

130

Student Educational Record (Transcript)

Functional Group=ED

This Draft Standard for Trial Use contains the format and establishes the data contents of a Student Educational Record (Transcript) Transaction Set (130) for use within the context of an Electronic Data Interchange (EDI) environment. The student transcript is used by schools and school districts and by post-secondary educational institutions to transmit current and historical records of educational accomplishments and other significant information for students enrolled at the sending schools and institutions. The transcript may be sent to other educational institutions, to other agencies, or to prospective or current employers.

When a student transfers from one educational institution to another, it is essential that the student's prior educational record be made available to the institution to which the student wishes to transfer. For students in Pre-Kindergarten through Grade 12, prompt records transfer will assist receiving schools in making an appropriate initial educational placement of student. It is important that this information be available on a timely basis. In some cases for post-secondary students, it is this record which determines whether the student will be accepted at the receiving institution. In all cases, it is important to know what course work the student has already completed so that the student may be properly placed in courses and educational programs at the next institution.

When a student seeks employment or wishes to inform another agency of the student's academic accomplishments, the student transcript may be sent to a prospective employer, branch of the military, or another government agency.

The student transcript contains personal history and identifying information about the student, the current academic status, dates of attendance, courses completed with grades earned, degrees and diplomas awarded, health information (Pre-Kindergarten through Grade 12 only), and testing information.

Heading (Table 1):

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
010	ST	Transaction Set Header	M	1			Must use	4
020	BGN	Beginning Segment	M	1			Must use	5
030	ERP	Educational Record Purpose	M	1		N1/030	Must use	7
040	REF	Reference Identification (Student Identification Numbers)	M	10		N1/040	Must use	8
050	DMG	Demographic Information	O	1			Used	10
060	LUI	Language Use	O	>1			Used	13
065	IND	Additional Individual Demographic Information	O	2			Used	15
066	DTP	Date or Time or Period	O	1			Used	17
067	RAP	Requirement, Attribute, and Proficiency	O	10			Used	18
070	PCL	Previous College	O	30			PostSec Only	20
080	NTE	Note/Special Instruction	O	100			Used	23
LOOP ID - N1					2			
110	N1	Name (Sending/Receiving Institution)	M	1		N1/110	Must use	25
120	N2	Additional Name Information	O	1			Used	27
130	N3	Address Information (Street Address of Sending/Receiving Institution)	O	1			Used	28
140	N4	Geographic Location	O	1			Used	29
150	PER	Administrative Communications Contact	O	1			Used	30
LOOP ID - IN1					15			
160	IN1	Individual Identification	M	1		N1/160	Must use	32
165	EMS	Employment Position	O	5			K12 Only	--
170	IN2	Individual Name Structure Components	M	10			Must use	34
LOOP ID - N3					5			

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180	N3	Address Information	O	1		Used	35
190	N4	Geographic Location	O	1		Used	36
195	PER	Administrative Communications Contact	O	10		Used	38
200	REF	Reference Identification	O	10		K12 Only	--
210	NTE	Note/Special Instruction	O	1		Used	41
LOOP ID - SST					500		
220	SST	Student Academic Status	O	1		Used	42
230	SSE	Entry and Exit Information	O	1000	N1/230	Used	45
240	N1	Name	O	1		Used	47
250	N3	Address Information	O	1		Used	49
260	N4	Geographic Location	O	1		Used	50
LOOP ID - ATV					100		
265	ATV	Student Activities and Awards	O	1		Used	52
267	DTP	Date or Time or Period	O	2	N1/267	Used	54
LOOP ID - TST					>1		
270	TST	Test Score Record	O	1		Used	56
LOOP ID - SBT					>1		
280	SBT	Subtest	O	1		Used	60
290	SRE	Test Scores	O	3		Used	61
300	NTE	Note/Special Instruction	O	2		Used	62
LOOP ID - SUM					5		
310	SUM	Academic Summary	O	1		Used	63
320	NTE	Note/Special Instruction	O	50		Used	68

Detail (Table 2):

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>	<u>Page</u>
LOOP ID - LX					1			
010	LX	Assigned Number	O	1			Used	69
020	HS	Health Screening	O	10			K12 Only	--
030	IMM	Immunization Status Code	O	1000			Used	70
LOOP ID - HC					1000			
040	HC	Health Condition	O	1			K12 Only	--
050	N1	Name (Health Service Provider)	O	1			K12 Only	--
060	N2	Additional Name Information (Health Care Provider)	O	1			K12 Only	--
070	PER	Administrative Communications Contact	O	1			K12 Only	--
080	N3	Address Information	O	1			K12 Only	--
090	N4	Geographic Location	O	1			K12 Only	--
LOOP ID - SP					30			
100	SP	Special Program	O	1			K12 Only	--
110	PER	Administrative Communications Contact	O	1			K12 Only	--
120	N3	Address Information	O	1			K12 Only	--
130	N4	Geographic Location	O	1			K12 Only	--
140	NTE	Note/Special Instruction	O	1		N2/140	K12 Only	--
LOOP ID - OPS					10			
150	OPS	Program Subject Area and Eligibility	O	1		N2/150	K12 Only	--
160	OPX	Placement Criteria	O	2		N2/160	K12 Only	--
170	DTP	Date or Time or Period	O	10		N2/170	K12 Only	--

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LOOP ID - SES			1000				
180	SES	Academic Session Header	O	1		Used	73
185	SSE	Entry and Exit Information	O	1		Used	78
190	NTE	Note/Special Instruction	O	50		Used	80
200	N1	Name (Override Institution)	O	1	N2/200	Used	81
210	N3	Address Information	O	1		Used	83
220	N4	Geographic Location	O	1		Used	84
LOOP ID - SUM			5				
230	SUM	Academic Summary	O	1	N2/230	Used	85
240	NTE	Note/Special Instruction	O	5		Used	90
LOOP ID - CRS			50				
250	CRS	Course Record	O	1		Used	91
260	REF	Reference Identification	O	5		Used	97
270	CSU	Supplemental Course Data	O	1		Used	98
271	LUI	Language Use (Language of Instruction)	O	10		Used	101
272	RAP	Requirement, Attribute, and Proficiency	O	5		Used	103
280	NTE	Note/Special Instruction	O	50		Used	105
290	N1	Name (Override Institution or Agency)	O	1	N2/290	Used	106
300	N4	Geographic Location	O	1		Used	108
LOOP ID - MKS			10				
305	MKS	Marks Awarded	O	1		Used	109
306	LUI	Language Use (Language of Examination)	O	1		Used	110
LOOP ID - DEG			10				
310	DEG	Degree Record	O	1		PostSec Only	112
320	SUM	Academic Summary	O	5	N2/320	PostSec Only	114
330	FOS	Field of Study	O	30		PostSec Only	118
335	N1	Name (Name of Institution Awarding Degree)	O	1	N2/335	PostSec Only	120
340	NTE	Note/Special Instruction	O	30		PostSec Only	122
350	SE	Transaction Set Trailer	M	1		Must use	123
		History of Changes to this Implementation Guide					124

Notes:

- 1/030 The ERP segment is used to indicate what type of student record is being sent.
- 1/040 The REF segment includes the student identification numbers.
- 1/110 The N1 loop identifies the sending and receiving institutions.
- 1/160 The IN1 and IN2 segments indicate the name(s) of the student or other individual agency.
- 1/230 The occurrence of the SSE segment indicates the dates of the PreKindergarten - Grade 12 student's entry and exit from the school or school district.
- 1/267 The DTP segments indicate the beginning and ending dates for involvement in an activity or the date the award or honor was granted.
- 2/140 The NTE segment provides additional information about special programs.
- 2/150 The OPS segment provides subject area and other information for the special program identified in the SP segment.
- 2/160 The OPX segment provides reasons for placing/removing the student in/from the program or subject area.
- 2/170 The DTP segment provides dates associated with the program or subject area.
- 2/200 The N1, N3, and N4 segments specify the override institution.
- 2/230 This SUM segment is for the summary for the academic session.
- 2/290 The N1 and N4 segments specify the override institution.
- 2/320 This SUM segment is for the summary for the degree.
- 2/335 The N1 segment specifies the institution awarding the degree.

ST Transaction Set Header

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

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	<p>Transaction Set Identifier Code</p> <p>Description: Code uniquely identifying a Transaction Set</p> <p><u>Code NAME</u></p> <p>130 Student Educational Record (Transcript)</p>	M	ID	3/3	Must use
ST02	329	<p>Transaction Set Control Number</p> <p>Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set</p> <p>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 BGN02 of TS131 (Student Educational Record (Transcript) Acknowledgment) and AK202 of TS997 (Functional Acknowledgment).</p>	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., 130 selects the Student Educational Record (Transcript) Transaction Set).

BGN Beginning Segment

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

To indicate the beginning of a transaction set

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																
BGN01	353	<p>Transaction Set Purpose Code Description: Code identifying purpose of transaction set</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>NAME</u></th> </tr> </thead> <tbody> <tr> <td>00</td> <td>Original</td> </tr> <tr> <td>05</td> <td>Replace</td> </tr> <tr> <td>07</td> <td>Duplicate</td> </tr> <tr> <td>11</td> <td>Response</td> </tr> <tr> <td>15</td> <td>Re-Submission</td> </tr> <tr> <td>18</td> <td>Reissue</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	00	Original	05	Replace	07	Duplicate	11	Response	15	Re-Submission	18	Reissue	ZZ	Mutually Defined	M	ID	2/2	Must use
<u>Code</u>	<u>NAME</u>																					
00	Original																					
05	Replace																					
07	Duplicate																					
11	Response																					
15	Re-Submission																					
18	Reissue																					
ZZ	Mutually Defined																					
BGN02	127	<p>Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier</p> <p>Note to User: If the TS130 is in response to a TS146 (Request for Student Educational Record (Transcript)), then this value is the same as the ST02/SE02 Transaction Set Control Number of that TS146. If, however, the TS130 is not sent in response to a TS 146, then this is a reference number or identification number assigned by the sender of the TS130. In either case, the acknowledgment process for the TS130 requires that this value be returned to the sender of the TS130 in the REF02 of the TS131 (Student Educational Record (Transcript) Acknowledgment).</p>	M	AN	1/30	Must use																
BGN03	373	<p>Date Description: Date expressed as CCYYMMDD</p> <p>Note to User: This is the date the transaction was originated by the sender.</p>	M	DT	8/8	Must use																
BGN04	337	<p>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)</p> <p>Note to User: This is the time the transaction was originated by the sender.</p>	X	TM	4/8	Used																
BGN05	623	<p>Time Code Description: Code identifying the time zone.</p> <p>Note to User: This indicates the time zone or type of time in BGN04.</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>NAME</u></th> </tr> </thead> <tbody> <tr> <td>AD</td> <td>Alaska Daylight Time</td> </tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	AD	Alaska Daylight Time	O	ID	2/2	Used												
<u>Code</u>	<u>NAME</u>																					
AD	Alaska Daylight Time																					

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		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

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

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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ERP01	640	<p>Transaction Type Code Description: Code specifying the type of transaction Note to User: This code identifies the type of transcript or student record being sent. <u>Code NAME</u> DP District to Postsecondary Student Record PS Postsecondary Student Academic Record</p>	M	ID	2/2	Must use
ERP02	641	<p>Status Reason Code Description: Code indicating the status reason Note to User: This code specifies the reason the transcript or student record is being sent. <u>Code NAME</u> 053 Notice of Term Enrollment 054 Term Grade Report B44 Part of requested record being sent; Remainder to be sent by hard copy B48 Record being sent at request of student B49 Record being sent to replace one previously sent B50 Requested record being sent</p>	O	ID	3/3	Used
ERP03	306	<p>Action Code Description: Code indicating type of action</p>	O	ID	1/2	Not used

Semantics:

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

REF Reference Identification (Student Identification Numbers)

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

To specify identifying information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	<p>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 database of the sending institution. Identification of individuals other than the student should be included in the IN1 segment at position 01/160. If the TS 130 is in response to a TS 146 and the value in REF02 is the same value received in the BGN02 of that TS 146, REF01 would be "F8".</p> <p><u>Code NAME</u></p> <p>28 Employee Identification Number 30 United States Government Visa Number 48 Agency's Student Number. This is the number assigned by an agency other than the institution sending the record. 49 Family Unit Number 4A Personal Identification Number (PIN) 50 State Student Identification Number 56 Corrected Social Security Number 57 Prior Incorrect Social Security Number C0 Canadian Social Insurance Number F8 Original Reference Number LR Local Student Identification Number MV Migrant Number SY Social Security Number</p>	M	ID	2/3	Must use
REF02	127	<p>Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: If the TS 130 is in response to a TS 146, this value may be the same value received in the BGN02 of that TS 146. In such a case, REF01 would be "F8".</p>	X	AN	1/30	Used
REF03	352	<p>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 if necessary for clarification or positive identification.</p>	X	AN	1/80	Used
REF04	C040	<p>Reference Identifier Description: To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier</p>	O	Comp		Not used

Syntax:

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

Semantics:

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

Note to User:

This is used to provide an identification number for the individual whose educational record is being transmitted. Except for the student's name, the individual's identification number is the most important means of identifying the person whose educational record is being transmitted. The use of a student number that can be identified by the receiving institution or agency greatly facilitates automated processing of the record. Maximum effort should be made to provide one or more valid identification numbers for that reason. The use of REF03 by itself is strongly discouraged since it makes automated processing more difficult.

The acknowledgment process for the TS130 requires that the recipient of the TS130 return the first occurrence of this segment to the sender of the TS130 as one of the occurrences of the REF segment in the TS131.

DMG Demographic Information

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

To supply demographic information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DMG01	1250	<p>Date Time Period Format Qualifier (Format for Date of Birth) Description: Code indicating the date format, time format, or date and time format Note to User: The date of birth is a useful identifier on the transcript for those institutions which do not use the Social Security number as an identifier. <u>Code NAME</u> CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY MD Month of Year and Day of Month Expressed in Format MMDD</p>	X	ID	2/3	Used
DMG02	1251	<p>Date Time Period (Date of Birth) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: The date of birth is indicated here in the format identified in DMG01.</p>	X	AN	1/35	Used
DMG03	1068	<p>Gender Code Description: Code indicating the sex of the individual <u>Code NAME</u> F Female M Male U Unknown</p>	O	ID	1/1	Used
DMG04	1067	<p>Marital Status Code Description: Code defining the marital status of a person <u>Code NAME</u> A Common Law B Registered Domestic Partner D Divorced I Single K Unknown M Married R Unreported S Separated U Unmarried (Single or Divorced or Widowed) W Widowed X Legally Separated</p>	O	ID	1/1	Used
DMG05	1109	<p>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 <u>Code NAME</u></p>	O	ID	1/1	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		7 Not Provided A Asian or Pacific Islander B Black C Caucasian D Subcontinent Asian American E Other Race or Ethnicity F Asian Pacific American G Native American H Hispanic I American Indian or Alaskan Native J Native Hawaiian N Black (Non-Hispanic) O White (Non-Hispanic) P Pacific Islander Z Mutually Defined To use the newer Race and Ethnicity codes being mandated by the US Department of Education’s National Center for Education Statistics (NCES) in the late 2000’s, see information about using the NTE segment on pages 22-23.				
DMG06	1066	Citizenship Status Code Description: Code indicating citizenship status <u>Code</u> <u>NAME</u> 1 U.S. Citizen 2 Non-Resident Alien 3 Resident Alien 4 Illegal Alien 5 Alien 6 U.S. Citizen - Non-Resident 7 U.S. Citizen - Resident 8 Citizen 9 Non-citizen with Student Authorization A Non-permanent Resident Alien B Permanent Visa C Temporary Visa	O	ID	1/2	Used
DMG07	26	Country Code (Country of Citizenship) Description: Code identifying the country Note to User: Refer to Appendix B for the complete code list.	O	ID	2/3	Used
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.

Note to User:

The purpose of this segment is to provide demographic information about the student. The AACRAO Academic Record and Transcript Guide (1996) indicates that gender, marital status, and race/ethnicity are not recommended to appear on an official **postsecondary** transcript. It advises that date of birth be sent only if the Social Security number is not transmitted.

LUI Language Use

Pos: 060	Max: >1
Heading - Optional	
Loop: N/A	Elms: 5

To specify language, type of usage, and proficiency or fluency

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LUI01	66	<p>Identification Code Qualifier (Language Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: This code designates the code list in which the language code in LUI02 appears. <u>Code NAME</u> LD NISO Z39.53 Language Codes LE ISO 639 Language Codes</p>	X	ID	1/2	Used
LUI02	67	<p>Identification Code (Language Code) Description: Code identifying a party or other code Note to User: This code indicates the language. Refer to Appendix B for the complete code list.</p>	X	AN	2/80	Used
LUI03	352	<p>Description (Language Name) Description: A free-form description to clarify the related data elements and their content Note to User: This is the literal name of the language when needed for clarity or when the language is not included in the code lists identified in LUI01.</p>	X	AN	1/80	Used
LUI04	1303	<p>Use of Language Indicator Description: Code indicating the use of a language <u>Code NAME</u> 4 Language Spoken in the Home 5 Language Reading 6 Language Writing 7 Language Speaking 8 Native Language</p>	O	ID	1/2	Used
LUI05	1476	<p>Language Proficiency Indicator Description: Code indicating language proficiency <u>Code NAME</u> 5 Status Unknown A Excellent or Fluent B Good C Fair D Poor E Unacceptable</p>	O	ID	1/1	Used

Syntax:

P0102 -- If either LUI01 or LUI02 is present, then the other is required.

L040203 -- If LUI04 is present, then at least one of LUI02 or LUI03 is required.

Semantics:

1. LUI02 is the language code.
2. LUI03 is the name of the language.

Note to User:

When transmitted, this segment is used to indicate the student's language proficiencies.

