146   Request for Student Educational Record (Transcript)

Functional Group=RY

This Draft Standard for Trial Use contains the format and establishes the data contents of The Request for Student Educational Record (Transcript) Transaction Set (146) within the context of an Electronic Data Interchange (EDI) environment. This transaction set is used by educational institutions to which a student has applied for admission. This request is then sent to the educational institution which the student is currently attending or previously attended.

Heading (Table 1):

Pos	Id	Segment Name	Req	Max Use	Repeat	Notes	Usage	Page
010	ST	Transaction Set Header	M	1			Must use	2
020	BGN	Beginning Segment	M	1			Must use	3
030	ERP	Educational Record Purpose	M	1		N1/030	Must use	6
040	REF	Reference Identification (Student Identification Number)	M	10		N1/040	Must use	7
050	DMG	Demographic Information	O	1			Used	9
060	IND	Additional Individual Demographic Information	O	1			Used	11
070	SSE	Entry and Exit Information	O	1		N1/070	Used	13
080	SST	Student Academic Status	O	1		N1/080	Used	15
090	NTE	Note/Special Instruction	O	15			Used	17

LOOP ID - N1						2		
100	N1	Name (Sending/Receiving Institution)	M	1		N1/100	Must use	18
110	N2	Additional Name Information	O	1			Used	20
120	N3	Address Information (Street Address of Sending/Receiving Institution)	O	1			Used	21
130	N4	Geographic Location	O	1			Used	22
140	PER	Administrative Communications Contact	O	1			Used	24

LOOP ID - IN1						15		
150	IN1	Individual Identification	M	1		N1/150	Must use	27
160	IN2	Individual Name Structure Components	M	10			Must use	29
170	N3	Address Information	O	1			Used	30
180	N4	Geographic Location	O	1			Used	31
190	SE	Transaction Set Trailer	M	1			Must use	32

Notes:

1/030   The ERP segment is used to indicate what type of student record is being requested.
1/040   The REF segment is used to indicate the student's identification numbers.
1/070   The SSE segment is used to indicate dates of attendance at the institution receiving the request.
1/080   The SST segment is used to indicate the date of high school graduation.
1/100   The N1 loop identifies the sending and receiving institutions.
1/150   The IN1 loop indicates the name and address of the student.

ST — Transaction Set Header

Pos: 010   Max: 1
Heading - Mandatory
Loop: N/A   Elems: 2

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ST01	143	**Transaction Set Identifier Code** **Description:** Code uniquely identifying a Transaction Set **Code NAME** 146 Request for Student Educational Record (Transcript)	M	ID	3/3	Must use
ST02	329	**Transaction Set Control Number** **Description:** Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set **Note to User:** This is the identifying control number assigned and maintained by the sender of the transaction set. This value is assigned by the sender in such a way that it is unique to the transaction being sent. This value must match that in data element SE02. It should be returned in AK202 of TS997 (Functional Acknowledgment). Besides the TS997, the receiver of a TS146 should respond by either transmitting the student's educational record (TS130) or indicating why the record will not be sent (TS147). In either case, this value is returned to the sender of the TS146 in BGN02 of the response transaction set.	M	AN	4/9	Must use

Semantics:

