



Implementation Guide

to the

Postsecondary Electronic Standards Council

XML Standard Format

for the

Transcript Request

to use for School to School Exchanges
by Education Institutions

Version 1.1.0

August 29, 2011

Send corrections and comments (and a request for a copy in MS Word) to:

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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 Draft Implementation Guide proposes 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.

This Implementation Guide is based on the PESC XML Transcript Request Schema version 1.0.0. For the electronic exchange of these student records to be completely automated, it is essential that all users adhere strictly to the requirements of this Schema and understand and comply with the requirements outlined in this Guide.

Typical Use Scenario

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

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

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

- a. an official transcript for that school has not been received, and
- b. it has been determined that a transcript is needed according to school policy, and *
- c. it has not been requested within the past "X" days.

After this program has completed, another program will then create an electronic XML request for each transcript and send these XML requests through the University of Texas 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.*

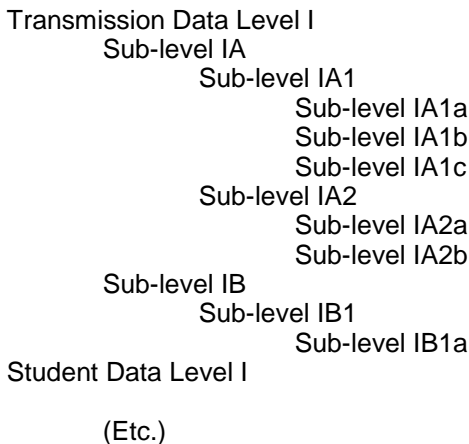
Likewise, some schools do not require transcripts from previous schools if the student is not seeking a degree at that school.

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

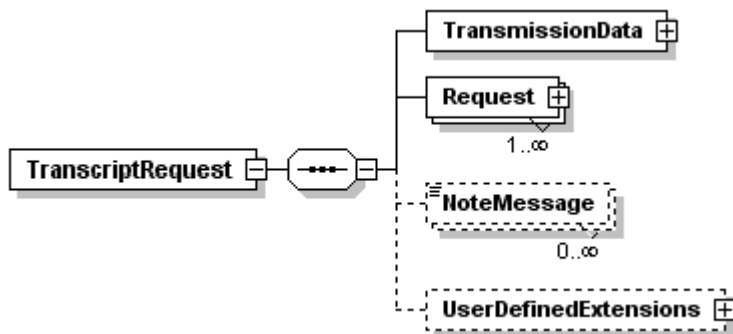
However, three of these main parts branch to form other parts, which in turn branch out further. This Guide is organized so that each level of branching is documented in the order as follows:



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 a 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 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.

Not Recommended: Indicates that, in the view of the Workgroup, 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.

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. 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.

“**Enumeration**” 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: ccyymmddThh: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.

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

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

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

```
<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 normally included in an instance document.

Appendix C shows an example of an XML Schema 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.

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

Senders of transcript 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>
  <CourseAbbrev>ENG</CourseAbbrev>
  <CourseNumb>0114</CourseNumb>
  <SectNumb>02</SectNumb>
</UserDefinedExtensions>
```

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

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 occurrences 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 (1.1.0) is included in Appendix M.

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. Approximately 600,000 postsecondary transcripts are exchanged electronically in the EDI format through the University of Texas at Austin Internet Server in the ASC X12 EDI format each year. At the secondary level, Florida schools exchange a significant number of electronic high school transcripts, because the state mandates the exchange in its proprietary format. Iowa and Maryland also have significant exchange. Overall, however, the number of electronic transcript exchanges in the EDI remains 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 high schools did not use the EDI format.

The Postsecondary Electronic Standards Council (PESC) commissioned this exploration by creating the XML Forum (now known as 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 rapid acceptance and implementation by 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 Transcript) and EDI TS 147 (Response to a Request for a Transcript). The NSC was interested in the two schemas to support a transcript request service that it planned to offer. The AACRAO SPEEDE Committee was interested in the two schemas to serve the same functions as the two EDI Transaction Sets.

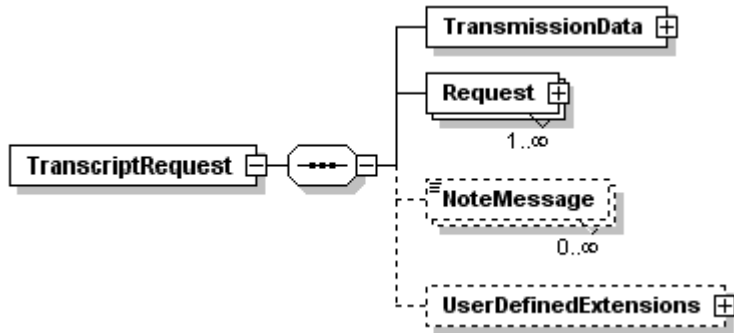
Subsequently, Mark left the NSC and Doug Falk replaced Mark on the PESC Board. Doug then also picked up Mark's role as chair of the workgroup to develop the two new schemas. Doug Falk worked with the AACRAO SPEEDE Committee and Doug submitted the two schemas to PESC for approval as standards and Doug 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 this updated version of the schema in the spring of 2011. It was approved by the PESC Change Control Board and this 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.

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 1.1.0.

Transcript Request



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

Code illustration:

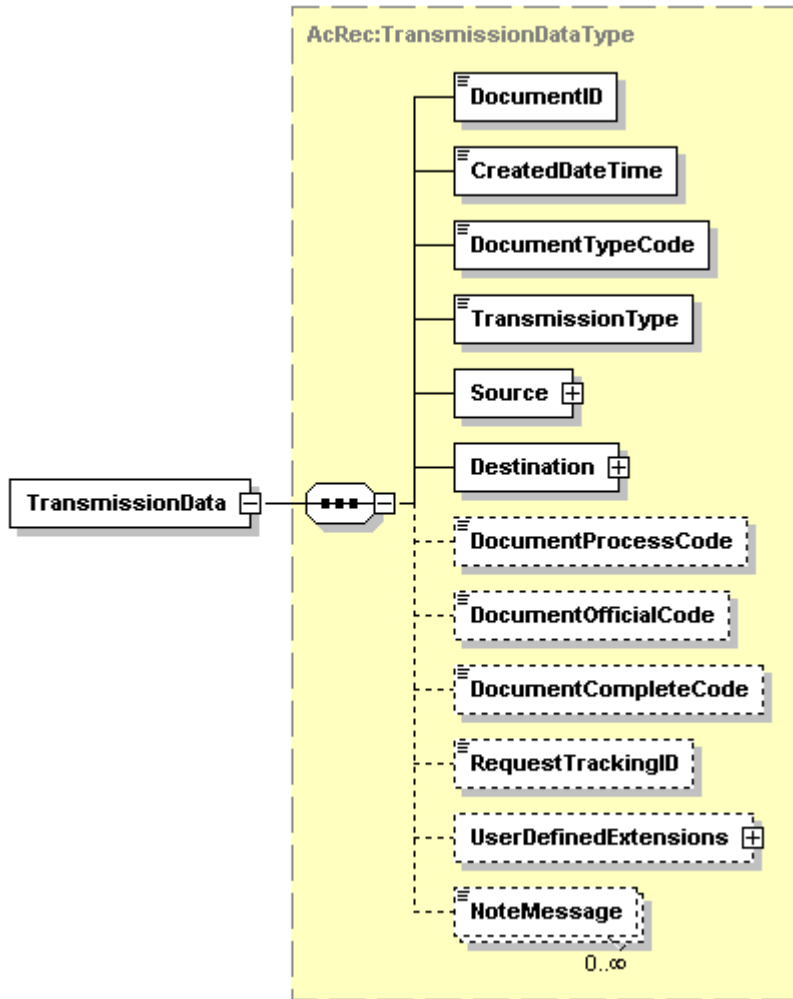
```

<HSTrn: TranscriptRequest
  xmlns:HSTrn="urn:org:psc:message:TranscriptRequest:v1.1.0"
  xmlns:AcRec="urn:org:psc:sector:AcademicRecord:v1.6.0"
  xmlns:core="urn:org:psc:core:CoreMain:v1.10.0"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:org:psc:message:TranscriptRequest:v1.1.0
  /TranscriptRequest_v1.1.0.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 maxOcc 1 minLength 1 maxLength 35
CreatedDateTime	Required	The Date and Time stamp when the document was created	Required	minOcc 1 maxOcc 1 xs:datetime ccyy-mm-ddThh:ii:ss{+-GMT]
DocumentTypeCode	Required	Type and purpose of document being transmitted	Required	minOcc 1 maxOcc 1 Enumeration: Change InstitutionRequest Request StudentRequest 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 maxOcc 1 Enumeration: Duplicate MutuallyDefined Original Reissue Replace 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 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 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"; "PRODUCTION" implied, not recommended	minOcc 0 maxOcc 1 Enumeration: TEST PRODUCTION
Comment: During initial testing with a new school, the value "TEST" would be included. After the testing phase is completed, then this optional data element would not be included.				
DocumentOfficialCode	Optional	This element indicates if the document is unofficial. Unofficial documents may be produced for reference purpose but may not be binding.	Required if Unofficial; "Official" implied, not recommended	minOcc 0 maxOcc 1 Enumeration: Official Unofficial
Comment: Since all requests of this type are considered official, this optional data element would not normally be included.				
DocumentCompleteCode	Optional	This element indicates whether the document conveys a complete record. Partial documents may be produced for information that is recorded in multiple media or formats.	Required if not complete; "Complete" is implied, not recommended	minOcc 0 maxOcc 1 Enumeration: Partial Complete
Comment: Since all requests of this type are considered complete, this optional data element would not normally be included.				
RequestTrackingID	Optional	The unique ID associated with a request action that is returned to the requestor for document matching and tracking.	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 35
Comment: This is a number 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 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 Repeatable	Additional information about transmission	Not recommended	minOcc 0 maxOcc ∞ minLength 1 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:

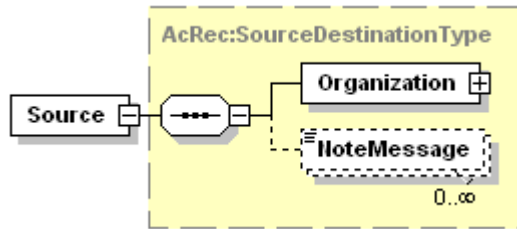
```

<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 maxOcc 1
Comment: This complex data element will be expanded on page 6 in this Guide.				
NoteMessage	Optional Repeatabe	Additional information about the Source of the document	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