IND

Additional Individual Demographic Information

Pos: 065	Max: 2
Heading - Optional	
Loop: N/A	
Elms: 12	

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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) Note to User: In previous releases of the Guide, this was used to transmit the native language of the student. However, this data element points to a code set for written languages only. In order to provide the flexibility to use the spoken languages code set, the LUI segment at position 1/060 should now be used for this purpose.	O	ID	2/3	Not used
IND06	1476	Language Proficiency Indicator (English Proficiency of the Student) Description: Code indicating language proficiency	O	ID	1/1	K12 Only
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) Note to User: In previous releases of the Guide, this was used to transmit the language spoken in the home. However, this data element points to a code set for written languages only. In order to provide the flexibility to use the spoken languages code set, the LUI segment at position 1/060 should now be used for this purpose.	O	ID	2/3	Not used
IND08	819	Language Code (Language of Correspondence)	O	ID	2/3	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<p>Description: Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)</p> <p>Note to User: This is a code that refers to the language to be used for correspondence to the student. Refer to Appendix B for the complete code list. Use the LUI segment at position 1/060 to transmit additional language information.</p>				
IND09	66	<p>Identification Code Qualifier (National/Ethnic Origin Code Qualifier)</p> <p>Description: Code designating the system/method of code structure used for Identification Code (67)</p>	X	ID	1/2	K12 Only
IND10	67	<p>Identification Code (National/Ethnic Origin Code)</p> <p>Description: Code identifying a party or other code</p>	X	AN	2/80	K12 Only
IND11	66	<p>Identification Code Qualifier (National/Ethnic Origin Code Qualifier)</p> <p>Description: Code designating the system/method of code structure used for Identification Code (67)</p>	X	ID	1/2	K12 Only
IND12	67	<p>Identification Code (National/Ethnic Origin Code)</p> <p>Description: Code identifying a party or other code</p>	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.

Note to User:

When transmitted, this segment provides additional demographic information about the student. The 1996 AACRAO Academic Record and Transcript Guide does not recommend sending information on place of birth on an official postsecondary transcript.

DTP Date or Time or Period

Pos: 066	Max: 1
Heading - Optional	
Loop: N/A	Elms: 3

To specify any or all of a date, a time, or a time period

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTP01	374	<p>Date/Time Qualifier Description: Code specifying type of date or time, or both date and time Note to User: This code indicates that the date appearing in this segment refers to the date of arrival in the country or estimated or actual immigration date. <u>Code NAME</u> AAA Arrival in Country ACA Immigration Date ACB Estimated Immigration Date</p>	M	ID	3/3	Must use
DTP02	1250	<p>Date Time Period Format Qualifier Description: Code indicating the date format, time format, or date and time format <u>Code NAME</u> CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY</p>	M	ID	2/3	Must use
DTP03	1251	<p>Date Time Period Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: The date appears in the format indicated in DTP02.</p>	M	AN	1/35	Must use

Semantics:

- DTP02 is the date or time or period format that will appear in DTP03.

Note to User:

When used, this segment communicates the date the student immigrated or arrived in the country in which the sending institution is located.

RAP Requirement, Attribute, and Proficiency

Pos: 067	Max: 10
Heading - Optional	
Loop: N/A	Elms: 7

To identify requirements, attributes, and proficiencies of students and/or courses

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
RAP01	1155	<p>Educational Test or Requirement Code</p> <p>Description: Indicates a particular national, regional, state, or local test or requirement</p> <p>Note to User: Refer to Appendix B for the complete code list.</p>	M	ID	1/3	Must use
RAP02	93	<p>Name (Main Category of Requirement)</p> <p>Description: Free-form name</p>	O	AN	1/60	Used
RAP03	93	<p>Name (Lesser Category of Requirement)</p> <p>Description: Free-form name</p>	O	AN	1/60	Used
RAP04	1413	<p>Usage Indicator</p> <p>Description: Designates whether the achievement or characteristic being described is a requirement, an attribute, or a proficiency</p> <p>Note to User: This element specifies if this occurrence of the RAP is used to indicate satisfaction of a requirement or proficiency or to indicate the presence of an attribute.</p> <p>Code NAME</p> <p>A Attribute P Proficiency R Requirement</p>	O	ID	1/1	Used
RAP05	1073	<p>Yes/No Condition or Response Code (Requirement, Attribute or Proficiency Met)</p> <p>Description: Code indicating a Yes or No condition or response</p> <p>Note to User: This indicates whether or not the student met the requirement, attribute or proficiency. A "Y" indicates that it was met; an "N" indicates it was not met.</p> <p>Code NAME</p> <p>N No Y Yes</p>	O	ID	1/1	Used
RAP06	1250	<p>Date Time Period Format Qualifier (Format for Date Status Assigned)</p> <p>Description: Code indicating the date format, time format, or date and time format</p> <p>Note to User: This code indicates the format of the date on which the requirement, attribute, or proficiency was met.</p> <p>Code NAME</p> <p>CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY</p>	X	ID	2/3	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
RAP07	1251	<p>Date Time Period (Date Status Assigned)</p> <p>Description: Expression of a date, a time, or range of dates, times or dates and times</p> <p>Note to User: This date is in the format indicated in RAP06.</p>	X	AN	1/35	Used

Syntax:

P0607 -- If either RAP06 or RAP07 is present, then the other is required.

Semantics:

1. RAP02 indicates the major grouping or main category of requirement, attribute, or proficiency.
2. RAP03 indicates the lesser grouping of sub-category of requirement, attribute, or proficiency.
3. RAP04 indicates whether or not this occurrence of the segment is used to indicate satisfaction of requirement or proficiency, or to indicate the presence of an attribute.
4. RAP05 indicates whether or not the student or course meets the requirement, attribute or proficiency. A "Y" indicates that it was met; an "N" indicates that it was not met.

Note to User:

This segment communicates a requirement, attribute, or proficiency and whether or not the student has met it.

PCL Previous College

Pos: 070	Max: 30
Heading - Optional	
Loop: N/A	Elms: 7

To provide the receiving educational institution or agency with information concerning the student's previous postsecondary education experience

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PCL01	66	<p>Identification Code Qualifier (Institution Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: PCL01 and PCL02 identify an institution previously attended by the student.</p> <p><u>Code NAME</u> 71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics 72 The College Board's Admission Testing Program (ATP) 73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education 74 American College Testing (ACT) list of postsecondary educational institutions. CB Statistics Canada Canadian College Student Information System Institution Codes CS Statistics Canada University Student Information System University Codes</p>	X	ID	1/2	Used
PCL02	67	<p>Identification Code (Institution Code) Description: Code identifying a party or other code Note to User: This code indicates the specific institution from the list identified in PCL01.</p>	X	AN	2/80	Used
PCL03	1250	<p>Date Time Period Format Qualifier (Format for Dates Attended) Description: Code indicating the date format, time format, or date and time format Note to User: PCL03 and PCL04 describe the dates of attendance at the previous institution.</p> <p><u>Code NAME</u> RD4 Range of Years Expressed in Format CCYY-CCYY RD5 Range of Years and Months Expressed in Format CCYYMM-CCYYMM RD8 Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD</p>	X	ID	2/3	Used
PCL04	1251	<p>Date Time Period (Dates Attended) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This element conveys the dates of attendance in the format indicated in PCL03. Note that the dash is included in the date range being sent.</p>	X	AN	1/35	Used
PCL05	1126	Academic Degree Code	X	ID	3/3	Used

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<p>Description: Code indicating the level of postsecondary academic award earned by a student</p> <p>Note to User: Note that the decimal is part of the code.</p> <p>Code NAME</p> <p>2.1 Postsecondary Certificate Or Diploma (less than one year)</p> <p>2.2 Postsecondary Certificate Or Diploma (one year or more but less than four years)</p> <p>2.3 Associate Degree (e.g., Associate In Arts, Associate In Science, Associate In Applied Science)</p> <p>2.4 Baccalaureate Degree</p> <p>2.5 Baccalaureate (Honours) Degree</p> <p>2.6 Postsecondary Certificate Or Diploma (one year or more but less than two years)</p> <p>2.7 Postsecondary Certificate Or Diploma (two years or more but less than four years)</p> <p>3.1 First Professional Degree</p> <p>3.2 Post-Professional Degree</p> <p>4.1 Graduate Certificate</p> <p>4.2 Master's Degree</p> <p>4.3 Intermediate Graduate Degree</p> <p>4.4 Doctoral Degree</p> <p>4.5 Post-Doctoral Degree</p>				
PCL06	1251	<p>Date Time Period (Date Degree Conferred)</p> <p>Description: Expression of a date, a time, or range of dates, times or dates and times</p> <p>Note to User: Date Degree Conferred should be in CCYY format.</p>	O	AN	1/35	Used
PCL07	352	<p>Description (Institution Name)</p> <p>Description: A free-form description to clarify the related data elements and their content</p> <p>Note to User: This is the free-form name of the previous institution if it could not be identified in PCL01 and PCL02.</p>	X	AN	1/80	Used

Syntax:

- P0102 -- If either PCL01 or PCL02 is present, then the other is required.
- R0107 -- At least one of PCL01 or PCL07 is required.
- P0304 -- If either PCL03 or PCL04 is present, then the other is required.
- C0605 -- If PCL06 is present, then PCL05 is required

Semantics:

1. PCL01 and PCL02 are the institution or school that the student previously attended.
2. PCL04 indicates the range of dates of attendance at the school previously attended.
3. PCL06 is the year a degree was awarded at the school previously attended.
4. PCL06 is in the format CCYY.

Note to User:

Previous college attendance and degree information may be given in this segment. It is used for transfer or graduate students. More detail may be provided in the SES and CRS segments.

NTE Note/Special Instruction

Pos: 080	Max: 100
Heading - Optional	
Loop: N/A	Elms: 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:

- 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, unless there is agreement among trading partners for a structured NTE segment.

Note to User:

This segment can be used to provide additional vital information about this student record which cannot be otherwise transmitted. The use of the NTE, however, is to be avoided where possible since the data is not machine processable, unless there is agreement among trading partners for a structured NTE segment.

Although the AACRAO 2003 Academic Record and Transcript Guide does not recommend that race and ethnicity be included on the Student Transcript, many schools do include it. If included, the previously approved codes can be included in the DMG segment on pages 10 and 11 of this Guide.

Recommendation to use the NTE Segment for transmitting new race and ethnicity information approved by the US Department of Education's National Center for Education Statistics:

Version 4010 of Transaction Set 130 provided for the inclusion of only one code to indicate both race and ethnicity. The following is the process approved by both the AACRAO SPEEDE Committee and the Postsecondary Electronic Standards Council's (PESC) Education Record User Group to transmit the new race and ethnicity codes in TS 130 Version 4010.

The new ethnicity codes (only one is allowed) are

R for Hispanic or Latino
W for Not Hispanic or Latino

The new race codes (multiple values are allowed) are

Q Black or African American
S White
T American Indian or Alaska Native
U Asian
V Native Hawaiian or Other Pacific Islander

The following are *examples* of the use of the NTE segment in the IN1 loop to transmit the new race and ethnicity information, assuming the data element separator is * and the segment separator is ~. (NTE01 is not sent and the data are sent in the NTE02.)

NTE**Ethnicity=R;Race=S~ to show an Hispanic White and there are no other uses of this segment;

NTE**Ethnicity=W;Race=V~ to show a non Hispanic Native Hawaiian and there are no other uses of this segment;

NTE**Ethnicity=W;Race=ST~ to show a non Hispanic who is White and also American Indian and there are no other uses of this segment;

NTE**Ethnicity=R~ to show an Hispanic with no race code indicated and there are no other uses of this segment;

NTE**Race=QU~ to show a person who is Black and Asian, did not provide an ethnicity code and there are no other uses of this segment;

NTE**Ethnicity=R;Race=S;Florida student ID is 1234567~ to show a person who is a White Hispanic and the NTE segment is also used by schools in a specific state to include a student number specific to that state.

N1

Name (Sending/Receiving Institution)

Pos: 110	Max: 1
Heading - Mandatory	
Loop: N1	Elms: 6

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

Element Summary:

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

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N105	706	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 this N1 loop describes the sender and the other describes the receiver. In each case it is recommended that in the N1 segment, N103 and N104 be used to identify the institution. If this is not possible, N102 is available for the free-form name of the institution.

N2

Additional Name Information

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

To specify additional names or those longer than 60 characters in length

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N201	93	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 60 characters in length. It is recommended, however, that this segment not be used if there is a valid code in the N1 segment (N103 and N104) since it is probably redundant.

N3

Address Information (Street Address of Sending/Receiving Institution)

Pos: 130	Max: 1
Heading - Optional	
Loop: N/A	Elms: 2

To specify the location of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	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: 140	Max: 1
Heading - Optional	
Loop: N/A	Elms: 6

To specify the geographic place of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	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.

PER Administrative Communications Contact

Pos: 150	Max: 1
Heading - Optional	
Loop: N/A	Elms: 9

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	<p>Contact Function Code Description: Code identifying the major duty or responsibility of the person or group named</p> <p>Code NAME</p> <p>BP School Principal DN Dental School Admissions Office E2 Evening Programs Office FA Financial Aid Office GA Graduate Fine Arts Office GB Graduate Business Office GC Guidance Counselor GE Graduate Engineering Office GR Graduate Admissions Office LD Law School Admissions Office MD Medical Admissions Office PK Performance Evaluation Committee PS Personnel Department RG Registrar SB Student SK School Clerk SP Special Program Contact SW Social Services Worker TC College of Education Admissions Office TH School of Theology Admissions Office UG Undergraduate Admissions Office VM School of Veterinary Medicine Admissions Office</p>	M	ID	2/2	Must use
PER02	93	<p>Name (Name of Contact Person) Description: Free-form name</p>	O	AN	1/60	Used
PER03	365	<p>Communication Number Qualifier Description: Code identifying the type of communication number Note to User: The AACRAO Academic Record and Transcript Guide (1996) recommends that a contact telephone number (code "TE") be included for the postsecondary institutions sending a transcript. It is strongly recommended that this be included in the PreK-Grade 12 record as well.</p> <p>Code NAME</p> <p>AP Alternate Telephone AS Answering Service BN Beeper Number CP Cellular Phone EM Electronic Mail EX Telephone Extension</p>	X	ID	2/2	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		FX Facsimile 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.

IN1 Individual Identification

Pos: 160	Max: 1
Heading - Mandatory	
Loop: IN1	Elms: 7

To provide identification of an individual or entity

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IN101	1065	<p>Entity Type Qualifier Description: Code qualifying the type of entity Note to User: This code indicates whether the entity is a person or a non-person (such as an agency). The postsecondary transcript would use "1 Person".</p> <p><u>Code</u> <u>NAME</u></p> <p>1 Person 2 Non-Person Entity</p>	M	ID	1/1	Must use
IN102	1107	<p>Name Type Code Description: Code identifying the type of name Note to User: The name referred to is to appear in IN202.</p> <p><u>Code</u> <u>NAME</u></p> <p>01 Given Name (Name at Birth) 02 Current Legal 03 Alias 04 Name of Record 05 Previous Name 07 Married Name 08 Professional Name</p>	M	ID	2/2	Must use
IN103	98	<p>Entity Identifier Code Description: Code identifying an organizational entity, a physical location, property or an individual Note to User: This code describes the relationship this entity has with the student. If this occurrence of the IN1 refers to the student, use "S2".</p> <p><u>Code</u> <u>NAME</u></p> <p>6X Disciplinary Contact 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</p>	O	ID	2/3	Used
IN104	128	<p>Reference Identification Qualifier Description: Code qualifying the Reference Identification</p>	X	ID	2/3	K12 Only
IN105	127	<p>Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier</p>	X	AN	1/30	K12 Only
IN106	1069	<p>Individual Relationship Code</p>	O	ID	2/2	K12 Only

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		Description: Code indicating the relationship between two individuals or entities				
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	K12 Only

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:

This loop is used to provide identification, by name, of the individual student whose record is being transmitted. Complete and proper identification of the student whose educational record is being sent is of utmost importance. Careful attention to this loop will assist the receiving institution in matching this transmission to the correct student.

IN2 Individual Name Structure Components

Pos: 170	Max: 10
Heading - Mandatory	
Loop: N/A	Elms: 2

To sequence individual name components for maximum specificity

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																				
IN201	1104	<p>Name Component Qualifier Description: Code identifying the type of name component</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>NAME</u></th> </tr> </thead> <tbody> <tr><td>01</td><td>Prefix</td></tr> <tr><td>02</td><td>First Name</td></tr> <tr><td>03</td><td>First Middle Name</td></tr> <tr><td>04</td><td>Second Middle Name</td></tr> <tr><td>05</td><td>Last Name</td></tr> <tr><td>06</td><td>First Initial</td></tr> <tr><td>07</td><td>First Middle Initial</td></tr> <tr><td>08</td><td>Second Middle Initial</td></tr> <tr><td>09</td><td>Suffix</td></tr> <tr><td>12</td><td>Combined (Unstructured) Name</td></tr> <tr><td>14</td><td>Name of an agency</td></tr> <tr><td>15</td><td>Maiden or former name</td></tr> <tr><td>16</td><td>Composite Name</td></tr> <tr><td colspan="2">Description: Used if the name cannot be broken into separate parts, formatted with the last name first.</td></tr> <tr><td>17</td><td>Middle Names</td></tr> <tr><td>18</td><td>Preferred First Name or Nickname</td></tr> <tr><td>22</td><td>Organization Name</td></tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	01	Prefix	02	First Name	03	First Middle Name	04	Second Middle Name	05	Last Name	06	First Initial	07	First Middle Initial	08	Second Middle Initial	09	Suffix	12	Combined (Unstructured) Name	14	Name of an agency	15	Maiden or former name	16	Composite Name	Description: Used if the name cannot be broken into separate parts, formatted with the last name first.		17	Middle Names	18	Preferred First Name or Nickname	22	Organization Name	M	ID	2/2	Must use
<u>Code</u>	<u>NAME</u>																																									
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22	Organization Name																																									
IN202	93	<p>Name Description: Free-form name</p> <p>Note to User: This is the free-form text of the name component or full name as indicated in IN201.</p>	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 institution with the structure of the name being transmitted. Each occurrence of the IN2 qualifies a name component or the full name appearing in IN202.

The acknowledgment process for the TS130 requires that the recipient of the TS130 return the first occurrence of this segment to the sender of the TS130 in the IN2 segment of TS131.

N3

Address Information

Pos: 180	Max: 1
Heading - Optional	
Loop: N3	Elms: 2

To specify the location of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	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 student identified in the current IN1 loop. If multiple addresses for a single individual are sent, then use N405 to distinguish among them. The AACRAO Academic Record and Transcript Guide (1996) indicates that the address is no longer considered a viable item of identification and, therefore, is generally not included on the official postsecondary transcript.

N4 Geographic Location

Pos: 190	Max: 1
Heading - Optional	
Loop: N/A	Elms: 6

To specify the geographic place of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	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 <u>Code</u> <u>NAME</u> DT Domicile Type Code F Current Address H Home Address I Home Base Address L Local Address M Mailing Address O Office Address P Permanent Address	X	ID	1/2	Used
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. If multiple addresses for a single individual are sent, then use N405 to distinguish among them. The AACRAO Academic Record and Transcript Guide (1996) indicates that the address is no longer considered a viable item of identification, therefore, is generally not included on the official postsecondary transcript.

