

S T U D E N T

Independent Student Record Layout

HEADER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	01
Data Type		3	1	1
College Fice Code		4	6	000001-999999
Academic Year		10	4	YYYY
Spaces		14	2	Pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	1
Registration Term		4	1	1
Student Social Security Number	ssn_id	5	9	See Page xvii for valid ssn's.
Student Name	student_name	14	30	(Last, First M.I. Suffix)
County of Origin	geo_county	44	3	See Appendix B
State of Origin	geo_state	47	2	See Appendix C
Gender	gender	49	1	1, 2
Non-resident Alien or Unknown	non_resident_alien	50	2	06, 09, 00
Date of Birth (Month Day and	date_of_birth	52	8	MMDDYYYY
Enrollment Status	enroll_status	60	2	01 - 13
Transfer FICE Code	transfer_fice	62	6	
Student Level	student_level	68	2	00-11, 13
Degree Intent	degree_intent	70	1	2, 3, 4, 6, 7, 8, 9
Attendance Status	attend_status	71	1	0, 1
On Campus In-District Credit Hours	on_cr_hours	72	2	01 - 99
Non-traditional Site Credit Hours	off_cr_hours	74	2	01 - 99
Filler		76	6	pad with 6 spaces
Asian	asian	82	1	1, 2, 0
Black	black	83	1	1, 2, 0
Hispanic	hispanic	84	1	1, 2, 0
American Indian	amerind	85	1	1, 2, 0
White	white	86	1	1, 2, 0
Native Hawaiian	hawaiian	87	1	1, 2, 0
Pell Recipient	pell	88	1	1, 2, 3
BIA Recipient	bia	89	1	1, 2, 3
Career Pathways	career_path	90	1	0, 1, 2
High School Completion Status	diploma_ged	91	1	0 - 5, 9
High School Code	hs_code	92	6	See Appendix D
High School GPA	high_school_gpa	98	4	0v000 - 9v999 ex: 3.5 = 3500
GED test score, if applicable	ged_test_score	102	4	0000-9999
Lottery Release of Information Authorization (Lottery RIA)	faid_opt_out	106	1	1-5
FILLER	FILLER	106	1	pad with 1 space
Entrance Exam Test Type	ent_exam_type	107	1	0 - 3, 7, 9
Entrance Exam Score	ent_exam_score	108	4	
Math Test Type	test_type_math	112	1	0 - 5, 7, 9
Math Score	test_math	113	3	000 - 999
FILLER	FILLER	116	1	pad with 1 space
English Test Type	test_type_english	117	1	0 - 5, 7, 9
English Score	test_english	118	3	000 - 999
FILLER	FILLER	121	1	pad with 1 space
Reading Test Type	test_type_reading	122	1	0 - 5, 7, 9
Reading Score	test_reading	123	3	000 - 999
FILLER	FILLER	126	1	pad with 1 space
High School Graduation Year	(hs_grad_year)	127	4	YYYY

Trailer Record: (Once per file)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	99
Data Type		3	1	1

School Abbreviation + YY + Term Code.DAT

YY = two-digit actual year that the term occurred

Independent Student File Definitions

All students enrolled in courses awarding academic credit must be included in the Student File. Each record must reflect the student's status as of the Census Data (ordinarily the 11th class day for fall semesters).

Students who withdraw from all classes prior to the census date should not be included in this file. Students enrolled via distance learning should be reported only by the institution that registers the student.

Students who are auditing courses exclusively (i.e., not enrolled in any credit-bearing courses) should be excluded from the submission.

High school students enrolled in remedial coursework are not to be included as part of the SIS file submissions.

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 1 for student record.
Registration Term (term)	4	1	Enter the term for this student's on-schedule registration record 0 = Summer 2 On-Schedule 1 = Fall On-Schedule 2 = Spring On-Schedule 3 = Summer 1 On-Schedule 4 = Summer 2 Off-Schedule 5 = Fall Off-Schedule 6 = Spring Off-Schedule 7 = Summer 1 Off-Schedule Note: Report the term when the credit hours were generated and not the term when the hours were submitted.
Student Social Security Number (ssn_id)	5	9	Enter the student's current social security number. This entry is numeric and must match the Student Social Security Number in the Registration File. If a new number is being reported for this student, use the process described under "ID Change" in the front of this manual to update. See Page xvii for valid ssn's.
Student Name (student_name)	14	30	Enter student's last name (comma space), first name (space), middle initial (period space), and then enter suffix, if applicable. Example: Brown, William J. Jr.