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

BGN   Beginning Segment

<div style="text-align: right">

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

</div>

To indicate the beginning of a transaction set

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
BGN01	**353**	**Transaction Set Purpose Code** **Description:** Code identifying purpose of transaction set **Note to User:** If the value in this field is '07' or '18', then the Transaction Set Control Number (ST02) from the earlier request is transmitted in an REF segment with REF01 = 'F8'. **Code NAME** 00 Original 01 Cancellation 07 Duplicate Description: This request is identical to an earlier request. 13 Request 15 Resubmission 18 Reissue Description: This request contains corrected and/or additional information and supersedes an earlier request for the same student.	**M**	**ID**	**2/2**	**Must use**
BGN02	**127**	**Reference Identification** **Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier **Note to User:** This is a reference number or identification number assigned by the sender of this transaction set. This value is returned to the sender of the TS146 as the Original Reference Number in one of the ten occurrences of the REF segments at position 1/040 of either TS130 (Student Educational Record (Transcript)) or TS147 (Response to Request for Student Educational Record (Transcript)).	**M**	**AN**	**1/30**	**Must use**
BGN03	**373**	**Date** **Description:** Date expressed as CCYYMMDD **Note to User:** This is the date the transaction was originated by the sender.	**M**	**DT**	**8/8**	**Must use**
BGN04	**337**	**Time** **Description:** Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99) **Note to User:** This is the time the transaction was originated by the sender.	**X**	**TM**	**4/8**	**Used**
BGN05	**623**	**Time Code**	**O**	**ID**	**2/2**	**Used**

Ref	Id	Element Name	Req	Type	Min/Max	Usage
		Description: Code identifying the time.				
		Note to User: This indicates the time zone or type of time in BGN04.				
		Code NAME				
		AD Alaska Daylight Time				
		AS Alaska Standard Time				
		AT Alaska Time				
		CD Central Daylight Time				
		CS Central Standard Time				
		CT Central Time				
		ED Eastern Daylight Time				
		ES Eastern Standard Time				
		ET Eastern Time				
		GM Greenwich Mean Time				
		HD Hawaii-Aleutian Daylight Time				
		HS Hawaii-Aleutian Standard Time				
		HT Hawaii-Aleutian Time				
		LT Local Time				
		MD Mountain Daylight Time				
		MS Mountain Standard Time				
		MT Mountain Time				
		ND Newfoundland Daylight Time				
		NS Newfoundland Standard Time				
		NT Newfoundland Time				
		PD Pacific Daylight Time				
		PS Pacific Standard Time				
		PT Pacific Time				
		TD Atlantic Daylight Time				
		TS Atlantic Standard Time				
		TT Atlantic Time				
		UT Universal Time Coordinate				
BGN06	127	**Reference Identification** **Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	O	AN	1/30	Not used
BGN07	640	**Transaction Type Code** **Description:** Code specifying the type of transaction	O	ID	2/2	Not used
BGN08	306	**Action Code** **Description:** Code indicating type of action	O	ID	1/2	Not used
BGN09	786	**Security Level Code** **Description:** Code indicating the level of confidentiality assigned by the sender to the information following	O	ID	2/2	Not used

Syntax:

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

Semantics:

1. BGN02 is the transaction set reference number.
2. BGN03 is the transaction set date.
3. BGN04 is the transaction set time.

4. BGN05 is the transaction set time qualifier.
5. BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction.

ERP   Educational Record Purpose

<div align="right">

Pos: 030   **Max: 1**
Heading - Mandatory
Loop: N/A   **Elems: 3**

</div>

To indicate the type of educational record or information being requested or being sent and to specify conditions under which it is being requested or was sent

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
ERP01	**640**	**Transaction Type Code (Transcript Purpose Code)**	**M**	**ID**	**2/2**	**Must use**
		Description: Code specifying the type of transaction				
		Code NAME DD Interdistrict (Pre-Kindergarten - Grade 12) Student Record DP District to Postsecondary Student Record PS Postsecondary Student Academic Record				
ERP02	**641**	**Status Reason Code**	**O**	**ID**	**3/3**	**Not used**
		Description: Code indicating the status reason				
ERP03	**306**	**Action Code**	**O**	**ID**	**1/2**	**Used**
		Description: Code indicating type of action				
		Code NAME R2 Send Record Now R3 Send Record at End of the Term R4 Send Record After Degree is Posted R5 Send Vocational Record Only				

Semantics:

1. ERP01 identifies the type of transaction set.
2. ERP02 indicates why the record or information is being sent or not being sent.

Note to User:

This segment indicates the type of transcript and what action is being requested.

