

S T U D E N T

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 Header		1	2	02
Record Type		3	1	1
Registration Term	term	4	1	0 - 7
Assigned Student Identification Number (Optional)		5	10	
Student Social Security Number	ssn_id	15	9	See Page xx for valid ssn's
Perkins Student	perkins_student	24	1	1, 2
Disabled	disabled	25	1	1, 2
Economically Disadvantaged	econ_disadv	26	1	1, 2
Single Parent	sngl_parent	27	1	1, 2
Displaced Homemaker	displ_homemkr	28	1	1, 2
Limited English	limited_english	29	1	1, 2
Student Name	student_name	30	30	(Last, First M.I. Suffix)
Current Legal Residence	resident_state	60	2	See Appendix C
County of Origin	geo_county	62	3	See Appendix B
State of Origin	geo_state	65	2	See Appendix C
Tuition Status	res_tuition_status	67	1	0 - 3
Border County Waiver	tuition_waiver	68	1	1 - 2
Gender	gender	69	1	1 - 2
Non-resident Alien or Unknown	non_resident_alien	70	2	06, 09, 00
Filler		72	2	Pad with 2 spaces
Date of Birth	date_of_birth	74	8	MMDDYYYY
Enrollment Status	enroll_status	82	2	01 - 13
Transfer FICE Code	transfer_fice	84	6	
Student Level	student_level	90	2	00 - 11, 13
Degree Intent	degree_intent	92	1	2, 3, 4, 6, 7, 8, 9
Attendance Status	attend_status	93	1	0 - 1
On Campus In-District Credit Hours	on_cr_hours	94	2	01 - 99
Non-traditional Site Credit Hours	off_cr_hours	96	2	01 - 99
Reason for Enrollment	enroll_reason	98	2	01 - 06, 08, 98, 99
High School GPA	high_school_gpa	100	4	0v000 - 5v999
Freshman Admission Status	admit_status	104	1	0,1, 2
Freshman Conditional Admission Disposition	admit_status_disp	105	1	0,1, 2
Asian	asian	106	1	1, 2, 0
Black	black	107	1	1, 2, 0
Hispanic Ethnicity	hispanic	108	1	1, 2, 0
American Indian	amerind	109	1	1, 2, 0
White	white	110	1	1, 2, 0

Student Record Layout

Field Name	db Name	Field #	Length	Valid Choices
Native Hawaiian	hawaiian	111	1	1, 2, 0
High School Code	hs_code	112	6	See Appendix D
High School Graduation Year	hs_grad_year	118	4	YYYY
Filler		122	1	Pad with 1 space
High School Completion Status	diploma_ged	123	1	0 - 5, 9
Entrance Exam Test Type	ent_exam_type	124	1	0 - 3, 7, 9
Entrance Exam Score	ent_exam_score	125	4	
Math Test Type	test_type_math	129	1	0 - 5, 7, 9
Math Score	test_math	130	3	
Math Placement Status	math_placement_status	133	1	1 - 3, 8, 9
English Test Type	test_type_english	134	1	0 - 5, 7, 9
English Score	test_english	135	3	
English Placement Status	english_placement_status	138	1	1 - 3, 8, 9
Reading Test Type	test_type_reading	139	1	0 - 5, 7, 9
Reading Score	test_reading	140	3	
Reading Placement Status	reading_placement_status	143	1	1 - 3, 8, 9
ACT Science Reasoning Score	test_science	144	2	01 - 36, 99
Federal Grant	federal_grant	146	4	1, 2, 0
State Grant	state_grant	147	4	1, 2, 0
Institutional Grant	institutional_grant	148	4	1, 2, 0
Student Loan	student_loan	149	4	1, 2, 0
Filler		146	4	
Career Pathways	career_path	150	1	1, 2, 0
Pell Recipient	pell_recipient	151	1	1, 2, 3
BIA Recipient	bia_recipient	152	1	1, 2, 3
Lottery Release of Information Authorization (Lottery RIA)	lottery_ria	153	4	1-5
Filler		153	1	pad with 1 space
First Degree Major Code	degree_1	154	4	
Second Degree Major Code	degree_2	158	4	
W-I-A (Workforce Investment Act)	wrkfr_invst_act	162	4	1, 2, 0
Filler		162	1	Pad with 1 space
GED test score, if applicable	ged_test_score	163	4	0000-9999

