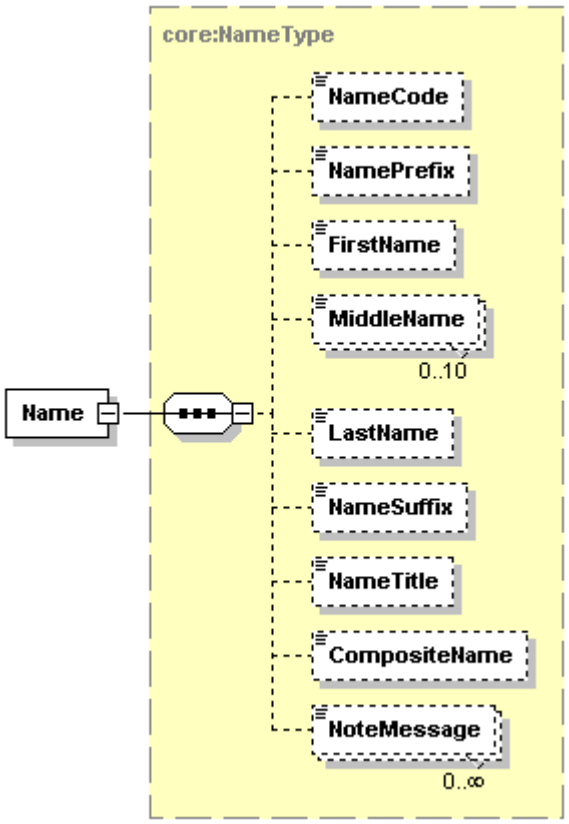
| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| BirthCountry | Optional | The country in which the student was born | Optional | minOcc 0<br>maxOcc 1<br>See Appendix B1 or B2 |
| Age | Optional | The age of the student at the time the record (transcript) was created | Not Recommended | minOcc 0<br>maxOcc 1<br>xs:positiveinteger |
| NoteMessage | Optional<br>Repeatable | Additional information about Birth | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *Sending of this information about the birth may assist in identifying the student especially if the US Social Security Number is not included.* | | | | |

## Request.RequestedStudent.Person.Birth (Continued)

Code illustration:

```
<Birth>
    <BirthDate>1987-07-20</BirthDate>
    <Birthday/>
    <BirthYear/>
    <BirthCity/>
    <BirthStateProvinceCode>GA</BirthStateProvinceCode>
    <BirthCountry>US</BirthCountry>
    <Age/>
    <NoteMessage/>
</Birth>
```

# Request.RequestedStudent.Person.Name



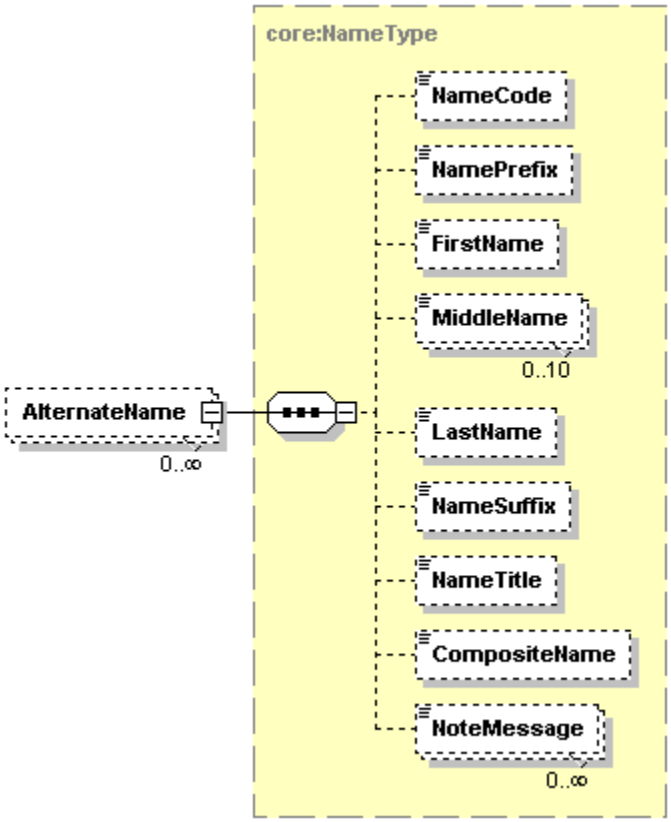

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| NameCode | Optional | The type of name for the student being included in the request for the transcript | Recommended | minOcc 0<br>maxOcc 1<br>**Enumeration:**<br>Casual<br>Formal<br>Former<br>LawSchoolApplicationSource<br>Legal<br>MedicalSchoolApplicationSource<br>Nickname<br>Other |
| NamePrefix | Optional | An honorific, title or form of address that precedes the name. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| FirstName | Optional | The first name of the person, usually given at birth, baptism, or during, another ceremony, or through legal change | Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 35 |
| MiddleName | Optional<br>Repeatable | A secondary name of the person, usually given at birth, baptism, or during another naming ceremony or through legal change | Recommended | minOcc 0<br>maxOcc 10<br>minLength 1<br>maxLength 35 |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| LastName | Optional | The last name or surname by which a person is legally known | Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 35 |
| NameSuffix | Optional | The expression of an individual's generation within a family. | Recommended | minOcc 0<br>maxOcc 1<br>**Enumeration:**<br>JR<br>SR<br>I<br>II<br>III<br>IV<br>V<br>VI<br>VII<br>VIII<br>IX<br>X |
| NameTitle | Optional | An honorific, title or credential that follows the name. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| CompositeName | Optional | The full name of the person in Last NameSuffix, First Middle order; comma after last name or NameSuffix | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 45 |
| ***Comment:*** *The use of the Composite Name, while it is allowed, is not recommended. It is felt that the storing of a person's name in schools' student information systems as individual components is becoming more common. And it should be easier for the sending school to break up a composite name into its individual components, than for the receiving school to do so.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the student name | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *Providing the name of the student is required, and providing as much of the name as possible can be helpful to the school receiving the transcript request to identify the correct student.* | | | | |

Code illustration:

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

# Request.RequestedStudent.Person.AlternateName



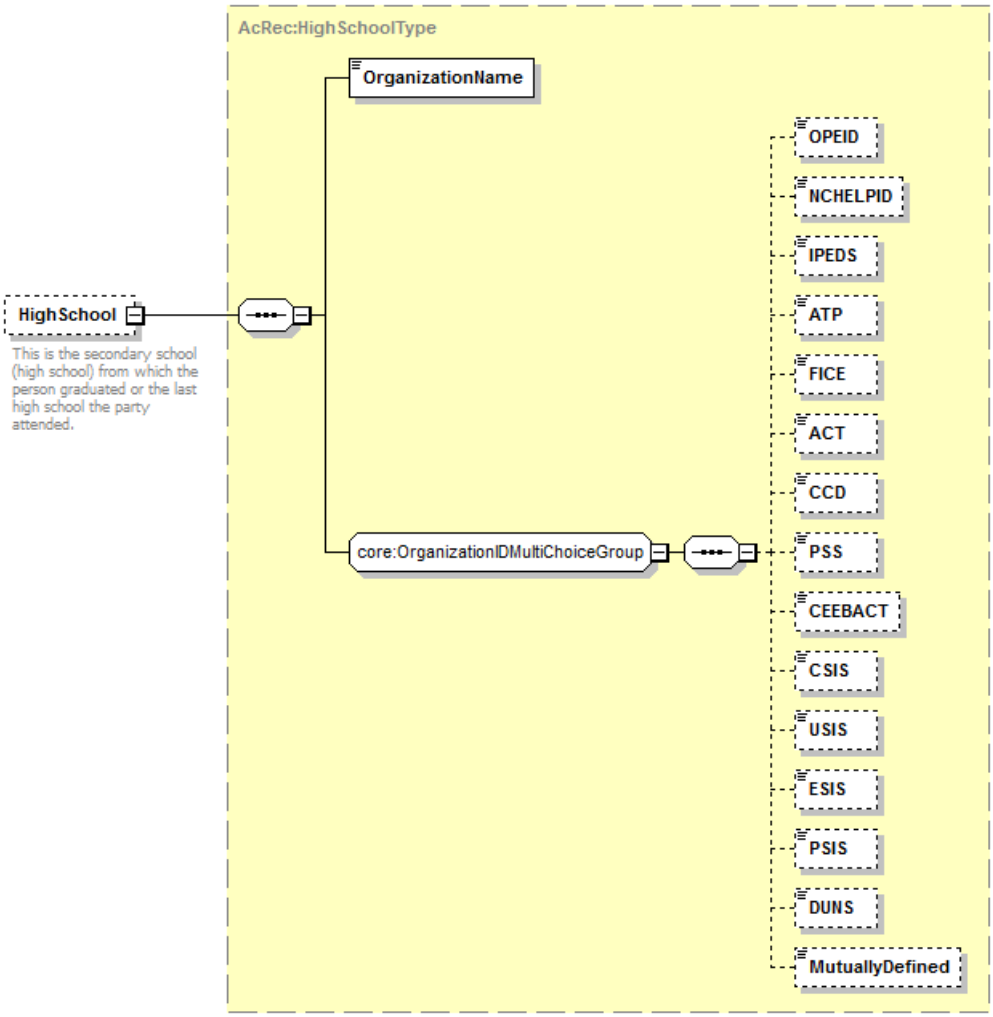

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| NameCode | Optional | The type of alternate name for the student being included in the request for the transcript | Recommended | minOcc 0<br>maxOcc 1<br>**Enumeration:**<br>Casual<br>Formal<br>Former<br>LawSchoolApplication Source<br>Legal<br>MedicalSchoolApplicationSource<br>Nickname<br>Other |
| NamePrefix | Optional | An honorific, title or form of address that precedes the name. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| FirstName | Optional | The first name of the person, usually given at birth, baptism, or during, another ceremony, or through legal change | Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 35 |
| MiddleName | Optional<br>Repeatable | A secondary Name of the person, usually given at birth, baptism, or during another naming ceremony or through legal change | Recommended | minOcc 0<br>maxOcc 10<br>minLength 1<br>maxLength 35 |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| LastName | Optional | The last name or surname by which a person is legally known | Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 35 |
| NameSuffix | Optional | The expression of an individual's generation within a family. | Recommended | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>JR<br>SR<br>I<br>II<br>III<br>IV<br>V<br>VI<br>VII<br>VIII<br>IX<br>X |
| NameTitle | Optional | An honorific, title or credential that follows the name. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 30 |
| CompositeName | Optional | The full name of the person in Last, First Middle order, comma after last name | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 45 |
| ***Comment:*** *The use of the Composite Name, while it is allowed, is not recommended. It is felt that the storing of a person's name in schools' student information systems as individual components is becoming more common. And it should be easier for the sending school to break up a composite name into its individual components, than for the receiving school to do so.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the alternate name | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 0 |
| ***Comment:*** *Sending of alternate names may sometimes help in the matching of this transcript with the student's record at the receiving institution.* | | | | |

Code illustration:

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

# Request.RequestedStudent.Person.HighSchool




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

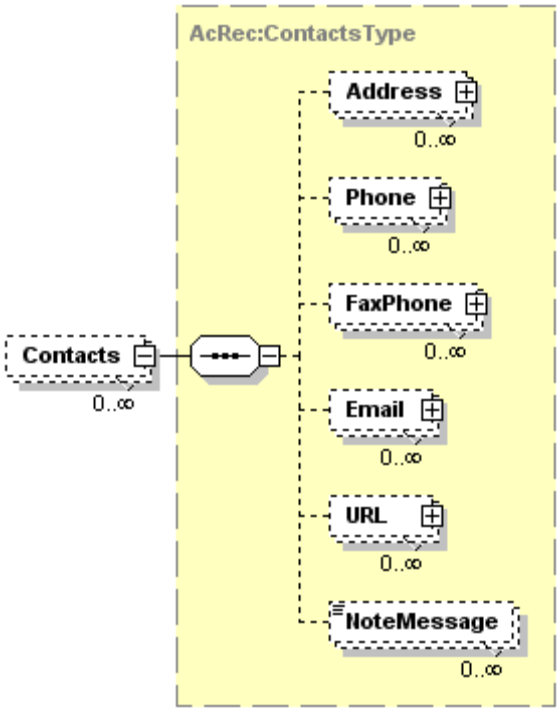
| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| NCHELPID | Optional choice | The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 3<br>maxLength 8 |
| ***Comment:*** *The NCHELPID would not be an appropriate choice in this case.* | | | | |
| IPEDS | Optional choice | The unique identifier for Integrated Postsecondary Education Data System assigned by the National Center for Education Statistics for each postsecondary data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *The IPEDS code would not be an appropriate choice for a high school.* | | | | |
| ATP | Optional choice | The unique identifier for the Admissions Testing Program assigned by the College Board for each data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *The ATP code would not be an appropriate choice for a high school.* | | | | |
| FICE | Optional choice | The unique identifier once maintained for the Federal Interagency Committee on Education by the National Center for Education Statistics for each postsecondary data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *The FICE code would not be an appropriate choice for a high school.* | | | | |
| ACT | Optional choice | The unique identifier for postsecondary educational institutions assigned by American College Testing available at www.act.org | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 4<br>maxLength 4 |
| ***Comment:*** *The ACT code would not be an appropriate choice for a high school.* | | | | |
| CCD | Optional choice | The unique identifier assigned by National Center for Education Statistics as the Common Core of Data for each data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 12<br>maxLength 12 |
| ***Comment:*** *Since the CCD Is a code to identify secondary schools in the US, it is a recommended choice.* | | | | |
| PSS | Optional choice | The unique identifier assigned by the US Department of Education's National Center for Education Statistics for private K12 schools | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since the PSS Is a code to identify private secondary schools in the US, it is a recommended choice.* | | | | |
| CEEBACT | Optional choice | The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since the CEEBACT Is a code to identify secondary schools, it is a recommended choice.* | | | | |
| CSIS | Optional choice | The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this is a code set only used in Canada for postsecondary schools, it is not a recommended choice.* | | | | |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| USIS | Optional choice | The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this a code set only used in Canada for postsecondary schools, it is not a recommended choice.* | | | | |
| ESIS | Optional choice | The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since this a code set only used in Canada for postsecondary schools, it is not a recommended choice.* | | | | |
| PSIS | Optional choice | The unique identifier assigned by the Statistics Canada Postsecondary Student Information System for each data postsecondary exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *This would not be a suitable choice for ahigh school.* | | | | |
| DUNS | Optional choice | Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 9<br>maxLength 9 |
| ***Comment:*** *Since this is a code set for business and other organizational entities, it would not be a recommended choice for a high school code.* | | | | |
| MutallyDefined | Optional choice | This code set could be used by a selected set of trading partners if none of the other above code sets is appropriate. | Optional choice | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 60 |
| ***Comment:*** *Since this is an optional set of choice code sets, it would be quite unlikely to include this Mutually Defined choice, in addition to the name of the high school. However, it could be used to identify high schools within a geographical area or served by a common vendor.* | | | | |
| ***Comment:*** *This is the end of OrganizationIDGroup choice tags.* | | | | |

Code illustration:

```
<HighSchool>
    <OrganizationName>Central High School</OrganizationName>
            <CEEBACT>123456</CEEBACT>
    <NoteMessage/>
</HighSchool>
```