REF   Reference Identification (Student Identification Number)

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

To specify identifying information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
REF01	**128**	**Reference Identification Qualifier** **Description:** Code qualifying the Reference Identification **Note to User:** This code identifies the type of student identification number being transmitted in REF02. At most locales, this will be the "student number" reflected in the data base of the requesting institution. More than one reference number may be included by sending multiple occurrences (up to 10) of this segment. **Code NAME** 28 Employee Identification Number 30 United States Government Visa Number 48 Agency's Student Number. This is the number assigned by an agency other than the institution sending the record. 49 Family Unit Number 4A Personal Identification Number (PIN) 50 State Student Identification Number 56 Corrected Social Security Number 57 Prior Incorrect Social Security Number C0 Canadian Social Insurance Number LR Local Student Identification Number MV Migrant Number SY Social Security Number	**M**	**ID**	**2/3**	**Must use**
REF02	**127**	**Reference Identification (Student Identification Number)** **Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier **Note to User:** This is the identification number by which the student is known at the sending institution or agency. At most locales, this will be the "student number" reflected in the data base of the requesting institution. More than one reference number may be included by sending multiple occurrences (up to 10) of this segment.	**X**	**AN**	**1/30**	**Used**
REF03	**352**	**Description** **Description:** A free-form description to clarify the related data elements and their content **Note to User:** This is a free form text description of the student identification number as may be necessary for clarification or positive identification.	**X**	**AN**	**1/80**	**Used**
REF04	**C040**	**Reference Identifier** **Description:** To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	**O**	**Comp**		**Not used**

Ref	Id	Element Name	Req	Type	Min/Max	Usage

Syntax:

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

Semantics:

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

Note to User:

This is used to provide an identification number for the individual student whose educational record is being requested. Up to 10 different student numbers may be provided by sending multiple occurrences of this segment.

DMG Demographic Information

To supply demographic information

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
DMG01	1250	**Date Time Period Format Qualifier (Format for Date of Birth)** **Description:** Code indicating the date format, time format, or date and time format **Code NAME** CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY	X	ID	2/3	Used
DMG02	1251	**Date Time Period (Date of Birth)** **Description:** Expression of a date, a time, or range of dates, times or dates and times	X	AN	1/35	Used
DMG03	1068	**Gender Code** **Description:** Code indicating the sex of the individual **Code NAME** F Female M Male U Unknown, or not available	O	ID	1/1	Used
DMG04	1067	**Marital Status Code** **Description:** Code defining the marital status of a person	O	ID	1/1	K12 Only
DMG05	1109	**Race or Ethnicity Code** **Description:** Code indicating the racial or ethnic background of a person; it is normally self-reported; Under certain circumstances this information is collected for United States Government statistical purposes	O	ID	1/1	Not used
DMG06	1066	**Citizenship Status Code** **Description:** Code indicating citizenship status	O	ID	1/2	K12 Only
DMG07	26	**Country Code (Country of Citizenship)** **Description:** Code identifying the country	O	ID	2/3	K12 Only
DMG08	659	**Basis of Verification Code (Original Means of Birth Date Verification)** **Description:** Code indicating the basis of verification	O	ID	1/2	K12 Only
DMG09	380	**Quantity** **Description:** Numeric value of quantity	O	R	1/15	Not used

Syntax:

P0102 -- If either DMG01 or DMG02 is present, then the other is required.

Semantics:

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

IND Additional Individual Demographic Information

Pos: 060   Max: 1
Heading - Optional
Loop: N/A   Elems: 12

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IND01	26	**Country Code (Country of Birth)** **Description:** Code identifying the country **Note to User:** Refer to Appendix B for the complete code list..	O	ID	2/3	Used
IND02	156	**State or Province Code (Place of Birth)** **Description:** Code (Standard State/Province) as defined by appropriate government agency **Note to User:** Refer to Appendix B for the complete code list.	O	ID	2/2	Used
IND03	1096	**County Designator (Place of Birth)** **Description:** Code identifying the county within a state **Note to User:** This list is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.	O	ID	5/5	Used
IND04	19	**City Name (Place of Birth)** **Description:** Free-form text for city name	O	AN	2/30	Used
IND05	819	**Language Code** **Description:** Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O	ID	2/3	Not used
IND06	1476	**Language Proficiency Indicator** **Description:** Code indicating language proficiency	O	ID	1/1	Not used
IND07	819	**Language Code** **Description:** Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O	ID	2/3	Not used
IND08	819	**Language Code** **Description:** Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O	ID	2/3	Not used
IND09	66	**Identification Code Qualifier (National/Ethnic Origin Code Qualifier)** **Description:** Code designating the system/method of code structure used for Identification Code (67)	X	ID	1/2	K12 Only