TRAILER RECORD: (ONCE PER FILE)

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

FILENAME:

School Abbreviation + YY+ Term Code.DAT
 YY = two-digit actual year that the term occurred

Student File Definitions

Who to Include:

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 11th class day for fall and spring terms and as of the 5th class day for summer terms. Students who withdraw from all classes prior to the census date should not be included in this file. Similarly, course registrations from which a student has withdrawn as of the census date should not be reported in the Registration File. Only the institution that registers the student should report students enrolled via distance learning.

Students enrolled in courses that begin after the census date should be reported as off-schedule. For any student with an off-schedule registration, a separate off-schedule student record (along with the corresponding course, registration, and term instructor records) must be submitted. Student records for off-schedule courses must be included in the following term's data submission and reported for the immediately preceding term only (e.g., the spring on-schedule submission includes only fall off-schedule data, etc.). See Off-Schedule section at the front of this manual for additional information regarding off-schedule submissions.

Who to Exclude:

Enrollments reported for funding purposes must exclude cancelled registration students, withdrawn students, no-show students, and students enrolled in donated courses. Cancelled registration students shall include students who have not attended classes by the census date and/or who have not paid or have not made arrangements to pay their tuition and fees by the census date. (Agenda Item 17; April 28, 2006)

Due to the Lottery Act, test score data will also be required every semester for all undergraduate students that receive state assistance and authorize the release of their information on the RIA form (release of information authorization), also called the consent form.

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
Record Header	1	2	Enter 02 for detail record.
Record Type	3	1	Enter 1 for student record.

Student File Definitions

Name	#	Length	Field Description
Registration Term (term)	4	1	<p>Enter the term for this student's on-schedule registration record. If a student is registered for off-schedule hours, create a second record for this student and report the off-schedule hours there.</p> <p>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</p> <p>NOTE: Report the term when the credit hours were generated and not the term when the hours were submitted.</p>
Assigned Student Identification Number	5	10	<p>OPTIONAL: If your institution has assigned student identification number, enter that number here. Pad with spaces when necessary. The field length must equal 10.</p> <p>If your institution has NOT assigned student identification number or does not wish to enter one, this field is padded with 10 spaces.</p> <p>ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.</p>
Student Social Security Number (ssn_id)	15	9	<p>Enter the student's current social security number. This entry is numeric and must match the Student Social Security Number in the Registration File.</p> <p>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.</p> <p>See Page xx for valid ssn's.</p>

Student File Definitions

Name	#	Length	Field Description
Perkins Student (perkins_student)	24	1	<p>Is this student a Perkins student? Perkins students are defined as any student that is seeking ANY of these credentials:</p> <p>Certificate of Proficiency (CP), Technical Certificate (TC), Associate of Applied Science (AAS), Associate of Arts in Teaching (AAT), Associate Degree (AD), Associate Degree in Nursing (ADN), Associate of Professional Studies (APS), Associate of Science in Nursing (ASN), Associate of Science in Nuclear Technology (ASNT), and all Associate of Science (AS) degree <u>EXCEPT</u> General Studies, General Education, Liberal Arts, or Liberal Studies</p> <p>1 = Yes 2 = No</p> <p>For a complete listing of accepted programs, see Occupational CIP Code Table: https://adhe-edit.ark.org/SiteCollectionDocuments/Research%20and%20Planning%20Division/Research%20and%20Planning%20General/Perkins_Degree_Codes.xls</p> <p>If your institution does not receive Perkins funding, then please indicate with the 2 (for No) in this field.</p>
Disabled (disabled)	25	1	<p>Does this Perkins student meet any of these criteria:</p> <ul style="list-style-type: none"> - Have a physical or mental impairment that substantially limits one or more of the major life activities of that individual. - Have a record of an impairment described above. - Be regarded as having an impairment described above. <p>1 = Yes 2 = No</p>