PER Administrative Communications Contact

Pos: 195	Max: 10
Heading - Optional	
Loop: N/A	Elms: 9

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
PER01	366	<p>Contact Function Code Description: Code identifying the major duty or responsibility of the person or group named</p> <p>Code NAME</p> <p>BP School Principal DN Dental School Admissions Office E2 Evening Programs Office EM Emergency Contact 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</p>	M	ID	2/2	Must use
PER02	93	<p>Name (Contact Person) Description: Free-form name</p> <p>Note to User: The use of this data element is discouraged unless it is necessary for clarity.</p>	O	AN	1/60	Used
PER03	365	<p>Communication Number Qualifier Description: Code identifying the type of communication number</p> <p>Code NAME</p> <p>AP Alternate Telephone AS Answering Service BN Beeper Number CP Cellular Phone</p>	X	ID	2/2	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		EM Electronic Mail EX Telephone Extension FX Facsimile HF Home Facsimile Number HP Home Phone Number NP Night Telephone OF Other Residential Facsimile Number OT Other Residential Telephone Number 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:

This segment is used to transmit communication numbers for the student and/or other entities associated with the student. The postsecondary transcript generally does not include this segment.

NTE Note/Special Instruction

Pos: 210	Max: 1
Heading - Optional	
Loop: N/A	Elms: 2

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	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:

- 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.

Note to User:

This segment is used to provide additional vital information about the individual or agency identified in the current IN1 loop that cannot otherwise be transmitted.

SST Student Academic Status

Pos: 220	Max: 1
Heading - Optional	
Loop: SST	Elms: 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:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SST01	641	<p>Status Reason Code (High School Graduation Type Code) Description: Code indicating the status reason</p> <p>Note to User: This is a code indicating the status of the PreK-Grade 12 student or the type of high school diploma or certification the student was, or is expected to be, awarded. In the postsecondary record, this may reflect the basis of admission at the sending institution.</p> <p>Code NAME</p> <p>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)</p>	O	ID	3/3	Used
SST02	1250	<p>Date Time Period Format Qualifier (Format for High School Graduation Date) Description: Code indicating the date format, time format, or date and time format</p> <p>Note to User: This code indicates the format of the actual or expected high school graduation date appearing in SST04.</p> <p>Code NAME</p> <p>CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY</p>	X	ID	2/3	Used
SST03	1251	<p>Date Time Period (High School Graduation Date) Description: Expression of a date, a time, or range of dates, times or dates and times</p> <p>Note to User: This is the date the student graduated or is expected to graduate from high school.</p>	X	AN	1/35	Used
SST04	641	<p>Status Reason Code (Eligible to Return Code) Description: Code indicating the status reason</p> <p>Note to User: This element 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.</p>	O	ID	3/3	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<u>Code NAME</u> 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) B51 Student on Suspension or Dismissal; Eligible to Apply for Re-entry				
SST05	1250	Date Time Period Format Qualifier (Format for Date of Eligibility to Return) Description: Code indicating the date format, time format, or date and time format Note to User: This is the format of the date of eligibility to return appearing in SST06. For a student in good standing, this data element would not be sent. <u>Code NAME</u> 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
SST06	1251	Date Time Period (Date of Eligibility to Return) 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 is eligible to return in the format indicated in SST05. For a student in good standing, this data element would not be sent.	X	AN	1/35	Used
SST07	641	Status Reason Code (Current Enrollment Status Code) Description: Code indicating the status reason Note to User: This element 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. <u>Code NAME</u> B30 Currently enrolled but courses in progress not included B31 Not currently enrolled B33 Unreported - Information is not available in record B34 Currently enrolled and courses in progress are included	O	ID	3/3	Used
SST08	1131	Level of Individual, Test, or Course Code (Student's Grade Level) Description: Code identifying level of course, test, or student Note to User: This data element is not sent in the postsecondary transcript. <u>Code NAME</u> 08 Eighth grade 09 Ninth grade 10 Tenth grade 11 Eleventh grade 12 Twelfth grade AD Adult HG High School Graduate or Equivalent HS Attended high school, but did not graduate	O	ID	2/2	K12 Only

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>								
		PS Some Postsecondary (e.g. college) SS Secondary School VS Vocational School												
SST09	1073	<p>Yes/No Condition or Response Code (Residency Code for Fee Purposes) Description: Code indicating a Yes or No condition or response</p> <table border="0"> <tr> <td style="padding-right: 10px;"><u>Code</u></td> <td><u>NAME</u></td> </tr> <tr> <td>N</td> <td>No Description: The student is not (or was not) considered to be a legal resident for fee purposes.</td> </tr> <tr> <td>U</td> <td>Unknown Description: The residency status is unknown or not available in the transcript record.</td> </tr> <tr> <td>Y</td> <td>Yes Description: The student is or was considered to be a legal resident for fee purposes.</td> </tr> </table>	<u>Code</u>	<u>NAME</u>	N	No Description: The student is not (or was not) considered to be a legal resident for fee purposes.	U	Unknown Description: The residency status is unknown or not available in the transcript record.	Y	Yes Description: The student is or was considered to be a legal resident for fee purposes.	O	ID	1/1	PostSec Only
<u>Code</u>	<u>NAME</u>													
N	No Description: The student is not (or was not) considered to be a legal resident for fee purposes.													
U	Unknown Description: The residency status is unknown or not available in the transcript record.													
Y	Yes Description: The student is or was considered to be a legal resident for fee purposes.													

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:

The AACRAO Academic Record and Transcript Guide classifies information concerning the student's eligibility to return (academic suspension or dismissal) as an essential data element. Institutions and agencies subscribing to the AACRAO recommendation would therefore transmit SST04 as a required part of the student's educational record.

Educational institutions and agencies that have differential tuition and fee structures for resident and non-resident students may wish to include the student's residency status for fee purposes (SST09) at the sending institution or agency to assist in evaluating the student's residency status at the receiving institution or agency.

SSE Entry and Exit Information

Pos: 230	Max: 1000
Heading - Optional	
Loop: N/A	Elms: 4

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																																
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	O	DT	8/8	Used																																																
SSE03	641	Status Reason Code (Reason for Entry or Exit) Description: Code indicating the status reason <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>NAME</u></th> </tr> </thead> <tbody> <tr><td>B27</td><td>Student is eligible to continue or return or both</td></tr> <tr><td>B28</td><td>Student is on suspension or dismissal</td></tr> <tr><td>B29</td><td>Student is expelled (from PreK - grade 12)</td></tr> <tr><td>B31</td><td>Not currently enrolled</td></tr> <tr><td>B38</td><td>Dropped</td></tr> <tr><td>B39</td><td>Academic Probation</td></tr> <tr><td>B40</td><td>Suspended</td></tr> <tr><td>B51</td><td>Student on Suspension or Dismissal; Eligible to Apply for Re-entry</td></tr> <tr><td>B52</td><td>According to established regulations or statutes</td></tr> <tr><td>D03</td><td>Student has attended a nonpublic school or home education program in- or out-of-state this year</td></tr> <tr><td>D04</td><td>Student was received from another attendance reporting unit in the same school</td></tr> <tr><td>D05</td><td>Student was received from a school in the same district</td></tr> <tr><td>D06</td><td>Student was received from another public school outside the district either in- or out-of-state</td></tr> <tr><td>D07</td><td>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</td></tr> <tr><td>D08</td><td>Student unexpectedly reentered the same school after withdrawing or being discharged</td></tr> <tr><td>D09</td><td>Student was expected to attend a school but did not enter as expected for unknown reasons</td></tr> <tr><td>D10</td><td>Student was promoted, retained, or transferred to another attendance-reporting unit in the same school</td></tr> <tr><td>D11</td><td>Student was promoted, retained, or transferred to another school in the same district</td></tr> <tr><td>D12</td><td>Student withdrew to attend another public school in the same district</td></tr> <tr><td>D13</td><td>Student withdrew to attend another public school in- or out-of-state</td></tr> <tr><td>D14</td><td>Student Over Compulsory Attendance Age Left School Voluntarily with No Intention of Returning</td></tr> <tr><td>D15</td><td>Student Graduated from School with a Standard Diploma</td></tr> <tr><td>D16</td><td>Student Graduated from School with a Special Diploma</td></tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	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 Voluntarily with No Intention of Returning	D15	Student Graduated from School with a Standard Diploma	D16	Student Graduated from School with a Special Diploma	O	ID	3/3	K12 Only
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		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:

The first occurrence of the SSE segment is associated with the sending institution or agency, and should reflect the entry/withdrawal date(s) as appropriate. Any additional information that indicates the movement of the student between other institutions or agencies should be included through multiple occurrences of this segment with appropriate override institution or agency information sent in segments N1, N3, and N4.

This segment is not transmitted in a postsecondary record.

Historical entry/withdrawal information should be sent in reverse chronological order.

N1

Name

Pos: 240	Max: 1
Heading - Optional	
Loop: N/A	Elms: 6

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>												
N101	98	<p>Entity Identifier Code (Type of Institution/Agency) Description: Code identifying an organizational entity, a physical location, property or an individual</p> <p>Code NAME</p> <table border="0"> <tr><td>HS</td><td>High School</td></tr> <tr><td>M8</td><td>Educational Institution</td></tr> <tr><td>VO</td><td>Elementary School</td></tr> <tr><td>VQ</td><td>Middle School</td></tr> <tr><td>VR</td><td>Junior High School</td></tr> <tr><td>ZZ</td><td>Mutually Defined</td></tr> </table>	HS	High School	M8	Educational Institution	VO	Elementary School	VQ	Middle School	VR	Junior High School	ZZ	Mutually Defined	M	ID	2/3	Must use
HS	High School																	
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VR	Junior High School																	
ZZ	Mutually Defined																	
N102	93	<p>Name (Institution/Agency Name) Description: Free-form name</p> <p>Note to User: This information is redundant if valid codes are sent in N103 and N104.</p>	X	AN	1/60	Used												
N103	66	<p>Identification Code Qualifier (Institution Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67)</p> <p>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.</p> <p>Code NAME</p> <table border="0"> <tr><td>77</td><td>National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions</td></tr> <tr><td>78</td><td>The College Board and ACT 6 digit code list of secondary educational institutions</td></tr> </table>	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	X	ID	1/2	Used								
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N104	67	<p>Identification Code (Institution Code) Description: Code identifying a party or other code</p> <p>Note to User: This is the institution code from the code set identified in N103.</p>	X	AN	2/80	Used												
N105	706	<p>Entity Relationship Code Description: Code describing entity relationship</p>	O	ID	2/2	Not used												
N106	98	<p>Entity Identifier Code Description: Code identifying an organizational entity, a physical location, property or an individual</p>	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:

If the student status information contained in this loop pertains to an institution other than the sender, then this segment must be used to identify that institution.

On the postsecondary transcript, this segment identifies the high school from which the student graduated or last attended.

N3

Address Information

Pos: 250	Max: 1
Heading - Optional	
Loop: N/A	Elms: 2

To specify the location of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	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 allows sending a free-form address for the institution identified in the N1 segment. It is recommended that free-form text not be used except as required for clarity.

N4

Geographic Location

Pos: 260	Max: 1
Heading - Optional	
Loop: N/A	Elms: 6

To specify the geographic place of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																								
N401	19	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 Note to User: This is the code identifying the type of location used in the address. <table border="0" style="margin-left: 20px;"> <tr> <td>Code</td> <td>NAME</td> </tr> <tr> <td>AC</td> <td>City and State</td> </tr> <tr> <td>CC</td> <td>Country</td> </tr> <tr> <td>CI</td> <td>City</td> </tr> <tr> <td>CY</td> <td>County/Parish</td> </tr> <tr> <td>DR</td> <td>District of Residence</td> </tr> <tr> <td>F</td> <td>Current Address</td> </tr> <tr> <td>L</td> <td>Local Address</td> </tr> <tr> <td>M</td> <td>Mailing Address</td> </tr> <tr> <td>O</td> <td>Office Address</td> </tr> <tr> <td>P</td> <td>Permanent Address</td> </tr> <tr> <td>PT</td> <td>3 Digit Canadian Postal Code</td> </tr> <tr> <td>PU</td> <td>6 Digit Canadian Postal Code</td> </tr> <tr> <td>RE</td> <td>Regional Education Service Agency</td> </tr> <tr> <td>SD</td> <td>School District</td> </tr> <tr> <td>SH</td> <td>School Campus Code</td> </tr> <tr> <td>SP</td> <td>State/Province</td> </tr> <tr> <td>SS</td> <td>School</td> </tr> <tr> <td>TN</td> <td>Township</td> </tr> <tr> <td>ZZ</td> <td>Mutually Defined</td> </tr> </table>	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	SD	School District	SH	School Campus Code	SP	State/Province	SS	School	TN	Township	ZZ	Mutually Defined	X	ID	1/2	K12 Only
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PU	6 Digit Canadian Postal Code																																													
RE	Regional Education Service Agency																																													
SD	School District																																													
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
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 provides additional location information about the school identified in the N1 segment.

ATV Student Activities and Awards

Pos: 265	Max: 1
Heading - Optional	
Loop: ATV	Elms: 10

To identify the activities in which a student has been involved, awards and honors the student has received, significant achievements, including employment, or publications

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Ma</u> <u>x</u>	<u>Usage</u>
ATV01	1270	Code List Qualifier Code (Activity or Award Code Qualifier) Description: Code identifying a specific industry code list <u>Code NAME</u> SA Student Activity Type Code SB Student Award Code	X	ID	1/3	Used
ATV02	1271	Industry Code (Activity or Award Code) Description: Code indicating a code from a specific industry code list Note to User: Refer to Appendix B for the complete code list.	X	AN	1/30	Used
ATV03	790	Entity Title (Name of Activity or Award) Description: Title of the data entity Note to User: This is the free-form name of an activity or award when needed. It can also be used to provide additional clarification when the codes in ATV02 are not adequate. It can contain a mutually defined activity or award indicator.	O	AN	1/132	Used
ATV04	790	Entity Title (Name of Sponsoring Organization) Description: Title of the data entity	O	AN	1/132	K12 Only
ATV05	380	Quantity (Activity Involvement) Description: Numeric value of quantity	X	R	1/15	K12 Only
ATV06	C001	Composite Unit of Measure (Activity Involvement) Description: To identify a composite unit of measure	X	Comp		K12 Only
ATV07	1131	Level of Individual, Test, or Course Code (Level of Participation) Description: Code identifying level of course, test, or student	O	ID	2/2	K12 Only
ATV08	1073	Yes/No Condition or Response Code (Student Was Paid to Participate) Description: Code indicating a Yes or No condition or response	O	ID	1/1	K12 Only
ATV09	1073	Yes/No Condition or Response Code (School Sponsored Activity) Description: Code indicating a Yes or No condition or response	O	ID	1/1	K12 Only
ATV10	1073	Yes/No Condition or Response Code (Student Was Recruited) Description: Code indicating a Yes or No condition or response	O	ID	1/1	K12 Only

Syntax:

P0102 -- If either ATV01 or ATV02 is present, then the other is required

P0506 -- If either ATV05 or ATV06 is present, then the other is required.

Semantics:

1. ATV02 contains the activity or the award code.
2. ATV03 is the free-form name of the activity or award.
3. ATV04 is the free-form name of the organization sponsoring the activity or granting the award.
4. ATV05 and ATV06 together can be used to indicate hours per week, days per week, days per month, etc. that a student was involved in the activity.
5. ATV07 indicates the level of participation in this activity.
6. ATV08 defines whether the student was paid for participation in the activity. A "Y" indicates that the student was paid; an "N" indicates that the student was not paid.
7. ATV09 defines whether the activity was a school-sponsored activity. A "Y" indicates that the activity was school sponsored; an "N" indicates that the activity was not school sponsored.
8. ATV10 defines whether the student was recruited by postsecondary institutions in this activity. A "Y" indicates that the student was recruited; an "N" indicates that the student was not recruited.

DTP Date or Time or Period

Pos: 267	Max: 2
Heading - Optional	
Loop: N/A	Elms: 3

To specify any or all of a date, a time, or a time period

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																								
DTP01	374	<p>Date/Time Qualifier (Type of Award/Activity Participation Date) Description: Code specifying type of date or time, or both date and time Note to User: This data element qualifies the date associated with the award/activity.</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>NAME</u></th> </tr> </thead> <tbody> <tr><td>007</td><td>Effective</td></tr> <tr><td>036</td><td>Expiration</td></tr> <tr><td>043</td><td>Publication</td></tr> <tr><td>050</td><td>Received</td></tr> <tr><td>055</td><td>Confirmed</td></tr> <tr><td>102</td><td>Issue</td></tr> <tr><td>103</td><td>Award</td></tr> <tr><td>196</td><td>Start</td></tr> <tr><td>197</td><td>End</td></tr> <tr><td>198</td><td>Completion</td></tr> <tr><td>237</td><td>Student Signed</td></tr> <tr><td>270</td><td>Date Filed</td></tr> <tr><td>275</td><td>Approved</td></tr> <tr><td>336</td><td>Employment Begin</td></tr> <tr><td>337</td><td>Employment End</td></tr> <tr><td>467</td><td>Signature</td></tr> <tr><td>574</td><td>Action Begin Date</td></tr> <tr><td>576</td><td>Action End Date</td></tr> <tr><td>ZZZ</td><td>Mutually Defined</td></tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	007	Effective	036	Expiration	043	Publication	050	Received	055	Confirmed	102	Issue	103	Award	196	Start	197	End	198	Completion	237	Student Signed	270	Date Filed	275	Approved	336	Employment Begin	337	Employment End	467	Signature	574	Action Begin Date	576	Action End Date	ZZZ	Mutually Defined	M	ID	3/3	Must use
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197	End																																													
198	Completion																																													
237	Student Signed																																													
270	Date Filed																																													
275	Approved																																													
336	Employment Begin																																													
337	Employment End																																													
467	Signature																																													
574	Action Begin Date																																													
576	Action End Date																																													
ZZZ	Mutually Defined																																													
DTP02	1250	<p>Date Time Period Format Qualifier (Format for Award/Activity Participation Date) Description: Code indicating the date format, time format, or date and time format Note to User: The code specifies the format of the date associated with the award/activity.</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>NAME</u></th> </tr> </thead> <tbody> <tr><td>CM</td><td>Date in Format CCYYMM</td></tr> <tr><td>CY</td><td>Year Expressed in Format CCYY</td></tr> <tr><td>D8</td><td>Date Expressed in Format CCYYMMDD</td></tr> <tr><td>DB</td><td>Date Expressed in Format MMDDCCYY</td></tr> <tr><td>RD4</td><td>Range of Years Expressed in Format CCYY-CCYY</td></tr> <tr><td>RD5</td><td>Range of Years and Months Expressed in Format CCYYMM-CCYYMM</td></tr> <tr><td>RD8</td><td>Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD</td></tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	CM	Date in Format CCYYMM	CY	Year Expressed in Format CCYY	D8	Date Expressed in Format CCYYMMDD	DB	Date Expressed in Format MMDDCCYY	RD4	Range of Years Expressed in Format CCYY-CCYY	RD5	Range of Years and Months Expressed in Format CCYYMM-CCYYMM	RD8	Range of Dates Expressed in Format CCYYMMDD-CCYYMMDD	M	ID	2/3	Must use																								
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DTP03	1251	<p>Date Time Period (Award/Activity Participation Date) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the date associated with the award/activity. It is transmitted in the format specified in DTP02.</p>	M	AN	1/35	Must use

Semantics:

1. DTP02 is the date or time or period format that will appear in DTP03.

Note to User:

This segment provides dates associated with the activity or award identified in the preceding ATV segment.