# Request.RequestedStudent.Person.Contacts



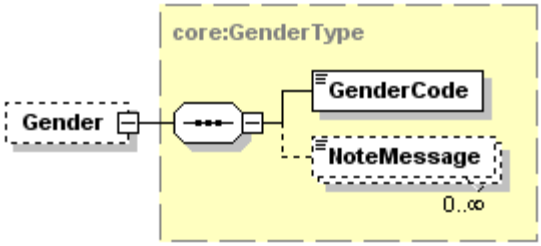

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| Address | Optional<br>Repeatable | This is a combined Address Group for a choice between Domestic or International | Not Recommended | minOcc 0<br>maxOcc ∞ |
| Phone | Optional<br>Repeatable | Phone number(s) for the student | Not Recommended | minOcc 0<br>maxOcc ∞ |
| FaxPhone | Optional<br>Repeatable | Fax number(s) for the student | Not Recommended | minOcc 0<br>maxOcc ∞ |
| Email | Optional<br>Repeatable | Email address(es) for the student | Not Recommended | minOcc 0<br>maxOcc ∞ |
| URL | Optional<br>Repeatable | Personal URL(s) on record for the student | Not Recommended | minOcc 0<br>maxOcc ∞ |
| NoteMessage | Optional<br>Repeatable | Additional information about the Contacts for the student | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *It is not felt that contact information for the student would be very helpful to the school receiving the transcript request, although address might assist in identifying the correct student if the SSN is not included.* | | | | |

Code illustration:

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

# Request.RequestedStudent.Person.Gender

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

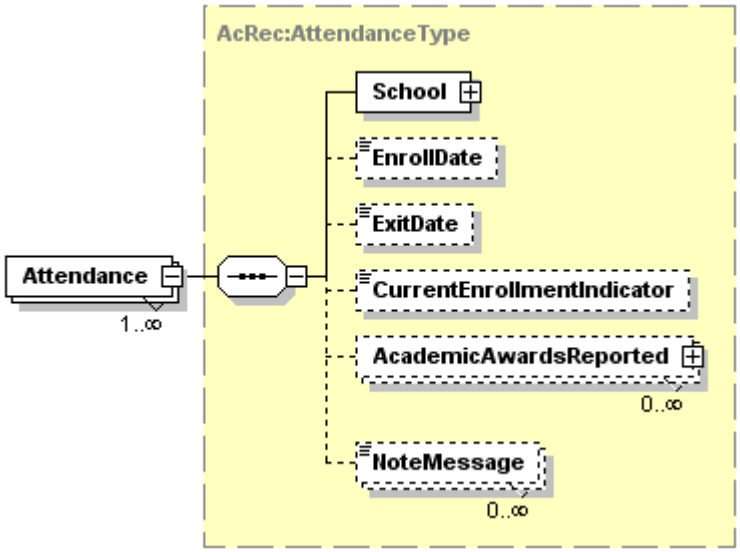



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| GenderCode | Required | The gender of the Student | Required | minOcc 1<br>maxOcc 1<br>**Enumerations:**<br>Female<br>Male<br>Unreported |
| NoteMessage | Optional<br>Repeatable | Additional information about Gender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

Code illustration:

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

# Request.RequestedStudent.Attendance



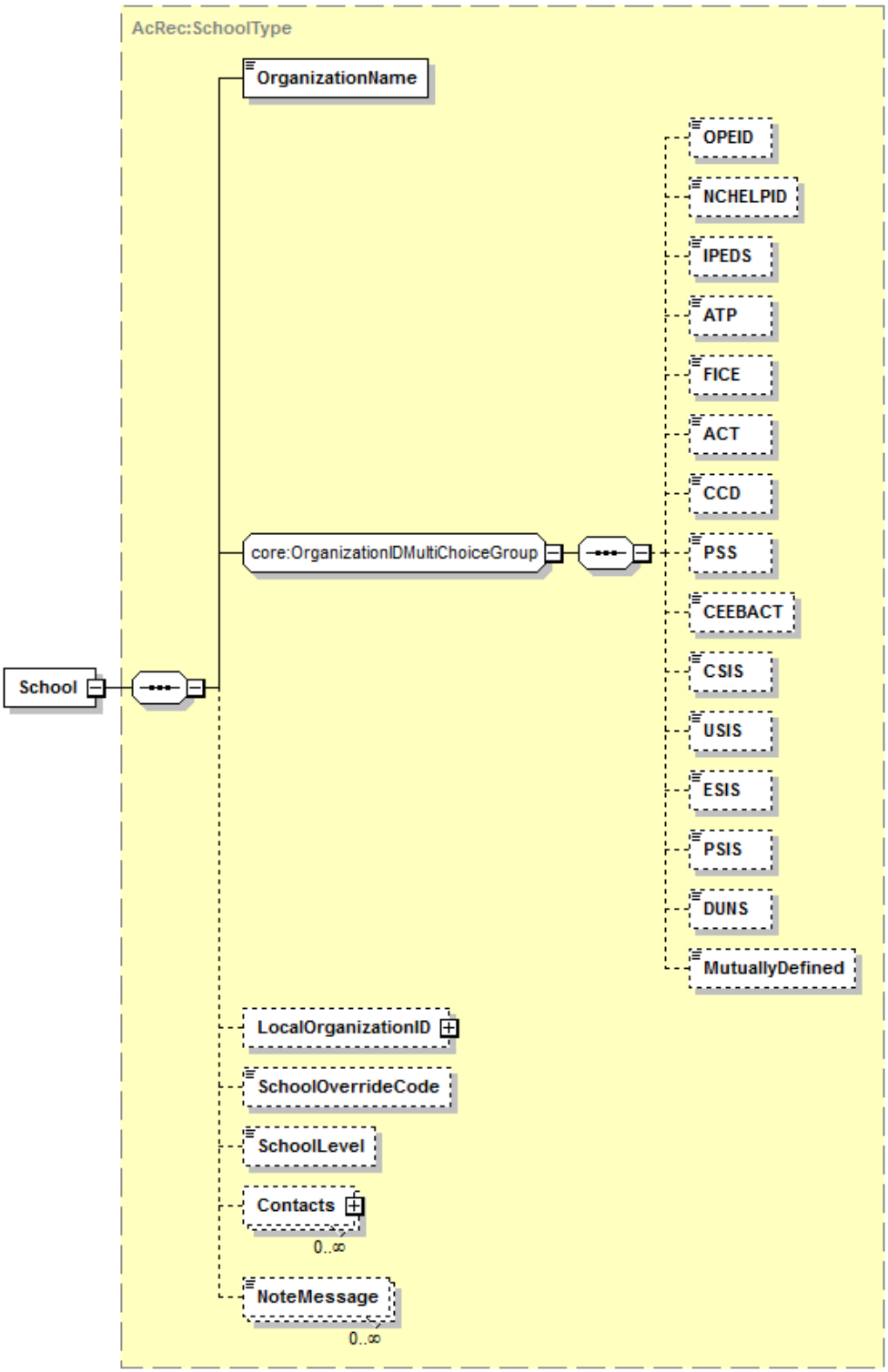

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| School | Required | This is information about schools the student previously attended. | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be further expanded on page 74. The school to which this request is being sent should also be included here.* | | | | |
| EnrollDate | Optional | The date the student first attended this school | Recommended | minOcc o<br>maxOcc 1<br>xs:date<br>Format is ccyy-mm-dd |
| ExitDate | Optional | The date the student last attended this school | Recommended | minOcc o<br>maxOcc<br>xs:date<br>Format is ccyy-mm-dd |
| CurrentEnrollmentIndicator | Optional | An indicator to be used if the student is thought to be currently enrolled in this school | Recommended | minOcc o<br>maxOcc 1<br>true or false |
| ***Comment:*** *If it is thought that the student is currently enrolled at this school, then the value "True" should be sent. If not, this data element would not be included.* | | | | |
| AcademicAwardsReported | Optional<br>Repeatable | Academic awards earned at this school | Recommended | minOcc o<br>maxOcc ∞ |
| ***Comment:*** *This complex data element will be expanded on page 79 which follows in this Guide.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the schools at which the student has or is enrolled | Not Recommended | minOcc o<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| ***Comment:*** *This complex data element "Attendance" is required and can be included multiple times, once for each school previously attended. However, the most important school to include is the school to which this transcript request is being sent.* | | | | |

