

# 147

## Response to Request for Student Educational Record (Transcript)

### Functional Group=RZ

This Draft Standard for Trial Use contains the format and establishes the data contents of a Response to Request for Student Educational Record (Transcript) Transaction Set (147) within the context of an Electronic Data Interchange (EDI) environment. This transaction set is used to advise the requesting institution regarding when the record will be sent or why it will not be sent.

#### Heading (Table 1):

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>	
010	ST	Transaction Set Header	M	1			Must use	2	
020	BGN	Beginning Segment	M	1			Must use	3	
030	AAA	Request Validation	M	1		N1/030	Must use	5	
040	REF	Reference Identification (Student/Request Identification Numbers)	M	10		N1/040	Must use	6	
050	PWK	Paperwork	O	1			Used	8	
060	NTE	Note/Special Instruction	O	15			Used	10	
<b>LOOP ID - N1</b>					<b>2</b>				
070	N1	Name (Sending/Receiving Institution)	M	1		N1/070	Must use	11	
080	N2	Additional Name Information	O	1			Used	13	
090	N3	Address Information (Street Address of Sending/Receiving Institution)	O	1			Used	14	
100	N4	Geographic Location	O	1			Used	15	
110	PER	Administrative Communications Contact	O	1			Used	16	
<b>LOOP ID - IN1</b>					<b>15</b>				
120	IN1	Individual Identification	M	1		N1/120	Must use	18	
130	IN2	Individual Name Structure Components	M	10			Must use	20	
140	SE	Transaction Set Trailer	M	1			Must use	21	

#### Notes:

- 1/030 The AAA segment is used to indicate why the requested record is not being sent.
- 1/040 The REF segment contains the student identification numbers. In addition, one occurrence is used to send back the requestor's transaction set reference number.
- 1/070 The N1 loop identifies the sending and receiving institutions.
- 1/120 The IN1 loop indicates the name of the student.

# ST Transaction Set Header

<b>Pos: 010</b>	<b>Max: 1</b>
<b>Heading - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elms: 2</b>

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	<b>Transaction Set Identifier Code</b> <b>Description:</b> Code uniquely identifying a Transaction Set <u>Code NAME</u> 147 Response to Request for Student Educational Record (Transcript)	M	ID	3/3	Must use
ST02	329	<b>Transaction Set Control Number</b> <b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <b>Note to User:</b> This is the identifying control number assigned and maintained by the sender of the transaction set. This value is assigned by the sender in such a way that it is unique to the transaction being sent. This value must match that in data element SE02. It should be returned in AK202 of TS997 (Functional Acknowledgment).	M	AN	4/9	Must use