TST Test Score Record

Pos: 270	Max: 1
Heading - Optional	
Loop: TST	Elms: 15

To provide information about national, regional, state, or local tests that a student has taken

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
TST01	1155	Educational Test or Requirement Code (Test Code) Description: Indicates a particular national, regional, state, or local test or requirement Note to User: Refer to Appendix B for the complete code list.	M	ID	1/3	Must use
TST02	93	Name (Test Name) Description: Free-form name Note to User: By agreement within a state, this element could be considered as a code. For example, if TST01=9FL, by agreement in Florida, CLAST could be used in this element to indicate the College Level Academic Skills Test.	O	AN	1/60	Used
TST03	1250	Date Time Period Format Qualifier (Format for Date Test was Administered) 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
TST04	1251	Date Time Period (Date Test was Administered) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the date the test was administered in the format indicated in TST03.	X	AN	1/35	Used
TST05	127	Reference Identification (Form of Test) Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: This is the form, version or edition of the test.	O	AN	1/30	Used
TST06	127	Reference Identification (Test Level) Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: This is a free-form text description of the level of the test. For the International Baccalaureate Test, TST06 is "H" for higher level or "S" for subsidiary level.	O	AN	1/30	Used
TST07	1131	Level of Individual, Test, or Course Code (Student's Grade Level)	O	ID	2/2	Used

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Ref	Id	Element Name	Req	Type	Min/Max	Usage																																																																																																								
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MS	Middle or Junior High School																																																																																																													
P0	Pre-Kindergarten Level 0																																																																																																													
P1	Pre-Kindergarten Level 1																																																																																																													
P2	Pre-Kindergarten Level 2																																																																																																													
P3	Pre-Kindergarten Level 3																																																																																																													
P4	Pre-Kindergarten Level 4																																																																																																													
P5	Pre-Kindergarten Level 5																																																																																																													
PC	Postsecondary Certificate or Diploma																																																																																																													
PD	Professional Degree or Certification																																																																																																													
PF	Professional																																																																																																													
PK	Pre-Kindergarten																																																																																																													
PS	Some Postsecondary (e.g. college)																																																																																																													
SS	Secondary School																																																																																																													
UN	Ungraded																																																																																																													
VS	Vocational School																																																																																																													
TST08	1131	<p>Level of Individual, Test, or Course Code (Typical Test Grade Level)</p> <p>Description: Code identifying level of course, test, or student</p>	O	ID	2/2	K12 Only																																																																																																								
TST09	1251	<p>Date Time Period (Norm Year)</p> <p>Description: Expression of a date, a time, or range of dates, times or</p>	O	AN	1/35	K12 Only																																																																																																								

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		dates and times				
TST10	1156	Test Norm Type Code Description: Code identifying the type of norming used for the academic test	O	ID	1/1	K12 Only
TST11	1157	Test Norming Period Code Description: Code indicating time of the year of the norming of an academic test	O	ID	1/1	K12 Only
TST12	819	Language Code (Language of Test) 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	K12 Only
TST13	1251	Date Time Period Description: Expression of a date, a time, or range of dates, times or dates and times	O	AN	1/35	K12 Only
TST14	1073	Yes/No Condition or Response Code (Test Information Revised) Description: Code indicating a Yes or No condition or response	O	ID	1/1	K12 Only
TST15	1073	Yes/No Condition or Response Code (Test Administration Invalidated) Description: Code indicating a Yes or No condition or response	O	ID	1/1	K12 Only

Syntax:

P0304 -- If either TST03 or TST04 is present, then the other is required.

Semantics:

1. TST04 refers to the date the test was administered.
2. TST05 and TST06 refer to the form and the level of the test, respectively.
3. TST07 refers to the grade level of the student at the time the test was taken.
4. TST08 refers to the typical grade level at which the test is given.
5. TST09 refers to the year the test was normed.
6. TST09 has the format CCYY.
7. TST13 has the format CCYY.
8. TST13 refers to the date associated with the test.
9. TST14 indicates whether the test information is revised. A "Y" indicates that the test information is revised; an "N" indicates that the test information is not revised.
10. TST15 indicates whether the test administration referred to is invalidated. A "Y" indicates that the test administration referred to is invalidated; an "N" indicates that the test administration is not invalidated.

Note to User:

The TST loop requires the use of at least one SBT record, which, in turn, requires the use of at least one SRE record.

Because the interpretation and proper use of achievement test scores require an understanding of the precise test, test form, level, and norming context, and any unusual testing conditions which may have existed at the time of testing, the more complete these segments are, the more useful they will be to the receiving institution or agency.

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The AACRAO Academic Record and Transcript Guide states that it is not recommended to include on the postsecondary transcript test scores used as a basis for admission (ACT or SAT scores, for example). It is silent regarding other test scores.

SBT Subtest

Pos: 280	Max: 1
Heading - Optional	
Loop: SBT	Elms: 3

To provide information about subtests that the student has taken

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SBT01	1158	Subtest Code Description: Code indicating a particular subtest of a test Note to User: If there is only a total score (that is, there are no subtests), use "00000". If TST01 indicates a state code, then "99999" in SBT01 indicates the subtest will be defined by mutual agreement within the state. The subtest name or indicator will follow in SBT02. Refer to Appendix B for the complete code list.	M	ID	5/5	Must use
SBT02	93	Name (Subtest Name) Description: Free-form name Note to User: By agreement within a state, when SBT01 is "99999," then this free-form name could be an agreed upon code or standard.	O	AN	1/60	Used
SBT03	1159	Test Score Interpretation Code Description: Code indicating unusual testing conditions that must be known to interpret properly a person's academic test score	O	ID	1/1	K12 Only

Note to User:

At least one SBT record is required for each TST record sent. At least one SRE segment is required for each SBT segment sent.

SRE Test Scores

Pos: 290	Max: 3
Heading - Optional	
Loop: N/A	Elms: 2

To provide scores on tests that a student has taken

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SRE01	1160	Test Score Qualifier Code (Type of Test Score) Description: Code indicating the manner in which the actual academic test score result is reported <u>Code NAME</u> 1 Scaled Score 2 Grade Equivalent or Grade Level Indicator 3 Standard Score 4 Raw Score 5 Percent of Items Correct 6 Mastery Score 7 Adjective Classification or Locally Defined Score 8 Stanine 9 Percentile A Normal Curve Equivalent B Equated Score (pre-test and post-test were different) Z Locally Defined	M	ID	1/1	Must use
SRE02	352	Description (Test Score) Description: A free-form description to clarify the related data elements and their content Note to User: This is the actual test score value.	M	AN	1/80	Must use

Semantics:

- SRE02 is the value of the score that the student received on an academic test or subtest.

Note to User:

At least one SRE record is required for each SBT segment that is sent.

NTE Note/Special Instruction

Pos: 300	Max: 2
Heading - Optional	
Loop: N/A	Elms: 2

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	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:

- 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.

Note to User:

This segment is used to provide vital additional information about a test, subtest or test score that cannot otherwise be transmitted.

SUM Academic Summary

Pos: 310	Max: 1
Heading - Optional	
Loop: SUM	Elms: 18

To provide summary information for an academic session, a postsecondary degree, or for the entire student academic record

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																																		
SUM01	1141	<p>Academic Credit Type Code</p> <p>Description: Code indicating the type of credit used (awarded) by the sending institution</p> <p>Code NAME</p> <table border="0"> <tr><td>A</td><td>Adult Credits</td></tr> <tr><td>C</td><td>Continuing Education Unit</td></tr> <tr><td>G</td><td>Carnegie Units</td></tr> <tr><td>N</td><td>No Credit</td></tr> <tr><td>Q</td><td>Quarter Hour Credit</td></tr> <tr><td>S</td><td>Semester Hour Credit</td></tr> <tr><td>U</td><td>Units</td></tr> <tr><td>V</td><td>Vocational Credits</td></tr> <tr><td>X</td><td>Other Type of Credit</td></tr> </table>	A	Adult Credits	C	Continuing Education Unit	G	Carnegie Units	N	No Credit	Q	Quarter Hour Credit	S	Semester Hour Credit	U	Units	V	Vocational Credits	X	Other Type of Credit	X	ID	1/1	Used																																
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U	Units																																																							
V	Vocational Credits																																																							
X	Other Type of Credit																																																							
SUM02	1142	<p>Academic Grade or Course Level Code</p> <p>Description: Code indicating the level or type or both, of work which is reflected in the grade average and the credit hours</p> <p>Note to User: This is the level of work which is reflected in the GPA and hours carried on this academic summary record. It is important that this element be sent as part of the segment if the segment is included.</p> <p>Code NAME</p> <table border="0"> <tr><td>1</td><td>Remedial</td></tr> <tr><td>2</td><td>Basic</td></tr> <tr><td>3</td><td>Teacher's Aide</td></tr> <tr><td>4</td><td>General</td></tr> <tr><td>5</td><td>Applied</td></tr> <tr><td>6</td><td>Survey</td></tr> <tr><td>7</td><td>Regular</td></tr> <tr><td>8</td><td>Specialized Topics</td></tr> <tr><td>9</td><td>Advanced</td></tr> <tr><td>10</td><td>Honors</td></tr> <tr><td>11</td><td>Gifted and Talented</td></tr> <tr><td>12</td><td>Advanced Placement</td></tr> <tr><td>13</td><td>Special Education</td></tr> <tr><td>14</td><td>Vocational Education</td></tr> <tr><td>15</td><td>Independent Study</td></tr> <tr><td>16</td><td>Work Experience</td></tr> <tr><td>17</td><td>Adult Basic</td></tr> <tr><td>18</td><td>Adult Secondary</td></tr> <tr><td>19</td><td>International Baccalaureate</td></tr> <tr><td>A</td><td>Summary of all courses taken at all institutions</td></tr> <tr><td>AR</td><td>Academic Renewal</td></tr> <tr><td>B</td><td>Summary of all courses taken at sending institution</td></tr> <tr><td>D</td><td>Dual Level (Upper Division and Graduate)</td></tr> <tr><td>DL</td><td>Dual Level (Graduate and Professional)</td></tr> <tr><td>E</td><td>Summary of All Courses Taken at All Institutions, Excluding Repeated and/or Forgiven Courses</td></tr> </table>	1	Remedial	2	Basic	3	Teacher's Aide	4	General	5	Applied	6	Survey	7	Regular	8	Specialized Topics	9	Advanced	10	Honors	11	Gifted and Talented	12	Advanced Placement	13	Special Education	14	Vocational Education	15	Independent Study	16	Work Experience	17	Adult Basic	18	Adult Secondary	19	International Baccalaureate	A	Summary of all courses taken at all institutions	AR	Academic Renewal	B	Summary of all courses taken at sending institution	D	Dual Level (Upper Division and Graduate)	DL	Dual Level (Graduate and Professional)	E	Summary of All Courses Taken at All Institutions, Excluding Repeated and/or Forgiven Courses	O	ID	1/2	Used
1	Remedial																																																							
2	Basic																																																							
3	Teacher's Aide																																																							
4	General																																																							
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		F Summary of All Courses Taken at the Sending Institution, Excluding Repeated and/or Forgiven Courses G Graduate (postsecondary) H Higher or Upper division (postsecondary) I Institutional Credit L Lower division (postsecondary) M Work in the Major or Program P Professional R Remedial (postsecondary) T Summary of Transfer Work Only U Undergraduate (postsecondary) V Summary of Transfer Work Only, Excluding Repeated and/or Forgiven Courses				
SUM03	1073	Yes/No Condition or Response Code (Cumulative Summary Indicator) Description: Code indicating a Yes or No condition or response <u>Code NAME</u> Y Yes Description: This is a summary of all work included in the record.	O	ID	1/1	Used
SUM04	380	Quantity (Academic Credit Hours Included in GPA) Description: Numeric value of quantity Note to User: This is the total number of credits (or credit hours) included in the grade point average for this particular summary. Inclusion or exclusion of certain credits depends on the policy of the sending institution. If this element is sent, then SUM01 must be sent.	O	R	1/15	Used
SUM05	380	Quantity (Academic Credit Hours Attempted or Paid For) Description: Numeric value of quantity Note to User: This is the total number of credits (credit hours) included on the record for this particular summary. This would normally be all credits for which the student paid, whether or not the credits were used to calculate the grade point average. Examples of credit hours to be included, if available, are credits for which non-punitive grades such as "I" or "W" or "Audit" were awarded. If this element is sent, then SUM01 must be sent.	O	R	1/15	Used
SUM06	380	Quantity (Academic Credit Hours Earned) Description: Numeric value of quantity Note to User: This is the total number of credits (credit hours) attempted and earned and included in this summary.	O	R	1/15	Used
SUM07	740	Range Minimum (Lowest Possible Grade Point Average) Description: The value specifying the minimum of the measurement range Note to User: This is the lowest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on	X	R	1/20	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		the typical traditional 4.0 scale, this would be 0. However, on some scales this could be a negative number, such as -1. This field must be included if that default assumption is not accurate. The "R" data type indicates that the decimal should be included unless the value is a whole number.				
SUM08	741	<p>Range Maximum (Highest Possible Grade Point Average) Description: The value specifying the maximum of the measurement range</p> <p>Note to User: This is the highest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be a 4. On some scales, this might be 3, or 100, or 4.5. Some institutions have a policy that will allow a weighted grade for an honors course. This should be indicated in SUM10.</p>	X	R	1/20	Used
SUM09	1144	<p>Academic Grade Point Average Description: The grade point average of a student</p>	O	R	1/6	Used
SUM10	1073	<p>Yes/No Condition or Response Code (Excessive GPA Indicator) Description: Code indicating a Yes or No condition or response</p> <p>Note to User: This is a code indicating that an A+ grade has a value higher than the highest possible GPA.</p> <p><u>Code NAME</u></p> <p>N No Description: It is not possible to have a higher GPA than indicated in SUM08.</p> <p>Y Yes Description: It is possible to have a higher GPA than indicated in SUM08.</p>	O	ID	1/1	Used
SUM11	1145	<p>Class Rank Description: This is a student's numerical class rank with the highest student in the class having a rank or position of 1</p> <p>Note to User: This optional element will not normally be sent as part of the postsecondary transcript but will be received as part of the PreK-Grade 12 student record.</p>	O	N0	1/4	Used
SUM12	380	<p>Quantity (Total Number of Students in Class) Description: Numeric value of quantity</p> <p>Note to User: This is the total number of students in the class to help position the student's rank.</p>	O	R	1/15	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SUM13	1250	<p>Date Time Period Format Qualifier (Format for Date of Class Ranking) Description: Code indicating the date format, time format, or date and time format Note to User: This indicates the format of the date that the class rank was determined. It is not sent if SUM11, 12, and 14 are not sent.</p> <p><u>Code NAME</u> CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY</p>	X	ID	2/3	Used
SUM14	1251	<p>Date Time Period (Date of Class Ranking) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the date the class rank was determined. It is sent in the format indicated in SUM13. It is not sent if SUM11, 12, and 13 are not sent.</p>	X	AN	1/35	Used
SUM15	607	<p>Number of Days (Days Attended) Description: Count of Days</p>	O	N0	1/3	K12 Only
SUM16	380	<p>Quantity (Days Absent) Description: Numeric value of quantity</p>	O	R	1/15	K12 Only
SUM17	380	<p>Quantity (Quality Points Used to Calculate the GPA) Description: Numeric value of quantity Note to User: This quantity indicates the number of quality points used to compute the student's grade point average appearing in SUM09.</p>	O	R	1/15	Used
SUM18	1558	<p>Academic Summary Source Description: Code used to indicate the source of the summary data</p>	O	ID	1/1	Not used

Syntax:

- C0401 -- If SUM04 is present, then SUM01 is required.
- C0501 -- If SUM05 is present, then SUM01 is required.
- C0601 -- If SUM06 is present, then SUM01 is required.
- P0708 -- If either SUM07 or SUM08 is present, then the other is required.
- P1314 -- If either SUM13 or SUM14 is present, then the other is required.

Semantics:

1. SUM03 indicates if this is a summary for entire record up to that point in time. A "Y" indicates that this is a cumulative summary of the academic record up to that point; an "N" indicates that this is not a cumulative summary, but is a session.
2. SUM04 refers to credits used to compute grade point average.
3. SUM05 refers to credits attempted.
4. SUM06 refers to credits earned.
5. SUM07 and SUM08 are the lowest and highest, respectively, grade point averages possible under normal conditions.

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6. SUM10 indicates if it is possible to have a grade point average higher than the maximum range. A "Y" indicates that it is possible to have a grade point average higher than the maximum range; an "N" indicates that it is not possible.
7. SUM11 refers to the student's position or rank in the class, while SUM12 refers to the total number in the class.
8. SUM14 refers to the date of the class ranking.
9. SUM15 is the days attended.
10. SUM16 is the days absent.
11. SUM17 indicates quality points used to compute the student's grade point average.

Note to User:

Inclusion of this SUM segment as part of the postsecondary transcript is for transmitting summary totals of credits earned and the grade point averages for the overall student record. It may also be used to send summary totals for all work taken at a certain level (lower division, undergraduate, graduates, etc.).