# Request.RequestedStudent.Attendance (Continued)

Code illustration:

```
<Attendance>
    <School>

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

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

# Request.RequestedStudent.Attendance.School



# Request.RequestedStudent.Attendance.School (Continued)

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

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| CCD | Optional choice | The unique identifier assigned by National Center for Education Statistics as the Common Core of Data for each data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 12<br>maxLength 12 |
| ***Comment:*** *The CCD code would be an appropriate choice for the high school in the US at which the student was previously or currently enrolled.* | | | | |
| PSS | Optional choice | The unique identifier assigned by the US Department of Education's National Center for Education Statistics for private K12 schools | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *The PSS code would be an appropriate choice for the private high school in the US at which the student was previously or currently enrolled.* | | | | |
| CEEBACT | Optional choice | The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *The CEEBACT code would be an appropriate choice for the high school at which the student was previously or currently enrolled.* | | | | |
| CSIS | Optional choice | The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this is a code set only used in Canada, it is not a recommended choice for schools in the US.* | | | | |
| USIS | Optional choice | The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 6<br>maxLength 6 |
| ***Comment:*** *Since this a code set only used in Canada, it is not a recommended choice for schools in the US.* | | | | |
| ESIS | Optional choice | The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since this a code set only used in Canada, it is not a recommended choice for schools in the US.* | | | | |
| PSIS | Optional choice | The unique identifier assigned by the Statistics Canada Postsecondary Student Information System for each data postsecondary exchange partner. | Recommended choice | minOcc 0<br>maxOcc 1<br>minLength 8<br>maxLength 8 |
| ***Comment:*** *Since this a code set only used in Canada, it is not a recommended choice for schools in the US. It would be an appropriate choice for a postsecondary school in Canada.* | | | | |
| DUNS | Optional choice | Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation. | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 9<br>maxLength 9 |
| ***Comment:*** *Since this is a code set for business and other organizational entities, it would not normally be used by educational institutions.* | | | | |
| MutuallyDefined | Optional choice | A code set that is mutually agreed upon in advance by the participating trading partners | Optional choice | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 60 |
| ***Comment:*** *This is not a common choice for a school for reporting previous or current attendance. However, if it is a school within a geographical region or who use a common vendor, it might be an appropriate choice.* | | | | |
| ***Comment:*** *This is the end of OrganizationIDMultiChoiceGroup choice tags.* | | | | |

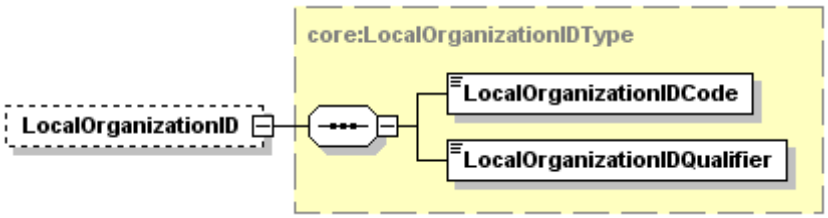
| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| LocalOrganizationID | Optional | A code set typically used by a state, province or region to further identify the sending school. | Optional | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *This complex data element will be expanded on page 78 which follows in this Guide.* | | | | |
| SchoolOverrideCode | Optional | A code indicating the special nature of this school for this student | Not Recommended | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>Coop<br>Institutional<br>Internship<br>Multicampus<br>Reciprocal<br>StudyAbroad<br>Transfer |
| ***Comment:*** *This is information that would not typically be available for the requestor of the student transcript and it would not be very useful in satisfying the transcript request.* | | | | |
| SchoolLevel | Optional | The level of instruction of this school | Optional | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>Elementary<br>HighSchool<br>JuniorHigh<br>Middle<br>Other<br>Postsecondary<br>Secondary |
| ***Comment:*** *If this information is readily available, it might be included.* | | | | |
| Contacts | Optional<br>Repeatable | To identify a person or an office at the sending school to which administrative communications should be directed | Not Recommended | minOcc 0<br>maxOcc ∞ |
| ***Comment:*** *This is not recommended since the information about contacts at other schools is not typically available in the sending school's data base and also because this would not normally be of any value in satisfying a request to send a student's transcript.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the school requesting the transcript | Not recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |

Code illustration:

```
<School>
    <OrganizationName>Broward Community College</OrganizationName>
    <ATP>234567</ATP>
    <FICE>001510</FICE>
    <LocalOrganizationID>

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

# Request.RequestedStudent.Attendance.School.LocalOrganizationID

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

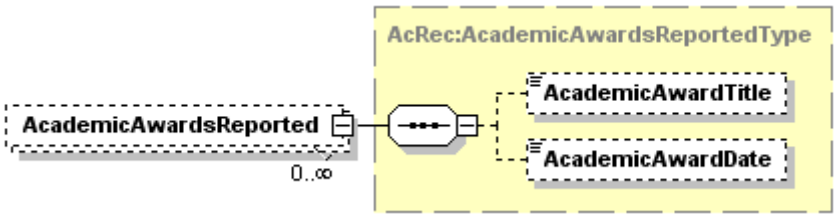



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| LocalOrganizationIDCode | Required | The code assigned for the receivng school by the state, province or other mutually defined agency specified in the Local Organization ID Qualifier that follows. | Required |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

Code illustration:

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

# Request.RequestedStudent.Attendance. AcademicAwardsReported



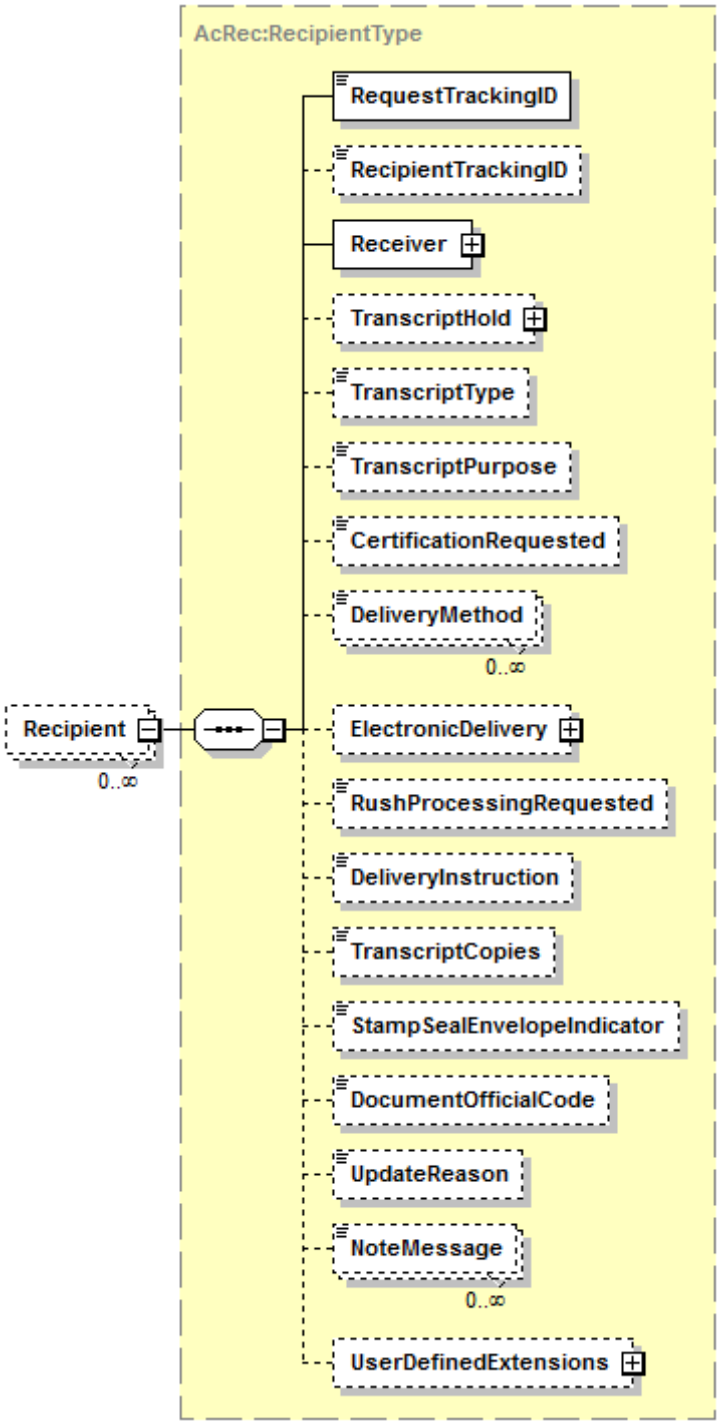

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| AcademicAwardTitle | Optional | This is the title of the award earned by the student at this school at which the student was previously or currently enrolled. | Optional | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength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

