Implementation Guide

to the

Postsecondary Electronic Standards Council

XML Standard Format

for the

Functional Acknowledgment

Version 1.0.0

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Send corrections and comments 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 and postsecondary students, the Postsecondary Electronic Standards Council (PESC) Functional Acknowledgment Workgroup has developed and seeks approval for a standard format in eXtensible Markup Language (XML) for the Functional Acknowledgment.

The XML Functional Acknowledgment is intended to be an XML counterpart to the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 Functional Acknowledgment Transaction Set 997. This is identical to the approach used previously to define the XML Student Transcript Acknowledgment standard based on the Transaction Set 131 Student Education Record Acknowledgment.

Unlike the TS 131, no XML equivalent exists for the TS 997 in the domain of student transcript processing. The significance of this disparity is especially evident in the case where document submission fails. Currently, if a submitted document cannot be processed by the recipient no standards-based mechanism exists for communicating the issue to the sender in an automated fashion.

Like the TS 131, the current Student Transcript Acknowledgment standard specifies a substantive rather than a functional acknowledgment. Substantive acknowledgments provide a more comprehensive response to the receipt of data and typically contain data from the originating document or content derived from that data. Conversely, the TS 997 is a functional acknowledgment that acts simply as a receipt of the document by the intended recipient and signals whether the recipient is able to process the document – that is, whether the document is in a valid format and may be parsed – and does not address the semantic content of the document itself. Both of these acknowledgment types are distinct components of the conversation between the sender and the recipient and serve different although sometimes overlapping purposes.

While both acknowledgments provide the sending institution with the confirmation that the original record was received by the intended recipient and indicate the date it was received, there are two fundamental differences between the two acknowledgment types:

1) The existing Student Acknowledgment XML standard based on the EDI 131 transaction set provides the means to verify that the received data was not tampered with or otherwise altered or interpreted incorrectly. The proposed XML standard based on EDI 997 transaction set provides no analysis or processing of the academic data itself other than to verify that it is well-formed and valid XML.

2) The Functional Acknowledgment standard based on the EDI 997 provides the means to communicate conditions (errors) that prevent the recipient from processing the transcript. This is in contrast to the current acknowledgment standard which only communicates the successful processing of a student transcript and follows from the limited nature of a functional acknowledgment. Since the ability to successfully parse the student transcript in its entirety is not required, the recipient is able to successfully populate the acknowledgment. In the case of a substantive acknowledgment such as the existing acknowledgment standard, the document must be fully parsed because academic data is required within the acknowledgment itself.

This Draft Implementation Guide proposes a format for acknowledging the receipt (with or without error handling) of any PESC XML formatted document, and can help non-technical users to implement the message exchange process. Besides its obvious use for secondary and postsecondary educational institutions, this Guide should also be useful for software vendors and state and federal education agencies.

It is important for the recipient of a PESC XML formatted document to know that the document was received by the intended recipient and that it was received in an accurate and complete manner. Regardless of the document type used (transcript, standardized test score, admissions application, etc.) it is critical that the recipient of the document responds in some way to alert the sender that the document was received, received with allowed errors or discrepancies, or rejected outright. This implementation guide and referenced schemas will set the stage for a service-oriented-architecture (SOA) style approach to handling the exchange of PESC XML formatted documents. This approach emphasizes an automated
vs. manual response and processing of documents and related acknowledgements. Architectures such as those used by SIF employ an SOA approach to message exchange.

This Implementation Guide is based on the PESC XML Functional Acknowledgment Schema draft version 1.0.0. For the exchange of documents to be completely automated, with positive verification of receipt, it is essential that all users adhere strictly to the requirements of this Schema, and understand and also comply with the requirements outlined in this Guide.

**Purpose of the Functional Acknowledgment**

The Functional Acknowledgment record is used to ensure that

a. The original document did, in fact, come from the correct location indicated as the sender or source, and

b. Certain key elements of the original document were received as they were sent, or if they were received incorrectly, which elements failed and with what error messages, and

c. The recipient of a document can communicate to a sender that the document received was syntactically correct upon receipt and validates against a known schema definition and associated namespace, and

d. The sender of the original document will have proof that the document was received by the recipient so that it can communicate the receipt and the date and time of the receipt to other third parties and

e. If a functional acknowledgment is received, and the indicated sender of the original document has no record that a document was sent electronically, then the sender can initiate an inquiry to determine if a fraudulent or inappropriately released document was sent.

**Techniques for Use of the Functional Acknowledgment**

**By Sender of Original Document:** It is expected that each sender of an XML Document will also anticipate receiving an acknowledgment document, either for an individual document in a single transmission or a batch of documents. Therefore, when the Functional Acknowledgment is received, the referenced Document ID in the acknowledgment can automatically be compared with the Document ID of the original document to insure that the sender has verified that the document was received intact, without schema or formatting errors.

Upon receipt of the Functional Acknowledgment, the sender will verify that the Document ID referenced in the Acknowledgment matches a record that was in fact sent by the sender. Any discrepancies should be carefully rechecked and resolved. This may require personal contact with the recipient.

An important discrepancy would be in the event of receipt of a Functional Acknowledgment that does not match any document sent to the recipient. In this case an immediate investigation should be launched to determine if a simple error was made by the sender or the receiver of the document, or if a fraudulent document might have been received by the recipient. A Functional Acknowledgment may be followed by a Substantive Acknowledgment message to indicate that the content was not altered, misread and successfully processed according to business rules by the recipient of the original document.

In addition, most senders of the original document will also capture the date and time that the document was received by the recipient and make this information available in its data system so it will also be available to the requestor/approver/releaser of the original document. A follow-up system should also be developed for personal intervention if no functional acknowledgment is received after a reasonable amount of time. It is envisioned that an SOA-style approach, treating each document and its corresponding Acknowledgment as a message set, would be used. An example of a similar system is the Schools Interoperability Framework (SIF) use of Message Acknowledgment for each transmission of data through the framework and related APIs.
If a negative Acknowledgment is received, indicating an error in the formatting or syntax of the received document, the sender may want to reattempt transmission of the document upon correction of the error. It is envisioned that this correction could be accomplished programmatically, or at a minimum the error messages contained in the Acknowledgment itself could be exposed to a person to determine the appropriate remediation to correct and resend the file.

**By Receiver of the Original Document:** It is expected that each receiver of an XML Document will acknowledge the receipt to the original sender by use of this Functional Acknowledgment schema. This process should be automated so that the creation of the acknowledgment schema will be as immediate as possible.

The simplest plan would be to copy:

a. All the information (data elements and data) from the “Transmission. Source” complex data element in the original document and place it in the “Transmission. Destination” area of the Functional Acknowledgment document; and

b. All the information (data elements and data) from the “Transmission. Destination” complex data element in the original document and place it in the “Transmission. Source” area of the Functional Acknowledgment document; and


Then, parse the original document, including validation against a public namespace for the source document and schema and place any error messages in “AcknowledgmentData” of the Functional Acknowledgment document.

Finally, complete the remaining data elements in the “TransmissionData” complex data element.