The Pre K - Grade 12 schools use this segment to transmit information about academic progress for grade 9-12 students and class rank. It is at the receiving institution's discretion to use these totals, since the receiving institution may also choose to recalculate any or all of these totals using that institution's policies. However, this would give an indication of how the sending institution summarized the record.

The acknowledgment process for the TS130 requires that the recipient of the TS130 return the last occurrence of this segment to the sender of the TS130. If no SUM segment is transmitted in this position of the TS130, then the recipient will not return a SUM segment in the TS131 acknowledgment.

NTE Note/Special Instruction

Pos: 320	Max: 50
Heading - Optional	
Loop: N/A	Elms: 2

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	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:

- 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.

Note to User:

This segment is used to provide additional vital information to the receiving institution about the summary for the record.

LX

Assigned Number

Pos: 010	Max: 1
Detail - Optional	
Loop: LX	Elms: 1

To reference a line number in a transaction set

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LX01	554	Assigned Number Description: Number assigned for differentiation within a transaction set Note to User: This may be any number the sender chooses to send.	M	N0	1/6	Must use

Note to User:

This segment and loop are used only to signal the end of the heading area (Table 1) and the beginning of the detail area (Table 2).

IMM Immunization Status Code

Pos: 030	Max: 1000
Detail - Optional	
Loop: N/A	Elms: 5

To provide the receiving school district or postsecondary institution with a notice of the immunization status of the student

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IMM01	1253	Immunization Type Code Description: The type of immunization a person received Note to User: Immunizations are identified by a subset of code lists maintained outside of the X12 standards. Valid codes are: V03.1 Vaccine for Typhoid-Paratyphoid alone V03.2 Vaccine for Tuberculosis V03.6 Vaccine for Pertussis V03.7 Vaccine for Tetanus Toxoid alone V03.81 Vaccine for Hemophilus Influenza, Type B V03.82 Vaccine for Streptococcus Pneumoniae V03.9 Vaccine for Single Bacterial Disease NEC V04.0 Vaccine for Poliomyelitis V04.1 Vaccine for Smallpox V04.2 Vaccine for Measles V04.3 Vaccine for Rubella V04.6 Vaccine for Mumps V04.8 Vaccine for Influenza V05.3 Vaccine for Viral Hepatitis V06.1 Vaccine for DTP V06.3 Vaccine for DTP + Polio V06.4 Vaccine for Measles-Mumps-Rubella [MMR] V06.8 Vaccine for Other Combinations 90701 DTP Immunization 90702 DT Immunization 90703 Tetanus Immunization 90704 Mumps Immunization 90705 Measles Immunization 90706 Rubella Immunization 90707 MMR Virus Immunization 90708 Measles-Rubella Immunization 90712 Oral Poliovirus Immunization 90718 TD Immunization 90728 BCG Immunization 90744 Hepatitis B Immunization	M	ID	3/6	Must use

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
IMM02	1250	<p>Date Time Period Format Qualifier (Format for Immunization Date) Description: Code indicating the date format, time format, or date and time format Note to User: This specifies the format of the immunization date which appears in IMM03. <u>Code NAME</u> CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY</p>	X	ID	2/3	Used
IMM03	1251	<p>Date Time Period (Date of Immunization) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the date of immunization sent in the format indicated in IMM02.</p>	X	AN	1/35	Used
IMM04	1254	<p>Immunization Status Code Description: Code indicating the status of an immunization conducted on a person <u>Code NAME</u> 1 First Inoculation 2 Second Inoculation 3 Third Inoculation 4 Fourth Inoculation 5 Fifth Inoculation 6 Sixth Inoculation 7 Seventh Inoculation 8 Eighth Inoculation 9 Ninth Inoculation 10 Medical Exemption 11 Personal Exemption 12 Religious Exemption 13 Had the Disease 14 Has Not Had the Disease</p>	X	ID	1/2	Used
IMM05	755	<p>Report Type Code (Immunization Record Source Code) Description: Code indicating the title or contents of a document, report or supporting item Note to User: This is the code indicating the record used to verify immunization of a student. <u>Code NAME</u> CQ County Record HC Health Certificate HR Health Clinic Records IR State School Immunization Records MG Migrant Student Records Transfer System (MSRTS) Record PY Physician's Report</p>	O	ID	2/2	Used

Syntax:

P0203 -- If either IMM02 or IMM03 is present, then the other is required.

C0304 -- If IMM03 is present, then IMM04 is required

Semantics:

1. IMM03 gives the date of the immunization.

SES Academic Session Header

Pos: 180	Max: 1
Detail - Optional	
Loop: SES	Elms: 14

To identify the particular academic session in which the activity which follows took place

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>												
SES01	1251	<p>Date Time Period (Session Starting Date to Identify Session) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the expression of the year and month in which this session began in format CCYYMM. Where courses are only recorded by school year, SES01 should indicate the beginning month and year of the school year.</p>	M	AN	1/35	Must use												
SES02	609	<p>Count (To Identify Specific Session) Description: Occurrence counter Note to User: This is a one-digit counter to distinguish among several different sessions which all began in the same month and year. If a student was enrolled simultaneously in two separate institutions in the same term, the value of this element for the first session to be sent is "1" and for the second session is "2." Two or more session sequence numbers could also be used to differentiate among various courses taken in the same session but for different purposes. For example, session sequence "1" could be used for all courses taken at the undergraduate level, while session sequence "2" could be used to indicate another course was taken for graduate credit. It could also be used to group different courses with different ending dates (another way of doing this is to use the optional CSU segment).</p>	O	N0	1/9	Used												
SES03	1251	<p>Date Time Period (School Year for PreK-Grade 12 Record) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the school year (as defined by the sending PreK-Grade 12 school or agency) in which the session is held. The format for this element is CCYY-CCYY. This element is not part of the postsecondary transcript, but it will be received from PreK-Grade 12 schools as part of the high school transcript.</p>	O	AN	1/35	Used												
SES04	1139	<p>Session Code (Type of Session) Description: Code identifying the type of academic session at an educational institution</p> <table border="1"> <thead> <tr> <th>Code</th> <th>NAME</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Full year</td> </tr> <tr> <td>2</td> <td>Semester</td> </tr> <tr> <td>3</td> <td>Trimester</td> </tr> <tr> <td>4</td> <td>Quarter</td> </tr> <tr> <td>5</td> <td>Quinmester</td> </tr> </tbody> </table>	Code	NAME	1	Full year	2	Semester	3	Trimester	4	Quarter	5	Quinmester	O	ID	1/1	Used
Code	NAME																	
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A Guide to the Implementation of Electronic Transcripts and Student Records
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		6 Mini-term 7 Summer Session 8 Intersession (Year Round Schools) 9 Long session which is longer than a semester or quarter or trimester but shorter than a full year				
SES05	93	Name (Name of Session) Description: Free-form name Note to User: This is the free-form name of the session; for example, "Fall Semester 1990".	O	AN	1/60	Used
SES06	1250	Date Time Period Format Qualifier (Format for Session Starting Date) Description: Code indicating the date format, time format, or date and time format Note to User: This is the format for the date used in SES07 for the start date of the session. <u>Code NAME</u> CM Date in Format CCYYMM D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY	X	ID	2/3	Used
SES07	1251	Date Time Period (Session Starting Date) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the starting date sent in the format indicated in SES06.	X	AN	1/35	Used
SES08	1250	Date Time Period Format Qualifier (Format For Session Ending Date) Description: Code indicating the date format, time format, or date and time format Note to User: This is the format for the date used in SES09 for the ending date of the session. <u>Code NAME</u> CM Date in Format CCYYMM D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY	X	ID	2/3	Used
SES09	1251	Date Time Period (Session Ending Date) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the session end date sent in the format indicated in SES08.	X	AN	1/35	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SES10	1131	<p>Level of Individual, Test, or Course Code (Grade or Academic Level of Student)</p> <p>Description: Code identifying level of course, test, or student</p> <p>Note to User: This is the code identifying the grade level or academic level of the student for this session. This does not refer to the level of courses taken.</p> <p>Code NAME</p> <hr/> <ul style="list-style-type: none"> 01 First grade 02 Second grade 03 Third grade 04 Fourth grade 05 Fifth grade 06 Sixth grade 07 Seventh grade 08 Eighth grade 09 Ninth grade OK Kindergarten 10 Tenth grade 11 Eleventh grade 12 Twelfth grade 20 Non-Degree or Temporary Undergraduate in Postsecondary school 21 Postsecondary First Year Student 22 Postsecondary Sophomore 23 Postsecondary Junior 24 Postsecondary Senior 25 Postsecondary Post-Baccalaureate Student 26 Postsecondary Non-Degree Graduate Student 27 Postsecondary Professional Student 28 Postsecondary Master's Degree Student 29 Postsecondary Doctoral Student 30 Postdoctoral Student 31 Postsecondary Bachelor Preliminary Year 32 Postsecondary Fifth Year Student 33 Postsecondary Masters Qualifying Year AD Adult P0 Pre-Kindergarten Level 0 P1 Pre-Kindergarten Level 1 P2 Pre-Kindergarten Level 2 P3 Pre-Kindergarten Level 3 P4 Pre-Kindergarten Level 4 P5 Pre-Kindergarten Level 5 PF Professional PK Pre-Kindergarten UN Ungraded 	O	ID	2/2	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SES11	66	<p>Identification Code Qualifier (Curriculum Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: This element identifies the code set used to specify a curriculum.</p> <p><u>Code NAME</u></p> <p>81 Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics 82 Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics CA Statistics Canada Canadian College Student Information System Course Codes CC Statistics Canada University Student Information System Curriculum Codes</p>	X	ID	1/2	PostSec Only
SES12	67	<p>Identification Code (Curriculum Code) Description: Code identifying a party or other code Note to User: This code is taken from the code list indicated in SES11 and identifies the program in which the student is enrolled.</p>	X	AN	2/80	PostSec Only
SES13	93	<p>Name (Name of Curriculum) Description: Free-form name Note to User: This element gives the name of the curriculum in free-form text. It is recommended that this text information not be sent if SES12 is included.</p>	O	AN	1/60	PostSec Only
SES14	641	<p>Status Reason Code (Honors or Delinquency Code) Description: Code indicating the status reason Note to User: This is a code used in postsecondary transcripts to identify the status of a student at the end of the session.</p> <p><u>Code NAME</u></p> <p>B35 Highest Honors B36 Second Highest Honors B37 Third Highest Honors B38 Dropped B39 Academic Probation B40 Suspended D26 Retained in Current Grade D27 Placed in Next Grade After Expected Grade D28 Placed in Transitional Program (K-1) D29 Status Pending Completion of Summer School (K-12) D31 Administratively Placed in a Higher Grade D32 Academically Placed in a Higher Grade D33 Promotion Status not Applicable D34 Promoted EB3 Withdrawn</p>	O	ID	3/3	Used

Syntax:

P0607 -- If either SES06 or SES07 is present, then the other is required.

P0809 -- If either SES08 or SES09 is present, then the other is required.

P1112 -- If either SES11 or SES12 is present, then the other is required.

Semantics:

1. SES01 refers in general to the date the overall session began.
2. SES01 is in the format of CCYYMM.
3. SES02 refers to the individual specific session falling within the overall general session.
4. SES03 refers to the school year for prekindergarten through grade 12 records.
5. SES03 is in the format of CCYY-CCYY.
6. SES07 is the exact date the session began.
7. SES09 is the date the session ended.
8. SES10 refers to the grade level of the student during this session.
9. SES11, SES12, and SES13 refer to the major field of study for the student.
10. SES14 indicates if the student received special recognition (honors) or was suspended or put on probation at the end of the session.

Note to User:

The session is also commonly known as the term, semester, quarter or school year. All courses taken in the session and/or degrees earned in the session should follow the session header.

Because there is no consistency in how particular sessions are identified on transcripts, it was decided to use the concept of identifying the session as the month and year the session began. The receiving institution or agency can then transform this session identifier to whatever that institution uses.

SSE Entry and Exit Information

Pos: 185	Max: 1
Detail - Optional	
Loop: N/A	Elms: 4

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																				
SSE01	373	Date (Session Entry Date) Description: Date expressed as CCYYMMDD Note to User: This is the student's entry date when different from the Session Starting Date (SES06-07).	O	DT	8/8	Used																																				
SSE02	373	Date (Session Exit Date) Description: Date expressed as CCYYMMDD Note to User: This is the student's exit date when different from the Session Ending Date (SES08-09).	O	DT	8/8	Used																																				
SSE03	641	Status Reason Code (Reason for Entry/Exit) Description: Code indicating the status reason Note to User: This is used to indicate the reason why the student withdrew early from the session or entered after the session began. <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>NAME</u></th> </tr> </thead> <tbody> <tr> <td>B27</td> <td>Student is eligible to continue or return or both</td> </tr> <tr> <td>B28</td> <td>Student is on suspension or dismissal</td> </tr> <tr> <td>B29</td> <td>Student is expelled (from PreK - grade 12)</td> </tr> <tr> <td>B38</td> <td>Dropped</td> </tr> <tr> <td>B40</td> <td>Suspended</td> </tr> <tr> <td>B51</td> <td>Student on Suspension or Dismissal; Eligible to Apply for Re-entry</td> </tr> <tr> <td>B52</td> <td>According to established regulations or statutes</td> </tr> <tr> <td>D03</td> <td>Student has attended a nonpublic school or home education program in- or out-of-state this year</td> </tr> <tr> <td>D04</td> <td>Student was received from another attendance reporting unit in the same school</td> </tr> <tr> <td>D05</td> <td>Student was received from a school in the same district</td> </tr> <tr> <td>D06</td> <td>Student was received from another public school outside the district either in- or out-of-state</td> </tr> <tr> <td>D07</td> <td>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</td> </tr> <tr> <td>D08</td> <td>Student unexpectedly reentered the same school after withdrawing or being discharged</td> </tr> <tr> <td>D09</td> <td>Student was expected to attend a school but did not enter as expected for unknown reasons</td> </tr> <tr> <td>D10</td> <td>Student was promoted, retained, or transferred to another attendance-reporting unit in the same school</td> </tr> <tr> <td>D11</td> <td>Student was promoted, retained, or transferred to another school in the same district</td> </tr> <tr> <td>D12</td> <td>Student withdrew to attend another public school in the same district</td> </tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	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)	B38	Dropped	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	O	ID	3/3	Used
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		D13 Student withdrew to attend another public school in- or out-of-state D14 Student Over Compulsory Attendance Age Left School 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 D53 Graduate from a College D54 Transfer from a University Program D55 Graduate from a University Program D56 Exchange Student D57 Returning Student Admitted to a New Program D58 Returning Student Admitted to the Same Program D59 Returning or Continuing Student Changing to Unclassified or General or Unspecified Studies D60 Continuing Student Changing to a New Program D61 Special Permission D62 Graduate from a Technical Institute D63 Transfer from a College EB1 Deceased EB3 Withdrawn EB4 Graduated				
SSE04	1470	Number 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.

NTE Note/Special Instruction

Pos: 190	Max: 50
Detail - Optional	
Loop: N/A	Elms: 2

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	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:

- 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.

Note to User:

This segment is used to transmit additional vital information about the academic session that is not otherwise transmittable.

N1 Name (Override Institution)

Pos: 200	Max: 1
Detail - Optional	
Loop: N/A	Elms: 6

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<p>Entity Identifier Code</p> <p>Description: Code identifying an organizational entity, a physical location, property or an individual</p> <p>Note to User: This is the code identifying an institution or agency as an Override Institution. That is, the information provided in the current SES loop pertains to an institution or agency other than the sending institution or agency.</p> <p><u>Code NAME</u></p> <p>OS Override Institution; this is not the institution sending the record</p>	M	ID	2/3	Must use
N102	93	<p>Name (Override Institution/Agency Name)</p> <p>Description: Free-form name</p> <p>Note to User: This is the free-form name of the override institution or agency. Send this element only if it is not possible to use N103 and N104 to identify the name by code.</p>	X	AN	1/60	Used
N103	66	<p>Identification Code Qualifier (Institution Code Qualifier)</p> <p>Description: Code designating the system/method of code structure used for Identification Code (67)</p> <p>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.</p> <p><u>Code NAME</u></p> <p>71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics</p> <p>72 The College Board's Admission Testing Program (ATP)</p> <p>73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education</p> <p>74 American College Testing (ACT) list of postsecondary educational institutions.</p> <p>77 National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions</p> <p>78 The College Board and ACT 6 digit code list of secondary educational institutions</p> <p>CB Statistics Canada Canadian College Student Information System Institution Codes</p> <p>CS Statistics Canada University Student Information System University Codes</p>	X	ID	1/2	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N104	67	Identification Code (Institution Code) Description: Code identifying a party or other code Note to User: This code identifies the institution from the code list specified in N103.	X	AN	2/80	Used
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:

This segment is used to specify an institution or agency associated with this academic session if different from the sender of the transcript.

N3

Address Information

Pos: 210	Max: 1
Detail - Optional	
Loop: N/A	Elms: 2

To specify the location of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N301	166	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 specify the street address for the override institution or agency. It is recommended that free-form text not be used except as required for clarity.

N4 Geographic Location

Pos: 220	Max: 1
Detail - Optional	
Loop: N/A	Elms: 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 Note to User: This free-form element is used if needed for clarity.	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: This element is sent if needed for clarity. 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)	O	ID	3/15	K12 Only
N404	26	Country Code Description: Code identifying the country	O	ID	2/3	K12 Only
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 specify the geographic location of the override institution or agency.