## Semantics:

- The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

# BGN Beginning Segment

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elms: 9

To indicate the beginning of a transaction set

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
BGN01	353	<p><b>Transaction Set Purpose Code</b>  <b>Description:</b> Code identifying purpose of transaction set  <b>Code NAME</b>                      01 Cancellation                      06 Confirmation                      10 Not Found                      12 Not Processed                      18 Reissue                      21 On Hold                      22 Information Copy                      27 Verify                      44 Rejection                      48 Suspended</p>	M	ID	2/2	Must use
BGN02	127	<p><b>Reference Identification</b>  <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier  <b>Note to User:</b> This transaction is only sent after receiving a TS146 (Request for Student Educational Record (Transcript)) which cannot be honored. The acknowledgment process for the TS146 requires that the value of this element be the same as the ST02/SE02 Transaction Set Control Number of the TS146. Therefore, in this context, the data must have a minimum length of 4 and a maximum length of 9 characters.</p>	M	AN	1/30	Must use
BGN03	373	<p><b>Date</b>  <b>Description:</b> Date expressed as CCYYMMDD.  <b>Note to User:</b> This is the date the transaction was originated by the sender.</p>	M	DT	8/8	Must use
BGN04	337	<p><b>Time</b>  <b>Description:</b> Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)  <b>Note to User:</b> This is the time the transaction was originated by the sender.</p>	X	TM	4/8	Used
BGN05	623	<p><b>Time Code</b>  <b>Description:</b> Code identifying the time.  <b>Note to User:</b> This indicates the time zone or type of time in BGN04.  <b>Code NAME</b></p>	O	ID	2/2	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		AD Alaska Daylight Time AS Alaska Standard Time AT Alaska Time CD Central Daylight Time CS Central Standard Time CT Central Time ED Eastern Daylight Time ES Eastern Standard Time ET Eastern Time GM Greenwich Mean Time HD Hawaii-Aleutian Daylight Time HS Hawaii-Aleutian Standard Time HT Hawaii-Aleutian Time LT Local Time MD Mountain Daylight Time MS Mountain Standard Time MT Mountain Time ND Newfoundland Daylight Time NS Newfoundland Standard Time NT Newfoundland Time PD Pacific Daylight Time PS Pacific Standard Time PT Pacific Time TD Atlantic Daylight Time TS Atlantic Standard Time TT Atlantic Time UT Universal Time Coordinate				
<b>BGN06</b>	<b>127</b>	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	<b>O</b>	<b>AN</b>	<b>1/30</b>	<b>Not used</b>
<b>BGN07</b>	<b>640</b>	<b>Transaction Type Code</b> <b>Description:</b> Code specifying the type of transaction	<b>O</b>	<b>ID</b>	<b>2/2</b>	<b>Not used</b>
<b>BGN08</b>	<b>306</b>	<b>Action Code</b> <b>Description:</b> Code indicating type of action	<b>O</b>	<b>ID</b>	<b>1/2</b>	<b>Not used</b>
<b>BGN09</b>	<b>786</b>	<b>Security Level Code</b> <b>Description:</b> Code indicating the level of confidentiality assigned by the sender to the information following	<b>O</b>	<b>ID</b>	<b>2/2</b>	<b>Not used</b>

**Syntax:**

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

**Semantics:**

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

# AAA Request Validation

Pos: 030	Max: 1
Heading - Mandatory	
Loop: N/A	Elms: 4

To specify the validity of the request and indicate follow-up action authorized

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
AAA01	1073	<b>Yes/No Condition or Response Code (Original Request was Valid)</b> <b>Description:</b> Code indicating a Yes or No condition or response <b>Note to User:</b> If the original request (Transaction Set 146) was appropriate (requesting a postsecondary transcript from a postsecondary institution, etc.), then this would be considered a valid request. <u>Code NAME</u> N No Y Yes	M	ID	1/1	Must use
AAA02	559	<b>Agency Qualifier Code</b> <b>Description:</b> Code identifying the agency assigning the code values	O	ID	2/2	Not used
AAA03	901	<b>Reject Reason Code</b> <b>Description:</b> Code assigned by issuer to identify reason for rejection <b>Note to User:</b> This indicates why the requested student record cannot or will not be sent. <u>Code NAME</u> E1 Requested Record Will Not Be Sent; Cannot Identify the Record E2 Requested Record Will Not Be Sent; Need Student or Parent Permission E3 Requested Record Will Not Be Sent E4 Requested Record Will Not Be Sent; Never Enrolled E5 Requested Record Will Not Be Sent; No Degree Awarded E6 Requested Record Will Not Be Sent; No Grades Posted E7 Requested Record Cannot Be Sent Electronically; Record Resides in Paper Format only which Will Be Sent by Mail	O	ID	2/2	Used
AAA04	889	<b>Follow-up Action Code</b> <b>Description:</b> Code identifying follow-up actions allowed <u>Code NAME</u> W Please Wait 30 Days and Resubmit X Please Wait 10 Days and Resubmit Y Do Not Resubmit; We Will Hold Your Request and Respond Again Shortly	O	ID	1/1	Used

## Semantics:

- AAA01 designates whether the request is valid or invalid. Code "Y" indicates that the code is valid; code "N" indicates that the code is invalid.

## Comments:

- If AAA02 is used, AAA03 contains a code from an industry code list.