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IND10	**67**	**Identification Code (National/Ethnic Origin Code)** **Description:** Code identifying a party or other code	**X**	**AN**	**2/80**	**K12 Only**
IND11	**66**	**Identification Code Qualifier (National/Ethnic Origin Code Qualifier)** **Description:** Code designating the system/method of code structure used for Identification Code (67)	**X**	**ID**	**1/2**	**K12 Only**
IND12	**67**	**Identification Code (National/Ethnic Origin Code)** **Description:** Code identifying a party or other code	**X**	**AN**	**2/80**	**K12 Only**

Syntax:

P0910 -- If either IND09 or IND10 is present, then the other is required.
P1112 -- If either IND11 or IND12 is present, then the other is required.

Semantics:

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

SSE   Entry and Exit Information

<table>
<tr><td>Pos: 070</td><td>Max: 1</td></tr>
<tr><td colspan="2">Heading - Optional</td></tr>
<tr><td>Loop: N/A</td><td>Elems: 4</td></tr>
</table>

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SSE01	373	**Date (Entry Date)** **Description:** Date expressed as CCYYMMDD	O	DT	8/8	Used
SSE02	373	**Date (Exit Date)** **Description:** Date expressed as CCYYMMDD **Note to User:**	O	DT	8/8	Used
SSE03	641	**Status Reason Code (Reason for Entry or Exit)** **Description:** Code indicating the status reason	O	ID	3/3	Used

Code NAME
B27   Student is eligible to continue or return or both
B28   Student is on suspension or dismissal
B29   Student is expelled (from PreK - grade 12)
B31   Not currently enrolled
B38   Dropped
B39   Academic Probation
B40   Suspended
B51   Student on Suspension or Dismissal; Eligible to Apply for Re-entry
B52   According to established regulations or statutes
D03   Student has attended a nonpublic school or home education program in- or out-of-state this year
D04   Student was received from another attendance reporting unit in the same school
D05   Student was received from a school in the same district
D06   Student was received from another public school outside the district either in- or out-of-state
D07   Student was received from a nonpublic school either in or out of the district or has returned after having been enrolled in a home education program; The student must have been enrolled previously in a public school this year
D08   Student unexpectedly reentered the same school after withdrawing or being discharged
D09   Student was expected to attend a school but did not enter as expected for unknown reasons
D10   Student was promoted, retained, or transferred to another attendance-reporting unit in the same school
D11   Student was promoted, retained, or transferred to another school in the same district
D12   Student withdrew to attend another public school in the same district
D13   Student withdrew to attend another public school in- or out-of-state
D14   Student Over Compulsory Attendance Age Left School

Ref	Id	Element Name	Req	Type	Min/Max	Usage
		Voluntarily with No Intention of Returning				
		D15 Student Graduated from School with a Standard Diploma				
		D16 Student Graduated from School with a Special Diploma				
		D17 Student Left School with a Certificate of Completion				
		D18 Student Left School with a Special Certificate of Completion				
		D19 Student Left School with a State General Education Development (GED) High School Diploma				
		D20 Student Withdrew to Attend a Non-Public School or Home Education Program In- or Out-of-State.				
		D21 Student withdrew from school due to hardship				
		D22 Student has not entered any school in this or any other state this school year				
		D23 Previously attended out-of-state public school but is entering a public school in this state for the first time this school year				
		D24 Returned to Regular Education Program				
		EB1 Deceased				
		EB3 Withdrawn				
		EB4 Graduated				
SSE04	1470	**Number (Priority of Choice)** **Description:** A generic number	O	N0	1/9	Not used

Semantics:

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

Note to User:

This is used to indicate dates of attendance at the institution receiving the request. This segment is not used in the postsecondary request for a student record.