Independent Student File Definitions

Name	#	Length	Field Description
Geographic Origin – AR or Border Counties (geo_county)	44	3	<p>Enter the three-digit county code associated with the student's legal residence at the time of admission to the institution. This entry includes all Arkansas counties and selected border counties in states that are contiguous to Arkansas.</p> <p>See county codes in Appendix B. 000 = Arkansas county is unknown. 999 = out of state and other than approved county.</p> <p>Note: Code 000 may be assigned to no more than 5% of an Institution's students.</p>
Geographic Origin– State or Nation (geo_state)	47	2	<p>Enter the two-digit code associated with the student's legal residence at the time of admission to the institution. See Appendix C for a list of state codes. Note that geographic origin may differ from the state of current legal residence. Refer to the definitions of current legal residence and geographic origin in the Glossary (Appendix H).</p>
Gender (gender)	49	1	<p>Enter the gender of student. 1 = Male 2 = Female</p>

Independent Student File Definitions

Name	#	Length	Field Description
Non-resident Alien or Unknown (non_resident_alien)	50	2	Enter the appropriate code to indicate the student's race/ethnicity or foreign residency classification. 06 = Non-Resident Alien 09 = Unknown or Refused to Answer (for Citizens or Resident Aliens) 00 = Not Applicable

NOTE:

1. No more than 5% of an institution's students may be assigned to code 9.
2. Designations are used for cohort reporting purposes only. Refer to the Glossary (Appendix G) for definitions.
3. If Not Applicable (Code 0), refer to the race/ethnic fields to report student's specific race/ethnicity.
- 4. Please compare this field to the six race/ethnic fields. If a student has:**
 - **Not answered 'yes' to any of the race/ethnic fields [all 2s (No), or**
 - **all 0s (Refused to Report), or**
 - **any combination thereof],****the student should be re-coded as 09 above.**

Date of Birth (date_of_birth)	52	8	Enter the student's date of birth. If the birth date is known, use the first two positions to designate the month, the second two positions for the day, and the last four positions for the year. If the birth date is unknown, enter eight zeros in this field. (No spaces!)
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MMDDYYYY

where: M M = month (01 - 12)
 D D = day (01 - 31)
 Y Y Y Y = year (0000 - 9999)

Note:

A warning is generated when the student's age is younger than 13 years and greater than 80 years as of July 1 of the reporting year.

Independent Student File Definitions

Name	#	Length	Field Description
Enrollment Status (enroll_status)	60	2	<p>Enter the student's current status at your institution. See Glossary (Appendix G) for definitions of enrollment status.</p> <p>01 = First-time entering undergraduate (A student attending <i>any</i> institution for the first time at the undergraduate level)</p> <p>02 = Other first-year continuing student</p> <p>03 = First-time entering undergraduate transfer student</p> <p>04 = First-time entering graduate student</p> <p>05 = First-time entering doctoral student</p> <p>06 = Continuing undergraduate student</p> <p>07 = Continuing graduate or doctoral student</p> <p>08 = Readmitted undergraduate student</p> <p>09 = Unclassified pre-baccalaureate</p> <p>10 = Unclassified post-baccalaureate</p> <p>11 = Graduate transfer</p> <p>12 = Readmitted graduate student</p> <p>13 = High school student</p>

NOTE:

1. Transfer student must be coded 03 or 11 and have a transfer institutional FICE code reported in the transfer_fice field. A transfer institutional FICE code also must be reported for students classified as 04 or 05.
2. Community and technical colleges must use codes 01, 02, 03, 06, 08, 09, **10**, or 13.
3. Students currently enrolled in high school must be coded as 13 here and code 13 in the student_level field.