Code illustration:

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

## Request.Recipient

***Note: This complex data element would not normally be included in the instance document for a school to school request for a transcript to be sent electronically with no special conditions for delivery, since the information about the recipient of the transcript will be the same as the information included in TransmissionData.Source.***



| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| RequestTrackingID | Required | This is the tracking ID created by the originating school which is also included in the Transmission Data. | Required | minOcc 1<br>maxOcc 1<br>minLength 1<br>maxLength 35 |
| ***Comment:*** *This is required by the schema only if the optional complex data element Request.Recipient is included.* | | | | |
| RecipientTrackingID | Optional | This is the tracking ID assigned by the recipient | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 1<br>maxLength 35 |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |
| Receiver | Required | This is the ultimate receiver of the student transcript. | Required | minOcc 1<br>maxOcc 1 |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school. This is required by the schema only if the optional complex data element Request.Recipient is included.* | | | | |
| TranscriptHold | Optional | This is information that is requesting that the school receiving this request not release the transcript until certain conditions have been met. | Optional | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school. Some of the conditions provided for are not to send the student's transcript until the end of a specified term, or until a specified degree is posted, or until a grade has been changed, etc. This complex data element will be further expanded on page 81 of this Guide.* | | | | |
| TranscriptType | Optional | This is the type of academic work requested to include on the requested transcript | Not Recommended | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>Complete<br>Dental<br>Graduate<br>Health<br>Law<br>Management<br>Medical<br>Pharmacy<br>Undergraduate |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |

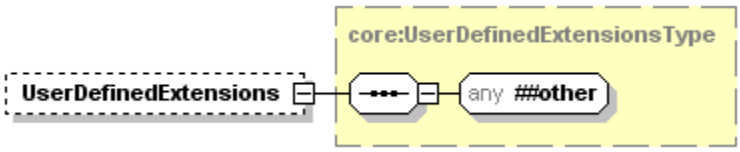
| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| TranscriptPurpose | Optional | The ultimate use for the transcript being requested | Not Recommended | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>Admission<br>AdmissionRegistrar<br>AdmissionService<br>CertificationLicensure<br>Employment<br>GraduateAdmissions<br>LawSchoolAdmissions<br>MedicalSchoolAdmissions<br>Other<br>Registrar<br>Scholarship<br>ScholarshipGrantFellowship<br>Self<br>SelfManagedPackage<br>Transfer<br>UndergraduateAdmissions |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school. However, if this data element were to be included, it would probably indicate "AdmissionRegistrar".* | | | | |
| CertificationRequested | Optional | The degree to which the requestor requests for the transcript to be certified | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 0<br>maxLength 30 |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |
| DeliveryMethod | Optional | The method of delivery requested by the student | Not Recommended | minOcc 0<br>maxOcc ∞<br>**Enumerations:**<br>Electronic<br>Express<br>ExpressCanadaMexico<br>ExpressInternational<br>ExpressUnitedStates<br>Fax<br>FaxExpress<br>FaxMail<br>FaxOvernight<br>HoldForPickup<br>Mail<br>Overnight |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school. If this data element were to be included, it is assumed the value would be "Electronic".* | | | | |
| ElectronicDelivery | Optional | The type of electronic delivery requested for the requested transcript | Optional | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school. However, if it were to be included, this complex data element is expanded on page 83.* | | | | |
| RushProcessingRequested | Optional | An indicator that specifies if rush processing is being requested | Not Recommended | minOcc 0<br>maxOcc 1<br>This is a True or False value |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |
| DeliveryInstruction | Optional | Specific instructions for specialized delivery of the transcript being requested | Not Recommended | minOcc 0<br>maxOcc 1<br>minLength 0<br>maxLength |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |

| Tag Name | Schema Use | Description | Recommended Use | Format |
|---|---|---|---|---|
| TranscriptCopies | Optional | The number of copies being requested of the requested transcript | Not Recommended | minOcc 0<br>maxOcc 1<br>Valid range is 1 to 99 |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |
| StampSealEnvelopeIndicator | Optional | This is an indicator to be included if the requestor is requesting that the transcript be provided in a stamped and sealed envelope | Not Recommended | minOcc 0<br>maxOcc 1<br>This is a True or False value |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |
| DocumentOfficialCode | Optional | This allows the requestor to specify if an official or unofficial transcript is being requested | Not Recommended | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>Official<br>Unofficial |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |
| UpdateReason | Optional | The reason that an updated transcript is being requested | Not Recommended | minOcc 0<br>maxOcc 1<br>**Enumerations:**<br>Cancelled<br>Duplicate<br>Revised |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school.* | | | | |
| NoteMessage | Optional<br>Repeatable | Additional information about the recipient | Not Recommended | minOcc 0<br>maxOcc ∞<br>minLength 1<br>maxLength 80 |
| UserDefinedExtensions | Optional | A mini schema of formatted information agreed upon in advance by the trading partners in a state or region or associated with a specific service provider | Not Recommended | minOcc 0<br>maxOcc 1 |
| ***Comment:*** *Since the recipient of the transcript is also the requesting school, this is not useful in the context of a school requesting the transcript from another school. However, its format will be shown on page 84 which follows in this Guide.+* | | | | |

Code illustration:

```
<Recipient>
    <RequestTrackingID>121344444</RequestTrackingID>
    <RecipientTrackingID/>
    <Receiver>

    </Receiver>
    <TranscriptHold>

    </TranscriptHold>
    <TranscriptType/>
    <TranscriptPurpose/>
    <CertificationRequested/>
    <DeliveryMethod/>
    <ElectronicDelivery/>
    <RushProcessingRequested/>
    <DeliveryInstruction/>
    <TranscriptCopies/>
    <StampSealEnvelopeIndicator/>
    <DocumentOfficialCode/>
    <UpdateReason/>
    <NoteMessage/>
    <UserDefinedExtensions/>
</Recipient>
```