**Organization and Format**

The schema for the Functional Acknowledgment is made up of two main parts:

1. Transmission Data
2. Acknowledgment Data

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

Transmission Data Level I
   Sub-level IA
      Sub-level IA1
         Sub-level IA1a
         Sub-level IA1b
         Sub-level IA1c
      Sub-level IA2
         Sub-level IA2a
         Sub-level IA2b
   Sub-level IB
      Sub-level IB1
         Sub-level IB1a
Acknowledgment Data Level I
The heading at the top of each page 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.

Example:

![Diagram](image)

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 connected to the right in the diagram are required fields and a dotted line indicates the fields connected to 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 the repeatability of a field or data element. 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 instance document, would typically only be included once or perhaps a few times. Including a high number of occurrences of a field would present problems for the receiving agency or institution.

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

- **Tag Name**: This is the name of the data element grouping or field that will appear in the Schema and in the instance document. (“Instance document” refers to Functional Acknowledgment with real data for an actual document that was received.) 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.

- **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 document will normally be rejected by the computer program (XML Parser) of the receiving institution or agency. This column will also include a notation if a field can be sent multiple times.

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

- **Recommended Use**: This column reflects recommendations from the developers of the Functional Acknowledgment Schema, standards of good practice as defined by the Academic Record and Transcript Guide of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and generally recommended practices for exchanging electronic documents. Reaching consensus on the recommended use of data elements and fields was an additional task for the PESC Functional Acknowledgment 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
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 and PESC communities.

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

**Recommended:** If the information for a field is available at the sender, then ‘Recommended’ indicates that the field should be sent.

**Conditional:** This recommended use 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 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 (apart from custom error messages to negatively respond to receipt of a document), since most Student Information System programs cannot automatically process them. Sending these elements could thereby slow or impede automatic processing by the recipient. However, exceptions to this rule-of-thumb may lie in the needs of specific trading partner scenarios, as certain transmissions may require information that only a note or comment field can accommodate. In such cases, the Workgroup recommends that trading partners develop a protocol for maintaining and transmitting the element or field. In other cases, common practice may be to include data that is 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 Functional Acknowledgment. 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.

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

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

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

**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.

**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, then only the opening and closing tags will be included. For example:

```xml
<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:

```xml
<NoteMessage/>
```

Appendix D shows an example of an XML instance document for a functional acknowledgment. This example is not intended to match the Code Illustrations throughout the Guide, since a typical Functional Acknowledgment would not include many of the optional sections of the Schema.

**NoteMessage:** You will find “NoteMessage” appearing throughout the Schema. This Guide almost always recommends against the routine use of note messages. Unless there is 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.

**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 Pre-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 130 for the Student Educational Record (Transcript).
Once the EDI format for the Student Transcript was approved by ANSI ASC X12, work began to develop the Student Educational Record (Transcript) Acknowledgment. This standard was later approved as EDI Transaction Set 131 (TS131).

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 ANSI ASC X12 EDI Standard is now in use by a significant number of postsecondary institutions in the United States and Canada. Approximately 850,000 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 volumes of electronic exchange.

The number of transcripts exchanged electronically in the ASC X12 EDI format grows significantly 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 more 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 Standards Forum). The Forum sought to determine if an XML format might result in significantly increased electronic exchange of high school student educational records. The wide and relatively 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 both secondary and postsecondary educational institutions.

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

Bruce Marton from the University of Texas at Austin led 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 instance document for an XML High School Transcript in late summer of 2004. A Workgroup was appointed to discuss and develop the proposed schema and this Workgroup completed its work on a proposed schema in late 2005. This proposal was submitted to the PESC Change Control Board (CCB) in early April 2006 and the CCB approved it later that month. It was approved as a PESC Standard in June 2006.

As adoption of the PESC XML transcript formats increased, institutions and transcript exchange vendors expressed interest in creating a process to automate the acknowledgment of the various PESC standards-formatted XML documents. A Functional Acknowledgment would be needed to further automate the transmission and notification of receipt of various types of student records in PESC XML formats. The PESC Functional Acknowledgment Workgroup began developing a draft XML schema for a Functional Acknowledgment in October 2008. The need for, and uses of,
this schema were pointed out above. A sample of a Functional Acknowledgment instance document is outlined in Appendix D.

To assist in the review for approval by the PESC Change Control Board, the Workgroup has prepared this draft of an Implementation Guide.
## Functional Acknowledgment

### Tag Name: TransmissionData
- **Schema Use:** Required
- **Description:** Routing and header information
- **Recommended Use:** Required
- **Format:**
  - minOcc: 1
  - maxOcc: 1

**Comment:** This complex data element will be expanded and explained more fully on page 1 of this document.

### Tag Name: AcknowledgmentData
- **Schema Use:** Required
- **Description:** Body of document which identifies the error messages (if any) for the original document, and provides negative or positive receipt information of that source document.
- **Recommended Use:** Required
- **Format:**
  - minOcc: 1
  - maxOcc: 1

**Comment:** This complex data element will be expanded and explained more fully on page 32 of this document.

### Code Illustration:

```xml
<FuncAck:FunctionalAcknowledgment
    xmlns:FuncAck="urn:org:pesc:message:FunctionalAcknowledgment:v0.0.1"
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xsi:schemaLocation="urn:org:pesc:message:FunctionalAcknowledgment:v0.0.1 FunctionalAcknowledgment_v0.0.1.xsd">
    <TransmissionData/>
    <AcknowledgmentData/>
</FuncAck:FunctionalAcknowledgment>
```
### TransmissionData

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>DocumentID</td>
<td>Required</td>
<td>The File Transmission Date and Time stamp with additional unique qualifying characters</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1 minLength 1 maxLength 35</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Comment:</em> All this information is for the acknowledgment document being returned as a result of the receipt of an original PESC XML document.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CreatedDateTime</td>
<td>Required</td>
<td>The Date and Time stamp when this acknowledgment document was created</td>
<td>Required</td>
<td>xs:datetime ccyy-mm-ddThh:mm:ss[+GMT]</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Comment:</em> All this information is for the acknowledgment document being returned as a result of the receipt of an original PESC XML document.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DocumentTypeCode</td>
<td>Required</td>
<td>Type and purpose of document being transmitted</td>
<td>Required</td>
<td>minOcc1 maxOcc1 Enumeration: Change TermEnroll TermGrade StudentRequest RequestedRecord InstitutionRequest ThirdPartyRequest FunctionalAcknowledgment</td>
</tr>
</tbody>
</table>

**Document Type Codes:**
- Change
- TermEnroll
- TermGrade
- StudentRequest
- RequestedRecord
- InstitutionRequest
- ThirdPartyRequest
- FunctionalAcknowledgment
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>TransmissionType</td>
<td>Required</td>
<td>The nature of the Transmission</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Required</td>
<td>This field is required and it is essential to indicate the source of the Functional Acknowledgment being sent. It is college or agency that received the original document and is typically a copy of the “Destination” in the document being acknowledged.</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>Destination</td>
<td>Required</td>
<td>This field is required and it is essential to indicate the destination of the Functional Acknowledgment which should be a copy of the source complex data element of the document being acknowledged.</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>DocumentProcessCode</td>
<td>Optional</td>
<td>This element indicates a TEST or PRODUCTION document</td>
<td>Required if “TEST”; “PRODUCTION” implied, not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>DocumentOfficialCode</td>
<td>Optional</td>
<td>This element indicates if the document is unofficial. Unofficial documents may be produced for reference or testing purposes but may not be binding.</td>
<td>Required if Unofficial; “Official” implied, not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>DocumentCompleteCode</td>
<td>Optional</td>
<td>This element indicates whether the document conveys a complete record.</td>
<td>Required if not complete; “Complete” is implied, not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>RequestTrackingID</td>
<td>Optional</td>
<td>The unique ID associated with a request action that is returned to the requestor for document matching and tracking.</td>
<td>Optional</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 35</td>
</tr>
<tr>
<td>Tag Name</td>
<td>Schema Use</td>
<td>Description</td>
<td>Recommended Use</td>
<td>Format</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>--------</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional Repeatable</td>
<td>Additional information about transmission</td>
<td>Not recommended</td>
<td>minOcc 0 maxOcc ∞ minLength 1 maxLength 80</td>
</tr>
</tbody>
</table>

**Comment:** The value to be included in this data element is the DocumentID received with the document whose receipt is being acknowledged.