Independent Student File Definitions

Name	#	Length	Field Description
Transfer Institution Fice Code (transfer_fice)	62	6	<p>Enter the FICE code from the student's transfer institution. See Definition of transfer student under enrollment status in the Glossary (Appendix G). Leave six blank spaces if student is not reported as a transfer in field 82. If the student is a transfer, but the FICE code is unknown, enter 999999. (See Appendix C for state code list).</p> <p>Ex: - In state: (See Appendix A for Institutional FICE Code)</p> <p style="padding-left: 40px;">- Out of state: State Code + 9999 ex: Alabama = 019999</p> <p>Note:</p> <ol style="list-style-type: none"> 1. If enrollment status (field 82) is coded as 03, 04, 05 or 11, a FICE code for the transfer institution must be reported. 2. All first-time graduate and first-time first-professional students must have a transfer institution FICE code. If the student completed his/her undergraduate work at the same institution, report the FICE code of the undergraduate institution. Code 999999 should apply to no more than 5% of an institution's transfer students.

Independent Student File Definitions

Name	#	Length	Field Description
Student Level (student_level)	68	2	<p>Enter the code that describes the level of total requirements the student has finished toward the completion of the certificate or degree program in which the student is enrolled as of census date. The code should describe the student's level at the reporting institution. See the Glossary (Appendix G) for definitions of student level.</p> <p>00 = Unclassified undergraduate (see note 4) 01 = Freshman 02 = Sophomore 03 = Junior 04 = Senior 05 = Master's level 06 = Specialist level 07 = Doctoral level 09 = First professional 06 = Post-Baccalaureate Certificate or Specialist or First-Professional Certificate/Degree 07 = Doctoral - Research/Specialist 08 = Doctoral - Other 09 = Doctoral - Professional Practice 10 = Unclassified post-baccalaureate (see note 3) 11 = Unclassified graduate (see note 5) 13 = High school student</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. If a student is taking undergraduate coursework and can be classified as a freshman (01), sophomore (02), junior (03), senior (04), high school (13) student level, assign the student to the option most appropriate. 2. Students in unclassified categories enroll under circumstances that prevent them from being classified as freshmen, sophomores, etc., so use of the unclassified options should NOT occur frequently and should be used only when a student cannot be assigned to a traditional level. A warning will be generated if the total number of unclassified undergraduates exceeds 5% of the total students reported in this file. 3. Regardless of institutional type and degree intent, use code 10 if the student has previously received a baccalaureate degree and is enrolling in undergraduate coursework. Code 10 applies to students pursuing undergraduate courses associated with: second baccalaureate degree teacher certification or additional courses for other purposes (regardless of degree intent). 4. These students are counted as undergraduates per instructions from NCES. When a student has previously completed an associate degree or advanced certificate, four-year institutions should classify the student in the appropriate upper division student level. Two-year institutions, however, should assign 00 to a student if s/he has completed an associate degree or advanced certificate and continues to enroll at a two-year institution. 5. Students with a baccalaureate degree enrolled in graduate coursework but not admitted into a graduate degree program should be reported as code 11.

Independent Student File Definitions

Name	#	Length	Field Description
Degree Intent (degree_intent)	70	1	<p>Enter the code corresponding to the student's degree intent.</p> <p>2 = Degree-seeking, complete baccalaureate level program at reporting institution (universities only)</p> <p>3 = Non-award or non-degree seeking</p> <p>4 = Degree-seeking, complete associate level program</p> <p>6 = Degree-seeking, complete baccalaureate level (or higher) program at another institution after transfer</p> <p>7 = Degree-seeking, complete Certificate of Proficiency</p> <p>8 = Degree-seeking, complete Technical Certificate</p> <p>9 = Degree-seeking, but not an undergraduate student</p> <p>Note: A high school student must be reported as non-degree-seeking until the college or the university matriculates the student.</p>
Attendance Status (attend_status)	71	1	<p>Enter the student's status according to the credit hours reported for this student in this submission.</p> <p>0 = Full-time</p> <p>1 = Part-Time</p> <p>For FALL or SPRING:</p> <p>Full-time Undergraduate is ≥ 12 hr; Graduate ≥ 9 hr</p> <p>Part-time Undergraduate is < 12 hr; Graduate < 9 hr</p> <p>For SUMMER I or SUMMER II:</p> <p>Full-time Undergraduate is ≥ 6 hr; Graduate ≥ 5 hr</p> <p>Part-time Undergraduate is < 6 hr; Graduate < 5 hr</p> <p>Note: 1. Enter 0 if the student is enrolled only in an interim term. 2. For all First Professional students (ex., law school students), the definition of full-time status is to be determined by the institution.</p>