SUM Academic Summary

Pos: 230	Max: 1
Detail - Optional	
Loop: SUM	Elms: 18

To provide summary information for an academic session, a postsecondary degree, or for the entire student academic record

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																																						
SUM01	1141	<p>Academic Credit Type Code</p> <p>Description: Code indicating the type of credit used (awarded) by the sending institution</p> <p>Code NAME</p> <table border="0"> <tr><td>A</td><td>Adult Credits</td></tr> <tr><td>C</td><td>Continuing Education Unit</td></tr> <tr><td>G</td><td>Carnegie Units</td></tr> <tr><td>N</td><td>No Credit</td></tr> <tr><td>Q</td><td>Quarter Hour Credit</td></tr> <tr><td>S</td><td>Semester Hour Credit</td></tr> <tr><td>U</td><td>Units</td></tr> <tr><td>V</td><td>Vocational Credits</td></tr> <tr><td>X</td><td>Other Type of Credit</td></tr> </table>	A	Adult Credits	C	Continuing Education Unit	G	Carnegie Units	N	No Credit	Q	Quarter Hour Credit	S	Semester Hour Credit	U	Units	V	Vocational Credits	X	Other Type of Credit	X	ID	1/1	Used																																				
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SUM02	1142	<p>Academic Grade or Course Level Code</p> <p>Description: Code indicating the level or type or both, of work which is reflected in the grade average and the credit hours</p> <p>Code NAME</p> <table border="0"> <tr><td>1</td><td>Remedial</td></tr> <tr><td>2</td><td>Basic</td></tr> <tr><td>3</td><td>Teacher's Aide</td></tr> <tr><td>4</td><td>General</td></tr> <tr><td>5</td><td>Applied</td></tr> <tr><td>6</td><td>Survey</td></tr> <tr><td>7</td><td>Regular</td></tr> <tr><td>8</td><td>Specialized Topics</td></tr> <tr><td>9</td><td>Advanced</td></tr> <tr><td>10</td><td>Honors</td></tr> <tr><td>11</td><td>Gifted and Talented</td></tr> <tr><td>12</td><td>Advanced Placement</td></tr> <tr><td>13</td><td>Special Education</td></tr> <tr><td>14</td><td>Vocational Education</td></tr> <tr><td>15</td><td>Independent Study</td></tr> <tr><td>16</td><td>Work Experience</td></tr> <tr><td>17</td><td>Adult Basic</td></tr> <tr><td>18</td><td>Adult Secondary</td></tr> <tr><td>19</td><td>International Baccalaureate</td></tr> <tr><td>A</td><td>Summary of all courses taken at all institutions</td></tr> <tr><td>AR</td><td>Academic Renewal</td></tr> <tr><td>B</td><td>Summary of all courses taken at sending institution</td></tr> <tr><td>D</td><td>Dual Level (Upper Division and Graduate)</td></tr> <tr><td>DL</td><td>Dual Level (Graduate and Professional)</td></tr> <tr><td>E</td><td>Summary of All Courses Taken at All Institutions, Excluding Repeated and/or Forgiven Courses</td></tr> <tr><td>F</td><td>Summary of All Courses Taken at the Sending Institution, Excluding Repeated and/or Forgiven Courses</td></tr> <tr><td>G</td><td>Graduate (postsecondary)</td></tr> </table>	1	Remedial	2	Basic	3	Teacher's Aide	4	General	5	Applied	6	Survey	7	Regular	8	Specialized Topics	9	Advanced	10	Honors	11	Gifted and Talented	12	Advanced Placement	13	Special Education	14	Vocational Education	15	Independent Study	16	Work Experience	17	Adult Basic	18	Adult Secondary	19	International Baccalaureate	A	Summary of all courses taken at all institutions	AR	Academic Renewal	B	Summary of all courses taken at sending institution	D	Dual Level (Upper Division and Graduate)	DL	Dual Level (Graduate and Professional)	E	Summary of All Courses Taken at All Institutions, Excluding Repeated and/or Forgiven Courses	F	Summary of All Courses Taken at the Sending Institution, Excluding Repeated and/or Forgiven Courses	G	Graduate (postsecondary)	O	ID	1/2	Used
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A Guide to the Implementation of Electronic Transcripts and Student Records
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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		H Higher or Upper division (postsecondary) I Institutional Credit L Lower division (postsecondary) M Work in the Major or Program P Professional R Remedial (postsecondary) T Summary of Transfer Work Only U Undergraduate (postsecondary) V Summary of Transfer Work Only, Excluding Repeated and/or Forgiven Courses				
SUM03	1073	Yes/No Condition or Response Code (Cumulative Summary Indicator) Description: Code indicating a Yes or No condition or response Note to User: This is the code indicating if this segment is included as a cumulative summary of all work included up to this point or a summary for this session only. <u>Code NAME</u> N No Description: This is a summary for work for this session only. Y Yes Description: This is a cumulative summary of all work included on the record up to this point.	O	ID	1/1	Used
SUM04	380	Quantity (Academic Credit Hours Included in GPA) Description: Numeric value of quantity Note to User: This is the total number of credits (credit hours) included in the grade point average for this particular summary. Inclusion or exclusion of certain credits depends on the policy of the sending institution. If this element is sent, then SUM01 must be sent.	O	R	1/15	Used
SUM05	380	Quantity (Academic Credit Hours Attempted or Paid For) Description: Numeric value of quantity Note to User: This is the total number of credits (credit hours) included on the record for this particular summary. This would normally be all credits for which the student paid, whether or not the credits were used to calculate the grade point average. Examples of credit hours to be included, if available, are credits for which non-punitive grades such as "I" or "W" or "Audit" were awarded. If this element is sent, then SUM01 must be sent.	O	R	1/15	Used
SUM06	380	Quantity (Academic Credit Hours Earned) Description: Numeric value of quantity Note to User: This is the total number of credits (credit hours) attempted and earned and included in this summary.	O	R	1/15	Used
SUM07	740	Range Minimum (Lowest Possible Grade Point Average) Description: The value specifying the minimum of the measurement range Note to User: This is the lowest possible grade point average (GPA) that	X	R	1/20	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 0. However, on some scales this could be a negative number, such as -1. This field must be included if that default assumption is not accurate. The "R" data type indicates that the decimal should be included unless the value is a whole number.				
SUM08	741	<p>Range Maximum (Highest Possible Grade Point Average) Description: The value specifying the maximum of the measurement range Note to User: This is the highest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 4.0. On some scales this might be 3, 100, or 4.5. Some institutions have a policy that will allow a weighted grade for an honors course. This should be indicated in SUM10.</p>	X	R	1/20	Used
SUM09	1144	<p>Academic Grade Point Average Description: The grade point average of a student</p>	O	R	1/6	Used
SUM10	1073	<p>Yes/No Condition or Response Code (Excessive GPA Indicator) Description: Code indicating a Yes or No condition or response Note to User: This is a code indicating that an A+ grade has a value higher than the highest possible GPA or that certain courses have a higher value than regular courses. <u>Code NAME</u> N No Description: It is not possible to have a higher GPA than indicated in SUM08. Y Yes Description: It is possible to have a higher GPA than indicated in SUM08.</p>	O	ID	1/1	Used
SUM11	1145	<p>Class Rank Description: This is a student's numerical class rank for this session where 1 is the highest rank. Note to User: The 1996 AACRAO Academic Record and Transcript Guide does not recommend the inclusion of class rank for a single session on an official postsecondary transcript.</p>	O	N0	1/4	Used
SUM12	380	<p>Quantity (Total Number of Students in Class) Description: Numeric value of quantity Note to User: This is the total number of students in class to help position the student's rank. This element would not be sent if SUM11 is not used.</p>	O	R	1/15	Used
SUM13	1250	<p>Date Time Period Format Qualifier (Format for Date of Class Ranking) Description: Code indicating the date format, time format, or date and time format Note to User: SUM 13 is sent only if class rank information in SUM11, 12 and 14 is sent.</p>	X	ID	2/3	K12 Only

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		<u>Code NAME</u> CM Date in Format CCYYMM CY Year Expressed in Format CCYY D8 Date Expressed in Format CCYYMMDD DB Date Expressed in Format MMDDCCYY				
SUM14	1251	Date Time Period (Date of Class Ranking) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: SUM 14 is sent only if class rank information in SUM11, 12 and 13 is sent.	X	AN	1/35	K12 Only
SUM15	607	Number of Days (Days Attended) Description: Count of Days	O	N0	1/3	K12 Only
SUM16	380	Quantity (Days Absent) Description: Numeric value of quantity	O	R	1/15	K12 Only
SUM17	380	Quantity (Quality Points Used to Calculate GPA) Description: Numeric value of quantity Note to User: Indicates the number of quality points used to calculate the student's grade point average in SUM09.	O	R	1/15	Used
SUM18	1558	Academic Summary Source Description: Code used to indicate the source of the summary data	O	ID	1/1	K12 Only

Syntax:

- C0401 -- If SUM04 is present, then SUM01 is required.
- C0501 -- If SUM05 is present, then SUM01 is required.
- C0601 -- If SUM06 is present, then SUM01 is required.
- P0708 -- If either SUM07 or SUM08 is present, then the other is required.
- P1314 -- If either SUM13 or SUM14 is present, then the other is required.

Semantics:

1. SUM03 indicates if this is a summary for entire record up to that point in time. A "Y" indicates that this is a cumulative summary of the academic record up to that point; an "N" indicates that this is not a cumulative summary, but is a session.
2. SUM04 refers to credits used to compute grade point average.
3. SUM05 refers to credits attempted.
4. SUM06 refers to credits earned.
5. SUM07 and SUM08 are the lowest and highest, respectively, grade point averages possible under normal conditions.
6. SUM10 indicates if it is possible to have a grade point average higher than the maximum range. A "Y" indicates that it is possible to have a grade point average higher than the maximum range; an "N" indicates that it is not possible.
7. SUM11 refers to the student's position or rank in the class, while SUM12 refers to the total number in the class.
8. SUM14 refers to the date of the class ranking.
9. SUM15 is the days attended.
10. SUM16 is the days absent.
11. SUM17 indicates quality points used to compute the student's grade point average.

Note to User:

Inclusion of the SUM segment as part of the postsecondary transcript is for transmitting the number of credits earned and the grade point average obtained in a particular session or program. For the PreK-Grade 12 record, information on credits earned, grade point average, and class rank for students in grades 9-12 will be transmitted in this segment.

NTE Note/Special Instruction

Pos: 240	Max: 5
Detail - Optional	
Loop: N/A	Elms: 2

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	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:

- 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.

Note to User:

This segment is used to transmit additional vital information to the receiving institution or agency about the summary for the academic session.

CRS Course Record

Pos: 250	Max: 1
Detail - Optional	
Loop: CRS	Elms: 20

To provide the receiving institution or organization with information about courses taken and the status of those courses

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CRS01	1147	<p>Basis for Academic Credit Code</p> <p>Description: Code indicating how academic credit was granted by an institution or earned by a student</p> <p>Code NAME</p> <p>A The College Board's Advance Placement (AP) Program</p> <p>B Credit by Exam</p> <p>C College Level Examination Program (CLEP)</p> <p>D Credit Awarded for US Department of Defense DANTES Program</p> <p>E Departmental or Institutional Credit based on experience (Life Experience)</p> <p>F Study Abroad</p> <p>G The College Board's (CEEB) Credit</p> <p>H Completion or Removal of an Incomplete Grade</p> <p>I International Baccalaureate</p> <p>M Military Credit</p> <p>N Correspondence</p> <p>P American Council on Education Program on Noncollegiate Sponsored Instruction (ACE/PONSI) Credit Recommendation</p> <p>R Regular Enrollment</p> <p>T Academic Credits Transferred in From Another Institution</p> <p>V Audit or Visitor Status (No Credit Awarded)</p> <p>W Work Experience</p> <p>X Not Applicable (for PreK - Grade 12 use)</p> <p>Z Other Types Not Included in Above List</p>	M	ID	1/1	Must use
CRS02	1141	<p>Academic Credit Type Code</p> <p>Description: Code indicating the type of credit used (awarded) by the sending institution</p> <p>Code NAME</p> <p>A Adult Credits</p> <p>C Continuing Education Unit</p> <p>G Carnegie Units</p> <p>N No Credit</p> <p>Q Quarter Hour Credit</p> <p>S Semester Hour Credit</p> <p>U Units</p> <p>V Vocational Credits</p> <p>X Other Type of Credit</p>	O	ID	1/1	Used
CRS03	380	<p>Quantity (Course Credit Hours)</p> <p>Description: Numeric value of quantity</p> <p>Note to User: This is the number of academic credits the course is worth. If a student earned full credit for the course, the value of this element should be the same as for CRS04.</p>	O	R	1/15	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CRS04	380	<p>Quantity (Academic Credit Hours Earned) Description: Numeric value of quantity Note to User: This is the number of credits that the student earned for this course as determined by the institution or agency sending the record.</p>	O	R	1/15	Used
CRS05	1148	<p>Academic Grade Qualifier Description: The grading scale used by an academic institution for an academic course Note to User: This is based on the American Medical Colleges Admissions Services (AMCAS) grade scale, values 001 through 499. Other miscellaneous grade types in the range of 500 to 999 can be used as well. Refer to Appendix B for the complete code list.</p>	X	ID	1/3	Used
CRS06	1258	<p>Academic Grade Description: This indicates the grade that a student received for participation in an academic course Note to User: This is the academic grade awarded to the student for the course. This data element is required if CRS05 is 001 through 499. It is not required if the course was taken at another institution (transfer work) or if the value of CRS05 is 500 through 999.</p>	O	AN	1/3	Used
CRS07	1073	<p>Yes/No Condition or Response Code (Honors Indicator) Description: Code indicating a Yes or No condition or response <u>Code NAME</u> N No Description: The course is not an honors course. Y Yes Description: The course is an honors course.</p>	O	ID	1/1	Used
CRS08	1142	<p>Academic Grade or Course Level Code (Course Level) Description: Code indicating the level or type or both, of work which is reflected in the grade average and the credit hours <u>Code NAME</u> 1 Remedial 2 Basic 3 Teacher's Aide 4 General 5 Applied 6 Survey 7 Regular 8 Specialized Topics 9 Advanced D Dual Level (Upper Division and Graduate) G Graduate (postsecondary) H Higher or Upper division (postsecondary) I Institutional Credit L Lower division (postsecondary) M Work in the Major or Program P Professional R Remedial (postsecondary) U Undergraduate (postsecondary) 10 Honors 11 Gifted and Talented 12 Advanced Placement</p>	O	ID	1/2	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		13 Special Education 14 Vocational Education 15 Independent Study 16 Work Experience 17 Adult Basic 18 Adult Secondary 19 International Baccalaureate AR Academic Renewal DL Dual Level (Graduate and Professional)				
CRS09	1150	Course Repeat or No Count Indicator Code Description: Code indicating when an academic course has been repeated by a student and how that repeat is to be computed in the student's academic grade average <u>Code NAME</u> N Repeated Description: Not counted in GPA. R Repeated Description: Counted in GPA. X Other Description: Not counted in GPA (e.g., used for academic forgiveness or clemency).	O	ID	1/1	Used
CRS10	66	Identification Code Qualifier (Curriculum Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: CRS10 and 11 are used to describe the content of the course. The value of CRS10 indicates the code list used to specify the course content code in CRS11. <u>Code NAME</u> 75 State or Province Assigned Number 76 Local School District or Jurisdiction Number 81 Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics 82 Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics CA Statistics Canada Canadian College Student Information System Course Codes CC Statistics Canada University Student Information System Curriculum Codes	X	ID	1/2	Used
CRS11	67	Identification Code (Curriculum Code) Description: Code identifying a party or other code Note to User: This is a code, selected from the code list specified in CRS10, which best describes the course content. For example, if this is a computer science course and the value of CRS10 was "81", the value of this element would be "11.0101".	X	AN	2/80	Used
CRS12	380	Quantity (Academic Quality Points) Description: Numeric value of quantity Note to User: This is the number of quality points earned by the student for participation in this course.	O	R	1/15	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																																																																																				
CRS13	1131	<p>Level of Individual, Test, or Course Code (Course Grade Level) Description: Code identifying level of course, test, or student</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>NAME</u></th> </tr> </thead> <tbody> <tr><td>01</td><td>First grade</td></tr> <tr><td>02</td><td>Second grade</td></tr> <tr><td>03</td><td>Third grade</td></tr> <tr><td>04</td><td>Fourth grade</td></tr> <tr><td>05</td><td>Fifth grade</td></tr> <tr><td>06</td><td>Sixth grade</td></tr> <tr><td>07</td><td>Seventh grade</td></tr> <tr><td>08</td><td>Eighth grade</td></tr> <tr><td>09</td><td>Ninth grade</td></tr> <tr><td>0K</td><td>Kindergarten</td></tr> <tr><td>10</td><td>Tenth grade</td></tr> <tr><td>11</td><td>Eleventh grade</td></tr> <tr><td>12</td><td>Twelfth grade</td></tr> <tr><td>21</td><td>Postsecondary First Year Student</td></tr> <tr><td>22</td><td>Postsecondary Sophomore</td></tr> <tr><td>23</td><td>Postsecondary Junior</td></tr> <tr><td>24</td><td>Postsecondary Senior</td></tr> <tr><td>25</td><td>Postsecondary Post-Baccalaureate Student</td></tr> <tr><td>26</td><td>Postsecondary Non-Degree Graduate Student</td></tr> <tr><td>27</td><td>Postsecondary Professional Student</td></tr> <tr><td>28</td><td>Postsecondary Master's Degree Student</td></tr> <tr><td>29</td><td>Postsecondary Doctoral Student</td></tr> <tr><td>30</td><td>Postdoctoral Student</td></tr> <tr><td>31</td><td>Postsecondary Bachelor Preliminary Year</td></tr> <tr><td>32</td><td>Postsecondary Fifth Year Student</td></tr> <tr><td>33</td><td>Postsecondary Masters Qualifying Year</td></tr> <tr><td>AD</td><td>Adult</td></tr> <tr><td>EL</td><td>Elementary School</td></tr> <tr><td>IF</td><td>Infant (0 to age 2)</td></tr> <tr><td>MS</td><td>Middle or Junior High School</td></tr> <tr><td>P0</td><td>Pre-Kindergarten Level 0</td></tr> <tr><td>P1</td><td>Pre-Kindergarten Level 1</td></tr> <tr><td>P2</td><td>Pre-Kindergarten Level 2</td></tr> <tr><td>P3</td><td>Pre-Kindergarten Level 3</td></tr> <tr><td>P4</td><td>Pre-Kindergarten Level 4</td></tr> <tr><td>P5</td><td>Pre-Kindergarten Level 5</td></tr> <tr><td>PF</td><td>Professional</td></tr> <tr><td>PK</td><td>Pre-Kindergarten</td></tr> <tr><td>SS</td><td>Secondary School</td></tr> <tr><td>UN</td><td>Ungraded</td></tr> <tr><td>VS</td><td>Vocational School</td></tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	01	First grade	02	Second grade	03	Third grade	04	Fourth grade	05	Fifth grade	06	Sixth grade	07	Seventh grade	08	Eighth grade	09	Ninth grade	0K	Kindergarten	10	Tenth grade	11	Eleventh grade	12	Twelfth grade	21	Postsecondary First Year Student	22	Postsecondary Sophomore	23	Postsecondary Junior	24	Postsecondary Senior	25	Postsecondary Post-Baccalaureate Student	26	Postsecondary Non-Degree Graduate Student	27	Postsecondary Professional Student	28	Postsecondary Master's Degree Student	29	Postsecondary Doctoral Student	30	Postdoctoral Student	31	Postsecondary Bachelor Preliminary Year	32	Postsecondary Fifth Year Student	33	Postsecondary Masters Qualifying Year	AD	Adult	EL	Elementary School	IF	Infant (0 to age 2)	MS	Middle or Junior High School	P0	Pre-Kindergarten Level 0	P1	Pre-Kindergarten Level 1	P2	Pre-Kindergarten Level 2	P3	Pre-Kindergarten Level 3	P4	Pre-Kindergarten Level 4	P5	Pre-Kindergarten Level 5	PF	Professional	PK	Pre-Kindergarten	SS	Secondary School	UN	Ungraded	VS	Vocational School	O	ID	2/2	Used
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CRS14	93	<p>Name (Course Subject Abbreviation or Alpha Prefix) Description: Free-form name</p> <p>Note to User: This is the department or area associated with the course at the sending institution. For example, ENGL (for English), WRITING (for composition), SOC (for sociology), and RUSS (for Russian).</p> <p>Although this element is indicated as optional, it is essential that it and/or CRS15 be included as part of the postsecondary transcript. For the PreK - Grade 12 record, district, state or federal course numbers should be sent, in addition, in REF segments following the segment. One or more additional local course numbers can also be sent in the REF segment.</p>	O	AN	1/60	Used																																																																																				

