

***S T U D E N T***

***E N D***

***O F***

***T E R M***

# Independent Private End-of-Term Record Layout

## HEADER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	01
Data Type		3	1	P
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	P
Registration Term		4	1	1
Student Social Security Number	ssn_id	5	9	See Page xvii for valid ssn's.
<b>Attempted Credit Hours TERM</b>	<b>att_crhrs_term</b>	<b>14</b>	<b>3</b>	<b>0 - 999</b>
<b>Earned Credit Hours TERM</b>	<b>earn_crhrs_term</b>	<b>17</b>	<b>3</b>	<b>0 - 999</b>
<b>GPA TERM</b>	<b>gpa_term</b>	<b>20</b>	<b>4</b>	<b>0000 - 4000</b>
<b>Attempted Credit Hours CUMULATIVE</b>	<b>att_crhrs_cumu</b>	<b>24</b>	<b>3</b>	<b>0 - 999</b>
<b>Earned Credit Hours CUMULATIVE</b>	<b>earn_crhrs_cumu</b>	<b>27</b>	<b>3</b>	<b>0 - 999</b>
<b>GPA CUMULATIVE</b>	<b>gpa_cumu</b>	<b>30</b>	<b>4</b>	<b>0000 - 4000</b>
<b>Lottery Release of Information Authorization</b>	<b>lottery_ria</b>	<b>34</b>	<b>1</b>	<b>1-5</b>

## Trailer Record: (Once per file)

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

School Abbreviation + YY + Term Code.PEOT

YY = two-digit actual year that the term occurred

# Independent Student End-of-Term File Definitions [also called Private End-of-Term (PEOT)]

This file is new for the Academic Year 2010-2011 and is needed to obtain credit hour and GPA information for lottery research purposes. The fields are the same as the Student file, with except that (1) many student fields were removed (all after social security number), and (2) six (6) new fields added at the end to collect the credit hour and GPA information.

This file will be submitted during the next term. For example, for the Fall term, the regular student file is due in October. The Student End-of-Term file (or Private End-of-Term file) will be due the next semester in February (since grades cannot be obtained until after the semester in complete).

This file is required for all institutions participating in the private version of the SISDB, including BSN, JSN, CRTI, and NTI.

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter P 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.
<b>Final Attempted Credit Hours for the Completed Term (att_crhrs_term)</b>	<b>14</b>	<b>3</b>	<b>Enter the total credit hours attempted by the student for the completed term. This should exclude any hours that are not considered college-level courses (such as developmental/remedial courses). Please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.</b>
<b>Final Earned Credit Hours for the Completed Term (earn_crhrs_term)</b>	<b>17</b>	<b>3</b>	<b>Enter the total credit hours earned by the student for the completed term. This should exclude any hours that are not considered college-level courses (such as developmental/remedial courses). Please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.</b>
<b>Final GPA for the Completed Term (gpa_term)</b>	<b>20</b>	<b>4</b>	<b>Enter the grade point average (GPA) for the completed term. 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; 0.875 should be reported as 0875.</b>

# Independent Student End-of-Term File Definitions [also called Private End-of-Term (PEOT)]

Name	#	Length	Field Description
Cumulative Attempted Credit Hours (att_crhrs_cumu)	24	3	Enter the total credit hours attempted by the student for the cumulative time period at your institution. This is to be cumulative credit hours attempted at your institution only. This should exclude any hours that are not considered college-level courses (such as developmental/remedial courses). Please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.
Cumulative Earned Credit Hours (earn_crhrs_cumu)	27	3	Enter the total credit hours earned by the student for the cumulative time period at your institution. This is to be cumulative credit hours earned at your institution only. This should exclude any hours that are not considered college-level courses (such as developmental/remedial courses). Please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.
Cumulative GPA (gpa_cumu)	30	4	Enter the grade point average (GPA) for the student's cumulative history at your institution only. 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; 0.875 should be reported as 0875.

**NOTE:** For the Credit Hours and GPA Information referenced above, simply repeat the identical credit hour and GPA information on every record applicable to the student. For example:

For example:

SSN_ID	Attempted CrHrs Term	Earned CrHrs Term	GPA Term	Attempted CrHrs Cumulative	Earned CrHrs Cumulative	GPA Cumulative
111111111	17	17	3500	47	44	2795
222222222	15	15	2750	45	45	2800
333333333	15	12	2125	45	36	2075
444444444	9	6	1750	9	6	1750
555555555	3	3	4000	12	12	3750
<b>Attn: Many fields are left out of this example.</b>						

# Independent Student End-of-Term File Definitions [also called Private End-of-Term (PEOT)]

Name	#	Length	Field Description
Lottery Release of Information Authorization  (Lottery RIA)	34	1	<p>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).</p> <p>Please enter one of the following codes:</p> <ul style="list-style-type: none"> <li>1 = Student is a State Assistance Recipient and authorizes the release of information</li> <li>2 = Student is a State Assistance Recipient and does not authorize the release of information</li> <li>3 = Student is not a State Assistance Recipient and is not required to complete the "RIA" form</li> <li>4 = Student is a High School Student enrolled in "concurrent" courses only and is not required to complete the "RIA" form</li> <li>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).</li> </ul> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. High School Students that are dually enrolled (not 100% concurrent) must be coded as 1-3, not code 4.</li> <li>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.</li> <li>3. All public institutions including CRTI and NTI must complete the Release of Information Authorization (consent) form locally.</li> <li>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).</li> </ol> <p>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:</p> <ul style="list-style-type: none"> <li>(A) The Department of Higher Education; or</li> <li>(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:               <ul style="list-style-type: none"> <li>(i) Scholarships awarded on the basis of entrance exam scores or high school academic achievement;</li> <li>(ii) Tuition waivers based on age, military service, occupation, or other factors;</li> <li>(iii) Out-of-state tuition waivers for undergraduate students from contiguous states in close proximity to a college or university;</li> <li>(iv) Scholarships for transfers from two-year institutions;</li> <li>(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</li> <li>(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.</li> </ul> </li> </ul>