



Postsecondary Student Batch File Specification



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Change Summary

Version	Section	Description of Change
1.7	Detail Record Layout	Added important notes regarding how institutions are to submit the CURRENT SCHOOL CODE field.
1.7	Detail Record Layout	Updated definition of DATE OF BIRTH field to indicate that institutions should use '01/01/1910' in the rare situations when a student's birth date is unknown.
1.7	Detail Record Layout	Added new codes of 9 (Asian) and 10 (Native Hawaiian or other Pacific Islander) to the RACE/ETHNICITY field. These values were added so that postsecondary institutions that have already converted to the 1997 race and ethnicity codes can submit these races separately. Institutions that have not yet converted can continue to use the code of 2 (Asian/Pacific Islander).
1.7	Detail Record Layout	Changed definition of CURRENT SCHOOL YEAR to indicate that this should be the ending year of the current school year (i.e. 2010 for the 2009-2010 school year), not the beginning year.
1.6	Detail Record Layout	Added new code of 6 to RACE/ETHNICITY field with a value of "Multi-Racial".
1.5	Detail Record Layout	Added instructions to use PDE assigned branch codes in the CURRENT SCHOOL CODE field.
1.4	General Instructions	Added note that each file can contain no more than 30,000 records.
1.4	Detail Record Layout	Added note to RESIDENT DISTRICT CODE field to indicate that each file can contain only one unique value in this field.
1.4	Detail Record Layout	Added note to CURRENT DISTRICT CODE field to indicate that each file can contain only one unique value in this field.
1.3	General Instructions	Clarified the submission of current students. This is to include all full and part-time undergraduate degree-seeking students.
1.3	General Instructions	Added file naming instructions.
1.3	Detail Record Layout	Added note to DATE OF BIRTH field to indicate that records with a value earlier than 01/01/1910 will be rejected.
1.3	Detail Record Layout	Added note to SOCIAL SECURITY NUMBER field to indicate that records with an invalid SSN will be rejected.



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Version	Section	Description of Change
1.3	Detail Record Layout	Added note to CURRENT GRADE LEVEL field to indicate that each institution may have a slightly different definition of grade level, based on the number of credits completed.
1.2	General Instructions	Added note to indicate that all current undergraduate students should be included in the file.
1.2	Detail Record Layout	Changed format of CURRENT GRADE LEVEL codes to three characters. For example, use '013' instead of '13'. Also added a note to indicate that grades '015' and '016' do not apply to community colleges. There are no changes to the 'ADT' code.
1.2	Detail Record Layout	Added clarification to the SOCIAL SECURITY NUMBER field to indicate that this may be submitted either with or without the dashes.

General Instructions

✓ Submit all Current Students

- Postsecondary institutions should submit enrolled, full and part-time, for-credit undergraduate students. The initial file should include all students. Subsequent files only need to include newly enrolled students.

✓ Use Complete Legal Names

- The “Legal Last Name”, “Legal First Name”, “Legal Middle Name”, and “Legal Name Suffix” fields should contain the student’s legal name. The fields should not contain nicknames or any information other than the full name as it appears on the birth certificate or subsequent legal document. If legal name contains more than one word in first, middle or last names, the name should appear with a space in between the words or a hyphen as it appears in the legal document. All name fields, including “Legal Middle Name”, should include the full name, not an abbreviation or initial unless that is what appears on the birth certificate. “NMN” should not be used to signify no middle name. In this case, the field should be left blank.

✓ Put Legal Name Suffix in correct field

- Make sure that any suffixes (Jr., II, III, etc.) have been removed from the last name field and placed in the “Legal Name Suffix” field instead.

✓ Remove special characters. --> , * () “

- Remove all commas (,), asterisks (*), parenthesis (“(“or”)”), and quotes (“”) from name fields. Periods should only be used when they appear on the birth certificate. Apostrophes (’), hyphens (-), and spaces between multiple words in a name field are acceptable. Special characters that are part of ethnic/cultural names (such as the "n" with a tilde over it in many



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Hispanic names, accented “e” in some French names, vowels with two dots) can be used as long as they use the ASCII US/DOS US standard.