```
Comment:
```

Code illustration:

```xml
<TransmissionData>
    <DocumentID>20061234567</DocumentID>
    <CreatedDateTime>2006-02-04T09:30:47-05:00</CreatedDateTime>
    <DocumentTypeCode>FunctionalAcknowledgment</DocumentTypeCode>
    <TransmissionType>Original</TransmissionType>
    <Source></Source>
    <Destination></Destination>
</TransmissionData>
```
TransmissionData.Source

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Required</td>
<td>Non-person entity such as Organization, Institution, Agency or Business.</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about Organization</td>
<td>Not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc = 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 80</td>
</tr>
</tbody>
</table>

Comment: This is the information about the postsecondary institution or agency that is acknowledging the receipt of a document. This complex data element will be expanded and explained more fully on page 6 of this document.

Comment: This gives information about the institution or agency that is acknowledging the receipt of a document.

Code illustration:

```xml
<Source>
  <Organization>
  </Organization>
  <NoteMessage/>
</Source>
```
**TransmissionData.Source.Organization**

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>[OrganizationIDGroup]</td>
<td>Required</td>
<td>Allowable Organization IDs - Exclusive choice</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
</tbody>
</table>

**Comment:** [OrganizationIDGroup] is not an XML tag and does not appear in an instance document. It requires the choice of one and only one of the following code set tags to identify the institution/organization that is acknowledging the receipt of a document. This would be the same as the destination OrganizationIDGroup in the original XML document that was received and is being acknowledged.
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>[OrganizationIDGroup]</td>
<td>Required</td>
<td>Allowable Organization IDs - Exclusive choice</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
</tbody>
</table>

**Comment:** [OrganizationIDGroup] is not an XML tag and does not appear in an instance document. It requires the choice of one and only one of the following code set tags to identify the institution/organization that is acknowledging the receipt of a document. This would be the same as the destination OrganizationIDGroup in the original XML document that was received and is being acknowledged.

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEID</td>
<td>Required</td>
<td>The unique identifier assigned by the Office of Postsecondary Education for each data exchange partner.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 3 maxLength 8</td>
</tr>
<tr>
<td>NCHELPI D</td>
<td>Required</td>
<td>The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.</td>
<td>Not Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 3 maxLength 8</td>
</tr>
<tr>
<td>IPEDS</td>
<td>Required</td>
<td>The unique identifier for Integrated Postsecondary Education Data System assigned by the National Center for Education Statistics for each postsecondary data exchange partner.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>ATP</td>
<td>Required</td>
<td>The unique identifier for the Admissions Testing Program assigned by the College Board for each data exchange partner.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>FICE</td>
<td>Required</td>
<td>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.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>Required</td>
<td>The unique identifier for postsecondary educational institutions assigned by American College Testing available at <a href="http://www.act.org">www.act.org</a></td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 4 maxLength 4</td>
</tr>
<tr>
<td>CCD</td>
<td>Required</td>
<td>The unique identifier assigned by National Center for Education Statistics as the Common Core of Data for each data exchange partner.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 12 maxLength 12</td>
</tr>
<tr>
<td>CEEBACT</td>
<td>Required</td>
<td>The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>CSIS</td>
<td>Required</td>
<td>The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each postsecondary data exchange partner.</td>
<td>Not Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>USIS</td>
<td>Required</td>
<td>The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner.</td>
<td>Not Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>ESIS</td>
<td>Required</td>
<td>The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 8 maxLength 8</td>
</tr>
<tr>
<td>Tag Name</td>
<td>Schema Use</td>
<td>Description</td>
<td>Recommended Use</td>
<td>Format</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>[OrganizationIDGroup]</td>
<td>Required</td>
<td>Allowable Organization IDs - Exclusive choice</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
</tbody>
</table>

**Comment:** [OrganizationIDGroup] is not an XML tag and does not appear in an instance document. It requires the choice of one and only one of the following code set tags to identify the institution/organization that is acknowledging the receipt of a document. This would be the same as the destination OrganizationIDGroup in the original XML document that was received and is being acknowledged.

<table>
<thead>
<tr>
<th>PSIS</th>
<th>Required choice</th>
<th>The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.</th>
<th>Recommended</th>
<th>minOcc 0 maxOcc 1 minLength 8 maxLength 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS</td>
<td>Required choice</td>
<td>Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 9 maxLength 9</td>
</tr>
<tr>
<td>MutuallyDefined</td>
<td>Required choice</td>
<td>A special code set agreed upon in advance by trading partners in the exchange to identify selected trading partners</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 1 maxLength 60</td>
</tr>
</tbody>
</table>

**Comment:** End of OrganizationIDGroup choice set tags. One of the above values must be included and it should be the one that was received in the TransmissionData.Destination portion of the original document.

| 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 and explained more fully on page 10 of this document.

| OrganizationName    | Optional Repeatable | Name of Non-person entity such as Organization, Institution, Agency or Business. | Recommended | minOcc 0 maxOcc 1 minLength 1 maxLength 60 |

**Comment:** This is the name of the college or agency sending the document acknowledgment.

| Contacts | Optional Repeatable | To identify a person or an office at the sending school to which administrative communications should be directed | Recommended | minOcc 0 maxOcc 1 |

**Comment:** This complex data element will be expanded and explained more fully on page 11 of this document.

| NoteMessage | Optional Repeatable | Additional information about the organization | Not recommended | minOcc 0 maxOcc 1 minLength 1 maxLength 80 |

**Comment:** This entire section for the source organization of the Functional Acknowledgment should just be copied completely from the destination organization of the original document being acknowledged.

Code illustration:

```xml
<Organization>
  <ATP>006882</ATP>
  <LocalOrganizationID/>
  <OrganizationName>THE UNIVERSITY OF TEXAS AT AUSTIN</OrganizationName>
  <Contacts/>
  <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.*

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>LocalOrganizationIDCode</td>
<td>Required</td>
<td>The code assigned for the sending school or agency by the state, province or other mutually defined agency specified in the LocalIDQualifier that follows.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1 minLength 1 maxLength 35</td>
</tr>
<tr>
<td>LocalOrganizationIDQualifier</td>
<td>Required</td>
<td>This is the state, province or other mutually defined agency that assigned the Local ID Code above.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1 Enumeration: See Code Set in Appendix A</td>
</tr>
</tbody>
</table>

*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. If it is not assigned by a state or province, then code ZZ should be used in the Local ID Qualifier that follows.