## UserDefinedExtensions




## End of PESC XML Transcript Request Schema for use by schools to Request a Student Transcript from another school

| Appendix A<br>State and Province Codes<br>Sorted by State and Province Codes | |
|---|---|
| **State and Province Code** | **State and Province Name** |
| AA | Military – Americas |
| AB | Alberta |
| AE | Military – Europe |
| AK | Alaska |
| AL | Alabama |
| AP | Military – Pacific |
| AR | Arkansas |
| AS | American Samoa |
| AZ | Arizona |
| BC | British Columbia |
| CA | California |
| CO | Colorado |
| CT | Connecticut |
| CZ | Canal Zone |
| DC | District of Columbia |
| DE | Delaware |
| FL | Florida |
| FM | Federated States of Micronesia |
| GA | Georgia |
| GU | Guam |
| HI | Hawaii |
| IA | Iowa |
| ID | Idaho |
| IL | Illinois |
| IN | Indiana |
| KS | Kansas |
| KY | Kentucky |
| LA | Louisiana |
| MA | Massachusetts |
| MB | Manitoba |
| MD | Maryland |
| ME | Maine |
| MH | Marshall Islands |
| MI | Michigan |
| MN | Minnesota |
| MO | Missouri |
| MP | Northern Mariana Islands |
| MS | Mississippi |

| Appendix A<br>State and Province Codes<br>Sorted by State and Province Codes | |
|---|---|
| **State and Province Code** | **State and Province Name** |
| MT | Montana |
| NB | New Brunswick |
| NC | North Carolina |
| ND | North Dakota |
| NE | Nebraska |
| NF | Newfoundland |
| NH | New Hampshire |
| NJ | New Jersey |
| NL | Newfoundland and Labrador |
| NM | New Mexico |
| NS | Nova Scotia |
| NT | Northwest Territories |
| NU | Nunavut |
| NV | Nevada |
| NY | New York |
| OH | Ohio |
| OK | Oklahoma |
| ON | Ontario |
| OR | Oregon |
| PA | Pennsylvania |
| PE | Prince Edward Island |
| PR | Puerto Rico |
| PW | Republic of Palau |
| QC | Quebec |
| RI | Rhode Island |
| SC | South Carolina |
| SD | South Dakota |
| SK | Saskatchewan |
| TN | Tennessee |
| TX | Texas |
| UT | Utah |
| VA | Virginia |
| VI | Virgin Islands |
| VT | Vermont |
| WA | Washington |
| WI | Wisconsin |
| WV | West Virginia |
| WY | Wyoming |
| YT | Yukon |

# Appendix B1
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Code

| CountryCode | Description |
|---|---|
| AD | Andorra |
| AE | United Arab Emirates |
| AF | Afghanistan |
| AG | Antigua And Barbuda |
| AI | Anguilla |
| AL | Albania |
| AM | Armenia |
| AN | Netherlands Antilles |
| AO | Angola |
| AQ | Antarctica |
| AR | Argentina |
| AS | American Samoa |
| AT | Austria |
| AU | Australia |
| AW | Aruba |
| AX | Åland Islands |
| AZ | Azerbaijan |
| BA | Bosnia And Herzegovina |
| BB | Barbados |
| BD | Bangladesh |
| BE | Belgium |
| BF | Burkina Faso |
| BG | Bulgaria |
| BH | Bahrain |
| BI | Burundi |
| BJ | Benin |
| BM | Bermuda |
| BN | Brunei Darussalam |
| BO | Bolivia |
| BR | Brazil |
| BS | Bahamas |
| BT | Bhutan |
| BV | Bouvet Island |
| BW | Botswana |
| BY | Belarus |
| BZ | Belize |
| CA | Canada |
| CC | Cocos (Keeling) Islands |
| CD | Congo, The Democratic Republic Of The |
| CF | Central African Republic |
| CG | Congo |
| CH | Switzerland |
| CI | Cote D'ivoire |

# Appendix B1
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Code

| CountryCode | Description |
|---|---|
| CK | Cook Islands |
| CL | Chile |
| CM | Cameroon |
| CN | China |
| CO | Colombia |
| CR | Costa Rica |
| CS | Serbia And Montenegro (Deleted as of April 2007 – see ME and RS) * |
| CU | Cuba |
| CV | Cape Verde |
| CX | Christmas Island |
| CY | Cyprus |
| CZ | Czech Republic |
| DE | Germany |
| DJ | Djibouti |
| DK | Denmark |
| DM | Dominica |
| DO | Dominican Republic |
| DZ | Algeria |
| EC | Ecuador |
| EE | Estonia |
| EG | Egypt |
| EH | Western Sahara |
| ER | Eritrea |
| ES | Spain |
| ET | Ethiopia |
| FI | Finland |
| FJ | Fiji |
| FK | Falkland Islands (Malvinas) |
| FM | Micronesia, Federated States Of |
| FO | Faroe Islands |
| FR | France |
| GA | Gabon |
| GB | United Kingdom |
| GD | Grenada |
| GE | Georgia |
| GF | French Guiana |
| GG | Guernsey * |
| GH | Ghana |
| GI | Gibraltar |
| GL | Greenland |
| GM | Gambia |
| GN | Guinea |
| GP | Guadeloupe |
| GQ | Equatorial Guinea |

# Appendix B1
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Code

| CountryCode | Description |
|---|---|
| GR | Greece |
| GS | South Georgia And The South Sandwich Islands |
| GT | Guatemala |
| GU | Guam |
| GW | Guinea Bissau |
| GY | Guyana |
| HK | Hong Kong |
| HM | Heard Island And Mcdonald Islands |
| HN | Honduras |
| HR | Croatia |
| HT | Haiti |
| HU | Hungary |
| ID | Indonesia |
| IE | Ireland |
| IL | Israel |
| IM | Isle of Man * |
| IN | India |
| IO | British Indian Ocean Territory |
| IQ | Iraq |
| IR | Iran, Islamic Republic Of |
| IS | Iceland |
| IT | Italy |
| JE | Jersey * |
| JM | Jamaica |
| JO | Jordan |
| JP | Japan |
| KE | Kenya |
| KG | Kyrgyzstan |
| KH | Cambodia |
| KI | Kiribati |
| KM | Comoros |
| KN | Saint Kitts And Nevis |
| KP | Korea, Democratic People's Republic Of |
| KR | Korea, Republic Of |
| KW | Kuwait |
| KY | Cayman Islands |
| KZ | Kazakhstan |
| LA | Lao People's Democratic Republic |
| LB | Lebanon |
| LC | Saint Lucia |
| LI | Liechtenstein |
| LK | Sri Lanka |
| LR | Liberia |
| LS | Lesotho |

# Appendix B1
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Code

| CountryCode | Description |
|---|---|
| LT | Lithuania |
| LU | Luxembourg |
| LV | Latvia |
| LY | Libyan Arab Jamahiriya |
| MA | Morocco |
| MC | Monaco |
| MD | Moldova, Republic Of |
| ME | Montenegro * |
| MG | Madagascar |
| MH | Marshall Islands |
| MK | Macedonia, The Former Yugoslav Republic Of |
| ML | Mali |
| MM | Myanmar |
| MN | Mongolia |
| MO | Macao |
| MP | Northern Mariana Islands |
| MQ | Martinique |
| MR | Mauritania |
| MS | Montserrat |
| MT | Malta |
| MU | Mauritius |
| MV | Maldives |
| MW | Malawi |
| MX | Mexico |
| MY | Malaysia |
| MZ | Mozambique |
| NA | Namibia |
| NC | New Caledonia |
| NE | Niger |
| NF | Norfolk Island |
| NG | Nigeria |
| NI | Nicaragua |
| NL | Netherlands |
| NO | Norway |
| NP | Nepal |
| NR | Nauru |
| NU | Niue |
| NZ | New Zealand |
| OM | Oman |
| PA | Panama |
| PE | Peru |
| PF | French Polynesia |
| PG | Papua New Guinea |
| PH | Philippines |

# Appendix B1
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Code

| CountryCode | Description |
|---|---|
| PK | Pakistan |
| PL | Poland |
| PM | Saint Pierre And Miquelon |
| PN | Pitcairn |
| PR | Puerto Rico |
| PS | Palestinian Territory, Occupied |
| PT | Portugal |
| PW | Palau |
| PY | Paraguay |
| QA | Qatar |
| RE | Reunion |
| RO | Romania |
| RS | Serbia * |
| RU | Russian Federation |
| RW | Rwanda |
| SA | Saudi Arabia |
| SB | Solomon Islands |
| SC | Seychelles |
| SD | Sudan |
| SE | Sweden |
| SG | Singapore |
| SH | Saint Helena |
| SI | Slovenia |
| SJ | Svalbard And Jan Mayen |
| SK | Slovakia |
| SL | Sierra Leone |
| SM | San Marino |
| SN | Senegal |
| SO | Somalia |
| SR | Suriname |
| ST | Sao Tome And Principe |
| SV | El Salvador |
| SY | Syrian Arab Republic |
| SZ | Swaziland |
| TC | Turks And Caicos Islands |
| TD | Chad |
| TF | French Southern Territories |
| TG | Togo |
| TH | Thailand |
| TJ | Tajikistan |
| TK | Tokelau |
| TL | Timor Leste |
| TM | Turkmenistan |
| TN | Tunisia |