- ✓ **Use of formal case recommended, but not required**
 - Use of ALL caps, all small case, or any combination in name fields will not impact the PAsecureID application. However, formal case is recommended. Formal case is defined as the capitalization of the first letters of the first and last name. There may be exceptions for hyphenated, apostrophized, or compound names.
- ✓ **Use of Local Student ID**
 - The Local Student ID is the field used in the local Student Information System to uniquely identify the student. The primary purpose of this field is to provide a mechanism to import student data from the PAsecureID application back into the local Student Information System. In addition, this field is used in a limited capacity to match student records within the PAsecureID application.
- ✓ **Record Limit**
 - The maximum number of records in a batch file is 30,000. Any file with more than 30,000 records will be rejected. Institutions with more than 30,000 students will need to submit multiple files.
- ✓ **File Name**
 - The file name of the Student Batch File can contain upper and lower case alphanumeric characters, periods, underscores or hyphens. Spaces and special characters are not allowed. The same file name cannot be used twice. A specific file extension is not required although it is suggested to use “.txt”.
- ✓ **CURRENT SCHOOL CODE**
 - When submitting the CURRENT SCHOOL CODE, or campus code, to PAsecureID institutions should be consistent with IPEDS reporting. For example, if an institution has multiple campuses but submits data into IPEDS as a single location please do the same for PAsecureID. On the other hand, if the institution submits data attached to the individual campus locations in IPEDS please follow this construct for PAsecureID.

Important note for Act 101 and Perkins: There is an exception to this rule. If an Institution has students participating in either the Act 101 program or the Perkins postsecondary program at a PDE recognized branch campus, that institution must submit their students to PAsecureID with the CURRENT SCHOOL CODE of the branch campus. In this case the institution should submit all students, not just Act 101 or Perkins students, in PAsecureID with the CURRENT SCHOOL CODE of the campus they are attending.



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Header Record Layout

The header record must always be the first record in the file and must contain the below fields. As shown in the record layout below, the header record is space delimited.

	Data Item	Maximum Length	Instructions
1	RECORD TYPE	2	Must be provided Always 'TH'
1a	BLANK DELIMITER	1	Must be provided Always a space (' ')
2	EXTRACT DATE	10	Must be provided Must have a 'mm/dd/yyyy' format
2a	BLANK DELIMITER	1	Must be provided Always a space (' ')
3	EXTRACT TIME	8	Must be provided Use 24 hour format (00:00:00 – 23:59:59) Must have a 'hh:mm:ss' format
3a	BLANK DELIMITER	1	Must be provided Always a space (' ')
4	TRANSMISSION ID	10	Must be provided An arbitrary number
4a	BLANK DELIMITER	1	Must be provided Always a space (' ')
5	VERSION	10	Must be provided Always '1.0'
5a	BLANK DELIMITER	1	Must be provided Always a space (' ')
6	DELIMITER	25	Must be provided Always 'delimiter=,'

Trailer Record Layout

The trailer record must always be the last record in the file and must contain the below fields. As shown in the record layout below, the header trailer is space delimited.

	Data Item	Maximum Length	Instructions
1	RECORD TYPE	2	Must be provided Always 'TT'
1a	BLANK DELIMITER	1	Must be provided Always a space (' ')



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	Data Item	Maximum Length	Instructions
2	TRANSMISSION ID	10	Must be provided An arbitrary number. Must match the Transmission ID in the header record
2a	BLANK DELIMITER	1	Must be provided Always a space (' ')
3	NUMBER OF RECORDS	10	Must be provided The number of records in the file, <u>including</u> the 'TH' and 'TT' records. The value must be left aligned and not have any trailing spaces.

Detail Record Layout

The detail records must appear between the header and trailer records. These records must represent individual student data and should contain the below fields. As shown in the record layout below, the detail records are comma delimited.

	Data Item	Maximum Length	Instructions
1	RECORD TYPE	2	Must be provided Always 'ID'
1a	COMMA DELIMITER	1	Must be provided. Always a comma (,)
2	CURRENT SCHOOL CODE	4	Must be provided Please review the notes on the CURRENT SCHOOL CODE field on page 4 of this document. For main campuses enter default code of '9999'. For branch campuses enter PDE assigned 4-digit branch code.
2a	COMMA DELIMITER	1	Must be provided. Always a comma (,)
3	RESIDENT DISTRICT CODE	9	Must be provided The postsecondary institution 9 digit AUN code (same as CURRENT DISTRICT CODE, field # 15). There can only be one unique RESIDENT DISTRICT CODE value in each batch file.
3a	COMMA DELIMITER	1	Must be provided. Always a comma (,)
4	LEGAL LAST NAME	60	Must be provided Legal last name of the student