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CRS15	127	<p>Reference Identification (Course Number) Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Note to User: Code which uniquely identifies the course at the sending institution from among similar subject area offerings. For example, 101 (as in ENGL 101).</p> <p>It is essential that this element and/or CRS 14 be sent as part of the postsecondary transcript. For the PreK - Grade 12 record, district, state or federal course numbers should be sent, in addition, in REF segments following the segment. One or more additional local course numbers can also be sent in the REF segment.</p>	O	AN	1/30	Used
CRS16	93	<p>Name (Course Title) Description: Free-form name Note to User: The course title should identify the content of the course to the extent possible in this short space. Although 60 characters are available, long titles may result in truncation by the receiving institution. It is absolutely essential that the course title be included as part of the postsecondary transcript. For the PreK - Grade 12 record, district, state or federal course titles should be sent, in addition, in the REF segments following the CRS segment. One or more additional local course titles can also be sent in the REF segment.</p>	O	AN	1/60	Used
CRS17	380	<p>Quantity (Days Attended) Description: Numeric value of quantity</p>	O	R	1/15	K12 Only
CRS18	380	<p>Quantity (Days Absent) Description: Numeric value of quantity</p>	O	R	1/15	K12 Only
CRS19	373	<p>Date (Student Withdrawal Date) Description: Date expressed as CCYYMMDD Note to User: This is the date the student dropped or withdrew from the course if a withdrawal type grade is assigned. For example, if the student initiated a drop and officially dropped the course on March 28, 1998, the value of this element would be "19980328."</p>	O	DT	8/8	Used
CRS20	1152	<p>Override Academic Course Source Code Description: Code indicating the source of academic credit if not from the sending educational institution</p> <p><u>Code</u> <u>NAME</u></p> <p>IA Institutional Agreement MC Multiple Campus Course Offering TC Transfer Credit</p>	O	ID	2/2	PostSec Only

Syntax:

C0605 -- If CRS06 is present, then CRS05 is required P1011 -- If either CRS10 or CRS11 is present, then the other is required.

Semantics:

1. CRS03 is either the value of the course or the credits attempted, while CRS04 is the credits earned by the student for the course.
2. CRS07 indicates if the course is a special honors course. A "Y" indicates that the course is designated as an honors course; an "N" indicates it is not an honors course.
3. CRS10 and CRS11 are the content area of the course.
4. CRS12 is the number of academic quality (or grade) points earned by the student for participation in a course.
5. CRS14 and CRS15 refer to the course alpha prefix and number, respectively. These are the course numbers.
6. CRS16 is the course title.
7. CRS17 and CRS18 are the student's days attended and days absent in the course, respectively.
8. CRS19 is the date the student dropped the course.
9. CRS20 indicated if the course was taken as a transfer course at another institution or under the auspices of another institution covered by reciprocal agreement between the participating institutions.

Note to User:

All courses attempted by the student should be reported with sufficient detail to determine the quality of work performed by the student in the course. The absence of any CRS segments in the SES loop would imply that the student's attendance was so brief that no information about courses attempted was recorded.

Each course segment may be associated with the following REF segment which defines its course number.

REF Reference Identification (Course Numbers)

Pos: 260	Max: 5
Detail - Optional	
Loop: N/A	Elms: 4

To specify identifying information

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
REF01	128	Reference Identification Qualifier (Type of Course Number) Description: Code qualifying the Reference Identification <u>Code NAME</u> N1 Local School Course Number N2 Local School District Course Number N3 Statewide Course Number N4 United States Department of Education	M	ID	2/3	Must use
REF02	127	Reference Identification (Course Number) Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Used
REF03	352	Description (Course Title) Description: A free-form description to clarify the related data elements and their content	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

Syntax:

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

Semantics:

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

Note to User:

This occurrence of the REF segment in the PreK - Grade 12 record is used to identify the course number for each course sent in the preceding CRS segment. There may be several course numbers per course. This segment is not normally part of the postsecondary transcript since this information is sent in the CRS segment and an additional course number may be indicated in the following CSU segment.

CSU Supplemental Course Data

Pos: 270	Max: 1
Detail - Optional	
Loop: N/A	Elms: 10

To provide supplemental information on a course or a particular instance of a course

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Ma</u> <u>x</u>	<u>Usage</u>
CSU01	93	Name (Subject Area/Course Alpha Prefix) Description: Free-form name Note to User: This is the department or area of study associated with the course.	O	AN	1/60	Used
CSU02	127	Reference Identification (Course 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 value that uniquely identifies a course within a subject area or department.	O	AN	1/30	Used
CSU03	1250	Date Time Period Format Qualifier (Format for Starting Date of Course) Description: Code indicating the date format, time format, or date and time format Note to User: CSU03 and CSU04 are used to override the Session Starting Date designated in SES06 and SES07 for the current course only. 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
CSU04	1251	Date Time Period (Starting Date of Course) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: CSU03 and CSU04 are used to override the Session Starting Date designated in SES06 and SES07 for the current course only.	X	AN	1/35	Used
CSU05	1250	Date Time Period Format Qualifier (Format for Ending Date of Course) Description: Code indicating the date format, time format, or date and time format Note to User: CSU05 and CSU06 are used to override the Session Ending Date designated in SES08 and SES09 for the current course only. 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

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Ma</u> <u>x</u>	<u>Usage</u>
CSU06	1251	<p>Date Time Period (Ending Date of Course) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: CSU05 and CSU06 are used to override the Session Ending Date designated in SES08 and SES09 for the current course only.</p>	X	AN	1/35	Used
CSU07	1132	<p>Instructional Setting Code Description: Code indicating type of instructional setting in which a program is provided <u>Code</u> <u>NAME</u> 1 Self-contained (Regular Class) 2 Resource Class 3 Separate Class 4 Public Separate School Facility 5 Private Separate School Facility 6 Public Residential Facility 7 Private Residential Facility 8 Correction Facility 9 Homebound or Hospital Environment 10 Bilingual Class 11 Departmentalized (Regular Class) 12 Center-based Instruction 13 Televised Instruction 14 Individualized Instruction 15 Independent Study 16 Laboratory 17 English as a Second Language (ESL) Class 18 Discussion 19 Residency 20 Internship 21 Practicum 22 Work Study 23 Co-operative Education 24 Clinic 25 Lecture and Laboratory 26 Lecture and Discussion 27 Lecture 28 Other 29 Classroom 30 Home Study</p>	O	ID	1/2	Used
CSU08	1141	<p>Academic Credit Type Code Description: Code indicating the type of credit used (awarded) by the sending institution <u>Code</u> <u>NAME</u> A Adult Credits C Continuing Education Unit G Carnegie Units N No Credit Q Quarter Hour Credit S Semester Hour Credit U Units V Vocational Credits X Other Type of Credit</p>	O	ID	1/1	Used
CSU09	380	Quantity (Class/Course Duration)	X	R	1/15	Used

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Ref	Id	Element Name	Req	Type	Min/Ma x	Usage
		Description: Numeric value of quantity Note to User: CSU09 and CSU10 can be used to indicate class duration such as hours per day or days per week.				
CSU10	C001	Composite Unit of Measure (Class/Course Duration) Description: To identify a composite unit of measure. Note to User: CSU09 and CSU10 can be used to indicate class duration such as hours per day or days per week. Refer to Appendix B for a full description of data element C001.	X	Comp		Used

Syntax:

P0304 -- If either CSU03 or CSU04 is present, then the other is required.
 P0506 -- If either CSU05 or CSU06 is present, then the other is required.
 P0910 -- If either CSU09 or CSU10 is present, then the other is required.

Semantics:

1. CSU01 and CSU02 are the alpha prefix and the course number, respectively. Together, CSU01 and CSU02 are commonly referred to as the "course number".
2. CSU03 and CSU04 refer to the date the course began.
3. CSU05 and CSU06 refer to the date the course ended.

Note to User:

This segment may be used to transmit additional data about the course identified in the CRS segment, such as the instructional setting. If a course were taken at an institution other than the sending institution--for example through an inter-institutional agreement--the course may have undergone a number change at the sending institution, and this additional course number may be sent in this segment. Also, this particular course may have had different starting and/or ending dates than those indicated in the SES in this loop.

In response to an inquiry from an AACRAO member in May 2009, the AACRAO SPEEDE Committee has suggested the following use of the CSU segment to transmit information about Community Service Learning:

When completion of a course also grants Community Service Learning (CSL) units, then the course would be included in the CRS segment, and the CSL award would be indicated in the CSU segment. CSU01 would contain "Community Service Learning"; CSU09 would include the number of CSL units; CSU10 would include the type of units.

For example, if satisfactory completion of a course included 20 hours of Community Service Learning, then the following values would be included in the CSU segment:

CSU01: Community Service Learning
CSU09: 20
CSU10: HR

LUI Language Use (Language of Instruction)

Pos: 271	Max: 10
Detail - Optional	
Loop: N/A	Elms: 5

To specify language, type of usage, and proficiency or fluency

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LUI01	66	Identification Code Qualifier (Language Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: This code designates the code list in which the language code in LUI02 appears. <u>Code NAME</u> LD NISO Z39.53 Language Codes LE ISO 639 Language Codes	X	ID	1/2	Used
LUI02	67	Identification Code (Language Code) Description: Code identifying a party or other code Note to User: This code indicates the language. Refer to Appendix B for the complete code list.	X	AN	2/80	Used
LUI03	352	Description (Language Name) Description: A free-form description to clarify the related data elements and their content Note to User: This is the literal name of the language used when needed for clarity or when the language is not included in the code lists identified in LUI01.	X	AN	1/80	Used
LUI04	1303	Use of Language Indicator Description: Code indicating the use of a language <u>Code NAME</u> 1 Language of Instruction 2 Language of Examination 3 Language in which Examination is Written	O	ID	1/2	Used
LUI05	1476	Language Proficiency Indicator Description: Code indicating language proficiency	O	ID	1/1	Not used

Syntax:

P0102 -- If either LUI01 or LUI02 is present, then the other is required.
 L040203 -- If LUI04 is present, then at least one of LUI02 or LUI03 is required.

Semantics:

1. LUI02 is the language code.

2. LUI03 is the name of the language.

Note to User:

This segment is used to indicate the language(s) and/or language strategies that were used in teaching the course.

RAP Requirement, Attribute, and Proficiency

Pos: 272	Max: 5
Detail - Optional	
Loop: N/A	Elms: 7

To identify requirements, attributes, and proficiencies of students and/or courses

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
RAP01	1155	Educational Test or Requirement Code (Course Requirement/Attribute/Proficiency) Description: Indicates a particular national, regional, state, or local requirement Note to User: This code refers to a particular national, regional, state or local requirement for a course. Refer to Appendix B for the complete code list.	M	ID	1/3	Must use
RAP02	93	Name (Main Category of Requirement) Description: Free-form name Note to User: This is free-form text specifying the main category of the requirement, attribute, or proficiency.	O	AN	1/60	Used
RAP03	93	Name (Lesser Category of Requirement) Description: Free-form name Note to User: This is free-form text specifying a lesser category of the requirement, attribute, or proficiency,	O	AN	1/60	Used
RAP04	1413	Usage Indicator Description: Designates whether the achievement or characteristic being described is a requirement, an attribute, or a proficiency <u>Code</u> <u>NAME</u> A Attribute P Proficiency R Requirement	O	ID	1/1	Used
RAP05	1073	Yes/No Condition or Response Code (Requirement, Attribute or Proficiency Met) Description: Code indicating a Yes or No condition or response Note to User: This indicates whether or not the student or course meets the requirement, attribute or proficiency. A "Y" indicates that it was met; an "N" indicates it was not met. <u>Code</u> <u>NAME</u> N No Description: Requirement, attribute or proficiency not met Y Yes Description: Requirement, attribute or proficiency met	O	ID	1/1	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
RAP06	1250	<p>Date Time Period Format Qualifier (Format for Date Status Assigned) Description: Code indicating the date format, time format, or date and time format Note to User: This code indicates the format of the date on which the requirement, attribute, or proficiency was met.</p> <table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>NAME</u></th> </tr> </thead> <tbody> <tr> <td>CM</td> <td>Date in Format CCYYMM</td> </tr> <tr> <td>CY</td> <td>Year Expressed in Format CCYY</td> </tr> <tr> <td>D8</td> <td>Date Expressed in Format CCYYMMDD</td> </tr> <tr> <td>DB</td> <td>Date Expressed in Format MMDDCCYY</td> </tr> </tbody> </table>	<u>Code</u>	<u>NAME</u>	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
<u>Code</u>	<u>NAME</u>															
CM	Date in Format CCYYMM															
CY	Year Expressed in Format CCYY															
D8	Date Expressed in Format CCYYMMDD															
DB	Date Expressed in Format MMDDCCYY															
RAP07	1251	<p>Date Time Period (Date Status Assigned) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This date is in the format indicated in RAP06.</p>	X	AN	1/35	Used										

Syntax:

P0607 -- If either RAP06 or RAP07 is present, then the other is required.

Semantics:

1. RAP02 indicates the major grouping or main category of requirement, attribute, or proficiency.
2. RAP03 indicates the lesser grouping of sub-category of requirement, attribute, or proficiency.
3. RAP04 indicates whether or not this occurrence of the segment is used to indicate satisfaction of requirement or proficiency, or to indicate the presence of an attribute.
4. RAP05 indicates whether or not the student or course meets the requirement, attribute or proficiency. A "Y" indicates that it was met; an "N" indicates that it was not met.

Note to User:

This segment is used to identify requirements, attributes, and proficiencies related to the student or course.

NTE Note/Special Instruction

Pos: 280	Max: 50
Detail - Optional	
Loop: N/A	Elms: 2

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	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:

- 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.

Note to User:

This segment is used to provide additional vital information about the course not otherwise transmittable.

N1

Name (Override Institution or Agency)

Pos: 290	Max: 1
Detail - Optional	
Loop: N/A	Elms: 6

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<p>Entity Identifier Code</p> <p>Description: Code identifying an organizational entity, a physical location, property or an individual</p> <p>Note to User: This is the code identifying an institution as an Override Institution. That is, the information provided in the current CRS loop pertains to an institution or agency other than the sender and other than the institution or agency identified in the SES loop (if any).</p> <p><u>Code NAME</u> OS Override Institution; this is not the institution sending the record</p>	M	ID	2/3	Must use
N102	93	<p>Name (Override Institution/Agency Name)</p> <p>Description: Free-form name</p> <p>Note to User: This is the free-form name of the override institution or agency. Send this element only if it is not possible to use N103 and N104 to identify the name by code.</p>	X	AN	1/60	Used
N103	66	<p>Identification Code Qualifier (Institution Code Qualifier)</p> <p>Description: Code designating the system/method of code structure used for Identification Code (67)</p> <p>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.</p> <p><u>Code NAME</u></p> <p>71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics</p> <p>72 The College Board's Admission Testing Program (ATP)</p> <p>73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education</p> <p>74 American College Testing (ACT) list of postsecondary educational institutions.</p> <p>77 National Center for Education Statistics (NCES) Common Core of Data (CCD) number for PreK - 12 institutions</p> <p>78 The College Board and ACT 6 digit code list of secondary educational institutions</p> <p>CB Statistics Canada Canadian College Student Information System Institution Codes</p> <p>CS Statistics Canada University Student Information System University Codes</p>	X	ID	1/2	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N104	67	Identification Code (Institution Code) Description: Code identifying a party or other code Note to User: This code identifies the institution from the code list specified in N103.	X	AN	2/80	Used
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:

This segment is used if the information provided in the current CRS loop pertains to an institution or agency other than the sender and other than the institution or agency identified in the SES loop (if any).

N4 Geographic Location

Pos: 300	Max: 1
Detail - Optional	
Loop: N/A	Elms: 6

To specify the geographic place of the named party

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N401	19	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: In 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 specify the geographic location of the override institution or agency identified in the preceding N1 segment.

MKS Marks Awarded

Pos: 305	Max: 1
Detail - Optional	
Loop: MKS	Elms: 3

To provide additional information to the receiving institution about the marks, or series of marks, a student was awarded in a particular course

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
MKS01	1304	Mark Code Type Description: Code identifying the type of mark that was awarded <u>Code NAME</u> 1 School Mark 2 Department Mark 3 Final Mark 4 Supplemental Mark 5 Mid-term Mark 6 Six-week Mark 7 Examination Mark 8 Work Experience Mark 9 Nine Weeks' Mark 10 Mark at Time of Withdrawal	O	ID	1/2	Used
MKS02	1148	Academic Grade Qualifier Description: The grading scale used by an academic institution for an academic course Note to User: This is based on the American Medical Colleges Admissions Services (AMCAS) grade scale, values 001 through 499. Other miscellaneous grade types in the range of 500 to 999 can be used as well. Refer to Appendix B for the complete code list..	X	ID	1/3	Used
MKS03	1258	Academic Grade Description: This indicates the grade that a student received for participation in an academic course Note to User: This is the academic grade awarded to the student for the type specified in MKS01. This data element is required if MKS02 is 001 through 499. It is not required if the course was taken at another institution (transfer work) or if the value of MKS02 is 500 through 999.	X	AN	1/3	Used

Syntax:

P0203 -- If either MKS02 or MKS03 is present, then the other is required.