# REF Reference Identification (Student/Request Identification Numbers)

Pos: 040 Max: 10  
 Heading - Mandatory  
 Loop: N/A Elems: 4

To specify identifying information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Ma</u> <u>x</u>	<u>Usage</u>
REF01	128	<p><b>Reference Identification Qualifier</b>  <b>Description:</b> Code qualifying the Reference Identification  <b>Note to User:</b> This is the type of student identification number transmitted in the original request for student record TS 146..</p> <p><b>Code NAME</b>                      28 Employee Identification Number                      30 United States Government Visa Number                      48 Agency's Student Number. This is the number assigned by an agency other than the institution sending the record.                      49 Family Unit Number                      4A Personal Identification Number (PIN)                      50 State Student Identification Number                      56 Corrected Social Security Number                      57 Prior Incorrect Social Security Number                      C0 Canadian Social Insurance Number                      F8 Original Reference Number                      LR Local Student Identification Number                      MV Migrant Number                      SY Social Security Number</p>	M	ID	2/3	Must use
REF02	127	<p><b>Reference Identification</b>  <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier  <b>Note to User:</b> This is the student identification number or the reference number from the original request for student record TS146.</p>	X	AN	1/30	Used
REF03	352	<p><b>Description</b>  <b>Description:</b> A free-form description to clarify the related data elements and their content  <b>Note to User:</b> This is free-form text description of the student identification number if it was sent in the original request for student record TS146.</p>	X	AN	1/80	Used
REF04	C040	<p><b>Reference Identifier</b>  <b>Description:</b> To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier</p>	O	Comp		Not used

**Syntax:**

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

**Semantics:**

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

**Note to User:**

At least one occurrence of the REF segment is required to reflect data received in the TS146 to which the TS147 is a response. One occurrence of the REF segment returns the value received in the BGN02 as the Original Reference Number (REF01='F8'). Additional occurrences may be transmitted reflecting exact duplicates (exclusive of element and segment separators) of as many REF segments received as is deemed necessary for positive identification of the request.

# PWK Paperwork

Pos: 050	Max: 1
Heading - Optional	
Loop: N/A	Elms: 9

To identify the type or transmission or both of paperwork or supporting information

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Ma</u> <u>x</u>	<u>Usage</u>
PWK01	755	<b>Report Type Code</b> <b>Description:</b> Code indicating the title or contents of a document, report or supporting item <u>Code</u> <u>NAME</u> ST Student Educational Record (Transcript)	M	ID	2/2	Must use
PWK02	756	<b>Report Transmission Code</b> <b>Description:</b> Code defining timing, transmission method or format by which reports are to be sent <u>Code</u> <u>NAME</u> BM By Mail BW Best Way (Sender's Option) EL Electronically Only FX By Fax	O	ID	1/2	Used
PWK03	757	<b>Report Copies Needed</b> <b>Description:</b> The number of copies of a report that should be sent to the addressee	O	N0	1/2	Not used
PWK04	98	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/2	Not used
PWK05	66	<b>Identification Code Qualifier</b> <b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)	X	ID	1/2	Not used
PWK06	67	<b>Identification Code</b> <b>Description:</b> Code identifying a party or other code	X	AN	2/20	Not used
PWK07	352	<b>Description</b> <b>Description:</b> A free-form description to clarify the related data elements and their content	O	AN	1/80	Not used
PWK08	C002	<b>Actions Indicated</b> <b>Description:</b> Actions to be performed on the piece of paperwork identified	O	Comp		Not used
PWK09	1525	<b>Request Category Code</b> <b>Description:</b> Code indicating a type of request	O	ID	1/2	Not used



**Syntax:**

P0506 -- If either PWK05 or PWK06 is present, then the other is required.

**Comments:**

1. PWK05 and PWK06 may be used to identify the addressee by a code number.
2. PWK07 may be used to indicate special information to be shown on the specified report.
3. PWK08 may be used to indicate action pertaining to a report.

**Note to User:**

This segment is used to indicate that the requested student record will be sent by a transmission method other than EDI.