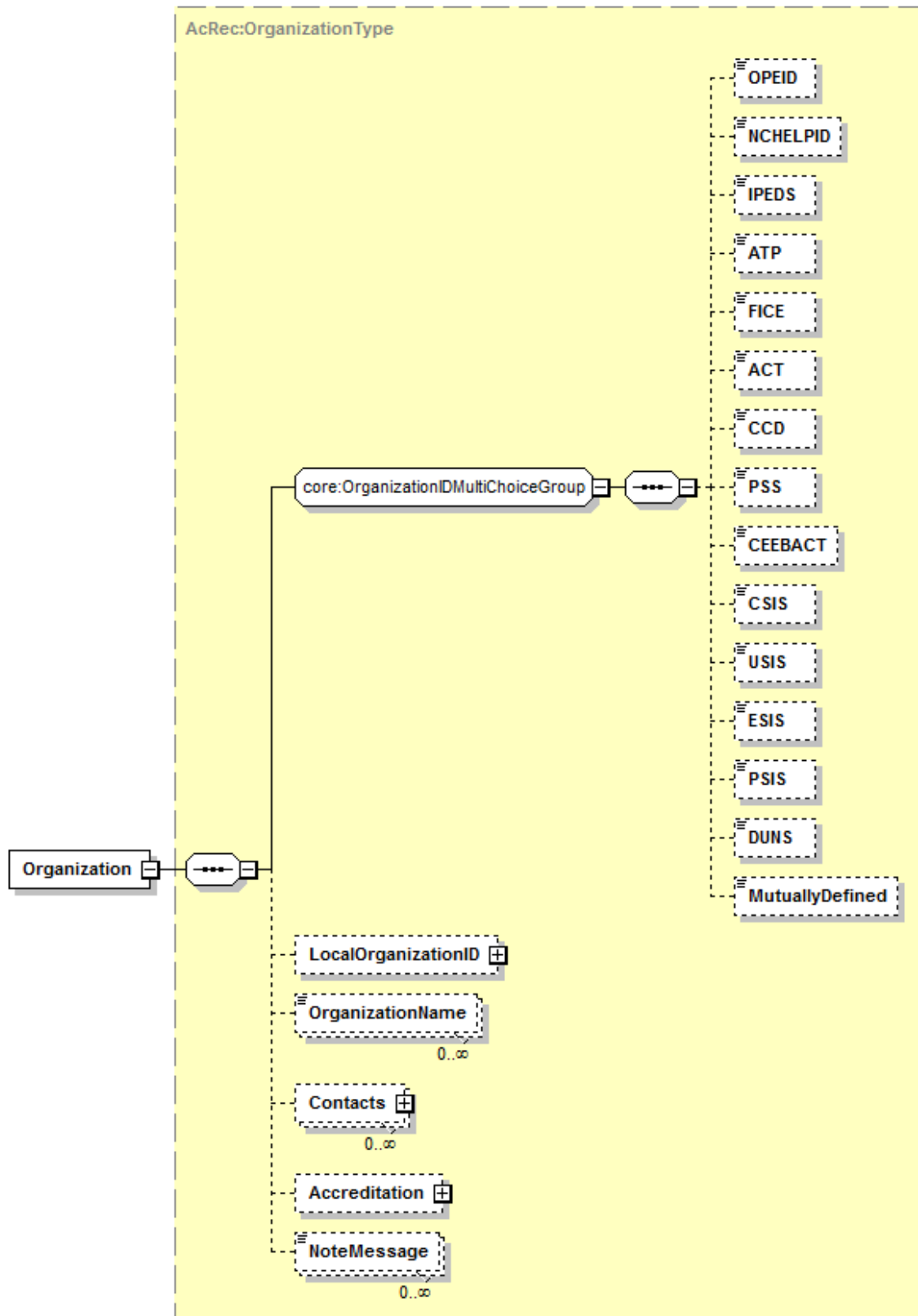
Code illustration:

```

<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 maxOcc ∞
<p>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.</p>				
OPEID	Optional choice	The unique identifier assigned by the US Office of Postsecondary Education for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 3 maxLength 8
NHELPID	Optional choice	The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
<p>Comment: The NHELPID would not normally be an appropriate choice in this case since transcript requests are not normally generated by the financial aid world.</p>				
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 maxOcc 1 minLength 6 maxLength 6
<p>Comment: This would be a good choice for a postsecondary school requesting the transcript.</p>				
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 maxOcc 1 minLength 6 maxLength 6
<p>Comment: This would be a good choice for a postsecondary school requesting the transcript.</p>				
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 maxOcc 1 minLength 6 maxLength 6
<p>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.</p>				
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 maxOcc 1 minLength 4 maxLength 4
<p>Comment: This would be a good choice for a postsecondary school requesting the transcript.</p>				
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 maxOcc 1 minLength 12 maxLength 12
<p>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 a student transcript.</p>				
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 maxOcc 1 minLength 8 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 8 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 maxOcc 1 minLength 8 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 maxOcc 1 minLength 9 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 maxOcc 1 minLength 1 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 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 Repeatable	Name of Non-person entity such as Organization, Institution, Agency or Business.	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
<i>Comment: This is the name of the sending school that is requesting the student transcript.</i>				
Contacts	Optional Repeatable	To identify a person or an office at the sending school or agency to which administrative communications should be directed	Recommended	minOcc 0 maxOcc ∞
<i>Comment: This complex data element will be further explained and expanded on page 11 which follows in this Guide.</i>				
Accreditation	Optional	To provide information about the accreditation that has been awarded to the sending school.	Recommended	minOcc 0 maxOcc 1
<i>Comment: This complex data element will be further explained and expanded on page 22 which follows in this Guide.</i>				
NoteMessage	Optional Repeatable	Additional information about the organization	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Source.Organization (Continued)

Code illustration:

```

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

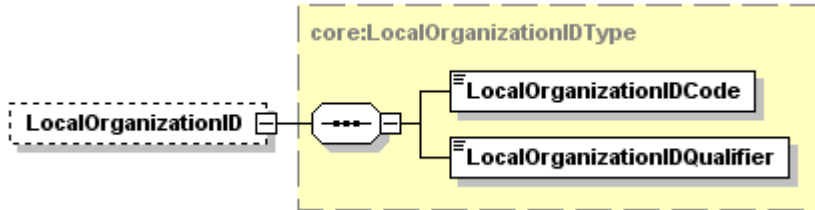
  </LocalOrganizationID>
  <OrganizationName>Miami Dade College</OrganizationName>
  <OrganizationName>Office of Admissions</OrganizationName>
  <Contacts>

  </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*.

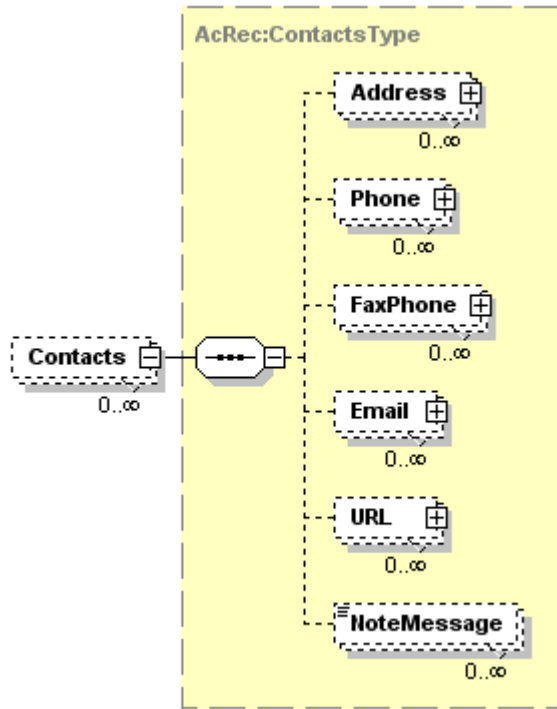


Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationIDCode	Required	The code assigned for the sending school by the state, province or other mutually defined agency specified in the LocalIDQualifier that follows.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: This is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

Code illustration:

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

TransmissionData.Source.Organization.Contacts



Tag Name	Schema Use	Description	Recommended Use	Format
Address	Optional Repeatable	This is a combined Address Group for a choice between Domestic or International	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 13 in this Guide.				
Phone	Optional Repeatable	Phone number of source institution contact	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 16. which follows in this Guide.				
FaxPhone	Optional Repeatable	Phone number used to accept fax submissions	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 18 which follows in this Guide..				
Email	Optional Repeatable	Email address of source institution contact	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 20 in this Guide.				
URL	Optional Repeatable	The Uniform Resource Locator of source institution	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 21 in this Guide.				
NoteMessage	Optional Repeatable	Additional information about the contacts at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: This is contact information included by the sending school to indicate the preferred means for the receiving school to contact the sending school in case there is a need for further communication. This is the only place in the instance document to include the name, address and contact information about the school that is sending the transcript request.				

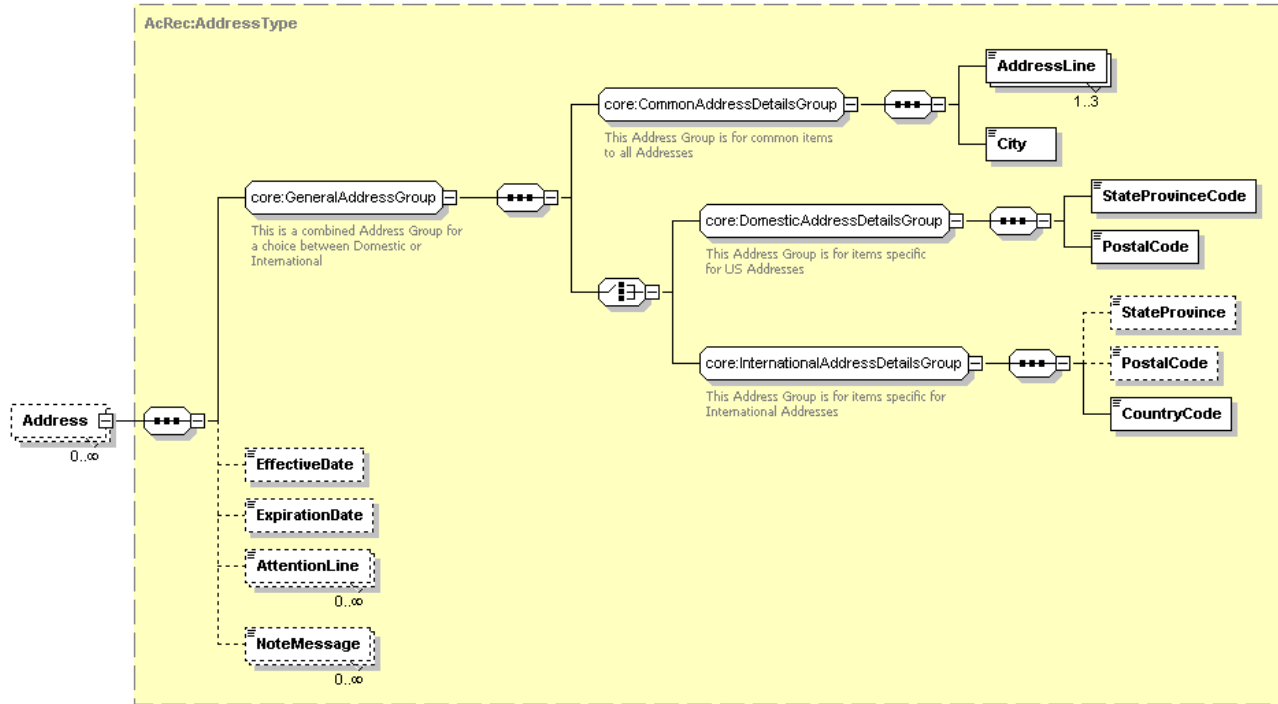
TransmissionData.Source.Organization.Contacts (Continued)

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 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 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 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 maxOcc 3 minLength 1 maxLength 40
City	Required	The city portion of the Address of a Contact at the school sending the transcript request (Source).	Required	minOcc 1 maxOcc 1 minLength 2 maxLength 30

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

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

Code illustration 1 (Domestic Address):

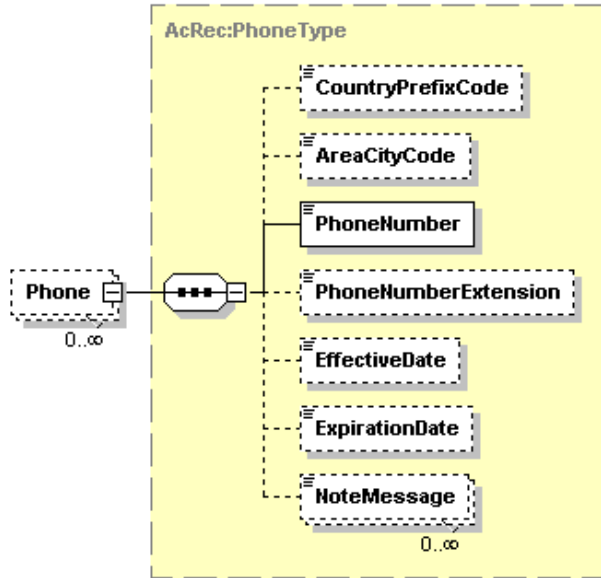
```
<Address>
  <AddressLine>11011 SW 104 Street</AddressLine>
  <City>Miami</City>
  <StateProvinceCode>FL</StateProvinceCode>
  <PostalCode>33176</PostalCode>
  <EffectiveDate/>
  <ExpirationDate/>
  <AttentionLine>Steve Kelly</AttentionLine>
  <AttentionLine>College Registrar</AttentionLine>
  <NoteMessage/>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

Code illustration 2 (International Address):

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

TransmissionData.Source.Organization.Contacts.Phone

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

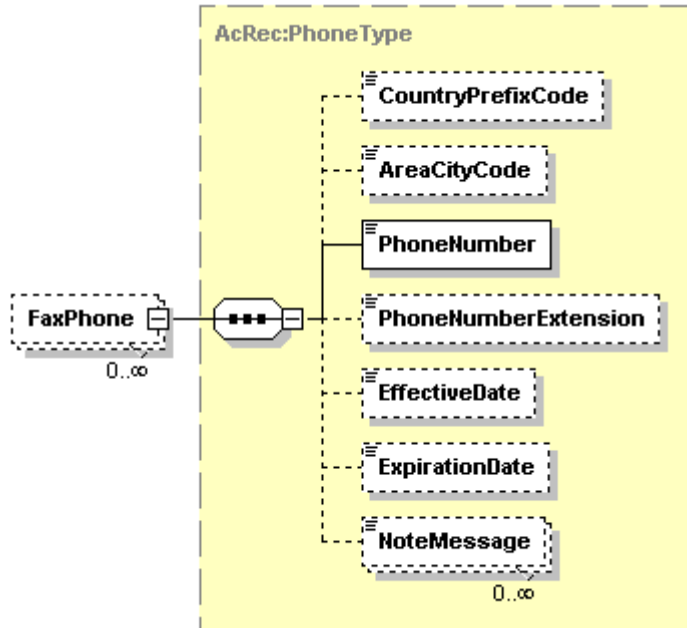
TransmissionData.Source.Organization.Contacts.Phone (Continued)

Code illustration:

```
<Phone>
  <CountryPrefixCode/>
  <AreaCityCode>305</AreaCityCode>
  <PhoneNumber>2372222</PhoneNumber>
  <PhoneNumberExtension/>
  <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 maxOcc 1 minLength 1 maxLength 3
AreaCityCode	Optional	Regional dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this fax phone for the sending or source school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this fax phone for the sending or source school or agency will be or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
NoteMessage	Optional Repeatable	Additional information about the phone number of the contact at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

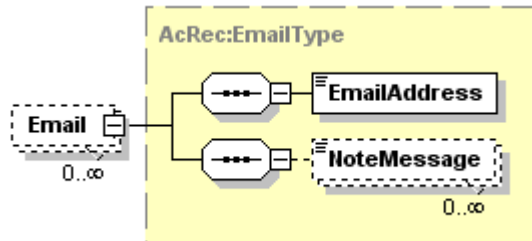
TransmissionData.Source.Organization.Contacts.FaxPhone (Continued)

Code illustration:

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

TransmissionData.Source.Organization.Contacts.Email

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



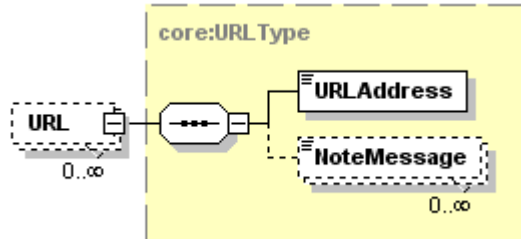
Tag Name	Schema Use	Description	Recommended Use	Format
EmailAddress	Required	The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network.	Required	minOcc 1 maxOc 1 minLength 1 maxLength 128
NoteMessage	Optional Repeatable	Additional information about the email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

Code illustration:

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


TransmissionData.Source.Organization.Contacts.URL

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

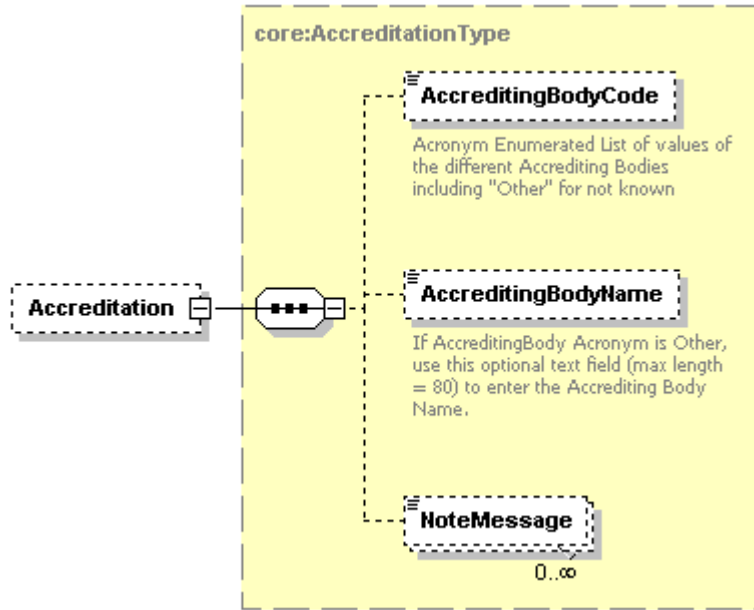


Tag Name	Schema Use	Description	Recommended Use	Format
URLAddress	Required	The Uniform Resource Locator (URL) address of the sending high school or of a contact at the sending school	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 512
NoteMessage	Optional Repeatabe	Additional information about the URL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

Code illustration:

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

TransmissionData.Source.Organization.Accreditation



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

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

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

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

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

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

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

NWCCU – Northwest Commission on Colleges and Universities

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

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

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

Other – Other accrediting bodies not shown above

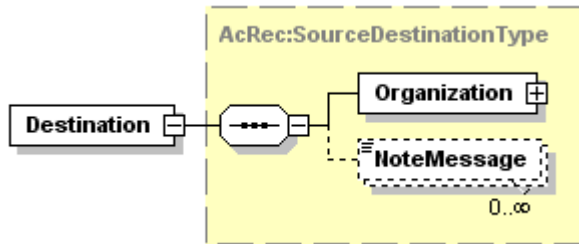
Tag Name	Schema Use	Description	Recommended Use	Format
AccreditingBodyName	Optional	The name of the accrediting body.	Optional	minOcc 0 maxOc 1 minLength 1 maxLength 80
<p>Comment: This is the specific name of the accrediting body. It would only be important to include it, if the enumerated value of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

Code illustration:

```

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

TransmissionData.Destination



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

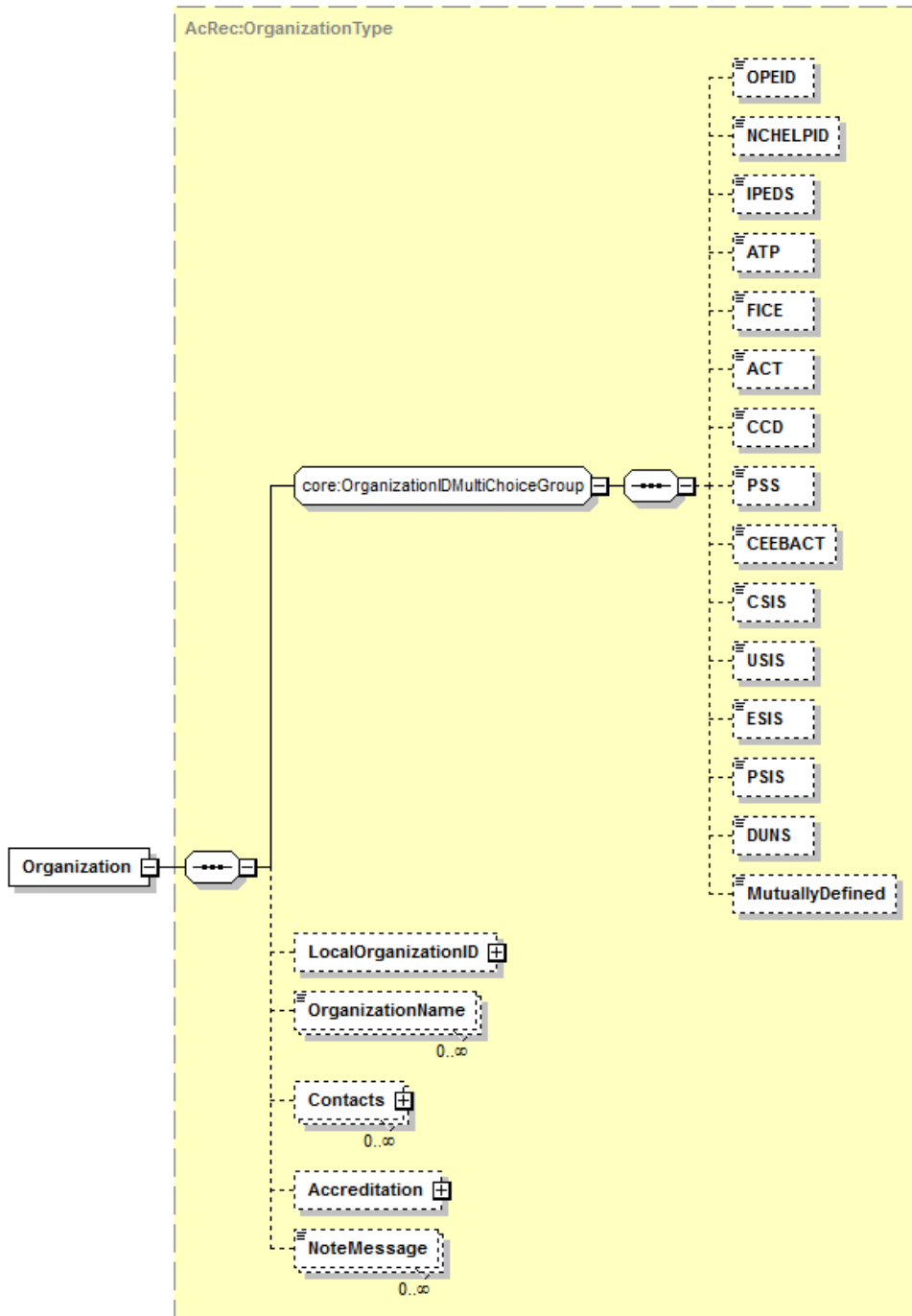
Code illustration:

```

<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 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 maxOcc 1 minLength 3 maxLength 8
Comment: The OPEID would be an appropriate choice in this case for a postsecondary school receiving a transcript request.				
NHELPIID	Optional choice	The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: The NHELPIID 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 6 maxLength 6
Comment: Although the FICE code set is still widely used by many postsecondary institutions, it has not been maintained by NCES or anyone else since late in the last century. Therefore, codes for new institutions created since then, have been locally assigned and cannot be relied upon. However, since this code set is still widely used by older schools, it is an appropriate choice for 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 maxOcc 1 minLength 4 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 maxOcc 1 minLength 12 maxLength 12
Comment: Since the CCD is a code to identify secondary schools, it is a recommended choice for a high school receiving a 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 maxOcc 1 minLength 8 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 8 maxLength 8
Comment: Since this a code set only used in Canada, it is not a recommended choice for schools in the US.				
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 maxOcc 1 minLength 8 maxLength 8
Comment: Since this a code set only used in Canada, it is not a recommended choice for schools in the US. However, it 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 maxOcc 1 minLength 9 maxLength 9
Comment: Since this is a code set for business and other organizational entities, it would not normally be used for educational institutions that are receiving 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 maxOcc 1 minLength 1 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 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 Repeatable	Name of Non-person entity such as Organization, Institution, Agency or Business.	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
Comment: This is the name of the school that is receiving the student transcript request.				
Contacts	Optional Repeatable	To identify a person or an office at the receiving school to which administrative communications should be directed	Recommended	minOcc 0 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 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 Repeatable	Additional information about the school receiving the transcript request	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```

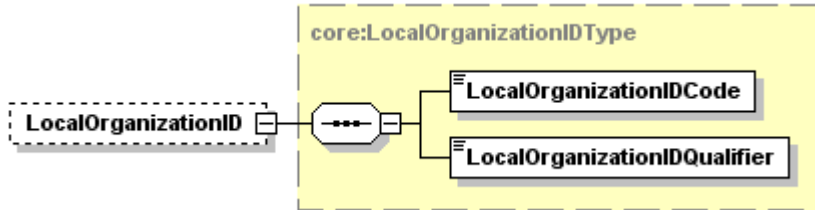
<Organization>
  <ATP>001565</ATP>
  <FICE>123456</FICE>
  <ACT>1234</ACT>
  <LocalOrganizationID>

  </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*.

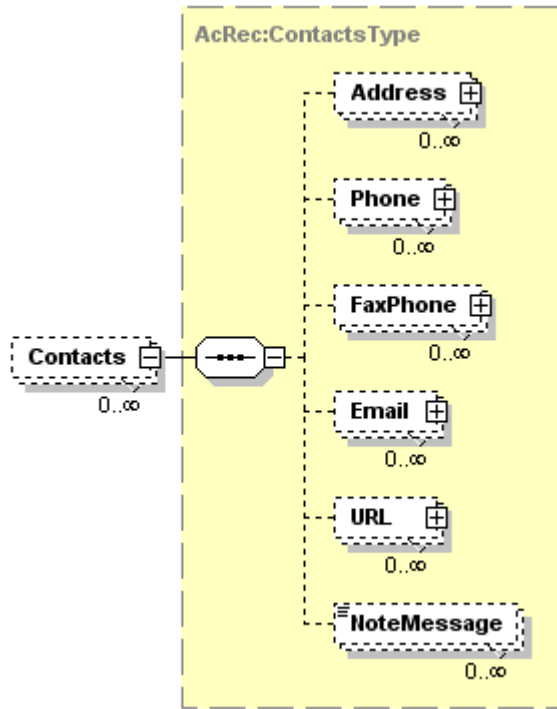


Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationIDCode	Required	The code assigned for the sending school by the state, province or other mutually defined agency specified in the LocalIDQualifier that follows.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: This is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

Code illustration:

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

TransmissionData.Destination.Organization.Contacts



Tag Name	Schema Use	Description	Recommended Use	Format
Address	Optional Repeatable	This is a combined Address Group for a choice between Domestic or International	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 32 which follows in this Guide.				
Phone	Optional Repeatable	Phone number of destination institution contact	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 35 which follows in this Guide.				
FaxPhone	Optional Repeatable	Phone number used to accept fax submissions	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 37 which follows in this Guide.				
Email	Optional Repeatable	Email address of destination institution contact	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 39 which follows in this Guide.				
URL	Optional Repeatable	The Uniform Resource Locator of destination institution	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 40 which follows in this Guide.				
NoteMessage	Optional Repeatable	Additional information about the contacts at the destination institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 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.				

