



**Academic Year  
2018 – 2019**

*AHEIS  
Reference Manual  
for the*

# *Student Information System*

**Private and Independent  
Institutions**

# ADHE Contacts

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# A D H E Division of Research and Analytics

## 2018-2019 Reporting Calendar

### for Nursing and Independent Institutions of Higher Education

Month	Due Date	Activity
July	07/11/2018 Wed	Academic Calendar Note: A copy of the academic year calendar from an institutional catalog may be substituted.
August	08/08/2018 Wed	Graduated Student File for <b>prior</b> academic year Note: A.D.H.E. will NOT upload the I.P.E.D.S. Completions data to institutional web pages from GSF.
August	08/08/2018 Wed	IPEDS Registration Opens. Components: Registration; Report Mapping; Institution ID; IC-Header  For additional information on IPEDS Registration and deadlines see: <a href="https://surveys.nces.ed.gov/ipeds/ViewIPEDSDataCollectionSchedule.aspx">https://surveys.nces.ed.gov/ipeds/ViewIPEDSDataCollectionSchedule.aspx</a>
August	08/08/2018 Wed	Summer I End-of-Term (includes Spring Off-Schedule End-of-Term)
August	08/08/2018 Wed	Summer II Term File (Student) includes Summer I Off-Schedule
September	09/05/2018 Wed	I.P.E.D.S. Fall Collection Opens (closes 10/17/2018) <b>Components: Completions; Institutional Characteristics; 12-month Enrollment</b>
September	09/12/2018 Wed	Estimated Fall Census Enrollment (see section entitled Preliminary Enrollment Report)
September	09/12/2018 Wed	Student Financial Aid Data File
October	10/17/2018 Wed	I.P.E.D.S. Fall Collection Closes for Institutions
October	10/17/2018 Wed	Graduated Student File for <b>current</b> academic year (July and August graduates)
October	10/17/2018 Wed	Summer II End-of-Term File (includes Summer I Off-Schedule End-of-Term)
October	10/17/2018 Wed	Fall Term File (Student) includes Summer II Off-Schedule
December	12/12/2018 Wed	I.P.E.D.S. Winter Collection Opens (closes 02/13/2019) Components: Admissions; Graduation Rates; 200% Graduation Rates; Outcome Measures; Student Financial Aid
December	12/12/2018 Wed	I.P.E.D.S. Spring Collection Opens (closes 04/10/2019) Components: Academic Libraries; Fall Enrollment; Finance; Human Resources
February	02/13/2019 Wed	I.P.E.D.S. Winter Collection Closes for Institutions
February	02/20/2019 Wed	Fall End-of-Term File, includes Summer II Off-Schedule End-of-Term
February	02/20/2019 Wed	Spring Term File (Student) includes Fall Off-Schedule
April	04/10/2019 Wed	I.P.E.D.S. Spring Collection Closes for Institutions
June	06/12/2019 Wed	Spring End-of-Term File, includes Fall Off-Schedule End-of-Term
June	06/12/2019 Wed	Summer I Term File (Student) includes Spring Off-Schedule

#### Compliance Notice: Mandatory Reporting Requirements for Institutions with Program Participation Agreements.

Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that "institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary". Thus, reporting to IPEDS is mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)).

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# **SISDB Revisions**

## **Academic Year 2018-2019**

The 2018-19 SISdb Manual has undergone significant formatting changes. While the majority of these changes are cosmetic, there are some that will impact file submissions that are outlined below.

All revisions to the manual affect the reporting of AY2019 data unless otherwise noted. These changes will not affect AY2018 annual files.

### **SSN and ID Change File –**

- New format. One format replaces both old formats. To be used for SSN and/or College ID changes

### **Student File –**

- College ID Required for all records
- New option available for reporting Gender: 3=Unknown/Refused to Report

### **Financial Aid –**

- College ID Required
- New Scholarship Codes Added
- Phased Out Scholarship Codes Removed

### **Other Changes to Note -**

- File error reports will use College ID instead of SSN\_ID to identify records with errors. If the error is due to an invalid College ID submission, the error report will provide a count of College ID errors. SSN\_ID will not be provided.

# Preparing Files for Submission to ADHE

## Data Extraction

- Extract data from the institution's student information system and convert the data to the SIS format using a data extract program or a record export utility.

## Data Validation and Error Correction

- Log in to the SISdb FTP and move to the appropriate sub-folder. Upload file to the FTP. Once ADHE has validated the file, an error report will be generated. Use this error report to correct any file issues and resubmit. Repeat the process until there are no errors.

## Review Data Summaries

- Data summaries may be run by institutions at any time after a file has processed. These summaries are found on the [modelsis.adhe.edu](http://modelsis.adhe.edu) page. Carefully review this summary. Remember: you know your institution and what its general demographics are. A review of the data summary often reveals data issues prior to them becoming an issue. If a data issue is found, correct the file and resubmit.