# NTE Note/Special Instruction

Pos: 060	Max: 15
Heading - Optional	
Loop: N/A	Elms: 2

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

## Element Summary:

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

## Comments:

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

# N1

## Name (Sending/Receiving Institution)

<b>Pos: 070</b>	<b>Max: 1</b>
<b>Heading - Mandatory</b>	
<b>Loop: N1</b>	<b>Elms: 6</b>

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

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<p><b>Entity Identifier Code (Type of Sender or Receiver)</b>  <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual</p> <p><u>Code</u> <u>NAME</u>                      AS Postsecondary Education Sender                      AT Postsecondary Education Recipient                      KR Pre-kindergarten to Grade 12 Recipient                      KS Pre-kindergarten to Grade 12 Sender</p>	M	ID	2/3	Must use
N102	93	<p><b>Name (Institution Name)</b>  <b>Description:</b> Free-form name</p> <p><b>Note to User:</b> This is the free-form name of the institution or agency as commonly used. The N102 data element may be augmented by N2 data segments if the free-form name exceeds 60 characters. This information is redundant if valid codes are sent in N103 and N104.</p>	X	AN	1/60	Used
N103	66	<p><b>Identification Code Qualifier (Institution Code Qualifier)</b>  <b>Description:</b> Code designating the system/method of code structure used for Identification Code (67)</p> <p><b>Note to User:</b> A crosswalk table for code sets 71, 72, 73, 74, CB and CS is available on diskette from AACRAO at (202) 293-7383.</p> <p><u>Code</u> <u>NAME</u>                      71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics                      72 The College Board's Admission Testing Program (ATP)                      73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education                      74 American College Testing (ACT) list of postsecondary educational institutions.                      77 National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions                      78 The College Board and ACT 6 digit code list of secondary educational institutions                      CB Statistics Canada Canadian College Student Information System Institution Codes                      CS Statistics Canada University Student Information System University Codes</p>	X	ID	1/2	Used
N104	67	<p><b>Identification Code (Institution Code)</b>  <b>Description:</b> Code identifying a party or other code</p> <p><b>Note to User:</b> This is the institution code from the code set identified in N103.</p>	X	AN	2/80	Used

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

**Syntax:**

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

P0304 -- If either N103 or N104 is present, then the other is required.

**Comments:**

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

**Note to User:**

One iteration of this N1 loop describes the sender and the other describes the receiver. In each case it is recommended that in the N1 segment, N103 and N104 be used to identify the institution. If this is not possible, N102 is available for the free-form name of the institution.

# N2

## Additional Name Information

<b>Pos: 080</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N/A</b>	<b>Elms: 2</b>

To specify additional names or those longer than 35 characters in length

### Element Summary:

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

### Note to User:

This segment can be used to extend the institutional name in those cases where the free-form name exceeds 35 characters in length. It is recommended, however, that this segment not be used if there is a valid code in the N1 segment (N104) since it is probably redundant.

# N3

## Address Information (Street Address of Sending/Receiving Institution)

Pos: 090	Max: 1
Heading - Optional	
Loop: N/A	Elms: 2

To specify the location of the named party

### Element Summary:

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

# N4 Geographic Location

<b>Pos: 100</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N/A</b>	<b>Elms: 6</b>

To specify the geographic place of the named party

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	<b>City Name</b> <b>Description:</b> Free-form text for city name	O	AN	2/30	Used
N402	156	<b>State or Province Code</b> <b>Description:</b> Code (Standard State/Province) as defined by appropriate government agency <b>Note to User:</b> Refer to Appendix B for the complete code list.	O	ID	2/2	Used
N403	116	<b>Postal Code</b> <b>Description:</b> Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <b>Note to User:</b> For the United States, use ZIP codes as specified in the U.S. Postal Service Publication 65, Code Set A-5. This is available from the U.S. Postal Service, Washington, DC 20260.	O	ID	3/15	Used
N404	26	<b>Country Code</b> <b>Description:</b> Code identifying the country <b>Note to User:</b> Refer to Appendix B for the complete code list.	O	ID	2/3	Used
N405	309	<b>Location Qualifier</b> <b>Description:</b> Code identifying type of location	X	ID	1/2	K12 Only
N406	310	<b>Location Identifier</b> <b>Description:</b> Code which identifies a specific location	O	AN	1/30	K12 Only

## Syntax:

C0605 -- If N406 is present, then N405 is required

## Comments:

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

# PER Administrative Communications Contact

<b>Pos: 110</b>	<b>Max: 1</b>
<b>Heading - Optional</b>	
<b>Loop: N/A</b>	<b>Elms: 9</b>