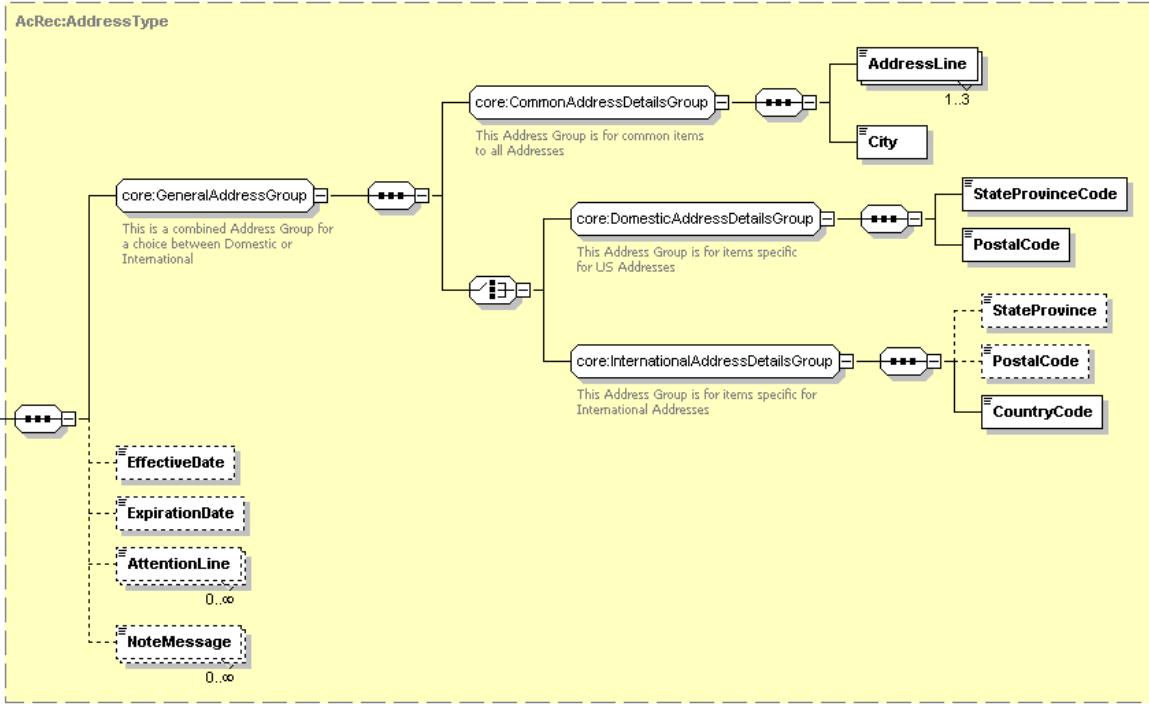
TransmissionData.Destination.Organization.Contacts (Continued)

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 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 maxOcc 1
Comment: [CommonAddressDetailsGroup] does not appear in the instance document. If the address of a contact (or of the receiving school) is included in the transcript request, then this must be sent. It is required and must be paired with one of either DomesticAddressDetailsGroup or InternationalAddressDetailsGroup.				
AddressLine	Required Repeatable	Local delivery information such as street, building number, PO box, or apartment portion of a postal address of a Contact at the Receiving (Destination) High School.	Required	minOcc 1 maxOcc 3 minLength 1 maxLength 40
City	Required	The city portion of the Address of a Contact at the school receiving the transcript request (Destination).	Required	minOcc 1 maxOcc 1 minLength 2 maxLength 30

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

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

Code illustration 1 (Domestic Address):

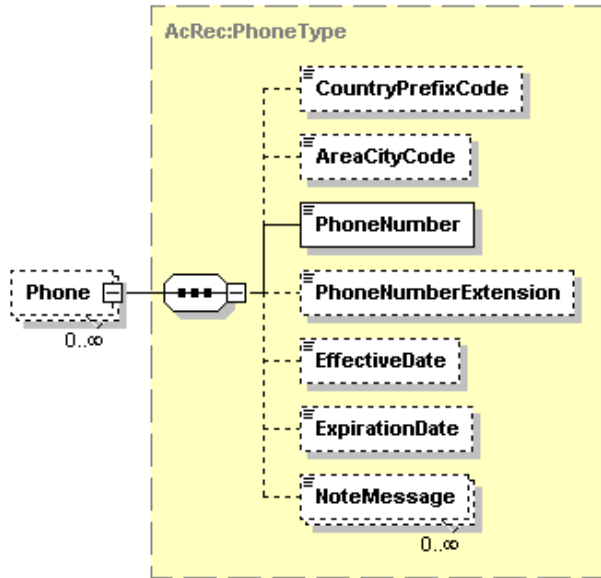
```
<Address>
  <AddressLine>4567 University Avenue</AddressLine>
  <City>Gainesville</City>
  <StateProvinceCode>FL</StateProvinceCode>
  <PostalCode>33607</PostalCode>
  <EffectiveDate/>
  <ExpirationDate/>
  <AttentionLine>Steve Pritz</AttentionLine>
  <AttentionLine>University Registrar</AttentionLine>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

Code illustration 2 (International Address):

```
<Address>
  <AddressLine>Altova Corporation</AddressLine>
  <AddressLine>Rudolfsplatz 13a/9</AddressLine>
  <City>Wien</City>
  <StateProvince/>
  <PostalCode>A-1010</PostalCode>
  <CountryCode>AT</CountryCode>
  <EffectiveDate/>
  <ExpirationDate/>
  <AttentionLine>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 maxOcc 1 minLength 1 maxLength 3
Comment: For phones in the US, the CountryPrefixCode has a value of "1" or "001". If the transcript is being sent to an entity in the US, it is not necessary to include this data element.				
AreaCityCode	Optional	Regional dialing code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this phone for the destination school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:date or ccyy-mm-dd
ExpirationDate	Optional	The date when this phone for the destination school or agency will be or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:date or ccyy-mm-dd
NoteMessage	Optional Repeatable	Additional information about the phone number of the contact at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

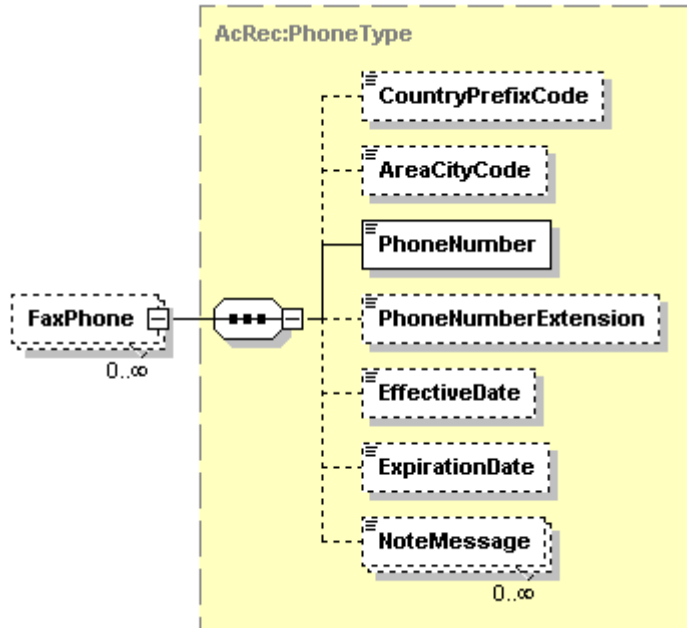
TransmissionData.Destination.Organization.Contacts.Phone (Continued)

Code illustration:

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


TransmissionData.Destination.Organization.Contacts.FaxPhone

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



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

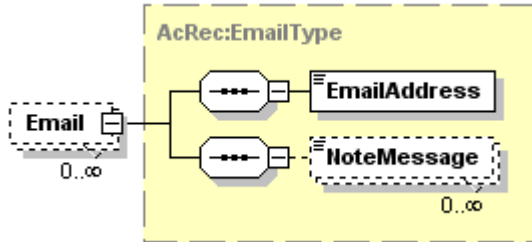
TransmissionData.Destination.Organization.Contacts.FaxPhone (Continued)

Code illustration:

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

TransmissionData.Destination.Organization.Contacts.Email

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



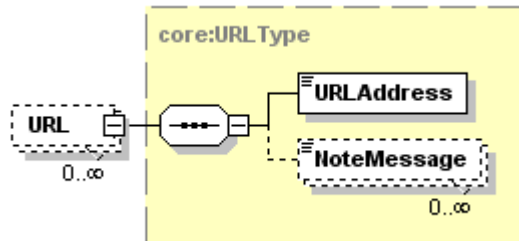
Tag Name	Schema Use	Description	Recommended Use	Format
EmailAddress	Required	The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network.	Required	minOcc 1 maxOc 1 minLength 1 maxLength 128
NoteMessage	Optional Repeatable	Additional information about the email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

Code illustration:

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

TransmissionData.Destination.Organization.Contacts.URL

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

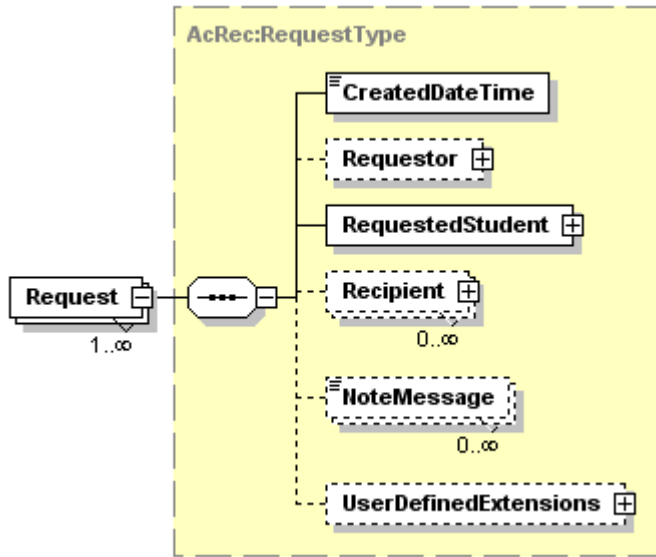


Tag Name	Schema Use	Description	Recommended Use	Format
URLAddress	Required	The Uniform Resource Locator (URL) address of the school receiving the transcript request	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 512
NoteMessage	Optional Repeatable	Additional information about the URL address of the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

Code illustration:

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

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 maxOcc 1 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 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 maxOcc 1
Comment: This complex data element will be expanded on page 53 which follows in this Guide.				
Recipient	Optional Repeatable	Information on the final destination of the transcript that is being requested	Optional	minOcc 0 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 Repeatable	Additional information about the request for a student transcript	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
UserDefinedExtensions	Optional	Additional structured information. Requires mutually defined XML schema.	Optional	minOcc 0 maxOcc 1
Comment: This complex data element will be expanded on page 84.				