Student File Definitions

Name	#	Length	Field Description
Economically Disadvantaged (econ_disadv)	26	1	<p>Does this Perkins student meet ANY of these criteria:</p> <p>a) Receive Pell Grant or BIA assistance or a comparable program of need-based financial aid assistance.</p> <p>b) Participate in a Workforce Investment Act (WIA) program or service that requires participants to meet the Federal income eligibility guidelines of WIA.</p> <p>c) Receive Benefits under the Food Stamp Act of 1977.</p> <p>1 = Yes 2 = No</p>
Single Parent (sngl_parent)	27	1	<p>Does this Perkins student meet any of these criteria:</p> <p>a) Are unmarried or legally separated from a spouse with a minor child or children for whom the student has either custody or joint custody.</p> <p>b) Are/were pregnant at any time during the reporting period.</p> <p>1 = Yes 2 = No</p>
Displaced Homemaker (displ_homemkr)	28	1	<p>Does this Perkins students met AT LEAST ONE of these criteria:</p> <p>a) Has worked primarily without remuneration to care for a home and family and for that reason have diminished marketable skills.</p> <p>b) Has been dependent on the income of another family member but are no longer supported by that income.</p> <p>c) Is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.</p> <p>1 = Yes 2 = No</p>

Student File Definitions

Name	#	Length	Field Description
Limited English (limited_english)	29	1	<p>Does this Perkins student meet criterion a) AND at least one of criteria b) or c):</p> <p>a. Have limited ability in speaking, reading, writing, or understanding the English language. b. Have a native language other than English. c. Live in a family or community environment in which English is not the predominant language.</p> <p>1 = Yes 2 = No</p>
Student Name (student_name)	30	30	<p>Enter student's last name (comma, space), first name (space), middle initial (period space), and then enter suffix, if applicable.</p> <p>Example: Brown, William J. Jr.</p>
Current Legal Residence State (resident_state)	60	2	<p>Enter the two-digit state code associated with the student's current legal residence. See Appendix C for a list of state codes. Students should be coded as 04 (Arkansas) only if he/she meets the criteria for current legal residence outlined in Appendix H.</p>
Geographic Origin – AR or Border Counties (geo_county)	62	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. See county codes in Appendix B.</p> <p>NOTE: Code 000 may be assigned to no more than 5% of an Institution's students.</p>

Student File Definitions

Name	#	Length	Field Description
Geographic Origin – State or Nation (geo_state)	65	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.</p> <p>Note: Geographic origin may differ from the state of current legal residence.</p> <p>Refer to the definitions of current legal residence (Appendix H) and geographic origin in the Glossary (Appendix G).</p>
Tuition Status (res_tuition_status)	67	1	<p>Enter the student's status according to the type of tuition charged:</p> <p>0 = In-state 1 = Out-of-state 2 = In-district 3 = Out-of-district (see note 4)</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Universities, two-year branch campuses, and technical colleges must use 0 or 1. 2. Community colleges must use 1, 2, or 3. 3. Report code 1 if a student's residency is not Arkansas including those who reside in a border county. 4. Enter code 3 when a student is an Arkansas resident but not within the community college's taxing district.
Border County Waiver (tuition_waiver)	68	1	<p>Report if this student receives a tuition waiver due to residency in one of the out-of-state border counties identified in Appendix B.</p> <p>1 = Student does not receive border county waiver 2 = Student receives border county waiver</p>
Gender (gender)	69	1	<p>Enter the gender of student.</p> <p>1 = Male 2 = Female</p>