Note to User:

The information in the MKS segment is supplemental to the academic grade given in CRS05 and 06.

LUI Language Use (Language of Examination)

Pos: 306	Max: 1
Detail - Optional	
Loop: N/A	Elms: 5

To specify language, type of usage, and proficiency or fluency

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LUI01	66	Identification Code Qualifier (Language Code Qualifier) Description: Code designating the system/method of code structure used for Identification Code (67) Note to User: This code designates the code list in which the language code in LUI02 appears. <u>Code NAME</u> LD NISO Z39.53 Language Codes LE ISO 639 Language Codes	X	ID	1/2	Used
LUI02	67	Identification Code (Language Code) Description: Code identifying a party or other code Note to User: This code indicates the language. Refer to Appendix B for the complete code list.	X	AN	2/80	Used
LUI03	352	Description (Name of Language) Description: A free-form description to clarify the related data elements and their content Note to User: This is the literal name of the language when needed for clarity or when the language is not included in the code lists identified in LUI01.	X	AN	1/80	Used
LUI04	1303	Use of Language Indicator Description: Code indicating the use of a language <u>Code NAME</u> 2 Language of Examination 3 Language in which Examination is Written	O	ID	1/2	Used
LUI05	1476	Language Proficiency Indicator Description: Code indicating language proficiency	O	ID	1/1	Not used

Syntax:

P0102 -- If either LUI01 or LUI02 is present, then the other is required.
 L040203 -- If LUI04 is present, then at least one of LUI02 or LUI03 is required.

Semantics:

1. LUI02 is the language code.
2. LUI03 is the name of the language.

Note to User:

This segment indicates the language of examination relating to the course in this occurrence of the MKS loop.

DEG Degree Record

Pos: 310	Max: 1
Detail - Optional	
Loop: DEG	Elms: 5

To provide the receiving institution or agency notice of academic awards made to the student whose record is being transmitted

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
DEG01	1126	<p>Academic Degree Code Description: Code indicating the level of postsecondary academic award earned by a student Note to User: Note that the decimal is part of the code.</p> <p><u>Code</u> <u>NAME</u></p> <ul style="list-style-type: none"> 2.1 Postsecondary Certificate Or Diploma (less than one year) 2.2 Postsecondary Certificate Or Diploma (one year or more but less than four years) 2.3 Associate Degree (e.g., Associate In Arts, Associate In Science, Associate In Applied Science) 2.4 Baccalaureate Degree 2.5 Baccalaureate (Honours) Degree 2.6 Postsecondary Certificate Or Diploma (one year or more but less than two years) 2.7 Postsecondary Certificate Or Diploma (two years or more but less than four years) 3.1 First Professional Degree 3.2 Post-Professional Degree 4.1 Graduate Certificate 4.2 Master's Degree 4.3 Intermediate Graduate Degree 4.4 Doctoral Degree 4.5 Post-Doctoral Degree 	M	ID	3/3	Must use
DEG02	1250	<p>Date Time Period Format Qualifier (Format for Date Degree Awarded) Description: Code indicating the date format, time format, or date and time format Note to User: This code indicates the format of the degree date which appears in DEG03.</p> <p><u>Code</u> <u>NAME</u></p> <ul style="list-style-type: none"> 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
DEG03	1251	<p>Date Time Period (Date Degree Awarded) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: This is the date the degree was awarded in the format indicated in DEG02.</p>	X	AN	1/35	Used
DEG04	352	<p>Description (Title of Degree) Description: A free-form description to clarify the related data elements</p>	O	AN	1/80	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		and their content Note to User: This is the literal name of the degree. The field of study should not be included unless it is an actual part of the degree name. While this data element is optional, its inclusion will be very helpful to those who receive the transcript for functions other than transfer credit evaluation.				
DEG05	641	Status Reason Code (Honors Level of Degree) Description: Code indicating the status reason Note to User: This is a code indicating honors associated with the degree. This is not the place to indicate that the student was enrolled in an honors program. Omit this field if no honors are associated with the degree. Code NAME B35 Highest Honors B36 Second Highest Honors B37 Third Highest Honors	O	ID	3/3	Used

Syntax:

P0203 -- If either DEG02 or DEG03 is present, then the other is required.

Semantics:

1. DEG02 and DEG03 refer to the date the degree was awarded.
2. DEG05 indicates the type of honors the student received with the degree.

SUM Academic Summary

Pos: 320	Max: 5
Detail - Optional	
Loop: N/A	Elms: 18

To provide summary information for an academic session, a postsecondary degree, or for the entire student academic record

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SUM01	1141	Academic Credit Type Code Description: Code indicating the type of credit used (awarded) by the sending institution <u>Code NAME</u> A Adult Credits C Continuing Education Unit G Carnegie Units N No Credit Q Quarter Hour Credit S Semester Hour Credit U Units V Vocational Credits X Other Type of Credit	X	ID	1/1	Used
SUM02	1142	Academic Grade or Course Level Code (Level of Coursework) Description: Code indicating the level or type or both, of work which is reflected in the grade point average and the credit hours <u>Code NAME</u> 19 International Baccalaureate D Dual Level (Upper Division and Graduate) DL Dual Level (Graduate and Professional) G Graduate (postsecondary) H Higher or Upper division (postsecondary) L Lower division (postsecondary) M Work in the Major or Program P Professional R Remedial (postsecondary) U Undergraduate (postsecondary)	O	ID	1/2	Used
SUM03	1073	Yes/No Condition or Response Code (Cumulative Summary Indicator) Description: Code indicating a Yes or No condition or response	O	ID	1/1	Not used
SUM04	380	Quantity (Academic Credit Hours Included in GPA) Description: Numeric value of quantity Note to User: This is the total number of credits (credit hours) included in the grade point average for this particular summary. Inclusion or exclusion of certain credits depends on the policy of the sending institution. If this element is sent, then SUM01 must be sent.	O	R	1/15	Used
SUM05	380	Quantity (Academic Credit Hours Attempted or Paid For) Description: Numeric value of quantity	O	R	1/15	Used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>						
		<p>Note to User: This is the total number of credits (credit hours) included on the record for this particular summary. This would normally be all credits for which the student paid, whether or not the credits were used to calculate the grade point average. Examples of credit hours to be included, if available, are credits for which non-punitive grades such as "I" or "W" or "Audit" were awarded.</p> <p>If this element is sent, then SUM01 must be sent.</p>										
SUM06	380	<p>Quantity (Academic Credit Hours Earned) Description: Numeric value of quantity Note to User: This is the total number of credits (credit hours) attempted and earned and included in this summary.</p>	O	R	1/15	Used						
SUM07	740	<p>Range Minimum (Lowest Possible Grade Point Average) Description: The value specifying the minimum of the measurement range Note to User: This is the lowest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 0. However, on some scales this could be a negative number, such as -1. This field must be included if that default assumption is not accurate. The "R" data type indicates that the decimal should be included unless the value is a whole number.</p>	X	R	1/20	Used						
SUM08	741	<p>Range Maximum (Highest Possible Grade Point Average) Description: The value specifying the maximum of the measurement range Note to User: This is the highest possible grade point average (GPA) that a student could obtain on the institution's grading scale. For example, on the typical, traditional 4.0 scale, this would be 4.0. On some scales this might be 3, 100, or 4.5. Some institutions have a policy that will allow a weighted grade for an honors course. This should be indicated in SUM10.</p>	X	R	1/20	Used						
SUM09	1144	<p>Academic Grade Point Average Description: The grade point average of a student</p>	O	R	1/6	Used						
SUM10	1073	<p>Yes/No Condition or Response Code (Excessive GPA Indicator) Description: Code indicating a Yes or No condition or response Note to User: This indicates that an A+ grade has a value higher than the highest possible GPA or that certain courses have a higher value than regular courses.</p> <table border="0"> <tr> <td style="padding-right: 10px;"><u>Code</u></td> <td><u>NAME</u></td> </tr> <tr> <td>N</td> <td>No Description: It is not possible to have a higher GPA than indicated in SUM08.</td> </tr> <tr> <td>Y</td> <td>Yes Description: It is possible to have a higher GPA than indicated in SUM08.</td> </tr> </table>	<u>Code</u>	<u>NAME</u>	N	No Description: It is not possible to have a higher GPA than indicated in SUM08.	Y	Yes Description: It is possible to have a higher GPA than indicated in SUM08.	O	ID	1/1	Used
<u>Code</u>	<u>NAME</u>											
N	No Description: It is not possible to have a higher GPA than indicated in SUM08.											
Y	Yes Description: It is possible to have a higher GPA than indicated in SUM08.											

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SUM11	1145	Class Rank Description: This is a student's numerical class rank with respect to the degree earned, with the highest student in the class having a rank or position of 1	O	N0	1/4	Used
SUM12	380	Quantity (Total Number of Students in Class) Description: Numeric value of quantity Note to User: This is the total number in the class to help position the student's rank and would not be used if SUM11 is not used.	O	R	1/15	Used
SUM13	1250	Date Time Period Format Qualifier (Format for Date of Class Ranking) Description: Code indicating the date format, time format, or date and time format Note to User: SUM 13 is sent only if class rank information in SUM11, 12 and 14 is sent.	X	ID	2/3	Not used
SUM14	1251	Date Time Period (Date of Class Ranking) Description: Expression of a date, a time, or range of dates, times or dates and times Note to User: SUM 14 is sent only if class rank information in SUM11, 12, and 13 is sent.	X	AN	1/35	Not used
SUM15	607	Number of Days (Days Attended) Description: Count of Days	O	N0	1/3	Not used
SUM16	380	Quantity (Days Absent) Description: Numeric value of quantity	O	R	1/15	Not used
SUM17	380	Quantity (Quality Points Used to Calculate GPA) Description: Numeric value of quantity Note to User: Indicates the number of quality points used to calculate the student's grade point average in SUM09.	O	R	1/15	Not used
SUM18	1558	Academic Summary Source Description: Code used to indicate the source of the summary data	O	ID	1/1	Not used

Syntax:

- C0401 -- If SUM04 is present, then SUM01 is required.
- C0501 -- If SUM05 is present, then SUM01 is required.
- C0601 -- If SUM06 is present, then SUM01 is required.
- P0708 -- If either SUM07 or SUM08 is present, then the other is required.
- P1314 -- If either SUM13 or SUM14 is present, then the other is required.

Semantics:

1. SUM03 indicates if this is a summary for entire record up to that point in time. A "Y" indicates that this is a cumulative summary of the academic record up to that point; an "N" indicates that this is not a cumulative summary, but is a session.

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2. SUM04 refers to credits used to compute grade point average.
3. SUM05 refers to credits attempted.
4. SUM06 refers to credits earned.
5. SUM07 and SUM08 are the lowest and highest, respectively, grade point averages possible under normal conditions.
6. SUM10 indicates if it is possible to have a grade point average higher than the maximum range. A "Y" indicates that it is possible to have a grade point average higher than the maximum range; an "N" indicates that it is not possible.
7. SUM11 refers to the student's position or rank in the class, while SUM12 refers to the total number in the class.
8. SUM14 refers to the date of the class ranking.
9. SUM15 is the days attended.
10. SUM16 is the days absent.
11. SUM17 indicates quality points used to compute the student's grade point average.

Note to User:

This segment may be used to send summary totals for all work included for the postsecondary degree or for only portions of the work toward the degree.

FOS Field of Study

Pos: 330	Max: 30
Detail - Optional	
Loop: N/A	Elms: 7

To provide the receiving institution or agency with information about a course or field of study associated with an academic program

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>																		
FOS01	1153	<p>Academic Field of Study Level or Type Code</p> <p>Description: Code indicating the field of study being described for a student in an academic institution by indicating how it was used in the academic program or indicating a course area in a field of study</p> <p>Code NAME</p> <table border="0"> <tr><td>C</td><td>Concentration</td></tr> <tr><td>E</td><td>Endorsement</td></tr> <tr><td>G</td><td>Graduate Non-degree</td></tr> <tr><td>L</td><td>Licensing</td></tr> <tr><td>M</td><td>Major</td></tr> <tr><td>N</td><td>Minor</td></tr> <tr><td>S</td><td>Specialization</td></tr> <tr><td>T</td><td>Teaching</td></tr> <tr><td>V</td><td>Visiting Scholar</td></tr> </table>	C	Concentration	E	Endorsement	G	Graduate Non-degree	L	Licensing	M	Major	N	Minor	S	Specialization	T	Teaching	V	Visiting Scholar	M	ID	1/1	Must use
C	Concentration																							
E	Endorsement																							
G	Graduate Non-degree																							
L	Licensing																							
M	Major																							
N	Minor																							
S	Specialization																							
T	Teaching																							
V	Visiting Scholar																							
FOS02	66	<p>Identification Code Qualifier (Field of Study Code Set)</p> <p>Description: Code designating the system/method of code structure used for Identification Code (67)</p> <p>Note to User: This element indicates the code set from which the field of study code in FOS03 will be selected.</p> <p>Code NAME</p> <table border="0"> <tr><td>81</td><td>Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics</td></tr> <tr><td>82</td><td>Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics</td></tr> <tr><td>CA</td><td>Statistics Canada Canadian College Student Information System Course Codes</td></tr> <tr><td>CC</td><td>Statistics Canada University Student Information System Curriculum Codes</td></tr> <tr><td>ZZ</td><td>Mutually Defined</td></tr> </table>	81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics	82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics	CA	Statistics Canada Canadian College Student Information System Course Codes	CC	Statistics Canada University Student Information System Curriculum Codes	ZZ	Mutually Defined	X	ID	1/2	Used								
81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics																							
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ZZ	Mutually Defined																							
FOS03	67	<p>Identification Code (Field of Study)</p> <p>Description: Code identifying a party or other code</p> <p>Note to User: This element specifies the code for the field of study associated with the award. This code was selected from the code set indicated in FOS02.</p>	X	AN	2/80	Used																		

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
FOS04	352	Description (Field of Study Literal) Description: A free-form description to clarify the related data elements and their content Note to User: This element specifies the field of study in free-text format if it cannot be identified using FOS02 and 03.	X	AN	1/80	Used
FOS05	352	Description (Field of Study Honors Literal) Description: A free-form description to clarify the related data elements and their content Note to User: This element gives in free-form text honors awarded to the student in the specific field of study.	O	AN	1/80	Used
FOS06	380	Quantity (Years of Study) Description: Numeric value of quantity	O	R	1/15	Not used
FOS07	380	Quantity (Grade Point Average) Description: Numeric value of quantity Note to User: This elements gives the grade point average in the specific field of study.	O	R	1/15	Used

Syntax:

P0203 -- If either FOS02 or FOS03 is present, then the other is required.
 R0204 -- At least one of FOS02 or FOS04 is required.

Semantics:

1. FOS02 and FOS03 are the student's program of study.
2. FOS06 indicates the number of years a course or field of study was studied.
3. FOS07 indicates GPA in the course or field of study.

Note to User:

This segment relates specifically to the field of study associated with the academic awards made to the student.

N1

Name (Name of Institution Awarding Degree)

Pos: 335	Max: 1
Detail - Optional	
Loop: N/A	Elms: 6

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	<p>Entity Identifier Code (Override Institution)</p> <p>Description: Code identifying an organizational entity, a physical location, property or an individual</p> <p>Note to User: This is the code identifying an institution as an Override Institution. That is, the information provided in the current DEG loop pertains to an institution or agency other than the sender and other than the institution or agency identified in the SES loop (if any).</p> <p><u>Code NAME</u></p> <p>OS Override Institution</p>	M	ID	2/3	Must use
N102	93	<p>Name (Name of Institution/Agency)</p> <p>Description: Free-form name</p> <p>Note to User: This is the free-form name of the override institution or agency. Send this element only if it is not possible to use N103 and N104 to identify the name by code.</p>	X	AN	1/60	Used
N103	66	<p>Identification Code Qualifier (Institution Code Qualifier)</p> <p>Description: Code designating the system/method of code structure used for Identification Code (67)</p> <p>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.</p> <p><u>Code NAME</u></p> <p>71 Integrated Postsecondary Education Data System (IPEDS) set of codes maintained by the U.S. Department of Education's National Center of Education Statistics</p> <p>72 The College Board's Admission Testing Program (ATP)</p> <p>73 Federal Interagency Commission on Education (FICE) number. Available from the United States Department of Education</p> <p>74 American College Testing (ACT) list of postsecondary educational institutions.</p> <p>CB Statistics Canada Canadian College Student Information System Institution Codes</p> <p>CS Statistics Canada University Student Information System University Codes</p>	X	ID	1/2	Used
N104	67	<p>Identification Code (Institution Code)</p> <p>Description: Code identifying a party or other code</p> <p>Note to User: This code identifies the institution from the code list specified in N103.</p>	X	AN	2/80	Used
N105	706	Entity Relationship Code	O	ID	2/2	Not used

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<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
		Description: Code describing entity relationship				
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:

This segment identifies the institution awarding the degree if it is other the institution sending the transcript.

NTE Note/Special Instruction

Pos: 340	Max: 30
Detail - Optional	
Loop: N/A	Elms: 2

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE01	363	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:

- 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.

Note to User:

This segment is used to provide additional vital information about the degree or the summary or the field of study for the degree not otherwise transmittable.

SE Transaction Set Trailer

Pos: 350	Max: 1
Detail - Mandatory	
Loop: N/A	Elms: 2

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

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	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. It will also be used in the acknowledgment so that the sender will know that the receiving institution did receive this student's record.	M	AN	4/9	Must use

Comments:

- SE is the last segment of each transaction set.

History of Changes to this Implementation Guide

February 2009

In February 2009, a review of the ISO list of Countries of the World indicated a few additions and changes to the list previously included in Appendix B of this Guide. At that time, modifications were made to the ISO 3166-1 2 Digit Country Codes in Appendix B.

In addition, instead of just one list of the codes (sorted by code), a second list sorted by Country Name was included.

May 2009

In May 2009, two revisions were made to the Implementation Guide.

The first is a recommendation for using the CSU segment to transmit information about Community Service Learning that is associated with a course. See page 99.

The second is a recommendation for using a NTE segment to include the newer race and ethnicity information that is now mandated by the US Department of Education's National Center for Education Statistics. See pages 23 and 24.