SST   Student Academic Status

Pos: 080	**Max: 1**
Heading - Optional	
Loop: N/A	**Elems: 9**

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
SST01	**641**	**Status Reason Code (High School Graduation Type Code)** **Description:** Code indicating the status reason **Note to User:** This is a code indicating the type of high school diploma or certification the student was, or is expected to be, awarded. **Code NAME** B17 Did not complete secondary school B18 Standard high school diploma B19 Advanced or honors diploma B20 Vocational diploma B21 Special education diploma B22 Certificate of completion or attendance B23 Special certificate of completion B24 General Education Development Diploma (GED) B25 Other high school equivalency diploma B26 International diploma or certificate (such as International Baccalaureate)	**O**	**ID**	**3/3**	**Used**
SST02	**1250**	**Date Time Period Format Qualifier (Format for High School Graduation Date)** **Description:** Code indicating the date format, time format, or date and time format **Code NAME** CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY	**X**	**ID**	**2/3**	**Used**
SST03	**1251**	**Date Time Period (High School Graduation Date)** **Description:** Expression of a date, a time, or range of dates, times or dates and times **Note to User:** This is the date the student graduated or is expected to graduate from high school.	**X**	**AN**	**1/35**	**Used**
SST04	**641**	**Status Reason Code** **Description:** Code indicating the status reason	**O**	**ID**	**3/3**	**Not used**
SST05	**1250**	**Date Time Period Format Qualifier** **Description:** Code indicating the date format, time format, or date and time format	**X**	**ID**	**2/3**	**Not used**
SST06	**1251**	**Date Time Period** **Description:** Expression of a date, a time, or range of dates, times or	**X**	**AN**	**1/35**	**Not used**

Ref	Id	Element Name	Req	Type	Min/Max	Usage
		dates and times				
SST07	641	**Status Reason Code** **Description:** Code indicating the status reason	O	ID	3/3	Not used
SST08	1131	**Level of Individual, Test, or Course Code** **Description:** Code identifying level of course, test, or student	O	ID	2/2	Not used
SST09	1073	**Yes/No Condition or Response Code** **Description:** Code indicating a Yes or No condition or response	O	ID	1/1	Not used

Syntax:

P0203 -- If either SST02 or SST03 is present, then the other is required.
P0506 -- If either SST05 or SST06 is present, then the other is required.

Semantics:

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

Note to User:

This optional segment provides the date (or anticipated date) of high school graduation.

NTE   Note/Special Instruction

Pos: 090   Max: 15
Heading - Optional
Loop: N/A   Elems: 2

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

Element Summary:

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

Comments:

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

N1   Name (Sending/Receiving Institution)

Pos: 100   Max: 1
Heading - Mandatory
Loop: N1   Elems: 6

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

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
N101	**98**	**Entity Identifier Code (Type of Sender or Receiver)** **Description:** Code identifying an organizational entity, a physical location, property or an individual **Code NAME** AS Postsecondary Education Sender of the Request AT Postsecondary Education Recipient of the Request KR Pre-kindergarten to Grade 12 Recipient of the Request KS Pre-kindergarten to Grade 12 Sender of the Request	**M**	**ID**	**2/3**	**Must use**
N102	**93**	**Name (Institution Name)** **Description:** Free-form name **Note to User:** This is the free form name of the institution or agency as commonly used. The N102 data element may be augmented by N2 data segments if the free form name exceeds 60 characters. This information is redundant if valid codes are sent in N103 and N104.	**X**	**AN**	**1/60**	**Used**
N103	**66**	**Identification Code Qualifier (Institution Code Qualifier)** **Description:** Code designating the system/method of code structure used for Identification Code (67) **Note to User:** A crosswalk table for code sets 71, 72, 73, 74, CB and CS is available on diskette from AACRAO at (202) 293-9161. **Code NAME** 71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics 72 The College Board's Admission Testing Program (ATP) 73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education 74 American College Testing (ACT) list of postsecondary educational institutions. 77 National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions 78 The College Board and ACT 6 digit code list of secondary educational institutions CB Statistics Canada Canadian College Student Information System Institution Codes CS Statistics Canada University Student Information System University Codes	**X**	**ID**	**1/2**	**Used**
N104	**67**	**Identification Code (Institution Code)** **Description:** Code identifying a party or other code **Note to User:** This is the institution code from the code set identified in	**X**	**AN**	**2/80**	**Used**