Independent Student File Definitions

Name	#	Length	Field Description
On-Campus / In-District Credit Hours (on_cr_hours)	72	2	Enter the number of total credit hours in which the student is enrolled either on-campus and/or within the district for your institution. 00 = not enrolled on-campus or in-district ## = number of on-campus or in-district credit hours
Non-Traditional Credit Hours (off_cr_hours)	74	2	Enter the number of total credit hours in which the student is enrolled off-campus, out-of-district for your institution, or via distance learning. 00 = not enrolled in non-traditional sites or formats ## = number of non-traditional credit hours
Institutional Admission Date (init_admit_date)	76	6	Enter the month and year that the student was admitted by your institution. If reporting a high school student who has not been admitted to the institution, leave six blank spaces. MMYYYY where MM = Month (01 – 12) YYYY = Year (0000 – 9999) Note: Admission date is the beginning date of the term for which the student is formally admitted for study to the institution as a first time entering student. Whether a letter of admission is mailed in March for student A, May for student B, or July for student C is irrelevant if all of these students enter in the same fall cohort (which would be reported as 082001 for an August 2001 admission date). Thus the time to degree calculation begins when a student initially enrolls.
Asian (asian) [Race]	82	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Black (black) [Race]	83	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Hispanic (hispanic) [Ethnicity]	84	1	1 = Yes 2 = No 0 = Refused to report or not applicable

Independent Student File Definitions

Name	#	Length	Field Description
American Indian (amerind) [Race]	85	1	1 = Yes 2 = No 0 = Refused to report or not applicable
White (white) [Race]	86	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Native Hawaiian (hawaiian) [Race]	87	1	1 = Yes 2 = No 0 = Refused to report or not applicable

THESE FIELDS APPLY TO ALL STUDENTS, NOT JUST FIRST-TIME ENTERING

Name	#	Length	Field Description
Pell Recipient (pell)	88	1	Student is a Pell recipient. 1 = Yes 2 = No 3 = Applied
BIA Recipient (bia)	89	1	Student is a BIA (Bureau of Indian Affairs) recipient. 1 = Yes 2 = No 3 = Applied
Career Pathways (career_path)	90	4	Criteria determined by your campus pathways point of contact: An adult caretaker, parent or relative of a child under the age of 19 who is deemed financially needy because they are/have: --A former or current recipient of TEA cash assistance, or A current recipient of Food Stamps, ARKids or Medicaid, or Earnings are at the 200% of the FPL or less. -- Designate whether this student is a Career Pathways student. 1 = Yes 2 = No 0 = NA

Independent Student File Definitions

Name	#	Length	Field Description
Home School - Diploma_Ged (diploma_ged)	91	1	<p>Enter high school completion status for all undergraduate students.</p> <p>0 = Student has high school diploma (not home-school credential) 1 = Student has GED from Arkansas 2 = Student does not have diploma or GED (student is traditional high school age and is still enrolled in high school) 3 = Student does not have diploma or GED (student is not still in high school, and has not graduated high school) 4 = Student was home-schooled and has the equivalent of a high school diploma/GED 5 = Student has GED from a non-Arkansas state 9 = Not Applicable, student is not an undergraduate</p>
High School Code (hs_code)	92	6	<p>Enter the code representing the high school where the student received his/her high school diploma. See Appendix D for the list of high school codes from the College Entrance Examination Board.</p> <p>Use the StateCode+9999 when the high school is out of state. See Appendix C for the list of State Codes.</p> <p>Examples: 041695 (AR State Code + Monticello High School) 049999 (AR High School unknown or GED) 269999 (MO State Code + 9999) 969999 (home-schooled student)</p>
High School GPA (high_school_gpa)	98	4	<p>Enter the high school GPA for students under 26 years of age (age 25 or younger) who are first-time, full-time, degree or technical certificate seeking entering freshmen who completed high school, on a 4.0 scale within the last five years (AP courses may exceed 4.0). This is needed to facilitate expansion of the Student Success Report that is prepared annually by ACT as feedback to the high schools and institutions to more fully address college success factors related to college preparation. Carry the decimal out to three (3) places and then drop the decimal point, so a GPA of 3.50 will be reported as 3500.</p>