*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. If it is not assigned by a state or province, then code ZZ should be used in this data element.

*Comment:* This entire section pertains to the college or agency that received the original document. It should mirror the same section, if any, that was received with the original document being acknowledged. If it was not included in the original document for the destination of the document, it should not be included here.

**Code illustration:**

```xml
<LocalOrganizationID>
  <LocalOrganizationIDCode>012587</LocalOrganizationIDCode>
  <LocalOrganizationIDQualifier>TX</LocalOrganizationIDQualifier>
</LocalOrganizationID>
```
### TransmissionData.Source.Organization.Contacts

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Optional</td>
<td>This is a combined Address Group for a choice between Domestic or International</td>
<td>Recommended</td>
<td>minOcc o maxOcc ∞</td>
<td>This complex data element will be expanded and explained more fully on page 13 of this document.</td>
</tr>
<tr>
<td>Phone</td>
<td>Optional</td>
<td>Phone number of source institution contact</td>
<td>Recommended</td>
<td>minOcc o maxOcc ∞</td>
<td>This complex data element will be expanded and explained more fully on page 16 of this document.</td>
</tr>
<tr>
<td>Email</td>
<td>Optional</td>
<td>Email address of source institution contact</td>
<td>Optional</td>
<td>minOcc o maxOcc ∞</td>
<td>This complex data element will be expanded and explained more fully on page 17 of this document.</td>
</tr>
<tr>
<td>URL</td>
<td>Optional</td>
<td>The Uniform Resource Locator of source institution</td>
<td>Optional</td>
<td>minOcc o maxOcc ∞</td>
<td>This complex data element will be expanded and explained more fully on page 18 of this document.</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the contacts at the source institution</td>
<td>Not recommended</td>
<td>minOcc o maxLength 80</td>
<td>This should be a copy of the contact information that was received in the original document for the transmission data destination. Although it is possible for the sender of the Functional Acknowledgment document to include more up to date info in this area, it is recommended that no changes be made to this contact information that was received with the original document.</td>
</tr>
</tbody>
</table>
Code illustration:

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

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.

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>GeneralAddressGroup</td>
<td>Required</td>
<td>This Address Group is for items common to all Addresses</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td>CommonAddressDetailsGroup</td>
<td>Required</td>
<td>This Address Group is for items common to all Addresses</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td>AddressLine</td>
<td>Required</td>
<td>Repeatable Local delivery information such as street, building number, PO box, or apartment portion of a postal address of a Contact at the college or agency that is acknowledging the receipt of the document.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 3 minLength 1 maxLength 40</td>
</tr>
<tr>
<td>City</td>
<td>Required</td>
<td>The city portion of the Address of a Contact at the college or agency that is acknowledging the receipt of the document.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 2 minLength 1 maxLength 30</td>
</tr>
<tr>
<td>DomesticAddressDetailsGroup</td>
<td>Required</td>
<td>This Address Group is for items specific for US and Canadian Addresses</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
</tbody>
</table>

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.

Comment: [CommonAddressDetailsGroup] 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.
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>StateProvinceCode</td>
<td>Required</td>
<td>Code for US states, etc., and Canadian provinces.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enumeration: See Appendix A</td>
</tr>
<tr>
<td>PostalCode</td>
<td>Required</td>
<td>The postal code portion of the Address.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1 maxLength 17</td>
</tr>
<tr>
<td>InternationalAddressDetailsGroup</td>
<td>Required</td>
<td>choice This Address Group is for items specific for International Addresses</td>
<td>Required for international addresses</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Comment: [InternationalAddressDetailsGroup] does not appear in the instance document. This choice is for addresses that do not have a US or Canadian postal code.</td>
</tr>
<tr>
<td>StateProvince</td>
<td>Optional</td>
<td>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.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 2 maxLength 30</td>
</tr>
<tr>
<td>PostalCode</td>
<td>Optional</td>
<td>The postal code portion of the Address.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1 maxLength 17</td>
</tr>
<tr>
<td>CountryCode</td>
<td>Required</td>
<td>Code indicating Country. Use ISO 3166-1 alpha-2 standard.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enumerations: See Appendix B</td>
</tr>
<tr>
<td>AttentionLine</td>
<td>Optional</td>
<td>The individual or office name within the postal address where inquiries should be directed.</td>
<td>Optional</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1 maxLength 45</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the addresses of the contacts at the source school</td>
<td>Not recommended</td>
<td>minOcc 0 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>minLength 1 maxLength 80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Comment: This entire section would normally be created by the sender of this acknowledgment by copying the corresponding complex data element in the TransmissionData.Destination.Organization.Contacts.Address portion of the original document being acknowledged.</td>
</tr>
</tbody>
</table>
Code illustration 1 (Domestic Address):

```xml
<Address>
    <AddressLine>1 University Station Stop</AddressLine>
    <City>Austin</City>
    <StateProvinceCode>TX</StateProvinceCode>
    <PostalCode>78712</PostalCode>
    <AttentionLine>Janet Doe</AttentionLine>
    <AttentionLine>Admissions Officer</AttentionLine>
    <NoteMessage/>
</Address>
```

Code illustration 2 (International Address):

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

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

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>CountryPrefixCode</td>
<td>Optional</td>
<td>International dialing code</td>
<td>Recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 3</td>
</tr>
<tr>
<td>AreaCityCode</td>
<td>Optional</td>
<td>Regional dialing code</td>
<td>Recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 5</td>
</tr>
<tr>
<td>PhoneNumber</td>
<td>Required</td>
<td>Telephone number</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 11</td>
</tr>
<tr>
<td>PhoneNumberExtension</td>
<td>Optional</td>
<td>The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address</td>
<td>Optional</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 5</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Repeatable</td>
<td>Not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 80</td>
</tr>
</tbody>
</table>

**Comment:** The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.

**Comment:** This entire section need not be included if it was not included in the destination portion of the original document being acknowledged as received by the institution or agency sending this acknowledgment.

Code illustration:

```xml
<Phone>
  <CountryPrefixCode/>
  <AreaCityCode>512</AreaCityCode>
  <PhoneNumber>4142505</PhoneNumber>
  <PhoneNumberExtension/>
</Phone>

<Phone>
  <CountryPrefixCode/>
  <AreaCityCode>512</AreaCityCode>
  <PhoneNumber>4747935</PhoneNumber>
  <PhoneNumberExtension/>
  <NoteMessage>Fax</NoteMessage>
</Phone>
```

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

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

**Comment:** This entire section need not be included if it was not included in the destination portion of the original document being acknowledged as received by the institution or agency sending this acknowledgment.

