

Introduction

For the educational community to achieve the timely, uniform, and comparable exchange of information about students, electronic data interchange (EDI) standards have been developed for

- elementary/secondary schools
- postsecondary schools
- state and federal education agencies
- student data providers and other third parties
- commercial software vendors

Uniform implementation among these trading partners is critical. The purpose of this implementation guide is to give guidance on how the student educational record transaction sets should be implemented.

This implementation guide is based on the December 1997 American National Standards Institute Accredited Standards Committee (ANSI ASC) X12 Version 4 Release 1 (00401, often referred to as “4010”) transaction sets:

- 130 Student Educational Record (Transcript)
- 131 Student Educational Record (Transcript) Acknowledgment
- 146 Request for Student Educational Record (Transcript)
- 147 Response to Request for Student Educational Record (Transcript)
- 997 Functional Acknowledgment

This postsecondary edition of the implementation guide is intended for the postsecondary implementor for exchanging transcripts with other postsecondary institutions and receiving student records from high schools.

About the Authors

The SPEEDE Committee of the American Association of Collegiate Registrars and Admissions Officers authored this guide in cooperation with the Statistical Networking Applications Project (SNAP) of the National Center for Education Statistics, US Department of Education. Members of the SPEEDE Committee share their personal expertise and experience to provide as informational yet streamlined a guide as possible. The authors make this postsecondary edition available on the World Wide Web at www.standardscouncil.org/transsets.htm. Responding to requests from the user community, the Postsecondary Electronic Standards Council publishes and distributes the hardcopy version for the SPEEDE Committee.

Implementation Guide Organization

The full segment layout for a transaction set as it appears in the X12 standards begins each section. A transaction set, sometimes divided into **tables** to indicate **heading** and

detail areas, has assigned ordinal **positions** for each segment which are listed in the first column; segment **IDs** appear in the second column along with the **segment name** in column three. The **requirement designator** in column four indicates if the segment must be used (M for “mandatory”) or the user may choose to use it or not (O for “optional”). The column for **Max Use** indicates the allowed maximum number of occurrences of a particular segment at that position. The **Repeat** column refers to the loops (bounded by lines above, below and to the right) and the maximum number of times a particular loop may be repeated. The **Notes** column indicates that transaction set notes referring to that specific location in the transaction set are included at the end of the segment layout. The **Usage** column is specific to this implementation of the transaction set and indicates if a segment must be used (“Must use”), may be used (“Used”), can be used by postsecondaries only (“PostSec Only”) or can be used by PreK-Grade 12 only (“K12 Only”). The **Page** indicates the page in this publication in which segment detail appears.

Full descriptions of segments used by a postsecondary institution follow the segment layout. (Omitted are those segments used by PreK - Grade 12 schools only and not used when received by a postsecondary institution.) Each segment table provides the full X12 segment description, each of its data elements and any existing semantic notes, syntax notes, and comments. When a more exact explanation is required, the authors have added a **Note to User**. The authors suggest reading the Note to User first when encountering a new segment.

Because many segments and data elements are shared by a wide variety of EDI users (airline, banking, and health care industries, for example), often segments and data elements appearing in the education transaction sets are very generic. The authors wished to include in this guide the full X12 transaction set and detail while adding user notes when a segment or data element is too generic to be readily understood. Not all X12 codes lists are included. Only those codes appropriate to the specific instance of the data element appear. When the code lists are extremely lengthy, they are included in Appendix B rather than the segment table.

The detail of each data element in a segment is provided for each segment used: a **Reference Designator**, unique **ID**, **Name**, **Description**, **Type**, **Minimum** and **Maximum** length. Also indicated is the **Requirement Designator** (M is mandatory; O is optional; and X is conditional relationship explained in an associated syntax note). The data element **Type** is also included: Nn for numeric; R for decimal; ID for identifier; AN for a string; DT for date; and TM for time. Lastly the **Usage** specific to education is indicated when a data element must be used in the segment (“Must Use”); may be used at the implementor’s option (“Used”); may be used by postsecondaries only at the implementor’s option (“PostSec Only”); may be used by PreK - Grade 12 only at the implementor’s option (“K12 Only”); or is not used at all (“Not Used”).