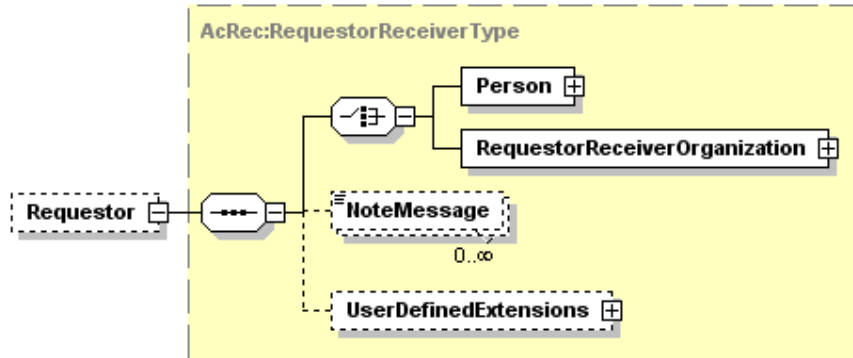
Request (Continued)

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 maxOcc 1
Comment: This complex data element will be expanded on page 47. 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 maxOcc 1 minLength 9 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 maxOcc ∞ minLength 1 maxLength 80
Comment: Since this information cannot be easily automatically processed by the recipient's computer, inclusion of this data element is not recommended.				
UserDefinedExtensions	Optional	Additional formatted information in the form of a mini schema so that prearranged information can be automatically exchanged by specific trading partners within a state or region.	Optional	minOcc 0 maxOcc 1
Comment: 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>

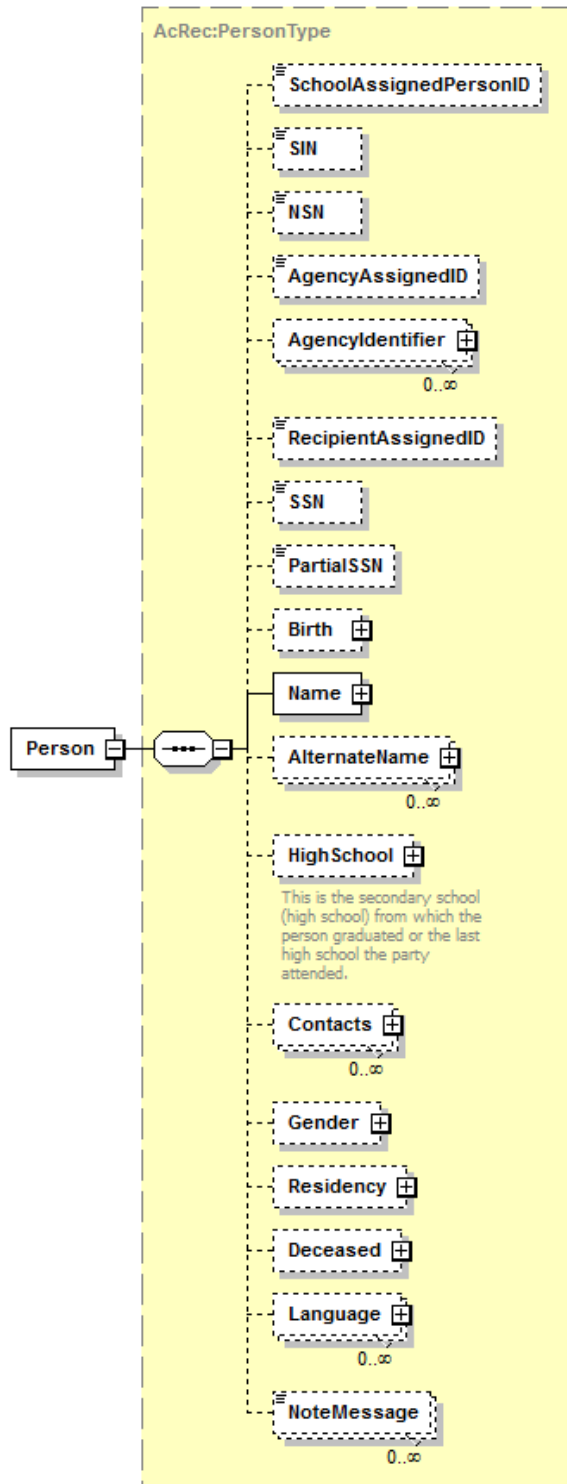
  </Person>
  <RequestorReceiverOrganization>

  </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 maxOcc 1 minLength 1 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 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 maxOcc 1 minLength 1 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 maxOcc 1 minLength 1 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 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 maxOcc 1 minLength 1 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} minOcc 0 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} minOcc 0 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
				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 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 Repeatable	Any other names by which the person may be known	Not Recommended	minOcc 0 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 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 Repeatable	Contact information for the person	Not Recommended	minOcc 0 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 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 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 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 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 maxOcc ∞
NoteMessage	Optional Repeatable	Additional information about the person	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Student.Person (Continued)

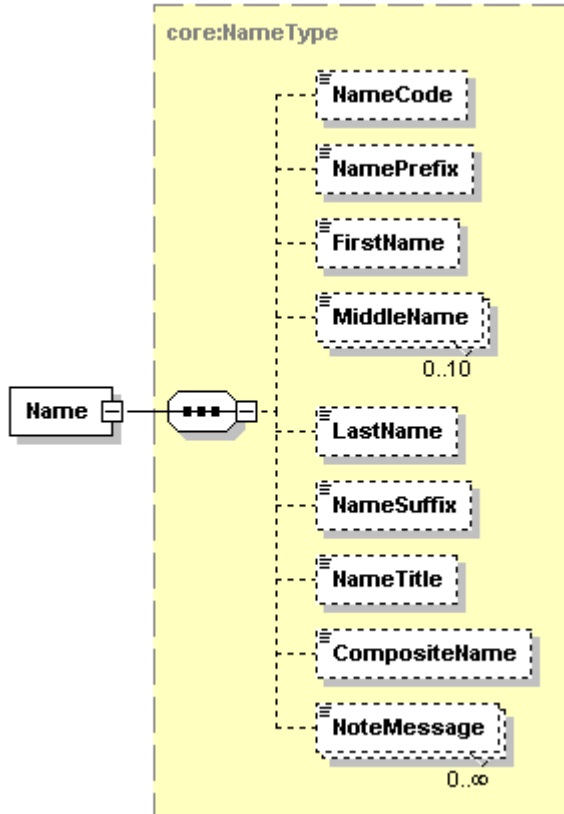
Code illustration:

```
<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 maxOcc 1 Enumerations: Casual Formal Former LawSchoolApplication Source Legal MedicalSchoolApplicat ionSource Nickname Other
NamePrefix	Optional	An honorific, title or form of address that precedes the name.	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
FirstName	Optional	The first name of the person, usually given at birth, baptism, or during, another ceremony, or through legal change	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35

Tag Name	Schema Use	Description	Recommended Use	Format
MiddleName	Optional 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 maxOcc 10 minLength 1 maxLength 35
LastName	Optional	The last name or surname by which a person is legally known	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35
NameSuffix	Optional	The expression of an individual's generation within a family.	Not Recommended	minOcc 0 maxOcc 1 Enumeration: JR SR I II III IV
NameTitle	Optional	An honorific, title or credential that follows the name.	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
CompositeName	Optional	The full name of the person in Last NameSuffix, First Middle order; comma after last name or NameSuffix	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 45
NoteMessage	Optional Repeatable	Additional information about the student name	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 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.

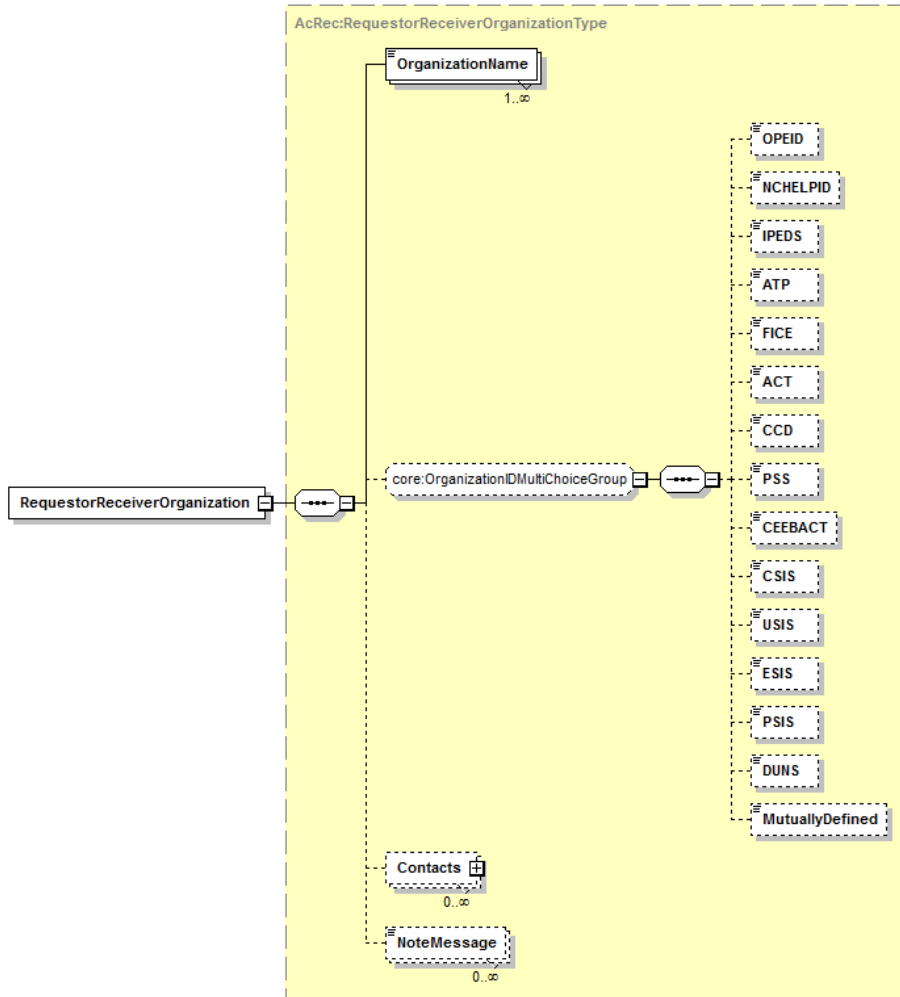
Code illustration:

```

<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 maxOcc 1 minLength 1 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 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 maxOcc 1 minLength 3 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 maxOcc 1 minLength 3 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 Integrated Postsecondary Education Data System for each postsecondary data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 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 maxOcc 1 minLength 6 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 National Center for Education Statistics for each postsecondary data exchange partner	Not Recommended	minOcc 0 maxOcc 1 minLength 6 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 maxOcc 1 minLength 4 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 maxOcc 1 minLength 12 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 maxOcc 1 minLength 8 maxLength 8
Comment: Since this information is already included in the Transmission Data, it is recommended that it not be duplicated here..				

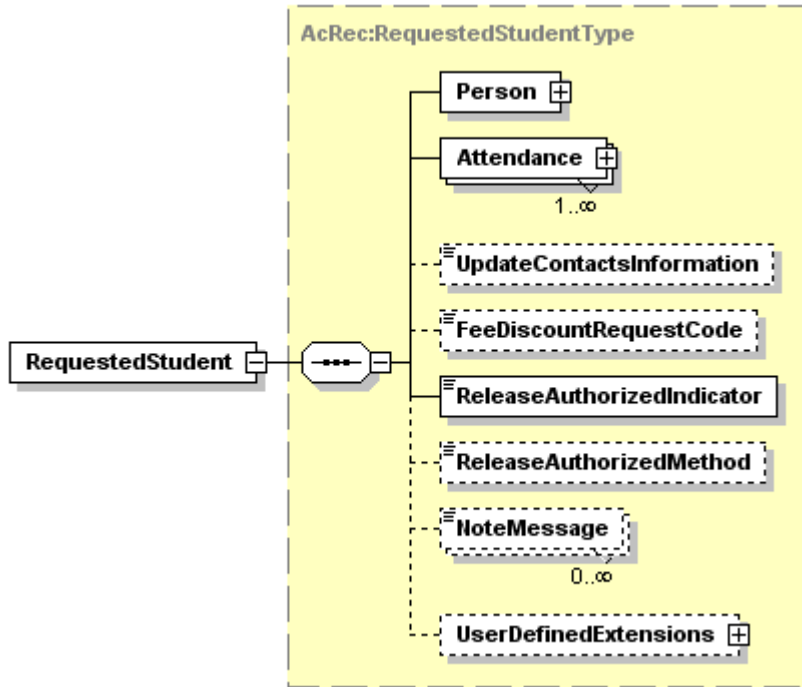
Tag Name	Schema Use	Description	Recommended Use	Format
CEEBACT	Optional choice	The unique identifier assigned by the College Entrance Examining Board and ACT for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Since this information is already included in 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 6 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 maxLength 1 minLength 8 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 maxLength 1 minLength 8 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 maxOcc 1 minLength 9 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 maxOcc 1 minLength 1 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 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 maxOcc ∞ minLength 1 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 maxOcc 1
Comment: Information about this complex data element will be expanded on page 55 which follows in this Guide.				
Attendance	Required Repeatable	Information about current or previous schools attended, dates attended and awards received	Required	minOcc 1 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 maxOcc 10 Enumerations: NoUpdate 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 maxOcc 1 Enumerations: FinancialHardship FirstTranscriptRequest ed PrepaidFee
ReleaseAuthorizedIndicator	Required	An indicator that the requestor has a proper authorization from the student to release the transcript	Required	minOcc 1 maxOcc 1 True/False indicator.
Comment: If the requesting school has a release signed by the student, then the value of "True" should be sent; otherwise, send a value of "False"				