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	Data Item	Maximum Length	Instructions
4a	COMMA DELIMITER	1	Must be provided. Always a comma (,)
5	LEGAL FIRST NAME	60	Must be provided Legal first name of the student
5a	COMMA DELIMITER	1	Must be provided. Always a comma (,)
6	LEGAL MIDDLE NAME	60	Optional If provided, this field strengthens the near match process. Legal middle name of the student
6a	COMMA DELIMITER	1	Must be provided. Always a comma (,)
7	LEGAL NAME SUFFIX	10	Optional If provided, this field strengthens the near match process. Generation suffix (Jr., Sr., II, III, etc.)
7a	COMMA DELIMITER	1	Must be provided. Always a comma (,)
8	GENDER	1	Must be provided The gender of the student. M = Male F = Female
8a	COMMA DELIMITER	1	Must be provided. Always a comma (,)
9	DATE OF BIRTH	10	Must be provided Date of birth of the student. Must be in 'mm/dd/yyyy' format. Records with an invalid DOB or one earlier than 01/01/1910 will be rejected. In the rare situations when a student's birth date is unknown, use '01/01/1910'.
9a	COMMA DELIMITER	1	Must be provided. Always a comma (,)



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	Data Item	Maximum Length	Instructions
10	CURRENT GRADE LEVEL	3	<p>Must be provided</p> <p>For PAAPSA (Adult Perkins) students: ADT = Adult Perkins Students</p> <p>All other students: Enter the grade level, based on credit hours, for the student. The number of credits necessary to reach each grade level may be slightly different at each institution. Note that values of 015 and 016 do not apply to community colleges.</p> <p>013 = Grade 13 (Freshman) 014 = Grade 14 (Sophomore) 015 = Grade 15 (Junior) 016 = Grade 16 (Senior)</p>
10a	COMMA DELIMITER	1	<p>Must be provided. Always a comma (,)</p>
11	LOCAL STUDENT ID	20	<p>Must be provided The ID used in the local postsecondary Student Information System to uniquely identify the student.</p>
11a	COMMA DELIMITER	1	<p>Must be provided. Always a comma (,)</p>
12	SOCIAL SECURITY NUMBER	11	<p>Optional Federal social security number of the student. If provided, this field strengthens the near match process. Note that the SSN may be provided with or without the dashes (e.g., '123-45-6789' or '123456789'). Records with an invalid SSN will be rejected.</p>
12a	COMMA DELIMITER	1	<p>Must be provided. Always a comma (,)</p>



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	Data Item	Maximum Length	Instructions
13	RACE/ETHNICITY	1	<p>Must be provided The race/ethnicity of the student. 1 = American Indian/Alaskan Native 2 = Asian/Pacific Islander 3 = Black (Non-Hispanic) 4 = Hispanic 5 = White (Non-Hispanic) 6 = Multi-Racial 7 = Non Resident Alien 8 = Unknown 9 = Asian 10 = Native Hawaiian or other Pacific Islander</p> <p>Note: Institutions that have already converted to the 1997 race and ethnicity codes will report Asian and Pacific Islander students separately using code values 9 and 10 respectively. Institutions that have not yet converted will submit these students under code 2 above.</p>
13a	COMMA DELIMITER	1	<p>Must be provided. Always a comma (,)</p>
14	PAsecureID	10	<p>Optional The state assigned student ID. If the PAsecureID has not been assigned to the student, this field must be null. Once a student has been assigned a PAsecureID and the ID has been loaded into your local student information system, all subsequent submissions to update data for the student must include the PAsecureID.</p>
14a	COMMA DELIMITER	1	<p>Must be provided. Always a comma (,)</p>
15	CURRENT DISTRICT CODE	9	<p>Must be provided The postsecondary institution 9 digit AUN code (same as RESIDENT DISTRICT CODE, field # 3). There can only be one unique CURRENT DISTRICT CODE value in each batch file.</p>
15a	COMMA DELIMITER	1	<p>Must be provided. Always a comma (,)</p>



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	Data Item	Maximum Length	Instructions
16	CURRENT SCHOOL YEAR	4	Must be provided The period starting in the fall and running through the following summer that the student is currently enrolled. Must use the ending year of the current school year (i.e. 2010 for the 2009-2010 school year) Must be in 'yyyy' format