# Appendix B1
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Code

| CountryCode | Description |
|---|---|
| TO | Tonga |
| TR | Turkey |
| TT | Trinidad And Tobago |
| TV | Tuvalu |
| TW | Taiwan, Province Of China |
| TZ | Tanzania, United Republic Of |
| UA | Ukraine |
| UG | Uganda |
| UM | United States Minor Outlying Islands |
| US | United States |
| UY | Uruguay |
| UZ | Uzbekistan |
| VA | Holy See (Vatican City State) |
| VC | Saint Vincent And The Grenadines |
| VE | Venezuela |
| VG | Virgin Islands, British |
| VI | Virgin Islands, U.S. |
| VN | Viet Nam |
| VU | Vanuatu |
| WF | Wallis And Futuna |
| WS | Samoa |
| YE | Yemen |
| YT | Mayotte |
| ZA | South Africa |
| ZM | Zambia |
| ZW | Zimbabwe |

* Recent changes

# Appendix B2
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Country Name

| CountryCode | Description |
|---|---|
| AD | Andorra |
| AF | Afghanistan |
| AX | Åland Islands |
| AL | Albania |
| DZ | Algeria |
| AS | American Samoa |
| AO | Angola |
| AI | Anguilla |
| AQ | Antarctica |
| AG | Antigua And Barbuda |
| AR | Argentina |
| AM | Armenia |
| AW | Aruba |
| AU | Australia |
| AT | Austria |
| AZ | Azerbaijan |
| BS | Bahamas |
| BH | Bahrain |
| BD | Bangladesh |
| BB | Barbados |
| BY | Belarus |
| BE | Belgium |
| BZ | Belize |
| BJ | Benin |
| BM | Bermuda |
| BT | Bhutan |
| BO | Bolivia |
| BA | Bosnia And Herzegovina |
| BW | Botswana |
| BV | Bouvet Island |
| BR | Brazil |
| IO | British Indian Ocean Territory |
| BN | Brunei Darussalam |
| BG | Bulgaria |
| BF | Burkina Faso |
| BI | Burundi |
| KH | Cambodia |
| CM | Cameroon |
| CA | Canada |
| CV | Cape Verde |
| KY | Cayman Islands |
| CF | Central African Republic |
| TD | Chad |
| CL | Chile |

# Appendix B2
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Country Name

| CountryCode | Description |
|---|---|
| CN | China |
| CX | Christmas Island |
| CC | Cocos (Keeling) Islands |
| CO | Colombia |
| KM | Comoros |
| CG | Congo |
| CD | Congo, The Democratic Republic Of The |
| CK | Cook Islands |
| CR | Costa Rica |
| CI | Cote D'ivoire |
| HR | Croatia |
| CU | Cuba |
| CY | Cyprus |
| CZ | Czech Republic |
| DK | Denmark |
| DJ | Djibouti |
| DM | Dominica |
| DO | Dominican Republic |
| EC | Ecuador |
| EG | Egypt |
| SV | El Salvador |
| GQ | Equatorial Guinea |
| ER | Eritrea |
| EE | Estonia |
| ET | Ethiopia |
| FK | Falkland Islands (Malvinas) |
| FO | Faroe Islands |
| FJ | Fiji |
| FI | Finland |
| FR | France |
| GF | French Guiana |
| PF | French Polynesia |
| TF | French Southern Territories |
| GA | Gabon |
| GM | Gambia |
| GE | Georgia |
| DE | Germany |
| GH | Ghana |
| GI | Gibraltar |
| GR | Greece |
| GL | Greenland |
| GD | Grenada |
| GP | Guadeloupe |
| GU | Guam |

# Appendix B2
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Country Name

| CountryCode | Description |
|---|---|
| GT | Guatemala |
| GG | Guernsey * |
| GN | Guinea |
| GW | Guinea Bissau |
| GY | Guyana |
| HT | Haiti |
| HM | Heard Island And Mcdonald Islands |
| VA | Holy See (Vatican City State) |
| HN | Honduras |
| HK | Hong Kong |
| HU | Hungary |
| IS | Iceland |
| IN | India |
| ID | Indonesia |
| IR | Iran, Islamic Republic Of |
| IQ | Iraq |
| IE | Ireland |
| IM | Isle of Man * |
| IL | Israel |
| IT | Italy |
| JM | Jamaica |
| JP | Japan |
| JE | Jersey * |
| JO | Jordan |
| KZ | Kazakhstan |
| KE | Kenya |
| KI | Kiribati |
| KP | Korea, Democratic People's Republic Of |
| KR | Korea, Republic Of |
| KW | Kuwait |
| KG | Kyrgyzstan |
| LA | Lao People's Democratic Republic |
| LV | Latvia |
| LB | Lebanon |
| LS | Lesotho |
| LR | Liberia |
| LY | Libyan Arab Jamahiriya |
| LI | Liechtenstein |
| LT | Lithuania |
| LU | Luxembourg |
| MO | Macao |
| MK | Macedonia, The Former Yugoslav Republic Of |
| MG | Madagascar |
| MW | Malawi |

# Appendix B2
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Country Name

| CountryCode | Description |
|---|---|
| MY | Malaysia |
| MV | Maldives |
| ML | Mali |
| MT | Malta |
| MH | Marshall Islands |
| MQ | Martinique |
| MR | Mauritania |
| MU | Mauritius |
| YT | Mayotte |
| MX | Mexico |
| FM | Micronesia, Federated States Of |
| MD | Moldova, Republic Of |
| MC | Monaco |
| MN | Mongolia |
| ME | Montenegro * |
| MS | Montserrat |
| MA | Morocco |
| MZ | Mozambique |
| MM | Myanmar |
| NA | Namibia |
| NR | Nauru |
| NP | Nepal |
| NL | Netherlands |
| AN | Netherlands Antilles |
| NC | New Caledonia |
| NZ | New Zealand |
| NI | Nicaragua |
| NE | Niger |
| NG | Nigeria |
| NU | Niue |
| NF | Norfolk Island |
| MP | Northern Mariana Islands |
| NO | Norway |
| OM | Oman |
| PK | Pakistan |
| PW | Palau |
| PS | Palestinian Territory, Occupied |
| PA | Panama |
| PG | Papua New Guinea |
| PY | Paraguay |
| PE | Peru |
| PH | Philippines |
| PN | Pitcairn |
| PL | Poland |

# Appendix B2
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Country Name

| CountryCode | Description |
|---|---|
| PT | Portugal |
| PR | Puerto Rico |
| QA | Qatar |
| RE | Reunion |
| RO | Romania |
| RU | Russian Federation |
| RW | Rwanda |
| SH | Saint Helena |
| KN | Saint Kitts And Nevis |
| LC | Saint Lucia |
| PM | Saint Pierre And Miquelon |
| VC | Saint Vincent And The Grenadines |
| WS | Samoa |
| SM | San Marino |
| ST | Sao Tome And Principe |
| SA | Saudi Arabia |
| SN | Senegal |
| RS | Serbia * |
| CS | Serbia And Montenegro (Deleted as of April 2007 – see ME and RS) * |
| SC | Seychelles |
| SL | Sierra Leone |
| SG | Singapore |
| SK | Slovakia |
| SI | Slovenia |
| SB | Solomon Islands |
| SO | Somalia |
| ZA | South Africa |
| GS | South Georgia And The South Sandwich Islands |
| ES | Spain |
| LK | Sri Lanka |
| SD | Sudan |
| SR | Suriname |
| SJ | Svalbard And Jan Mayen |
| SZ | Swaziland |
| SE | Sweden |
| CH | Switzerland |
| SY | Syrian Arab Republic |
| TW | Taiwan, Province Of China |
| TJ | Tajikistan |
| TZ | Tanzania, United Republic Of |
| TH | Thailand |
| TL | Timor Leste |
| TG | Togo |
| TK | Tokelau |