Code illustration:

```xml
<Email>
  <EmailAddress>registrar@austin.utexas.edu</EmailAddress>
  <NoteMessage/>
</Email>
```

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

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>URLAddress</td>
<td>Required</td>
<td>The Uniform Resource Locator (URL) address of the sending high school</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or of a contact at the sending high school</td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 512</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional Repeatable</td>
<td>Additional information about the URL address of the source institution</td>
<td>Not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc ∞</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength1 ∞</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength80</td>
</tr>
</tbody>
</table>

Comment: This entire section need not be included if it was not included in the destination portion of the original document being acknowledged as received by the institution or agency sending this acknowledgment.

Code illustration:

```xml
<URL>
  <URLAddress>www.utexas.edu</URLAddress>
  <NoteMessage/>
</URL>
```
**TransmissionData.Destination**

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Required</td>
<td>Non-person entity such as Organization, Institution, Agency or Business.</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about destination organization or school.</td>
<td>Not Recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc = 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 80</td>
</tr>
</tbody>
</table>

**Comment:** This complex data element will be expanded and explained more fully on page 20 of this document.

**Comment:** This is the institution or agency to which this document acknowledgment is being sent. It is normally automatically created by the sender of this functional acknowledgment by copy the same complex data element in TransmissionData.Source in the original document being acknowledged.

Code illustration:
```xml
<Destination>
  <Organization/>
  <NoteMessage/>
</Destination>
```
TransmissionData.Destination.Organization

Tag Name | Schema Use | Description | Recommended Use | Format
---|---|---|---|---
[OrganizationIDGroup] | Required | Allowable Organization IDs - Exclusive choice | Required | minOcc 1, maxOcc 1

**Comment:** [OrganizationIDGroup] is not a tag and does not appear in the instance document. It requires the choice of one and only one of the following code set tags to identify the institution/organization.

OPEID | Required choice | The unique identifier assigned by the Office of Postsecondary Education for each data exchange partner. | Required Choice Recommended | minOcc 0, maxOcc 1, minLength 3, maxLength 8
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>[OrganizationIDGroup]</td>
<td>Required</td>
<td>Allowable Organization IDs - Exclusive choice</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td>NCHELPID</td>
<td>Required choice</td>
<td>The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.</td>
<td>Not Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 3 maxLength 8</td>
</tr>
<tr>
<td>IPEDS</td>
<td>Required choice</td>
<td>The unique identifier for Integrated Postsecondary Education Data System assigned by the National Center for Education Statistics for postsecondary data exchange partners</td>
<td>Required choice</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>ATP</td>
<td>Required choice</td>
<td>The unique identifier for the Admissions Testing Program assigned by the College Board for each data exchange partner.</td>
<td>Required choice</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>FICE</td>
<td>Required choice</td>
<td>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.</td>
<td>Required choice</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>ACT</td>
<td>Required choice</td>
<td>The unique identifier for postsecondary educational institutions assigned by American College Testing available at <a href="http://www.act.org">www.act.org</a></td>
<td>Required choice</td>
<td>minOcc 0 maxOcc 1 minLength 4 maxLength 4</td>
</tr>
<tr>
<td>CCD</td>
<td>Required choice</td>
<td>The unique identifier assigned by the United States Department of Education’s National Center for Education Statistics as the Common Core of Data for each data exchange partner.</td>
<td>Required choice</td>
<td>minOcc 0 maxOcc 1 minLength 12 maxLength 12</td>
</tr>
<tr>
<td>CEEBACT</td>
<td>Required choice</td>
<td>The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.</td>
<td>Required choice</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
</tbody>
</table>

**Comment:** The IPEDS would be an appropriate choice if this acknowledgment is being sent to a postsecondary institution and the IPEDS number for that institution was included with the original document.

**Comment:** The ATP would be an appropriate choice if this acknowledgment is being sent to a postsecondary institution and the ATP number for that institution was included with the original document.

**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, if this code was included in the original document transmission schema, then this is the recommended choice.

**Comment:** The ACT would be an appropriate choice if this acknowledgment is being sent to a postsecondary institution and the ACT number for that institution was included with the original document transmission.

**Comment:** The CCD was primarily a code set used by K12 and would be an appropriate option for this choice as a destination to acknowledge the receipt of a document from a high school.

**Comment:** The CEEBACT was primarily a code set used by K12 and would be an appropriate option for this choice as a destination to acknowledge the receipt of a document from a high school.
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>[OrganizationIDGroup]</td>
<td>Required</td>
<td>Allowable Organization IDs - Exclusive choice</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td>CSIS</td>
<td>Required choice</td>
<td>The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each data postsecondary exchange partner.</td>
<td>Required choice Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 6 maxLength 6</td>
</tr>
<tr>
<td>USIS</td>
<td>Required choice</td>
<td>The unique identifier assigned by the Statistics Canada University Student Information System for each data postsecondary exchange partner.</td>
<td>Required choice Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 8 maxLength 8</td>
</tr>
<tr>
<td>ESIS</td>
<td>Required choice</td>
<td>The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.</td>
<td>Required choice Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 8 maxLength 8</td>
</tr>
<tr>
<td>PSIS</td>
<td>Required choice</td>
<td>The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.</td>
<td>Required choice Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 8 maxLength 8</td>
</tr>
<tr>
<td>DUNS</td>
<td>Required choice</td>
<td>Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation.</td>
<td>Not Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 9 maxLength 9</td>
</tr>
<tr>
<td>MutuallyDefined</td>
<td>Required choice</td>
<td>A special code set agreed upon in advance by trading partners in the exchange to identify selected trading partners</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc 1 minLength 1 maxLength 60</td>
</tr>
<tr>
<td>LocalOrganizationID</td>
<td>Optional</td>
<td>A code set typically used by a state, province or region to further identify the receiving school or agency.</td>
<td>Optional</td>
<td>minOcc 0 maxOcc 1 minLength 9 maxLength 9</td>
</tr>
<tr>
<td>OrganizationName</td>
<td>Optional Repeatable</td>
<td>Name of Non-person entity such as Organization, Institution, Agency or Business.</td>
<td>Recommended</td>
<td>minOcc 0 maxOcc o minLength 1 maxLength 60</td>
</tr>
<tr>
<td>Contacts</td>
<td>Optional Repeatable</td>
<td>To identify a person or an office at the receiving school or agency to which administrative communications should be directed</td>
<td>Optional</td>
<td>minOcc 0 maxOcc o</td>
</tr>
<tr>
<td>Tag Name</td>
<td>Schema Use</td>
<td>Description</td>
<td>Recommended Use</td>
<td>Format</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>[OrganizationIDGroup]</td>
<td>Required</td>
<td>Allowable Organization IDs - Exclusive choice</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the organization</td>
<td>Not recommended</td>
<td>minOcc 0</td>
</tr>
</tbody>
</table>

**Comment:** This entire section of the acknowledgment would normally just be copied from the TransmissionData.Source.Organization portion of the original document received.