Ref	Id	Element Name	Req	Type	Min/Max	Usage
		N103.				
N105	706	**Entity Relationship Code** **Description:** Code describing entity relationship	O	ID	2/2	**Not used**
N106	98	**Entity Identifier Code** **Description:** Code identifying an organizational entity, a physical location, property or an individual	O	ID	2/3	**Not used**

Syntax:

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

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

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the Institution Code Qualifier (N103) and Code (N104) must be understood by both sender and receiver.
2. N105 and N106 further define the type of entity in N101.

Note to User:

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

N2   Additional Name Information

<div style="text-align:right">

Pos: 110   **Max: 1**
Heading - Optional
Loop: N/A   **Elems: 2**

</div>

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

Element Summary:

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

Note to User:

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

N3   Address Information (Street Address of Sending/Receiving Institution)

<div style="float:right">

Pos: 120   Max: 1
Heading - Optional
Loop: N/A   Elems: 2

</div>

To specify the location of the named party

Element Summary:

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

N4 Geographic Location

Pos: 130   **Max: 1**
Heading - Optional
Loop: N/A   **Elems: 6**

To specify the geographic place of the named party

Element Summary:

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

Code NAME
AC   City and State
CC   Country
CI   City
CY   County/Parish
DR   District of Residence
F   Current Address
L   Local Address
M   Mailing Address
O   Office Address
P   Permanent Address
PT   3 Digit Canadian Postal Code
PU   6 Digit Canadian Postal Code
RE   Regional Education Service Agency
SB   Suburban
SD   School District
SH   School Campus Code
SP   State/Province
SS   School

Ref	Id	Element Name	Req	Type	Min/Max	Usage
		TN Township UR Urban ZZ Mutually Defined				
N406	**310**	**Location Identifier** **Description:** Code which identifies a specific location	**O**	**AN**	**1/30**	**Used**

Syntax:

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

Comments:

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

PER   Administrative Communications Contact

Pos: 140   Max: 1
Heading - Optional
Loop: N/A   Elems: 9

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

Element Summary:

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

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

Syntax:

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

Note to User:

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

IN1   Individual Identification

<div style="text-align:right">

Pos: 150   **Max: 1**
Heading - Mandatory
Loop: IN1   **Elems: 7**

</div>

To provide identification of an individual or entity

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IN101	**1065**	**Entity Type Qualifier** **Description:** Code qualifying the type of entity **Note to User:** This code indicates whether the entity described is a person or non-person (such as an agency). The postsecondary request for a transcript would send only "1 Person" to identify the student. **Code NAME** 1 Person 2 Non-Person Entity	**M**	**ID**	**1/1**	**Must use**
IN102	**1107**	**Name Type Code** **Description:** Code identifying the type of name **Code NAME** 01 Given Name (Name at Birth) 02 Current Legal 03 Alias 04 Name of Record 05 Previous Name 07 Married Name 08 Professional Name	**M**	**ID**	**2/2**	**Must use**
IN103	**98**	**Entity Identifier Code** **Description:** Code identifying an organizational entity, a physical location, property or an individual **Note to User:** A postsecondary request would only use "2 Student", but a postsecondary institution may receive a PreK - Grade 12 request with any of these codes. **Code NAME** E1 Person or Other Entity Legally Responsible for a Child E2 Person or Other Entity With Whom a Child Resides E3 Person or Other Entity Legally Responsible for and With Whom a Child Resides E4 Other Person or Entity Associated with Student S1 Parent S2 Student S3 Custodial Parent	**O**	**ID**	**2/3**	**Used**
IN104	**128**	**Reference Identification Qualifier** **Description:** Code qualifying the Reference Identification **Code NAME** 28 Employee Identification Number 30 United States Government Visa Number 48 Agency's Student Number. This is the number assigned by an agency other than the institution sending the record. 49 Family Unit Number	**X**	**ID**	**2/3**	**Used**