Student File Definitions

Name	#	Length	Field Description
Non-resident Alien or Unknown (non_resident_alien)	70	2	<p>Enter the appropriate code to indicate the student's race/ethnicity or foreign residency classification.</p> <p>06= Non-Resident Alien 09 = Unknown or Refused to answer (for citizens or resident aliens) 00 = Not Applicable</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. No more than 5% of an institution's students may be assigned to code 09. 2. Designations are used for cohort reporting purposes only. Refer to the Glossary (Appendix G) for definitions. 3. If Not Applicable (Code 00), refer to fields 106-111 to report student's specific race/ethnicity. 4. Please compare this field to the six race/ethnic fields. <p>If a student has no ones on any of the race/ethnic fields [all 2s (No) <u>or</u> all 0s (Refused to Report) <u>or</u> any combination thereof]</p> <p>the student should be re-coded as 09 above.</p>
Date of Birth (date_of_birth)	74	8	<p>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!)</p> <p>MMDDYYYY Y</p> <p>where: MM = month (01 - 12) DD = day (01 - 31) YYYY = year (0000 - 9999)</p> <p>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.</p>

Student File Definitions

Name	#	Length	Field Description
Enrollment Status (enroll_status)	82	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 any 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 field 84. 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.

Student File Definitions

Name	#	Length	Field Description
Transfer Institution FICE Code (transfer_fice)	84	6	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).

Ex:

- In state:

(See Appendix A for Institutional FICE Code)

-Out of state: State Code + 9999

ex: Alabama = 019999

NOTE:

If enrollment status (field 82) is coded as 03, 04, 05 or 11, a FICE code for the transfer institution must be reported.

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.

Student File Definitions

Name	#	Length	Field Description
Student Level (student_level)	90	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.</p> <p>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>

NOTE:

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.

Student File Definitions

Name	#	Length	Field Description
Degree Intent (degree_intent)	92	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) 3 = Non-award or non-degree seeking 4 = Degree-seeking, complete associate level program 6 = Degree-seeking, complete baccalaureate level (or higher) program at another institution after transfer 7 = Degree-seeking, complete Certificate of Proficiency 8 = Degree-seeking, complete Technical Certificate 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)	93	1	<p>Enter the student's status according to the credit hours reported for this student in this submission.</p> <p>0 = Full-time 1 = Part-Time</p> <p>For FALL or SPRING: Full-time Undergraduate is ≥ 12 hr; Graduate ≥ 9 hr Part-time Undergraduate is < 12 hr; Graduate < 9 hr</p> <p>For SUMMER I or SUMMER II: Full-time Undergraduate is ≥ 6 hr; Graduate ≥ 5 hr 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>
On-Campus / In-District Credit Hours (on_cr_hours)	94	2	<p>Enter the number of total credit hours in which the student is enrolled either on-campus and/or within the district for your institution.</p> <p>00 = not enrolled on-campus or in-district ## = number of on-campus or in-district credit hours</p>

Student File Definitions

Name	#	Length	Field Description
Non-Traditional Credit Hours (off_cr_hours)	96	2	<p>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.</p> <p>00 = not enrolled in non-traditional sites or formats ## = number of non-traditional credit hours</p>
Reason for Enrollment (enroll_reason)	98	2	<p>Enter the primary reason for the student attending the institution this term.</p> <p>01 = Complete coursework toward degree or certificate completion at home institution 02 = Complete coursework toward degree or certificate completion at another institution 03 = Obtain or improve job skills 04 = Acquire or maintain licensure 05 = Improve self/Personal enrichment (non-job-related skills) 06 = Complete coursework for concurrent or dual enrollment 08 = Explore educational opportunities 98 = Other 99 = Unknown</p>

Student File Definitions

Arkansas Department of Education Uniform Grading Scale and Numeric Values for Arkansas Public Secondary Schools

(a) Uniform Grading Scale and Numeric Values						
Grade or Mark	100-point 100 Scale	Grade or Mark	Secondary and College Courses	Advanced Placement Courses	Approved Weighted Honors Courses and approved weighted concurrent enrollment college courses	Used In GPA Calc?
A	90 - 100	A	4 points	5 points	5 points	Yes
B	80 - 89	B	3 points	4 points	4 points	Yes
C	70 - 79	C	2 points	3 points	3 points	Yes
D	60 - 69	D	1 point	2 points	2 points	Yes
F	0 - 59	F	0 points	0 points	0 points	Yes

See:

http://arkedu.state.ar.us/dirmemos/static/fy0102/attachments/ade_136_uniform_grading_scales.doc

Name	#	Length	Field Description
High School GPA (high_school_gpa)	100	4	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.