Code illustration:

```xml
<Organization>
  <CEEBACT>440320</CEEBACT>
  <LocalOrganizationID>
    <Contact/>
  </LocalOrganizationID>
  <OrganizationName>Austin High School</OrganizationName>
  <OrganizationName>Austin Independent School District</OrganizationName>
  <Contacts/>
  <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.

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>LocalOrganizationIDCode</td>
<td>Required</td>
<td>The code assigned for the receiving school by the state, province or other mutually defined agency specified in the LocalIDQualifier that follows.</td>
<td>Required</td>
<td>minOcc 1, maxOcc 1, minLength 1, maxLength 35</td>
</tr>
<tr>
<td>LocalIDQualifier</td>
<td>Required</td>
<td>This is the state, province or other mutually defined agency that assigned the Local D Code above.</td>
<td>Required</td>
<td>minOcc 1, maxOcc 1, Enumeration: Sec Appendix A</td>
</tr>
</tbody>
</table>

**Comment:** This is a required data element only if the Local Organization ID complex data element is sent. This is typically the administrative school code assigned by a state or province to specifically identify the school in that state that sent the original document that is being acknowledged. If it is not assigned by a state or province, then code ZZ should be used in the Local ID Qualifier that follows.

**Comment:** This is a required data element only if the Local ID data element is sent. This is typically the state or province that assigned the code to specifically identify the school in that state that sent the original document that is being acknowledged. If it is not assigned by a state or province, then code ZZ should be used in this data element.

Code illustration:

```xml
<LocalOrganizationID>
  <LocalOrganizationIDCode>012587</LocalOrganizationIDCode>
  <LocalOrganizationIDQualifier>TX</LocalOrganizationIDQualifier>
</LocalOrganizationID>
```

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Optional</td>
<td>This is a combined Address Group for a choice between Domestic or International</td>
<td>Optional</td>
<td>minOcc</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc o</td>
</tr>
<tr>
<td>Phone</td>
<td>Optional</td>
<td>This is the phone number of the contact at the destination school or agency that sent the original document.</td>
<td>Optional</td>
<td>minOcc</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc =</td>
</tr>
<tr>
<td>Email</td>
<td>Optional</td>
<td>This is the email address of the contact at the destination school that sent the original document.</td>
<td>Optional</td>
<td>minOcc</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc =</td>
</tr>
<tr>
<td>URL</td>
<td>Optional</td>
<td>This is the Uniform Resource Locator of the destination school that sent the original document.</td>
<td>Not Recommended</td>
<td>minOcc</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc =</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the contact at the destination school or agency that sent the original document.</td>
<td>Not Recommended</td>
<td>minOcc</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxLength</td>
</tr>
</tbody>
</table>

**Comment:** This complex data element will be expanded and explained more fully on page 26 of this document.

**Comment:** This complex data element will be expanded and explained more fully on page 29 of this document.

**Comment:** This complex data element will be expanded and explained more fully on page 30 of this document.

**Comment:** This complex data element will be expanded and explained more fully on page 31 of this document.

**Comment:** This entire section should just be copied from the TransmissionData.Source.Organization.Contacts portion of the original document that was received.
Code illustration:

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

**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 or Agency, then you must send AddressLine and City and also StateProvinceCode, and PostalCode OR CountryCode.

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>GeneralAddressGroup</td>
<td>Required</td>
<td>This Address Group is for items common to all Addresses</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Comment:</strong> [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 document only if you choose to send the address of the contact or school.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CommonAddressDetailsGroup</td>
<td>Required</td>
<td>This Address Group is for items common to all Addresses</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Comment:</strong> [CommonAddressDetailsGroup] 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AddressLine</td>
<td>Required</td>
<td>Repeatable Local delivery information such as street, building number, PO box, or apartment portion of a postal address of a Contact at the school that sent the original document.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 3 minLength 1 maxLength 40</td>
</tr>
<tr>
<td>City</td>
<td>Required</td>
<td>The city portion of the Address of a Contact at the school that sent the original original document.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1 minLength 2 maxLength 30</td>
</tr>
<tr>
<td>DomesticAddressDetailsGroup</td>
<td>Required</td>
<td>choice This Address Group is for items specific for US and Canadian Addresses</td>
<td>Required for domestic addresses</td>
<td>minOcc 1 maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Comment:</strong> [DomesticAddressDetailsGroup] and 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tag Name</td>
<td>Schema Use</td>
<td>Description</td>
<td>Recommended Use</td>
<td>Format</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>StateProvinceCode</td>
<td>Required</td>
<td>Code for US states, etc., and Canadian provinces.</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enumeration:</td>
</tr>
<tr>
<td>PostalCode</td>
<td>Required</td>
<td>The postal code portion of the Address.</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 17</td>
</tr>
<tr>
<td>InternationalAddressDetails</td>
<td></td>
<td>This Address Group is for items specific for International Addresses</td>
<td>Required for international addresses</td>
<td>minOcc 1</td>
</tr>
<tr>
<td>Group</td>
<td>choice</td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
<td>[InternationalAddressDetailsGroup] does not appear in the instance document. This choice is for addresses that do not have a US or Canadian postal code.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>StateProvince</td>
<td>Optional</td>
<td>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.</td>
<td>Recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 30</td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
<td>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 <a href="http://www.upu.int">http://www.upu.int</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PostalCode</td>
<td>Optional</td>
<td>The postal code portion of the Address.</td>
<td>Recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 17</td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
<td>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 <a href="http://www.upu.int">http://www.upu.int</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enumerations:</td>
</tr>
<tr>
<td>AttentionLine</td>
<td>Optional</td>
<td>The individual or office name within the postal address where inquiries should be directed.</td>
<td>Optional</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 45</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the addresses of the contacts at the source school</td>
<td>Not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 80</td>
</tr>
</tbody>
</table>
Code illustration 1 (Domestic Address):

```xml
<Address>
  <AddressLine>1715 W Cesar Chavez</AddressLine>
  <City>Austin</City>
  <StateProvinceCode>TX</StateProvinceCode>
  <PostalCode>78703</PostalCode>
  <AttentionLine>Jane Doe</AttentionLine>
  <AttentionLine>Guidance Counselor</AttentionLine>
</Address>
```

Code illustration 2 (International Address):

```xml
<Address>
  <AddressLine>Overseas Corporation</AddressLine>
  <AddressLine>Rudolfplatz 13a/9</AddressLine>
  <City>Wien</City>
  <PostalCode>A-1010</PostalCode>
  <CountryCode>AT</CountryCode>
</Address>
```

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.

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>CountryPrefixCode</td>
<td>Optional</td>
<td>International dialing code</td>
<td>Optional</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>AreaCityCode</td>
<td>Optional</td>
<td>Regional dialing code</td>
<td>Recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>maxLength 5</td>
</tr>
<tr>
<td>PhoneNumber</td>
<td>Required</td>
<td>Telephone number</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 11</td>
</tr>
<tr>
<td>PhoneNumberExtension</td>
<td>Optional</td>
<td>The extended telephone addressing information used in addition to phone</td>
<td>Optional</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>number such as a PBX extension, a pager PIN, or FAX sub-address.</td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 5</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the phone number of the contact at the destination school or agency</td>
<td>Not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 80</td>
</tr>
</tbody>
</table>

Comment: This entire section would normally just be copied from the TransmissionData.Source.Organization.Contacts.Phone section of the original document that was received and is now being acknowledged.

Code illustration:

```xml
<Phone>
  <CountryPrefixCode/>
  <AreaCityCode>512</AreaCityCode>
  <PhoneNumber>4757638</PhoneNumber>
  <PhoneNumberExtension>4989</PhoneNumberExtension>
</Phone>
```

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.

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmailAddress</td>
<td>Required</td>
<td>The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network.</td>
<td>Required</td>
<td>minOcc 1 maxOcc 1 minLength 1 maxLength 128</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the email address of the contact at the destination school or agency</td>
<td>Not recommended</td>
<td>minOcc 0 maxOcc ∞ minLength 1 maxLength 80</td>
</tr>
</tbody>
</table>

Comment:

Code illustration:

```xml
<Email>
  <EmailAddress>GuidanceCounselor@AustinISD.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 a Contact at the Receiving Institution or Agency, then you must send the URLAddress.*

---

**Tag Name** | **Schema Use** | **Description** | **Recommended Use** | **Format**
---|---|---|---|---
URLAddress | Required | The Uniform Resource Locator (URL) address associated with a product, deliverable or contact, i.e., the URL of the school that sent the original document. | Required | minOcc 1 maxOcc 1 minLength 0 maxLength 512
NoteMessage | Optional Repeatable | Additional information about the URL of the contact at the destination school or agency | Not Recommended | minOcc 0 maxOcc 1 minLength 80 maxLength 80

**Comment:**

Code illustration:

```xml
<URL>
  <URLAddress>www.anyhighschool.edu</URLAddress>
  <NoteMessage/>
</URL>
```
AcknowledgmentData

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>BatchID</td>
<td>Optional</td>
<td>The File Transmission Date and Time stamp with additional unique qualifying characters for the original batch container for the original document.</td>
<td>Recommended</td>
<td>minOcc 0, maxOcc 1, minLength 9, maxLength 35</td>
</tr>
<tr>
<td>DocumentID</td>
<td>Required</td>
<td>The File Transmission Date and Time stamp with additional unique qualifying characters of the original document</td>
<td>Required</td>
<td>minOcc 1, maxOcc 1, minLength 9, maxLength 35</td>
</tr>
<tr>
<td>AcknowledgmentCode</td>
<td>Required</td>
<td>Enumerated values indicating if the document received was valid and will be processed.</td>
<td>Required</td>
<td>minOcc 1, maxOcc 1, Enumeration: Accepted, Rejected</td>
</tr>
<tr>
<td>SyntaxError</td>
<td>Optional, Repeatable</td>
<td>Provides details of any Syntax related issues</td>
<td>Recommended</td>
<td>minOcc 0, maxOcc Inf</td>
</tr>
</tbody>
</table>

**Comment:** This is the BatchID referenced in the original Document being acknowledged. This would be the same as was received in the original document now being acknowledged and can be copied over from the source document.

**Comment:** This is the DocumentID referenced in the original Document being acknowledged. This would be the same as was received in the original document now being acknowledged and can be copied over from the source document.

**Comment:** A best practice would be to ensure that if any document is marked as Rejected in the AcknowledgmentCode, at least one SyntaxError will be present in the message.
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Provides details of any non-syntax issues or amplifying messages</td>
<td>Not Recommended</td>
<td>minOcc 0, maxOcc ∞</td>
</tr>
</tbody>
</table>

**Comment:** Use multiple occurrences of SyntaxError for each reason that the original document failed validation or a business process at the recipient.

**Comment:** Use the NoteMessage to provide amplifying, human-readable comments in order to assist in troubleshooting the negative receipt of the original document. Avoid including any information that references the location in the original file where the error occurred.

Code illustration:

```xml
<AcknowledgmentData>
  <DocumentID>050330001</DocumentID>
  <AcknowledgmentCode>Rejected</AcknowledgmentCode>
  <SyntaxError/>
</AcknowledgmentData>
```
## SyntaxError

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>ErrorMessage</td>
<td>Required</td>
<td>The content of the actual syntax error that occurred when validating or processing the source document (string)</td>
<td>Required</td>
<td>minOcc 1, maxOcc 1, minLength 1, maxLength 512</td>
</tr>
</tbody>
</table>

**Comment:** A best practice is to use standard XML validation to generate the content of these error messages such that the sender and recipient can independently validate original document and generate the same or similar error message content.

| Locator | Optional | Line and Column locations for each occurrence of this specific type and severity of error. | Recommended | minOcc 0, maxOcc 1 |

**Comment:** Use multiple SyntaxError instances, even if the same SyntaxError is found at different locations, as only one Locator is allowed per SyntaxError.

| SeverityCode | Optional | Enumerated values indicating the severity of the error and if processing of the document was able to continue with errors (enumerated) | Recommended | minOcc 0, maxOcc 1 |

**Comment:** Use of FatalError is required to alert the sender to a processing or systems related issue and to inspect the generation and delivery method of the source documents. Error is required to alert the sender of the original document to correct the errors and resend the source document. Warning is used to alert the sender of defects in the file in order to correct the file and optionally resend the document, but the errors are not significant as to not allow successful processing of the source document.

**Code illustration:**

```xml
<SyntaxError>
    <Message><![CDATA[cvc-enumeration-valid: Value 'Semester ' is not facet-valid with respect to enumeration '[NoCredit, Quarter, Semester, Units, ClockHours, CarnegieUnits, ContinuingEducationUnits, Unreported, Other, NoCredit , Quarter , Semester , Units , Other ']'. It must be a value from the enumeration.]]></Message>
    <Locator/>
    <SeverityCode>Error</SeverityCode>
</SyntaxError>
```
## Locator

**SyntaxErrorLocatorType**

### Locator

**LineNumber**

**ColumnNumber**

### Tag Name | Schema Use | Description | Recommended Use | Format |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LineNumber</td>
<td>Required</td>
<td>The Line number in the original document where the Syntax error occurred (non-negative integer)</td>
<td>Required</td>
<td>minOcc 1&lt;br&gt;maxOcc 1&lt;br&gt;minLength 1&lt;br&gt;maxLength 35</td>
</tr>
<tr>
<td>ColumnNumber</td>
<td>Optional</td>
<td>The Column number in the original document where the Syntax error occurred (non-negative integer)</td>
<td>Recommended</td>
<td>minOcc 0&lt;br&gt;maxOcc 1&lt;br&gt;minLength 1&lt;br&gt;maxLength 35</td>
</tr>
</tbody>
</table>

**Comment:** Line numbers of original syntax errors should be programmatically generated using standard XML validation practices whenever possible.

**Comment:** Column numbers of original syntax errors should be programmatically generated using standard XML validation practices whenever possible.