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

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	<p><b>Contact Function Code</b>  <b>Description:</b> Code identifying the major duty or responsibility of the person or group named</p> <p><b>Code NAME</b>                      BP School Principal                      DN Dental School Admissions Office                      E2 Evening Programs Office                      FA Financial Aid Office                      GA Graduate Fine Arts Office                      GB Graduate Business Office                      GC Guidance Counselor                      GE Graduate Engineering Office                      GR Graduate Admissions Office                      LD Law School Admissions Office                      MD Medical Admissions Office                      PK Performance Evaluation Committee                      PS Personnel Department                      RG Registrar                      SB Student                      SK School Clerk                      SP Special Program Contact                      SW Social Services Worker                      TC College of Education Admissions Office                      TH School of Theology Admissions Office                      UG Undergraduate Admissions Office                      VM School of Veterinary Medicine Admissions Office</p>	M	ID	2/2	Must use
PER02	93	<p><b>Name (Name of Contact Person)</b>  <b>Description:</b> Free-form name</p>	O	AN	1/60	Used
PER03	365	<p><b>Communication Number Qualifier</b>  <b>Description:</b> Code identifying the type of communication number</p> <p><b>Code NAME</b>                      AP Alternate Telephone                      AS Answering Service                      BN Beeper Number                      CP Cellular Phone                      EM Electronic Mail                      EX Telephone Extension                      FX Facsimile                      HF Home Facsimile Number                      HP Home Phone Number                      NP Night Telephone                      OF Other Residential Facsimile Number                      OT Other Residential Telephone Number</p>	X	ID	2/2	Used



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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		PA Appointment Phone PC Personal Cellular PP Personal Phone TE Telephone TL Telex TM Telemail TN Teletex Number VM Voice Mail WC Work Cellular WF Work Facsimile Number WP Work Phone Number				
<b>PER04</b>	<b>364</b>	<b>Communication Number</b> <b>Description:</b> Complete communications number including country or area code when applicable	<b>X</b>	<b>AN</b>	<b>1/80</b>	<b>Used</b>
<b>PER05</b>	<b>365</b>	<b>Communication Number Qualifier</b> <b>Description:</b> Code identifying the type of communication number <b>Note to User:</b> Values are listed under PER03.	<b>X</b>	<b>ID</b>	<b>2/2</b>	<b>Used</b>
<b>PER06</b>	<b>364</b>	<b>Communication Number</b> <b>Description:</b> Complete communications number including country or area code when applicable	<b>X</b>	<b>AN</b>	<b>1/80</b>	<b>Used</b>
<b>PER07</b>	<b>365</b>	<b>Communication Number Qualifier</b> <b>Description:</b> Code identifying the type of communication number <b>Note to User:</b> Values are listed under PER03.	<b>X</b>	<b>ID</b>	<b>2/2</b>	<b>Used</b>
<b>PER08</b>	<b>364</b>	<b>Communication Number (Contact Number)</b> <b>Description:</b> Complete communications number including country or area code when applicable	<b>X</b>	<b>AN</b>	<b>1/80</b>	<b>Used</b>
<b>PER09</b>	<b>443</b>	<b>Contact Inquiry Reference</b> <b>Description:</b> Additional reference number or description to clarify a contact number	<b>O</b>	<b>AN</b>	<b>1/20</b>	<b>Used</b>

**Syntax:**

P0304 -- If either PER03 or PER04 is present, then the other is required. P0506 -- If either PER05 or PER06 is present, then the other is required. P0708 -- If either PER07 or PER08 is present, then the other is required.

**Note to User:**

Since contact or notification data are not needed in routine circumstances, it is suggested that full contact information be provided only if special handling or delivery instructions are needed.

# IN1 Individual Identification

<b>Pos: 120</b>	<b>Max: 1</b>
<b>Heading - Mandatory</b>	
<b>Loop: IN1</b>	<b>Elms: 7</b>