Independent Student File Definitions

GED Test Score, if applicable 102 4 Please provide the student's GED test score if they have a GED. All GED students should have a 1 or 5 on the diploma_ged field.

(ged_test_Score)

Name # Length Field Description

Independent Student File Definitions

Lottery
Release of
Information
Authorization

(Lottery-RIA)

406 4

Did the student complete the Release of Information Authorization (RIA) form authorizing the release of their data to the Bureau of Legislative Research for lottery research purposes? The Lottery Act requires that any student receiving any state-supported student financial assistance must complete the Release of Information Authorization (RIA) form. This must be completed by the student or the student's parents (if the student is under age 18):

Please enter one of the following codes:

- 1 = Student is a State Assistance Recipient and authorizes the release of information
- 2 = Student is a State Assistance Recipient and does not authorize the release of information
- 3 = Student is not a State Assistance Recipient and is not required to complete the "RIA" form
- 4 = Student is a High School Student enrolled in "concurrent" courses only and is not required to complete the "RIA" form
- 5 = Student attends a private/independent institution (including BSN or JSN) in which this information will be collected by ADHE (this code is to be used by BSN, JSN, or the private institutions only):

NOTE:

- 1. High School Students that are dually enrolled (not 100% concurrent) must be coded as 1-3, not code 4.
- 2. Any institution that uses Code 5 above should receive a list of "consenting students" from ADHE's Financial Aid Office. After you have received this list, you must change code 5 to code 1 based on the list of students provided.
- 3. All public institutions including CRTI and NTI must complete the Release of Information Authorization (consent) form locally.
- 4. ADHE will submit the year-end report to BLR. Data will be provided to BLR only on those students answering as code 1 above (see for Note 2).

State Assistance is defined as:

A state-supported scholarship, grant, tuition waiver, or tuition reimbursement funded with state funds or net proceeds from the state lottery awarded by:

- (A) The Department of Higher Education; or
- (B) A scholarship or grant awarded by an institution of higher education in this state in whole or in part by state funds, including without limitation:
 - (i) Scholarships awarded on the basis of entrance exam scores or high school academic achievement;
 - (ii) Tuition waivers based on age, military service, occupation, or other factors;
 - (iii) Out-of-state tuition waivers for undergraduate students from contiguous states in close proximity to a college or university;
 - (iv) Scholarships for transfers from two-year institutions;
 - (v) Performance scholarships for band, musical performing groups, arts, theater, forensics, and similar activities that are not awarded on the basis of entrance exam scores or high school academic achievement; and
 - (vi) Any other publicly funded program under which students are not charged or are reimbursed by the institution of higher education for tuition, fees, books, or other costs of attendance.

Test scores are required for:

- (1) All first-time entering, degree-seeking students (degree intent of 2, 4, or 6)

Independent Student File Definitions

(2) High School Students – all test scores are required per memo of Dec. 2009 (concurrent and freshman assessment policies).

(3) All other undergraduate students – provide test scores on all students receiving state assistance (as defined by the Lottery Act) in which the student has authorized the release of their information. (You should have this information on file for all students that entered your institution as a first-time entering freshman. You may or may not have it for transfer students.)

While test scores are needed for these three groups of students, placement statuses are only required for first-time entering students.

NOTE: Regarding the Lottery Act student test scores, a good rule of thumb would be – when in doubt provide the test score.

Name	#	Length	Field Description
Entrance Exam Type (ent_exam_type)	107	1	Enter the type of entrance exam taken by student. 0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 7 = Test not required 9 = Does not apply—student is (1) <u>not</u> first-time entering freshman <u>or</u> (2) <u>not</u> high school student <u>or</u> (3) <u>not</u> state-assisted student that consented to the release of information

NOTE:

If code 9 is entered here, fields test type math, test type English, and test type reading also must be coded 9.