Ref	Id	Element Name	Req	Type	Min/Max	Usage
		4A Personal Identification Number (PIN) 50 State Student Identification Number 56 Corrected Social Security Number 57 Prior Incorrect Social Security Number C0 Canadian Social Insurance Number LR Local Student Identification Number MV Migrant Number SY Social Security Number ZZ Mutually Defined				
IN105	127	**Reference Identification** **Description:** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier **Note to User:** This is the reference number for the qualifier sent as IN104.	X	AN	1/30	Used
IN106	1069	**Individual Relationship Code** **Description:** Code indicating the relationship between two individuals or entities	O	ID	2/2	K12 Only
IN107	1131	**Level of Individual, Test, or Course Code (Parent/Guardian Education Level)** **Description:** Code identifying level of course, test, or student	O	ID	2/2	Not used

Syntax:

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

Semantics:

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

Note to User:

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

A postsecondary institution will not send IN103 through IN107 in a request for a student record but may receive IN104 and IN105 from a PreK-Grade12 school or district.

IN2 Individual Name Structure Components

Pos: 160	**Max: 10**	
Heading - Mandatory		
Loop: N/A	**Elems: 2**	

To sequence individual name components for maximum specificity

Element Summary:

Ref	Id	Element Name	Req	Type	Min/Max	Usage
IN201	**1104**	**Name Component Qualifier** **Description:** Code identifying the type of name component **Code NAME** 01 Prefix 02 First Name 03 First Middle Name 04 Second Middle Name 05 Last Name 06 First Initial 07 First Middle Initial 08 Second Middle Initial 09 Suffix 12 Combined (Unstructured) Name 14 Name of an agency 15 Maiden or former name 16 Composite name (used if the name cannot be broken into separate parts 17 Middle Names 18 Preferred First Name or Nickname 22 Organization Name	M	ID	2/2	Must use
IN202	**93**	**Name** **Description:** Free-form name **Note to User:** This is the free-form text of the name component or full name as indicated in IN201.	M	AN	1/60	Must use

Semantics:

1. IN201 defines the component of a structured name.

Note to User:

This segment is used to provide the receiving educational institution (recipient of the request) with complete identification of the name of the individual student whose records are being requested. It can also be used to send the names of adults or agencies responsible for students in the PreK-Grade 12 sector. The absence of this segment is likely to invalidate the usefulness of the record by the receiving institution or agency, since the primary means of identification in many environments is the student's name. Some students may not have other means of identification that would be significant for the receiving institution.

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

N3   **Address Information**

<table>
<tr><td>Pos: 170</td><td>Max: 1</td></tr>
<tr><td colspan="2">Heading - Optional</td></tr>
<tr><td>Loop: N/A</td><td>Elems: 2</td></tr>
</table>

To specify the location of the named party

Element Summary:

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

Note to User:

This segment is used to provide the primary mailing (street) address to be used to correspond with the individual identified in the current IN1 loop.

N4   Geographic Location

<div style="text-align: right;">

Pos: 180   Max: 1
Heading - Optional
Loop: N/A   Elems: 6

</div>

To specify the geographic place of the named party

Element Summary:

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

Syntax:

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

Comments:

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

Note to User:

This segment is used to provide city, state, ZIP (postal) code and country address information to be used to correspond with the individual identified in the current IN1 loop.

SE   Transaction Set Trailer

<div>

Pos: 190   **Max: 1**
Heading - Mandatory
Loop: N/A   **Elems: 2**

</div>

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

Element Summary:

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

Comments:

1. SE is the last segment of each transaction set.