0v000 – 5v999.

NOTE:

1. If the student is in this cohort, enter their GPA.
2. If the student is in this cohort and you absolutely cannot get their GPA, leave this field blank.
3. If the student is not in this cohort and you have GPA's, enter the GPA.
4. If the student is not in this cohort and you do not have GPA's, enter zeros.
5. Enter zeros for all other (non-first time) students.

Student File Definitions

Name	#	Length	Field Description
Freshman Admission Status (admit_status)	104	1	IF THE ENROLL_STATUS IS NOT 01, LEAVE THIS FIELD BLANK. ONLY enter admission status if the enroll_status = 01 and the student completed high school in 2002 or thereafter. See the last page in this section and Appendix F for further information. 0 = Unconditionally admitted 1 = Conditionally admitted 2 = Exempt NOTE: 1. This field cannot = 1, if student is conditional and not seeking a bachelor or associate degree. 2. Enter 2, if student is conditional and seeking a certificate only.
Freshman Conditional Admission Disposition (admit_status_disp)	105	1	Enter the current admission disposition of students reported in a previous term as unconditionally admitted. 0 = Continuing enrollment with conditions removed. This value may be reported many terms, provided the student has removed conditions. 1 = Continuing enrollment with conditions. This value may be reported many terms, provided the student continues enrollment with admission conditions. 2 = Not applicable. Use for students not subject to Appendix F and students who are unconditionally admitted or conditionally admitted during first term of enrollment. NOTE: This field is NOT validated if the student has ENROLL STATUS=01.

Student File Definitions

If student is NOT non-resident alien, unknown, or refused to report (field 70 = 00), more than one race (fields 106, 107, 109, 110, 111) may apply.

Name	#	Length	Field Description
Asian (asian) [Race]	106	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Black (black) [Race]	107	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Hispanic (hispanic) [Ethnicity]	108	1	If Hispanic is chosen, one or more race <u>MUST</u> also be chosen 1 = Yes 2 = No 0 = Refused to report or not applicable
American Indian (amerind) [Race]	109	1	1 = Yes 2 = No 0 = Refused to report or not applicable
White (white) [Race]	110	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Native Hawaiian (hawaiian) [Race]	111	1	1 = Yes 2 = No 0 = Refused to report or not applicable

Student File Definitions

Name	#	Length	Field Description
High School Code (hs_code)	112	6	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.

Use the StateCode+9999 when the high school is out of state. See Appendix C for the list of State Codes.

Examples:

- 041695 (AR State Code + Monticello High School)
- 049999 (AR High School unknown or GED)
- 269999 (MO State Code + 9999)
- 969999 (home-schooled student)

High School Graduation Year (hs_grad_year)	118	4	Enter the year the student graduated from high school or received a GED. YYYY = year of graduation (0000 - 9999)
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If the student:

- 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.

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.

A warning is generated when the student's graduation year is greater than 65 years prior to or four years beyond the current year.

Student File Definitions

Name	#	Length	Field Description
High School Completion Status (diploma_ ged)	123	1	<p>Enter high school completion status for <u>ALL</u> 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 <u>is</u> traditional high school age) 3 = Student does not have diploma or GED (student is <u>not</u> traditional high school age) 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>

REMEDIAL TEST SCORES

Test Type	TEST	MATH	ENGLISH	READING
0	ACT	<19	<19	<19
1	SAT	<460	<470	<470
2	ASSET	<39	<45	<43
3	COMPASS	<41	<75	<82

As always, test scores are required for (1) all first-time entering degree-seeking students (degree intent of 2, 4, or 6), and (2) High School Students – all test scores are required per memo of Dec. 2009 (concurrent and freshman assessment policies).