Entrance Exam Score (ent_exam_score)	108	4	If the Entrance Exam Type was: ACT – enter the composite test score SAT – enter the total of the verbal and math scores (test_math + test_english) All other tests – enter 0000.
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Independent Student File Definitions

Name	#	Length	Field Description
Test Used for Math Placement (test_ type_math)	112	1	<p>Enter the code corresponding to the test type used to place the student in math. Refer to notes below for specific applications.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 4 = EXPLORE (high school students only) 5 = PLAN (high school students only) 7 = Test not required 9 = Does not apply—student is (1) <u>not</u> first-time entering freshman <u>or</u> (2) <u>not</u> high school student <u>or</u> (3) <u>not</u> state-assisted student that consented to the release of information</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. This field is required for: <ol style="list-style-type: none"> a. all first-time entering undergraduates (regardless of enrollment in a math course); b. all high school students enrolled in a college level math course; and c. all state-assisted undergraduate students that consented to the release of information (regardless of enrollment in a math course). 2. If the student is coded as first-time entering undergraduate for enroll status and degree intent indicates either associate or baccalaureate degree seeking, then code 0, 1, 2, 3, 4, or 5 must be reported in this field. 3. If test option 0, 1, 2, 3, 4, or 5 is reported, a math score must be reported in the math score field (test_math). 4. If student has not been tested and is placed in remediation, enter 2 for ASSET and enter 999 for the math score (test_math). 5. If code 7 is reported, degree intent must be 3, 7, or 8 for first-time entering students only. 6. Test scores also are to be reported for those students who change from seeking a certificate-level award to an associate degree, those whose degree intent changes from non-degree to degree-seeking and non-degree-seeking students who enroll in mathematics or English composition. (Per admission policies approved by AHECB, " . . . Appropriate tests for placement must be completed by non- degree-seeking students [e.g., high school students] prior to entering a degree program or enrolling in mathematics or English composition [including reading].")

Independent Student File Definitions

Name	#	Length	Field Description
Math Score (test_math)	113	3	Enter the student's math test score from the test type indicated in the math placement test (field 129). If the student was assessed using the ASSET or COMPASS, the intermediate algebra test score is used for placement purposes. If the student took any other parts of the ASSET or COMPASS for math, enter 999 in the field. If a score of 999 is entered, a value of 3 must be entered for the math placement status field.
Math Placement Status (math_placement_stat)	116	1	<p>Enter the code corresponding to the student's math placement status regardless of whether or not the student was enrolled in math during the reporting term:</p> <p>1 = College-level placement (ACT, SAT, ASSET, COMPASS)</p> <p>2 = College-level placement (additional local test used)</p> <p>3 = Placement in remedial course</p> <p>8 = First-time freshman not in associate or baccalaureate program, but in a 2-yr or technical certificate program</p> <p>9 = Does not apply — student is</p> <p>(a) not a first-time entering freshman, or</p> <p>(b) a high school student, or</p> <p>(c) a state-assisted student that consented to the release of information but is not a first-time entering freshman, or</p> <p>(d) a student attending a private institution or BSN, CRTI, JSN, or NTI[†]</p> <p>NOTES:</p> <p>1. Placement status information is only required for first-time entering students.</p> <p>2. Code 2 is used only when student is placed in college-level coursework after completing the ACT, SAT, ASSET, COMPASS, EXPLORE, or PLAN to determine if AHEGB remediation standards are met and then a local exam is administered for placement purposes.</p> <p>3. If code 8 is entered, the degree intent field must be 3, 7 or 8.</p> <p>4. Code 9 may be used for state-assisted students that consented to the release of information provided they are not first-time entering or high school students.</p> <p>5. See Appendix F for additional information on freshman assessment and placement.</p> <p>[†]BSN = Baptist School of Nursing;</p> <p>GRTI = Crowley's Ridge Technical Institute;</p> <p>JSN = Jefferson School of Nursing;</p> <p>NTI = Northwest Technical Institute</p>