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

Code illustration:

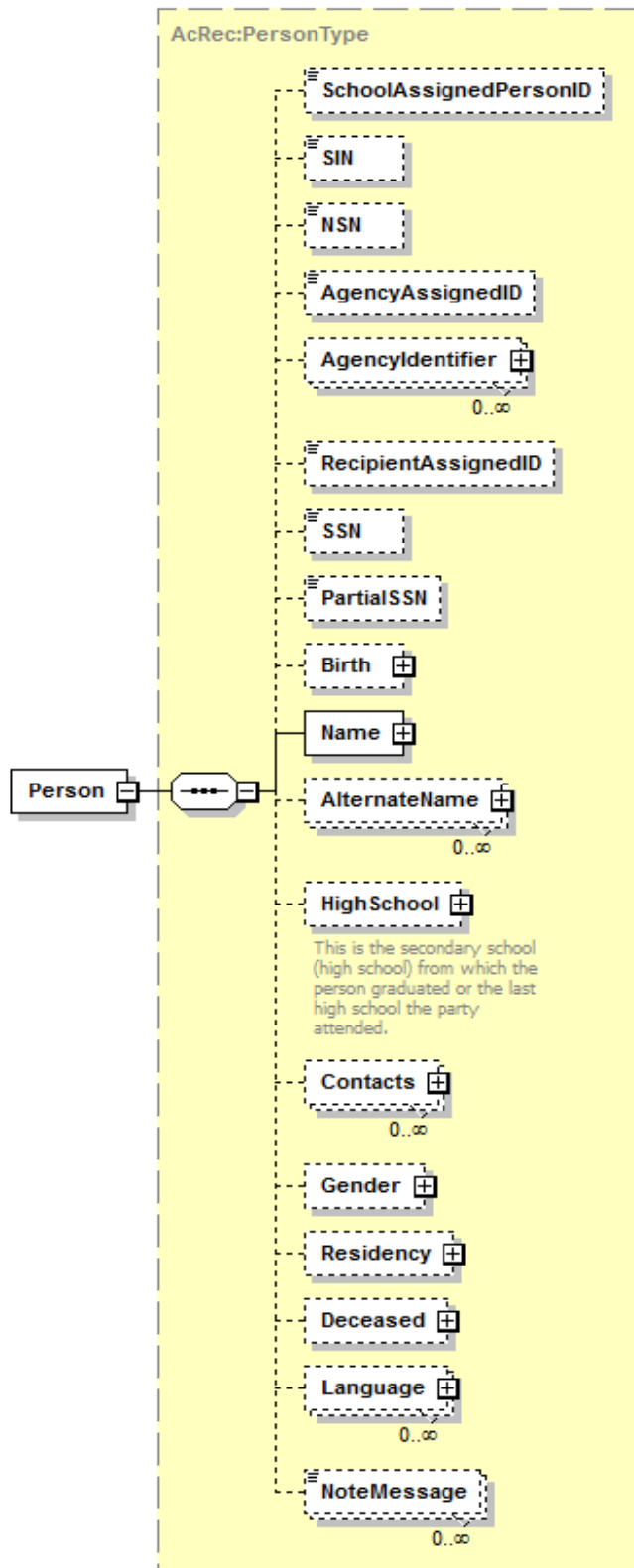
```

<RequestedStudent>
  <Person>

  </Person>
  <Attendance>

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

Request.RequestedStudent.Person



Request.RequestedStudent.Person (Continued)

Tag Name	Schema Use	Description	Recommended Use	Format
SchoolAssignedPersonID	Optional	School Assigned Identifier Type	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 20
Comment: This is the student ID assigned by the sending school (that is requesting the transcript) for the student whose transcript is being requested.				
SIN	Optional	The person's Canadian Social Insurance Number	Optional	minOcc 0 maxOcc 1
Comment: This is recommended for Canadian students whose transcript is being requested, but will not normally be included for students attending US schools.				
NSN	Optional	The person's Canadian National Student Number	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 30
Comment: This is recommended for Canadian students whose transcript is being requested, but will not normally be included for students attending US schools.				
AgencyAssignedID	Optional	The ID assigned by the state or an agency, to the person	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
Comment: This 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.				
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 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 maxOcc 1 minLength 1 maxLength 20
Comment: This would be the student's ID at the school from which the transcript is being requested. If this number is available, it would certainly assist the school receiving the transcript request in providing the requested transcript.				
SSN	Optional	The person's US Social Security Number	Recommended	Pattern \d{9} minOcc 0 maxOcc 1
Comment: This would certainly assist the school receiving the transcript 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} minOcc 0 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. 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
				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 maxOcc 1
Comment: This complex data element will be expanded on page 63.				

Tag Name	Schema Use	Description	Recommended Use	Format
AlternateName	Optional Repeatable	Any other names by which the person may be known	Recommended	minOcc 0 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 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 SSN is not provided.				
Contacts	Optional Repeatable	Contact information for the person	Optional	minOcc 0 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 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 SSN is not being sent.				
Residency	Optional	Residency of the person	Not Recommended	minOcc 0 maxOcc 1
Comment: It is unlikely that this information would be helpful to the school receiving the request.				
Deceased	Optional	Information related to a person's death	Not Recommended	minOcc 0 maxOcc 1
Comment: If this information were known, it is unlikely that the transcript would be requested. If the transcript is being requested, it is unlikely that receiving this information in this manner would be helpful to the school receiving the request.				
Language	Optional Repeatable	Information 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 maxOcc ∞
Comment: It is unlikely that this information would be helpful to the school receiving this request for the transcript.				
NoteMessage	Optional Repeatable	Additional information about the person whose transcript is being requested	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 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>

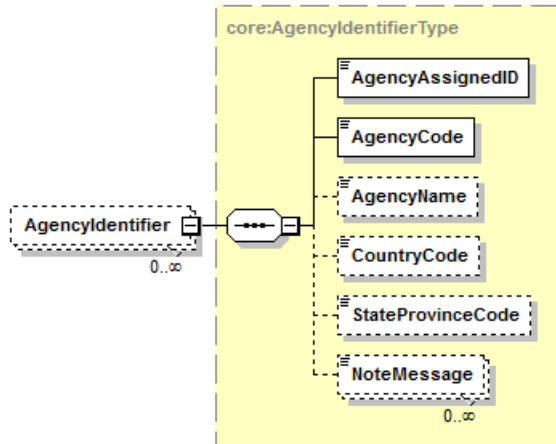
  </HighSchool>
  <Contacts>

  </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.



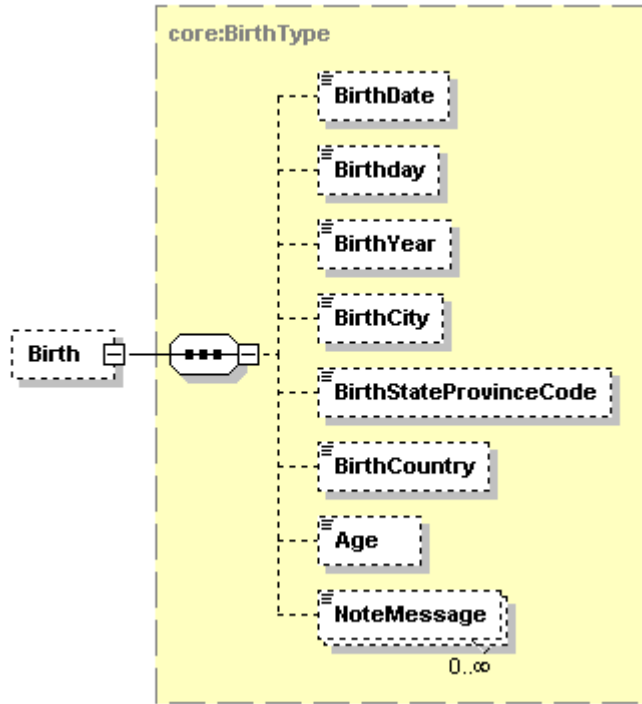
Tag Name	Schema Use	Description	Recommended Use	Format
AgencyAssignedID	Required	This is the student identification number assigned by an agency, other than the school, for the student	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 30
AgencyCode	Required	The type of agency that assigned the student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

Student.Person.AgencyIdentifier (Continued)

Code illustration:

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


Request.RequestedStudent.Person.Birth



Tag Name	Schema Use	Description	Recommended Use	Format
BirthDate	Optional	Date of Birth	Recommended	minOcc 0 maxOcc 1 xs:date 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 maxOcc 1 xs:gMonthDay 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 maxOcc 1 g:Year where Format is ccyy
BirthCity	Optional	The city where the student was born	Optional	minOcc 0 maxOcc 1 minLength 1 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 maxOcc 1 See Appendix A

Tag Name	Schema Use	Description	Recommended Use	Format
BirthCountry	Optional	The country in which the student was born	Optional	minOcc 0 maxOcc 1 See Appendix B1 or B2
Age	Optional	The age of the student at the time the record (transcript) was created	Not Recommended	minOcc 0 maxOcc 1 xs:positiveinteger
NoteMessage	Optional Repeatable	Additional information about Birth	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Comment: Sending of this information about the birth may assist in identifying the student especially if the SSN is not included.

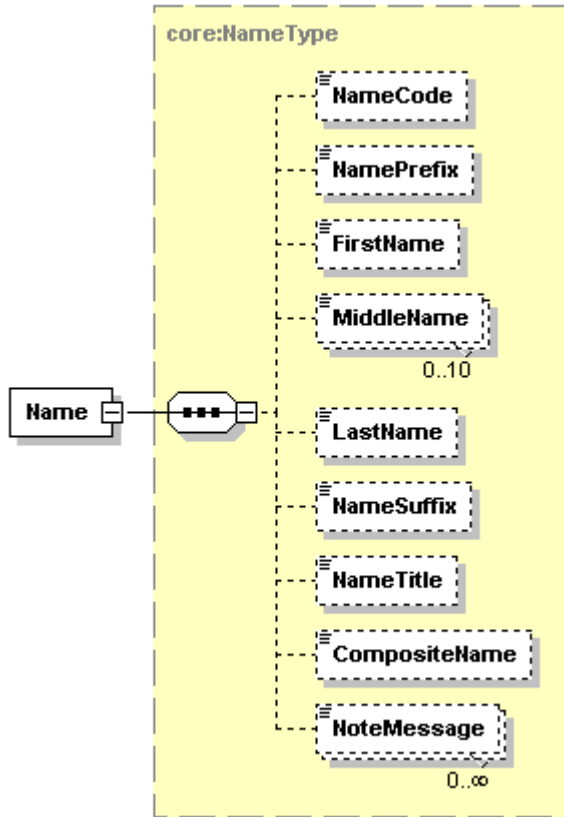
Request.RequestedStudent.Person.Birth (Continued)

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 maxOcc 1 Enumeration: Casual Formal Former LawSchoolApplication Source Legal MedicalSchoolApplicat ionSource Nickname Other
NamePrefix	Optional	An honorific, title or form of address that precedes the name.	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
FirstName	Optional	The first name of the person, usually given at birth, baptism, or during another ceremony, or through legal change	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35
MiddleName	Optional Repeatable	A secondary name of the person, usually given at birth, baptism, or during another naming ceremony or through legal change	Recommended	minOcc 0 maxOcc 10 minLength 1 maxLength 35

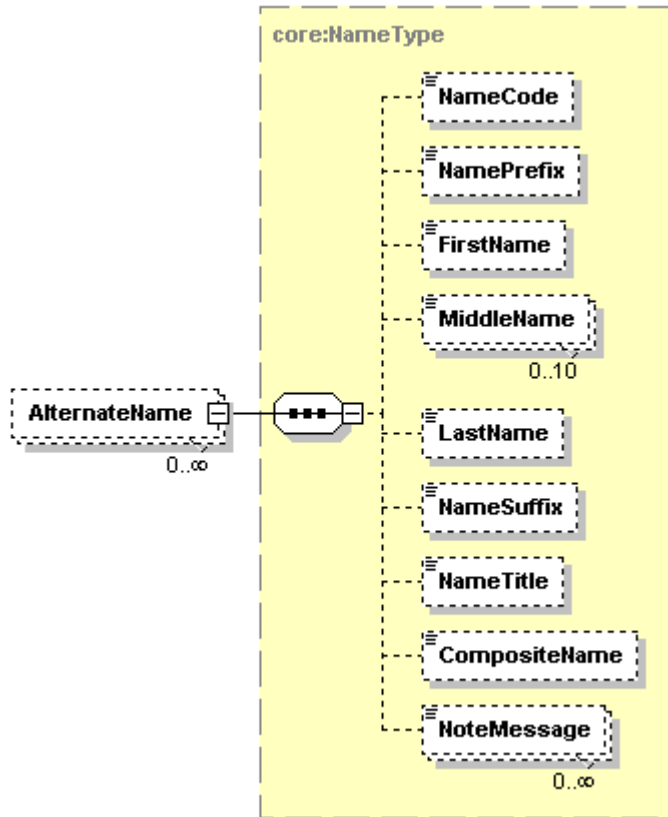
Tag Name	Schema Use	Description	Recommended Use	Format
LastName	Optional	The last name or surname by which a person is legally known	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35
NameSuffix	Optional	The expression of an individual's generation within a family.	Recommended	minOcc 0 maxOcc 1 Enumeration: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

Code illustration:

```

<Name>
  <NameCode>Legal</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 maxOcc 1 Enumeration: Casual Formal Former LawSchoolApplication Source Legal MedicalSchoolApplicat ionSource Nickname Other
NamePrefix	Optional	An honorific, title or form of address that precedes the name.	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 30
FirstName	Optional	The first name of the person, usually given at birth, baptism, or during, another ceremony, or through legal change	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35
MiddleName	Optional Repeatable	A secondary Name of the person, usually given at birth, baptism, or during another naming ceremony or through legal change	Recommended	minOcc 0 maxOcc 10 minLength 1 maxLength 35

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

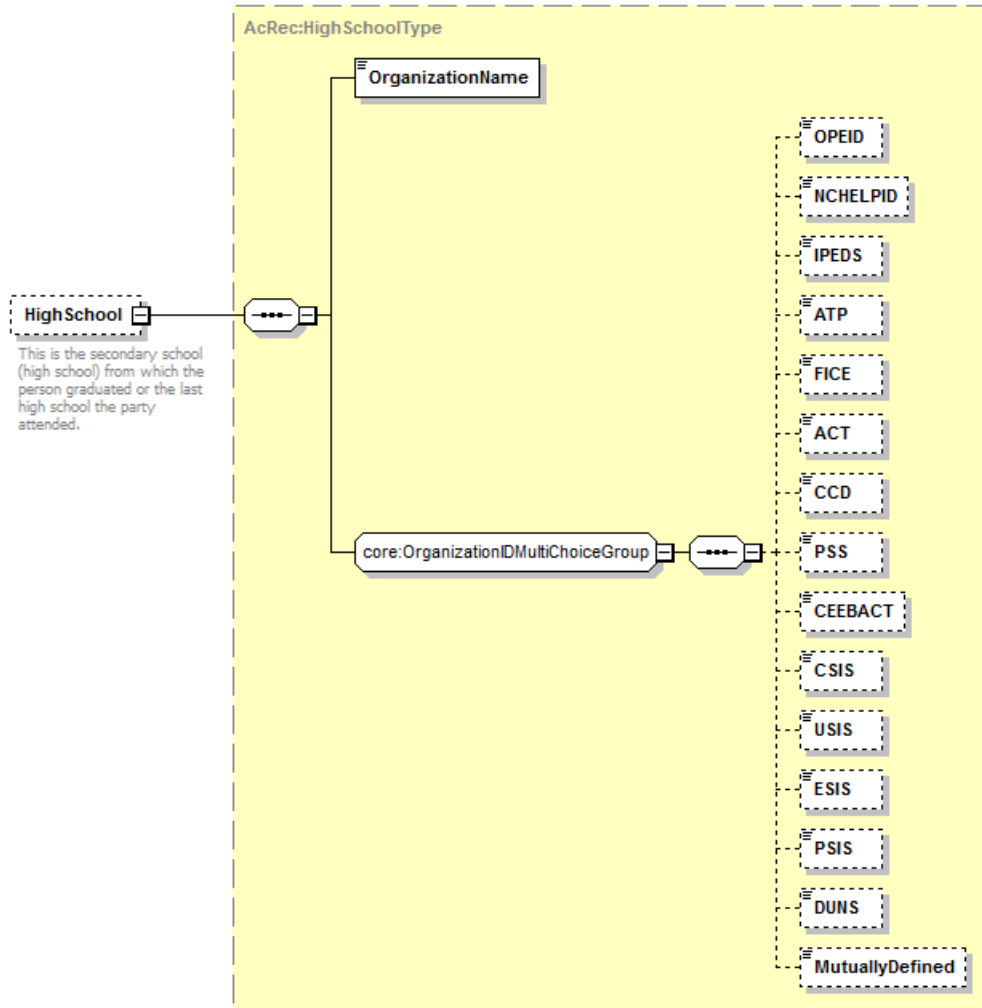
Code illustration:

```

<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 maxOcc 1 minLength 1 maxLength 60
Comment: This is the name of the high school that the student last attended.				
[OrganizationIDMultiChoice Group]	Optional	Allowable Organization IDs – Multiple Choices Allowed	Optional	minOcc 0 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 maxOcc 1 minLength 3 maxLength 8
Comment: The OPEID would not be an appropriate choice to identify a high school..				

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

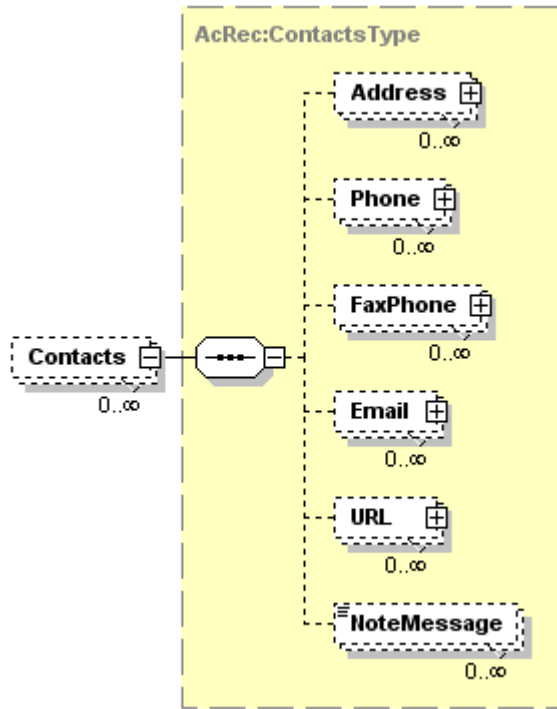
Tag Name	Schema Use	Description	Recommended Use	Format
USIS	Optional choice	The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Since this a code set only used in Canada for postsecondary schools, it is not a recommended choice.				
ESIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: Since this a code set only used in Canada for postsecondary schools, it is not a recommended choice.				
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 maxOcc 1 minLength 8 maxLength 8
Comment: This would not be a suitable choice for a high 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 maxOcc 1 minLength 9 maxLength 9
Comment: Since this is a code set for business and other organizational entities, it would not be a recommended choice 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 maxOcc 1 minLength 1 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 Repeatable	This is a combined Address Group for a choice between Domestic or International	Not Recommended	minOcc 0 maxOcc ∞
Phone	Optional Repeatable	Phone number(s) for the student	Not Recommended	minOcc 0 maxOcc ∞
FaxPhone	Optional Repeatable	Fax number(s) for the student	Not Recommended	minOcc 0 maxOcc ∞
Email	Optional Repeatable	Email address(es) for the student	Not Recommended	minOcc 0 maxOcc ∞
URL	Optional Repeatable	Personal URL(s) on record for the student	Not Recommended	minOcc 0 maxOcc ∞
NoteMessage	Optional Repeatable	Additional information about the Contacts for the student	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

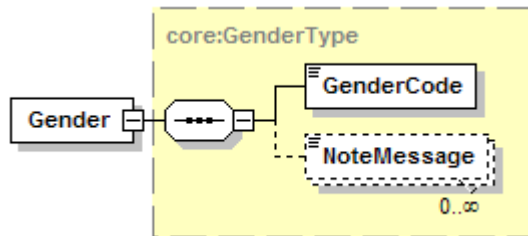
Comment: It is not felt that contact information for the student would be very helpful to the school receiving the transcript request, although address might assist in identifying the correct student if the SSN is not included.

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.

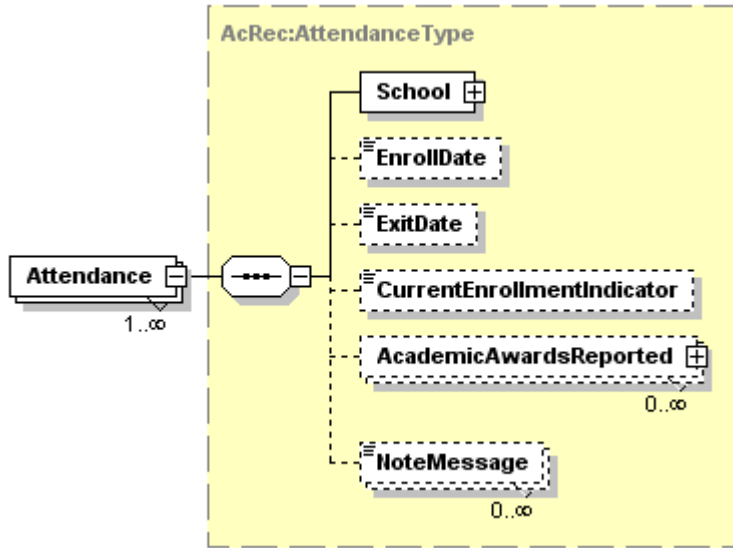


Tag Name	Schema Use	Description	Recommended Use	Format
GenderCode	Required	The gender of the Student	Required	minOcc 1 maxOcc 1 Enumerations: Female Male Unreported
NoteMessage	Optional Repeatable	Additional information about Gender	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

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

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 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 0 maxOcc 1 xs:date Format is ccyy-mm-dd
ExitDate	Optional	The date the student last attended this school	Recommended	minOcc 0 maxOcc 1 xs:date Format is ccyy-mm-dd
CurrentEnrollmentIndicator	Optional	An indicator to be used if the student is thought to be currently enrolled in this school	Recommended	minOcc 0 maxOcc 1 True or False
Comment: If it is thought that the student is currently enrolled at this school, then the value "True" should be sent. If not, this data element would not be included.				
AcademicAwardsReported	Optional Repeatable	Academic awards earned at this school	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 79 which follows in this Guide.				
NoteMessage	Optional Repeatable	Additional information about the schools at which the student has or is enrolled	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: This complex data element "Attendance" is required and can be included multiple times, once for each school previously attended. However, the most important school to include is the school to which this transcript request is being sent.				

Request.RequestedStudent.Attendance (Continued)

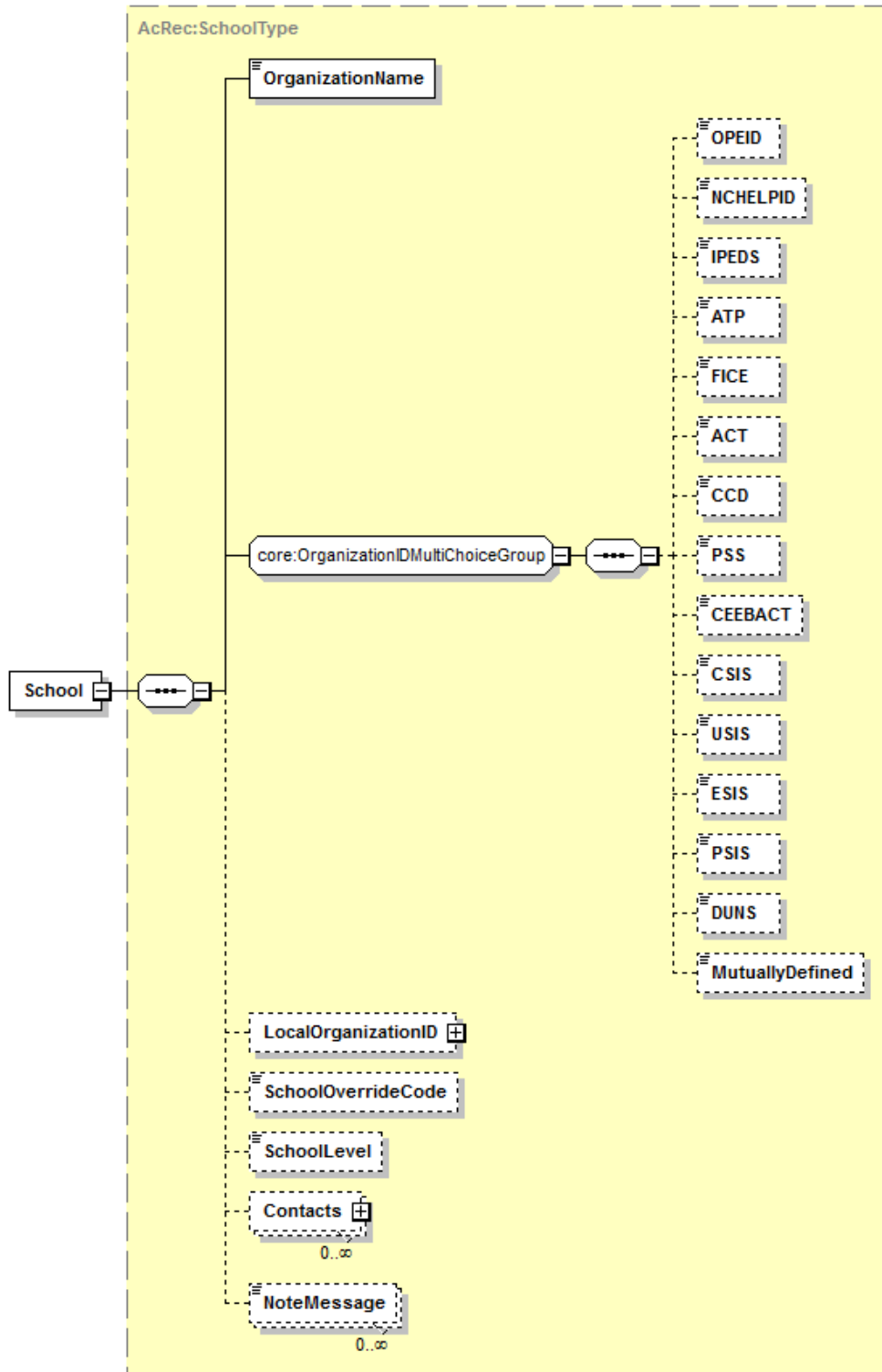
Code illustration:

```
<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 maxOcc 1 minLength 1 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 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 maxOcc 1 minLength 3 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 maxOcc 1 minLength 3 maxLength 8
Comment: The NCHELPID would not be an appropriate choice in this case.				
IPEDS	Optional choice	The unique identifier for Integrated Postsecondary Education Data System assigned by the National Center for Education Statistics for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: The IPEDS code would be an appropriate choice for the postsecondary school in the US at which the student was previously or currently enrolled.				
ATP	Optional choice	The unique identifier for the Admissions Testing Program assigned by the College Board for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: The ATP code would be an appropriate choice for the postsecondary school at which the student was previously or currently enrolled.				
FICE	Optional choice	The unique identifier once maintained for the Federal Interagency Committee on Education by the National Center for Education Statistics for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Although the FICE code set is still widely used by many postsecondary institutions, it has not been maintained by NCES or anyone else since late in the last century. Therefore, codes for new institutions created since then, have been locally assigned and cannot be relied upon. However, since this code set is still widely used by older schools, it is an appropriate choice 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 maxOcc 1 minLength 4 maxLength 4
Comment: The ACT code would be an appropriate choice for the postsecondary school at which the student was previously or currently enrolled.				

Tag Name	Schema Use	Description	Recommended Use	Format
CCD	Optional choice	The unique identifier assigned by National Center for Education Statistics as the Common Core of Data for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 12 maxLength 12
Comment: The CCD code would be an appropriate choice for the high school 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 maxOcc 1 minLength 8 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 maxOcc 1 minLength 6 maxLength 6
Comment: The CEEBACT code would be an appropriate choice for the high school at which the student was previously or currently enrolled.				
CSIS	Optional choice	The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Since this is a code set only used in Canada, 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 maxOcc 1 minLength 6 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 maxOcc 1 minLength 8 maxLength 8
Comment: Since this a code set only used in Canada, it is not a recommended choice for schools in the US.				
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 maxOcc 1 minLength 8 maxLength 8
Comment: Since this a code set only used in Canada, it is not a recommended choice for schools in the US. 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 maxOcc 1 minLength 9 maxLength 9
Comment: Since this is a code set for business and other organizational entities, it would not normally be used by educational institutions.				
MutuallyDefined	Optional choice	A code set that is mutually agreed upon in advance by the participating trading partners	Optional choice	minOcc 0 maxOcc 1 minLength 1 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 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 maxOcc 1 Enumerations: Coop Institutional Internship Multicampus Reciprocal StudyAbroad 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 maxOcc 1 Enumerations: Elementary HighSchool JuniorHigh Middle Other Postsecondary Secondary
Comment: If this information is readily available, it might be included.				
Contacts	Optional Repeatable	To identify a person or an office at the sending school to which administrative communications should be directed	Not Recommended	minOcc 0 maxOcc ∞
Comment: This 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 Repeatable	Additional information about the school requesting the transcript	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

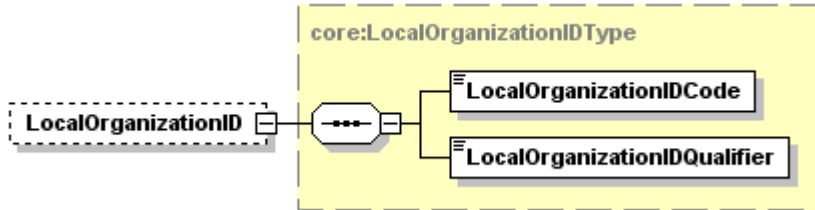
```

<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.

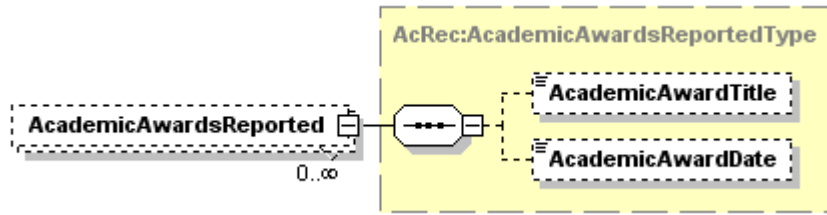


Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationIDCode	Required	The code assigned for the receiving school by the state, province or other mutually defined agency specified in the Local Organization ID Qualifier that follows.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35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

Code illustration:

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

Request.RequestedStudent.Attendance. AcademicAwardsReported



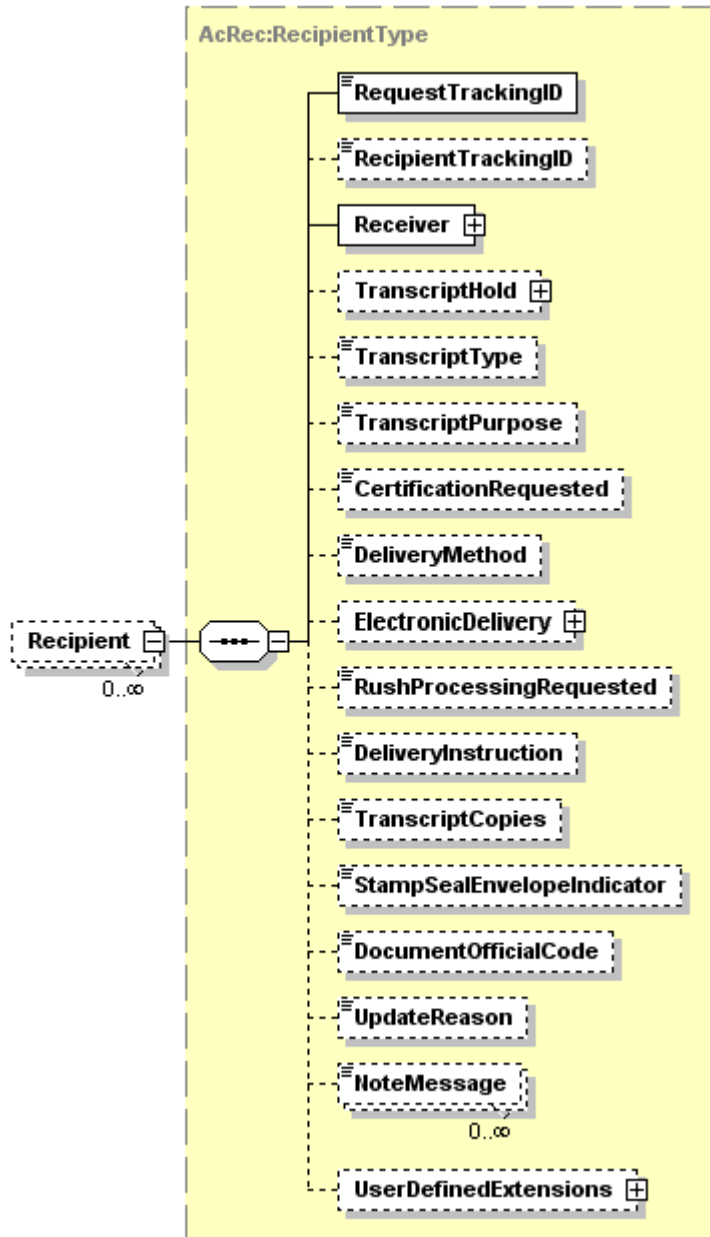
Tag Name	Schema Use	Description	Recommended Use	Format
AcademicAwardTitle	Optional	This is the title of the award earned by the student at this school at which the student was previously or currently enrolled.	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 400
AcademicAwardDate	Required	This is the date on which the award was earned or conferred.	Required	minOcc 0 maxOcc 1 xs:date Format is ccy-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 maxOcc 1 minLength 1 maxLength 35
<i>Comment: This is required by the schema only if the optional complex data element Request.Recipient is included.</i>				
RecipientTrackingID	Optional	This is the tracking ID assigned by the recipient	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 35
<i>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.</i>				
Receiver	Required	This is the ultimate receiver of the student transcript.	Required	minOcc 1 maxOcc 1
<i>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.</i>				
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 maxOcc 1
<i>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.</i>				
TranscriptType	Optional	This is the type of academic work requested to include on the requested transcript	Not Recommended	minOcc 0 maxOcc 1 Enumerations: Complete Dental Graduate Health Law Management Medical Pharmacy Undergraduate
<i>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.</i>				

Tag Name	Schema Use	Description	Recommended Use	Format
TranscriptPurpose	Optional	The ultimate use for the transcript being requested	Not Recommended	minOcc 0 maxOcc 1 Enumerations: Admission AdmissionRegistrar AdmissionService CertificationLicensure Employment GraduateAdmissions LawSchoolAdmissions MedicalSchoolAdmissions Other Registrar Scholarship ScholarshipGrantFellowship Self SelfManagedPackage Transfer 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
				maxOcc 1
				minLength 0
				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 maxOcc 1 Enumerations: Electronic Express ExpressCanadaMexico ExpressInternational ExpressUnitedStates Fax FaxExpress FaxMail FaxOvernight HoldForPickup Mail 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 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 maxOcc 1 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 maxOcc 1 minLength 0 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 maxOcc 1 Valid range is 1 to 99
<i>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.</i>				
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 maxOcc 1 This is a True or False value
<i>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.</i>				
DocumentOfficialCode	Optional	This allows the requestor to specify if an official or unofficial transcript is being requested	Not Recommended	minOcc 0 maxOcc 1 Enumerations: Official Unofficial
<i>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.</i>				
UpdateReason	Optional	The reason that an updated transcript is being requested	Not Recommended	minOcc 0 maxOcc 1 Enumerations: Cancelled Duplicate Revised
<i>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.</i>				
NoteMessage	Optional Repeatable	Additional information about the recipient	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 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 maxOcc 1
<i>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.+</i>				

Code illustration:

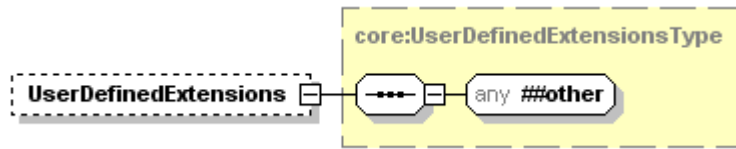
```

<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 Schema for Use by Schools to Request a Student Transcript

Appendix A State and Province Codes 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 State and Province Codes 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:v1.1.0
TranscriptRequest_v1.1.0.xsd" xmlns:n2="http://www.altova.com/samplexml/other-namespaces"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:ns1="urn:org:pesc:message:TranscriptRequest:v1.1.0">
  <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>
      </AlternateName>
    </Person>
  </RequestedStudent>
</ns1:Request>
</ns1:TranscriptRequest>

```

```
        <FirstName>JANE</FirstName>
        <MiddleName>B</MiddleName>
        <LastName>aBOE</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.