To provide identification of an individual or entity

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IN101	1065	<b>Entity Type Qualifier</b> <b>Description:</b> Code qualifying the type of entity <b>Note to User:</b> This indicates whether the entity described is a person or a non-person (such as an agency). <u>Code</u> <u>NAME</u> 1 Person	M	ID	1/1	Must use
IN102	1107	<b>Name Type Code</b> <b>Description:</b> Code identifying the type of name <u>Code</u> <u>NAME</u> 01 Given Name (Name at Birth) 02 Current Legal 03 Alias 04 Name of Record 05 Previous Name 07 Married Name 08 Professional Name	M	ID	2/2	Must use
IN103	98	<b>Entity Identifier Code</b> <b>Description:</b> Code identifying an organizational entity, a physical location, property or an individual <u>Code</u> <u>NAME</u> S2 Student	O	ID	2/3	Used
IN104	128	<b>Reference Identification Qualifier</b> <b>Description:</b> Code qualifying the Reference Identification <u>Code</u> <u>NAME</u> 28 Employee Identification Number 30 United States Government Visa Number 48 Agency's Student Number. This is the number assigned by an agency other than the institution sending the record. 49 Family Unit Number. This is a number assigned to siblings within the same family. 4A Personal Identification Number (PIN) 50 State Student Identification Number. This is a student number assigned by the state education agency to students enrolled in state schools. 56 Corrected Social Security Number 57 Prior Incorrect Social Security Number C0 Canadian Social Insurance Number LR Local Student Identification Number MV Migrant Number. This number was assigned by the national Migrant Student Records Transfer System. SY Social Security Number ZZ Mutually Defined	X	ID	2/3	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IN105	127	<b>Reference Identification</b> <b>Description:</b> Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Used
IN106	1069	<b>Individual Relationship Code</b> <b>Description:</b> Code indicating the relationship between two individuals or entities	O	ID	2/2	Not used
IN107	1131	<b>Level of Individual, Test, or Course Code (Parent/Guardian Education Level)</b> <b>Description:</b> Code identifying level of course, test, or student	O	ID	2/2	Not used

**Syntax:**

P0405 -- If either IN104 or IN105 is present, then the other is required.

**Semantics:**

1. IN101 defines entity type (person or nonperson).
2. IN102 defines type or usage of name.
3. IN103 defines role of entity. If IN103 equals "03", then IN106 is required.
4. IN104 identifies number type in IN105 as Social Security or Tax ID.
5. IN106 defines type of dependent relationship.

**Note to User:**

Complete and proper identification of the student whose educational record was requested is of utmost importance. Careful attention to this segment will assist the requesting institution in matching this response to the correct student.

A postsecondary institution will not send IN103 through IN107, although it may receive a PreK - Grade 12 record with IN04 and IN05.

# IN2 Individual Name Structure Components

<b>Pos: 130</b>	<b>Max: 10</b>
<b>Heading - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elms: 2</b>

To sequence individual name components for maximum specificity

## Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IN201	1104	<b>Name Component Qualifier</b> <b>Description:</b> Code identifying the type of name component <u>Code</u> <u>NAME</u> 01 Prefix 02 First Name 03 First Middle Name 04 Second Middle Name 05 Last Name 06 First Initial 07 First Middle Initial 08 Second Middle Initial 09 Suffix 12 Combined (Unstructured) Name 15 Maiden or former name 16 Composite name (used if the name cannot be broken into separate parts) 17 Middle Names 18 Preferred First Name or Nickname	M	ID	2/2	Must use
IN202	93	<b>Name</b> <b>Description:</b> Free-form name	M	AN	1/60	Must use

## Semantics:

- IN201 defines the component of a structured name.

## Note to User:

This segment is used to provide the receiving educational institution (recipient of the response to request) with complete identification of the name of the individual student whose records were requested. The absence of this segment is likely to invalidate the usefulness of the record by the receiving institution or agency, since the primary means of identification in many environments is the student's name. Some students may not have other means of identification that would be significant for the receiving institution.

Each occurrence of the IN2 qualifies a name component or the full name appearing in IN202.

# SE

## Transaction Set Trailer

<b>Pos: 140</b>	<b>Max: 1</b>
<b>Heading - Mandatory</b>	
<b>Loop: N/A</b>	<b>Elms: 2</b>

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

### Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	<b>Number of Included Segments</b> <b>Description:</b> Total number of segments included in a transaction set including ST and SE segments	M	N0	1/10	Must use
SE02	329	<b>Transaction Set Control Number</b> <b>Description:</b> Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <b>Note to User:</b> This should contain the same value as that transmitted in ST02.	M	AN	4/9	Must use

### Comments:

- SE is the last segment of each transaction set.