Independent Student File Definitions

Name	#	Length	Field Description
Test Used for English Placement (test_ type_english)	117	1	<p>Enter the code corresponding to the test type used to place the student in English. Refer to notes below for specific applications.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 4 = EXPLORE (high school students only) 5 = PLAN (high school students only) 7 = Test not required 9 = Does not apply—student is (1) <u>not</u> first-time entering freshman or (2) <u>not</u> high school student or (3) <u>not</u> state-assisted student that consented to the release of information</p> <p>NOTES:</p> <ol style="list-style-type: none"> This field is required for: <ol style="list-style-type: none"> all first-time entering undergraduates (regardless of enrollment in a English course); all high school students enrolled in a college level English course; and all state-assisted undergraduate students that consented to the release of information (regardless of enrollment in an English course). If the enroll status field is first-time entering undergraduate (01) and the degree intent field indicates either associate or baccalaureate degree seeking, then code 0, 1, 2, 3, 4, or 5 must be reported in this field. If test option 0, 1, 2, 3, 4, or 5 is reported, an English score must be reported in the math score field (test_math). If student has not been tested and is placed in remediation, enter 2 for ASSET and enter 999 for the English score field (test_english). If code 7 is reported, the degree intent field must be 3, 7, or 8 for first-time entering students only. Test scores also are to be reported for those students who change from seeking a certificate-level award to an associate degree, those whose degree intent changes from non-degree to degree-seeking and non-degree-seeking students who enroll in mathematics or English composition. <p>(Per admission policies approved by AHECB, " . . . Appropriate tests for placement must be completed by non-degree-seeking students [e.g., high school students] prior to entering a degree program or enrolling in mathematics or English composition [including reading].")</p>

Independent Student File Definitions

Name	#	Length	Field Description
English Score (test_english)	118	3	Enter the student's English test score from the test type indicated in the English placement test field. For those students with an SAT test in the test_type_English field (including those with a TSWE score), the verbal score should be entered here. For those students with an ASSET score in the test_type_English field, the Language Usage score should be used. If a score of 999 is entered, a value of 3 must be entered for the English placement status field.
English Placement Status (english_placement_stat)	124	4	<p>Enter the code corresponding to the student's English placement status regardless of whether or not the student was enrolled in English during the reporting term:</p> <p>1 = College-level placement (ACT, SAT, ASSET, COMPASS):</p> <p>2 = College-level placement (additional local test used):</p> <p>3 = Placement in remedial course.</p> <p>8 = First-time freshman not in associate or baccalaureate program, but in a 2-yr or technical certificate program:</p> <p>9 = Does not apply — student is</p> <p>(a) <u>not</u> a first-time entering freshman, or</p> <p>(b) a high school student, or</p> <p>(c) a state-assisted student that consented to the release of information but is <u>not</u> a first-time entering freshman, or</p> <p>(d) a student attending a private institution or BSN, GRTI, JSN, or NTI.²</p> <p>NOTES:</p> <p>1. Placement status information is only required for first-time entering students.</p> <p>2. Code 2 is used only when student is placed in college-level coursework after completing the ACT, SAT, ASSET, or COMPASS to determine if AHEGB remediation standards are met and then a local exam is administered for placement purposes.</p> <p>3. If code 8 is entered, degree intent (field 92) must equal 3, 7, or 8.</p> <p>4. Code 9 may be used for state-assisted students that consented to the release of information provided they are not first-time entering or high school students.</p> <p>5. See Appendix F for additional information on freshman assessment and placement.</p> <p>²</p> <p>BSN = Baptist School of Nursing;</p> <p>GRTI = Crowley's Ridge Technical Institute;</p> <p>JSN = Jefferson School of Nursing;</p> <p>NTI = Northwest Technical Institute</p>