# Appendix B2
# Country Codes
# ISO 3166-1 Alpha-2 Standard (as of April 2007)
# Sorted by Country Name

| CountryCode | Description |
|---|---|
| TO | Tonga |
| TT | Trinidad And Tobago |
| TN | Tunisia |
| TR | Turkey |
| TM | Turkmenistan |
| TC | Turks And Caicos Islands |
| TV | Tuvalu |
| UG | Uganda |
| UA | Ukraine |
| AE | United Arab Emirates |
| GB | United Kingdom |
| US | United States |
| UM | United States Minor Outlying Islands |
| UY | Uruguay |
| UZ | Uzbekistan |
| VU | Vanuatu |
| VE | Venezuela |
| VN | Viet Nam |
| VG | Virgin Islands, British |
| VI | Virgin Islands, U.S. |
| WF | Wallis And Futuna |
| EH | Western Sahara |
| YE | Yemen |
| ZM | Zambia |
| ZW | Zimbabwe |

***** Recent Changes

# Appendix C - Sample XML Request for Student Transcript Instance Document for School to School Exchanges

```
<?xml version="1.0" encoding="UTF-8"?>
<!--Sample XML file generated by XMLSpy v2011 rel. 3 sp1 (x64) (http://www.altova.com)-->
<ns1:TranscriptRequest xsi:schemaLocation="urn:org:pesc:message:TranscriptRequest:v1.2.0
TranscriptRequest_v1.2.0.xsd" xmlns:n2="http://www.altova.com/samplexml/other-namespace"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:ns1="urn:org:pesc:message:TranscriptRequest:v1.2.0">
   <ns1:TransmissionData>
      <DocumentID>2011-08-03-1234567</DocumentID>
      <CreatedDateTime>2011-08-03T09:30:47Z</CreatedDateTime>
      <DocumentTypeCode>InstitutionRequest</DocumentTypeCode>
      <TransmissionType>Original</TransmissionType>
      <Source>
         <Organization>
            <OPEID>001506</OPEID>
            <ATP>123456</ATP>
            <FICE>654321</FICE>
            <ACT>1234</ACT>
            <OrganizationName>Miami Dade College</OrganizationName>
            <Contacts>
               <Email>
                  <EmailAddress>Registrar@mdc.edu</EmailAddress>
               </Email>
               <URL>
                  <URLAddress>www.mdc.edu</URLAddress>
               </URL>
            </Contacts>
         </Organization>
      </Source>
      <Destination>
         <Organization>
            <FICE>001500</FICE>
            <OrganizationName>Broward Community College</OrganizationName>
         </Organization>
      </Destination>
      <DocumentProcessCode>PRODUCTION</DocumentProcessCode>
   </ns1:TransmissionData>
   <ns1:Request>
      <CreatedDateTime>2011-08-03T09:30:47Z</CreatedDateTime>
<RequestedStudent>
         <Person>
            <SSN>123456789</SSN>
            <Birth>
               <BirthDate>1972-11-25</BirthDate>
            </Birth>
            <Name>
               <NameCode>Legal</NameCode>
               <FirstName>JANE</FirstName>
               <MiddleName>B</MiddleName>
               <LastName>DOE</LastName>
            </Name>
            <AlternateName>
               <NameCode>Former</NameCode>
```

```
                <FirstName>JANE</FirstName>
                <MiddleName>B</MiddleName>
                <LastName>BOE</LastName>
            </AlternateName>
            <HighSchool>
                <OrganizationName>Miami Senior High School</OrganizationName>
                <CEEBACT>061234</CEEBACT>
            </HighSchool>
            <Gender>
                <GenderCode>Female</GenderCode>
            </Gender>
        </Person>
        <Attendance>
            <School>
                <OrganizationName>Broward Community College</OrganizationName>
                <FICE>001500</FICE>
                <ACT>1234</ACT>
            </School>
            <EnrollDate>1990-01-01</EnrollDate>
            <ExitDate>1995-12-31</ExitDate>
            <AcademicAwardsReported>
                <AcademicAwardTitle>AS Degree in Computer Science</AcademicAwardTitle>
                <AcademicAwardDate>1995-01-01</AcademicAwardDate>
            </AcademicAwardsReported>
        </Attendance>
        <ReleaseAuthorizedIndicator>true</ReleaseAuthorizedIndicator>
        <ReleaseAuthorizedMethod>Signature</ReleaseAuthorizedMethod>
    </RequestedStudent>
  </ns1:Request>
</ns1:TranscriptRequest>
```

# Appendix D
# Record of Changes to the Schema and to the Implementation Guide since Version 1.0.0

## Version 1.0.1

Version 1.0.0 used Version 1.2.0 of the Core Main Schema

Version 1.0.1 is a micro change which does not change the schema, but does make some minor corrections and changes to the Implementation Guide.

1. A page was left out in the draft Implementation Guide Version 1.0.0. It was Request.Recipient.TranscriptHold and is included in this version 1.0.1.

2. Several of the recommendations were changed for state or province systems, or schools, that would like to make requests for transcripts to be released after a specified date or event.

3. Since the first Guide was a draft, pending approval of the schema, this version is no longer considered a draft.

## Version 1.1.0

Version 1.1.0 was approved in May 2011. It uses Version 1.10.0 of the Core Main Schema and Version 1.6.0 of the Academic Record Sector Library. It was requested by the PESC Education Record User Group.

The changes are as follows:

1. **OrganizationIDGroup** was changed to allow for the inclusion of multiple codes for an organization (school, etc.). In the earlier version, you could provide the school code from only one code set, e.g., FICE. Now, you have an option to provide multiple codes to identify a school. You can now provide the FICE, the ACT, the IPEDS, the ATP and a Mutually Defined code set among trading partners within a region or who use the same vendor.

   In addition, new code sets were added: PSS for private secondary schools in the US, PSIS which is a new code set for postsecondary schools in Canada, Mutually Defined which allows schools, within a region or who use a common vendor, to create their own code sets for that limited use among established trading partners.

2. **Accreditation** was added as child to Organization to allow for a sending school to indicate by which accrediting associations it is accredited. This was primarily added for the student transcript to allow schools to provide the information that many provide on the Key to the Transcript for paper transcripts.

3. **AgencyIdentifier** was added as child to Person to be able to indicate both the student ID that was assigned by an agency, but also the identity of the agency that assigned that identifying student ID.

4. **Partial SSN** was added as child to Person to allow schools to provide the last four digits of the US Social Security Number if those schools have decided not to provide the entire SSN.

5. **Name Code** was added as child **to** Name to allow sending schools to identify the typ of name being included for a student.

6. **Birth** type has been expanded to include a few more child data elements, namely BirthYear, BirthCity, BirthStateProvinceCode, BirthCountry and Age.

7. **Effective and Expiration Dates** have been added as child data elements to address, phone, and fax phone.

8. **Name Suffix** (or generation code) has been expanded to include V, VI, VII, VIII, IX and X.

9. **UserDefinedExtensions** was added as a child data element to "TransmissionData".

## Version 1.2.0

Version 1.2.0 was approved in June 2012. It uses Version 1.12.0 of the Core Main Schema and Version 1.7.0 of the Academic Record Sector Library. It was requested by the PESC Education Record User Group (ERUG).

The only change made to the previous version was as follows:

1. The value of "Cancel" was added to the existing enumerated values of the simple data element "DocumentTypeCode" which is child to "TransmissionData".