Due to the Lottery Act, test score data will also be required every semester for all undergraduate students that receive state assistance and authorize the release of their information on the RIA form (release of information authorization), also called the consent form.

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.)

NOTES:

(a) Regarding the Lottery Act student test scores, a good rule of thumb would be – when in doubt provide the test score. (b) While test scores are needed for these three groups of students, placement statuses are only required for first-time entering students.

Student File Definitions

Name	#	Length	Field Description
Entrance Exam Type (ent_exam_type)	124	1	<p>Enter the type of entrance exam taken by student.</p> <p>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</p> <p>NOTE: If code 9 is entered here, fields test type math, test type English, and test type reading also must be coded 9.</p>
Entrance Exam Score (ent_exam_score)	125	4	<p>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.</p>

Student File Definitions

Name	#	Length	Field Description
Test Used for Math Placement (test_type_math)	129	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"> This field is required for: <ol style="list-style-type: none"> all first-time entering undergraduates (regardless of enrollment in a math course); all high school students enrolled in a college level math course; and all state-assisted undergraduate students that consented to the release of information (regardless of enrollment in a math course). 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. 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). If student has not been tested and is placed in remediation, enter 2 for ASSET and enter 999 for the math score (test_math). If code 7 is reported, degree intent 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>

Student File Definitions

Name	#	Length	Field Description
Math Score (test_math)	130	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)	133	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) 2 = College-level placement (additional local test used) 3 = Placement in remedial course 8 = First-time freshman not in associate or baccalaureate program, but in a 2-yr or technical certificate program 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</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. Placement status information is only required for first-time entering students. 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 AHECB remediation standards are met and then a local exam is administered for placement purposes. 3. If code 8 is entered, the degree intent field must be 3, 7 or 8. 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. 5. See Appendix F for additional information on freshman assessment and placement.

Student File Definitions

Name	#	Length	Field Description
Test Used for English Placement (test_type_english)	134	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 <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 English course); b. all high school students enrolled in a college level English course; and c. all state-assisted undergraduate students that consented to the release of information (regardless of enrollment in an English course). 2. 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. 3. 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). 4. 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). 5. If code 7 is reported, the degree intent field 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. <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>

Student File Definitions

Name	#	Length	Field Description
English Score (test_english)	135	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)	138	1	<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). 2 = College-level placement (additional local test used). 3 = Placement in remedial course. 8 = First-time freshman not in associate or baccalaureate program, but in a 2-yr or technical certificate program. 9 = Does not apply— student is <u>not</u> a first-time entering freshman, or a high school student, or a state-assisted student that consented to the release of information but is <u>not</u> a first-time entering freshman, or a student attending a private institution or BSN, CRTI, JSN, or NTI</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. Placement status information is only required for first-time entering students. 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 AHECB remediation standards are met and then a local exam is administered for placement purposes. 3. If code 8 is entered, degree intent (field 92) must equal 3, 7, or 8. 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. 5. See Appendix F for additional information on freshman assessment and placement.

Student File Definitions

Name	#	Length	Field Description
Test Used for Reading Placement (test_type_reading)	139	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 <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"> 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. <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>

Student File Definitions

Name	#	Length	Field Description
Reading Score (test_reading)	140	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)	143	1	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. 1 = College-level placement (ACT, SAT, ASSET, COMPASS). 2 = College-level placement (additional local test used). 3 = Placement in remedial course. 8 = First-time freshman not in associate or baccalaureate program, but in a 2-yr or technical certificate program. 9 = Does not apply— student is <u>not</u> a first-time entering freshman, or a high school student, or a state-assisted student that consented to the release of information but is <u>not</u> a first-time entering freshman, or a student attending a private institution or BSN, CRTI, JSN, or NTI NOTES: 1. Placement status information is only required for first-time entering students. 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 AHECB remediation standards are met and then a local exam is administered for placement purposes. 3. If code 8 is entered, degree intent (field 92) must equal 3, 7, or 8. 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. 5. See Appendix F for additional information on freshman assessment and placement.