Independent Student File Definitions

Name	#	Length	Field Description
Test Used for Reading Placement (test_ type_reading)	122	1	<p>Enter the code corresponding to the test type used to place the student in reading. Refer to notes below for specific applications.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 4 = EXPLORE (high school students only) 5 = PLAN (high school students only) 7 = Test not required 9 = Does not apply—student is (1) <u>not</u> first-time entering freshman or (2) <u>not</u> high school student or (3) <u>not</u> state-assisted student that consented to the release of information</p> <p>NOTES:</p> <ol style="list-style-type: none"> This field is required for: <ol style="list-style-type: none"> all first-time entering undergraduates (regardless of enrollment in a general education course); all high school students enrolled in a college level general education course; and all state-assisted undergraduate students that consented to the release of information (regardless of enrollment in a general education course). If student is coded as first-time entering undergraduate for enroll status and the degree intent field indicates either associate or baccalaureate degree seeking, code 0, 1, 2, 3, 4, or 5 must be reported in this field. If test option 0, 1, 2, 3, 4, or 5 is reported, a score must be reported in the reading score field (test_reading). If student has not been tested and is placed in remediation, enter 2 for ASSET and enter 999 for the reading score field (test_reading). If code 7 is reported, the degree intent field must be 3, 7, or 8 for first-time entering students only. Test scores also are to be reported for those students who change from seeking a certificate-level award to an associate degree, those whose degree intent changes from non-degree to degree-seeking and non- degree-seeking students who enroll in mathematics or English composition. (Per admission policies approved by AHECB, ". . . Appropriate tests for placement must be completed by non-degree- seeking students [e.g., high school students] prior to entering a degree program or enrolling in mathematics or English composition [including reading].")

Independent Student File Definitions

Name	#	Length	Field Description
Reading Score (test_reading)	123	3	Enter the student's reading test score from the test type indicated for the Reading Placement Test field (test_type_reading). For those students with an SAT score shown in the reading placement test field, the same verbal score reported in the English score field should be used. For those students with an ASSET score in reading placement test field, the Reading Skills score should be used. If a student's reading score is 999, a value of 3 must be entered for the reading placement status field.
Reading Placement Status (reading_placement_stat)	126	4	<p>Enter the code corresponding to the student's reading placement status regardless of whether or not the student was enrolled in reading during the reporting term:</p> <p>1 = College-level placement (ACT, SAT, ASSET, COMPASS):</p> <p>2 = College-level placement (additional local test used):</p> <p>3 = Placement in remedial course:</p> <p>8 = First-time freshman not in associate or baccalaureate program, but in a 2-yr or technical certificate program:</p> <p>9 = Does not apply — student is (a) not a first-time entering freshman, or (b) a high school student, or (c) a state-assisted student that consented to the release of information but is not a first-time entering freshman, or (d) a student attending a private institution or BSN, CRTI, JSN, or NTI.³</p> <p>NOTES:</p> <p>1. Placement status information is only required for first-time entering students:</p> <p>2. Code 2 is used only when student is placed in college-level coursework after completing the ACT, SAT, ASSET, or COMPASS to determine if AHEGB remediation standards are met and then a local exam is administered for placement purposes:</p> <p>3. If code 8 is entered, degree intent (field 92) must equal 3, 7, or 8:</p> <p>4. Code 9 may be used for state-assisted students that consented to the release of information provided they are not first-time entering or high school students:</p> <p>5. See Appendix F for additional information on freshman assessment and placement:</p> <p>²—BSN = Baptist School of Nursing; CRTI = Crowley's Ridge Technical Institute; JSN = Jefferson School of Nursing; NTI = Northwest Technical Institute</p>

Independent Student File Definitions

Name	#	Length	Field Description
High School Graduation Year (hs_grad_year)	127	4	<p>Enter the year the student graduated from high school or received a GED. YYYY = year of graduation (0000 - 9999)</p> <p>If the student:</p> <ul style="list-style-type: none">- is currently in high school, enter the anticipated year of graduation.- is first-time entering AND a high school graduate, enter year of high school graduation- is first-time entering AND high school code = 049999 or 999999 AND high school completion status = 2 or 3, enter 8888- is NOT first-time entering and graduation year is not available, enter 9999. <p>NOTE: If the term census date is prior to May of the high school graduation year reported in field 118, then fields 82 and 90 must be coded as a high school student.</p> <p>A warning is generated when the student's graduation year is greater than 65 years prior to or four years beyond the current year.</p>