Code illustration:

```
<Locator>
    <LineNumber>313</LineNumber>
    <ColumnNumber>59</ColumnNumber>
</Locator>
```

### End of the Functional Acknowledgment Schema
### Appendix A – StateProvinceCode

<table>
<thead>
<tr>
<th>StateProvinceCode</th>
<th>Description</th>
<th>StateProvinceCode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Military-Americas</td>
<td>NB</td>
<td>New Brunswick</td>
</tr>
<tr>
<td>AB</td>
<td>Alberta</td>
<td>NC</td>
<td>North Carolina</td>
</tr>
<tr>
<td>AE</td>
<td>Military-Europe</td>
<td>ND</td>
<td>North Dakota</td>
</tr>
<tr>
<td>AK</td>
<td>Alaska</td>
<td>NE</td>
<td>Nebraska</td>
</tr>
<tr>
<td>AL</td>
<td>Alabama</td>
<td>NF</td>
<td>Newfoundland</td>
</tr>
<tr>
<td>AP</td>
<td>Military-Pacific</td>
<td>NH</td>
<td>New Hampshire</td>
</tr>
<tr>
<td>AR</td>
<td>Arkansas</td>
<td>NJ</td>
<td>New Jersey</td>
</tr>
<tr>
<td>AS</td>
<td>American Samoa</td>
<td>NL</td>
<td>Newfoundland And Labrador</td>
</tr>
<tr>
<td>AZ</td>
<td>Arizona</td>
<td>NM</td>
<td>New Mexico</td>
</tr>
<tr>
<td>BC</td>
<td>British Columbia</td>
<td>NS</td>
<td>Nova Scotia</td>
</tr>
<tr>
<td>CA</td>
<td>California</td>
<td>NT</td>
<td>Northwest Territories</td>
</tr>
<tr>
<td>CO</td>
<td>Colorado</td>
<td>NU</td>
<td>Nunavut</td>
</tr>
<tr>
<td>CT</td>
<td>Connecticut</td>
<td>NV</td>
<td>Nevada</td>
</tr>
<tr>
<td>CZ</td>
<td>Canal Zone</td>
<td>NY</td>
<td>New York</td>
</tr>
<tr>
<td>DC</td>
<td>District Of Columbia</td>
<td>OH</td>
<td>Ohio</td>
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<td>Delaware</td>
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<td>Oklahoma</td>
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<td>FL</td>
<td>Florida</td>
<td>ON</td>
<td>Ontario</td>
</tr>
<tr>
<td>FM</td>
<td>Federated States Of Micronesia</td>
<td></td>
<td>Oregon</td>
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<td>GA</td>
<td>Georgia</td>
<td>PA</td>
<td>Pennsylvania</td>
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<td>Guam</td>
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<td>PR</td>
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<td>Iowa</td>
<td>PW</td>
<td>Republic Of Palau</td>
</tr>
<tr>
<td>ID</td>
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<td>QC</td>
<td>Quebec</td>
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<td>TX</td>
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<tr>
<td>MT</td>
<td>Montana</td>
<td>YT</td>
<td>Yukon</td>
</tr>
</tbody>
</table>
## Appendix B – CountryCode

<table>
<thead>
<tr>
<th>CountryCode</th>
<th>Description</th>
<th>CountryCode</th>
<th>Description</th>
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</thead>
<tbody>
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<td>AD</td>
<td>Andorra</td>
<td>ER</td>
<td>Eritrea</td>
</tr>
<tr>
<td>AE</td>
<td>United Arab Emirates</td>
<td>ES</td>
<td>Spain</td>
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<td>Afghanistan</td>
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<td>Ethiopia</td>
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<td>Finland</td>
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<td>Anguilla</td>
<td>FJ</td>
<td>Fiji</td>
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<td>AL</td>
<td>Albania</td>
<td>FK</td>
<td>Falkland Islands (Malvinas)</td>
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<tr>
<td>AM</td>
<td>Armenia</td>
<td>FM</td>
<td>Micronesia, Federated States Of</td>
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<td>Netherlands Antilles</td>
<td>FO</td>
<td>Faroe Islands</td>
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<td>Canada</td>
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<td>Israel</td>
</tr>
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<td>Cocos (Keeling) Islands</td>
<td>IM</td>
<td>Isle of Man</td>
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<tr>
<td>CD</td>
<td>Congo, The Democratic Republic Of The</td>
<td>IN</td>
<td>India</td>
</tr>
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<td>Iraq</td>
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</tr>
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<td>Colombia</td>
<td>JP</td>
<td>Japan</td>
</tr>
<tr>
<td>CR</td>
<td>Costa Rica</td>
<td>KE</td>
<td>Kenya</td>
</tr>
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Appendix D – Sample XML Functional Acknowledgment Documents to be returned to sender of original XML Documents (Individual and Batch)

Functional Acknowledgment for Individual Document

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    <CreatedDateTime>2008-05-04T18:13:51.0Z</CreatedDateTime>
    <DocumentTypeCode>Acknowledgment</DocumentTypeCode>
    <TransmissionType>Original</TransmissionType>
    <Source>
      <Organization>
        <IPEDS>222983</IPEDS>
      </Organization>
    </Source>
    <Destination>
      <Organization>
        <CCD>483702004124</CCD>
      </Organization>
    </Destination>
  </TransmissionData>
  <AcknowledgmentData>
    <BatchID>BatchID0</BatchID>
    <AcknowledgmentCode>Accepted</AcknowledgmentCode>
  </AcknowledgmentData>
</FuncAck:Acknowledgment>
```

Functional Acknowledgment for Document Batch

```xml
<?xml version="1.0" encoding="UTF-8"?>
<!-- Example of batched functional acknowledgments -->
  <FuncAck:Acknowledgment>
    <TransmissionData>
      <DocumentID>DocumentID0</DocumentID>
      <CreatedDateTime>2008-05-04T18:13:51.0Z</CreatedDateTime>
      <DocumentTypeCode>Acknowledgment</DocumentTypeCode>
      <TransmissionType>Original</TransmissionType>
      <Source>
        <Organization>
          <IPEDS>222983</IPEDS>
        </Organization>
      </Source>
      <Destination>
        <Organization>
          <CCD>483702004124</CCD>
        </Organization>
      </Destination>
    </TransmissionData>
    <AcknowledgmentData>
      <BatchID>BatchID0</BatchID>
      <AcknowledgmentCode>Accepted</AcknowledgmentCode>
    </AcknowledgmentData>
  </FuncAck:Acknowledgment>
</AcRecBat:AcademicRecordBatch>
```
<AcknowledgmentCode>Accepted</AcknowledgmentCode>
</AcknowledgmentData>

<!-- Acknowledgment of document from a non-batched file -->
<FuncAck:Acknowledgment>
<TransmissionData>
<CreatedDateTime>2008-05-04T18:13:51.0Z</CreatedDateTime>
<DocumentTypeCode>Response</DocumentTypeCode>
<TransmissionType>Original</TransmissionType>
<Source>
 <Organization>
  <IPEDS>222983</IPEDS>
 </Organization>
</Source>
<Destination>
 <Organization>
  <CCD>483702004148</CCD>
 </Organization>
</Destination>
</TransmissionData>
</FuncAck:AcknowledgmentData>

<AcknowledgmentCode>Rejected</AcknowledgmentCode>
<SyntaxError>
<ErrorMessage><![CDATA[Value '' with length - '0' is not facet-valid with respect to minLength '1' for type 'AddressLineType'.]]></ErrorMessage>
<Locator>
 <LineNumber>1</LineNumber>
 <ColumnNumber>685</ColumnNumber>
</Locator>
<SeverityCode>FatalError</SeverityCode>
</SyntaxError>

</FuncAck:Acknowledgment>
</AcRecBat:AcademicRecordBatch>