Student File Definitions

Name	#	Length	Field Description
ACT Science Reasoning Score (test_science)	144	2	<p>Enter the student's ACT science reasoning score if the student took the ACT. If the student did not take the ACT, enter "99". If an ACT composite score is reported (field 125) and the student is a first-time entering freshman, a valid score must be entered.</p> <p>NOTE: This field is required for first-time entering undergraduates. 2. If student is coded as first-time entering undergraduate for enrollment status (field 82) and degree intent (field 92) indicates either associate or baccalaureate degree seeking, a score must be reported in field 144 if the test score is an ACT.</p>
Federal Grant (federal_grant)	146	1	<p>Federal grants (grants/educational assistance funds): Include grants that were provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOGs). Also include need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs, including the Veteran's Administration, Department of Labor, etc.</p> <p>1 = Yes _____ 2 = No _____ 0 = NA</p>
State Grant (state_grant)	147	1	<p>State/local grants (grants/scholarships/waivers): Include grants that were provided by your state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIGs). Also include merit scholarships that were provided by your state and tuition and fee waivers for which your institution was reimbursed by a state agency. Local grants would include any local government grants, scholarships or gift-aid that are awarded directly to the student.</p> <p>1 = Yes _____ 2 = No _____ 0 = NA</p>
Institutional Grant (institutional_grant)	148	1	<p>Institutional grants (scholarships/fellowships): Include scholarships and fellowships that were granted and funded by your institution and/or individual departments within your institution (and are limited to students attending your institution). Also include tuition and fee waivers granted by your institution (for which your institution is not reimbursed from another source). These would include scholarships targeted to certain groups of individuals (from a particular state or studying a certain subject) for which the institution designates the recipient; athletic scholarships; etc. DO NOT include College Work Study.</p> <p>1 = Yes _____ 2 = No _____ 0 = NA</p>

Student File Definitions

Name	#	Length	Field Description
Lottery Release of Information Authorization (lottery_ria)	153	4	<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> <p>1 – Student is a State Assistance Recipient and authorizes the release of information</p> <p>2 – Student is a State Assistance Recipient and does <u>not</u> authorize the release of information</p> <p>3 – Student is <u>not</u> a State Assistance Recipient and is <u>not</u> required to complete the "RIA" form</p> <p>4 – Student is a High School Student enrolled in "concurrent" courses only and is <u>not</u> required to complete the "RIA" form</p> <p>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).</p> <p>NOTE:</p> <p>1. High School Students that are dually enrolled (not 100% concurrent) must be coded as 1-3, not code 4.</p> <p>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.</p> <p>3. All public institutions including CRTI and NTI must complete the Release of Information Authorization (consent) form locally.</p> <p>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).</p> <p>State Assistance is defined as:</p> <p>A state-supported scholarship, grant, tuition waiver, or tuition reimbursement funded with state funds or net proceeds from the state lottery awarded by:</p> <p>(A) The Department of Higher Education; or</p> <p>(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:</p> <p>(i) Scholarships awarded on the basis of entrance exam scores or high school academic achievement;</p> <p>(ii) Tuition waivers based on age, military service, occupation, or other factors;</p> <p>(iii) Out-of-state tuition waivers for undergraduate students from contiguous states in close proximity to a college or university;</p> <p>(iv) Scholarships for transfers from two-year institutions;</p> <p>(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</p> <p>(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.</p>

Student File Definitions

Name	#	Length	Field Description
First Degree / Major Code (degree_1)	154	4	Enter the student's primary major from your institution's list of valid degree/major codes. If undeclared, enter 0010.
Second Degree / Major Code (degree_2)	158	4	Enter the student's second major from your institution's list of valid degree/major codes. NOTE: Do NOT report the same degree code entered in field 154. Leave blank spaces if this field does not apply to this student.
Workforce Investment Act (wrkfr_invst_act)	162	1	Student is funded under the Workforce Investment Act. 1 = Yes 2 = No 0 = NA
GED Test Score, if applicable (ged_test_score)	163	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. Integers only.