### Common Data Issues Found in Files

- **Punctuation** – Only specific fields allow punctuation such as Student Name. Inappropriate punctuation or punctuation found in a header or trailer record will cause a fatal error when uploading the file. Carefully review field definitions to determine where and what type of punctuation are appropriate.
- **Justification** – If the data being entered is shorter in length than the field length, appropriate justification must be used. Quantifiable number fields should be right justified. Text or identification number fields should be left justified. For example, the field length of the Course Enrollment field in the Course file is four. If there are 8 students enrolled (a quantifiable number) the 8 should be right justified. As another example, the College ID in the Student file is not a quantifiable number, so if the entry in this field is shorter than the field length it should be left justified. Improper justification can result in errors or in improper loading of the data.
- **Line Endings** – Must use Windows line endings. Unix or Linux line endings will create a fatal error.
- **Incorrect Field Coding** – The SIS manual identifies all valid codes that may be used for each field in a record. For example, an error will be indicated if valid entries in a field are 1, 2, or 3, and the code of 7 is used.

# File Name Conventions

**You should save and archive all SIS submissions.** It has been necessary for some institutions to go back several academic years to make corrections. If you do not keep a copy, correcting problems could be problematic at best.

Before sending your data to ADHE, it is important to name the submission file properly. Improperly named files will not be able to load into the SIS.

## Institutional File Name Conventions

<School Abbr><Year><Term>.<submission type>

If your files are large, compress the data using the ZIP format. Create the submission file as documented before zipping. When the file is zipped name it using the format:

<School Abbr>< Year ><Term>.zip

Filename Examples for Academic Year 2018/2019	
YY	= 2-digit <i>calendar</i> year of data
T	= on-schedule term of data
YR	= 2-digit <i>academic</i> year of data
Term Files	<School Abbr>YYT.<Extension>
Summer II 2018 Regular Term File	<School Abbr>180.DAT
Fall 2018 Regular Term File	<School Abbr>181.DAT
Spring 2019 Regular Term File	<School Abbr>192.DAT
Summer I 2019 Regular Term File	<School Abbr>193.DAT
Summer II 2018 End of Term	<School Abbr>180.PEOT
Fall 2018 End of Term	<School Abbr>181.PEOT
Spring 2019 End of Term	<School Abbr>192.PEOT
Summer I 2019 End of Term	<School Abbr>193.PEOT
Annual Files	<School Abbr>YR.<Extension>
Financial Aid	<School Abbr>18.FAID
Graduated Student (All students graduating AY2018)	<School Abbr>18.GRD
Graduated Student(July and Aug graduates <i>only</i> )	<School Abbr>19.SGRD
As Needed	
Change ID Form	<School Abbr>_ADHE_ChangeID_Form.txt



# Header and Trailer Record Layout

## Header Record Layout

Field Name	Field #	Length	Valid Choices	
Record Type	1	2	01	
Data Type	3	1	1 – Student 2 – Graduate / Summer Graduate	F – Financial Aid P – Private EOT
College FICE Code	4	6	000001 - 999999	
Academic Year	10	4	YYYY	
Filler	14	2	spaces	

## Trailer Record Layout

Field Name	Field #	Length	Valid Choices	
Record Type	1	2	99	
Data Type	3	1	1 – Student 2 – Graduate / Summer Graduate	F – Financial Aid P – Private EOT

To let the software know it has come to the end of a file segment, a trailer record must accompany EACH header record. In the case of annual reports, that is usually the entire report.

Column 1: ALL trailer records should begin with 99 regardless of the file type.

Column 3: The type of file. In the case of the Student End of Term File it would be P.

Examples:

The trailer for the student file would be: 991

The trailer for the student end of term file would be: 99P

# Accessing the System and Uploading Files

To submit your file, each institution should install a sftp client either WinSCP, Filezilla, or any sftp client that their IT division prefers to use. **To request credentials and connection information or to request a change of password, the user should contact the ADHE Senior Software Support Specialist, Micah Gilbert, at [Micah.Gilbert@adhe.edu](mailto:Micah.Gilbert@adhe.edu), 501-371-2045.**

## Connection Directions:

NOTE: These steps on how to connect are correct, but the connection information included in the directions are <u>examples</u> . Correct connection information will be provided to you upon request by Micah Gilbert.
Step 1: Open Filezilla and click on "File", then "Site Manager", then select "New Site".
Step 2: Enter the information below in the correct fields:  <b>Host:</b> 111.222.333.444.555 <b>Port:</b> 80008 <b>Protocol:</b> FXTS <b>Logon Type:</b> AAIBB <b>Username:</b> ADHE <b>PW:</b> TopsecretpasswordthatshouldbesharedwithintheIRdivisionateachinstitution (Copy and paste the pw into the software)
Step 3: After the information has been entered, click "Rename". This site can be renamed to ADHE_SIS, ADHE_RP, or whatever name you want.
Step 4: Click <b>connect</b> and you should be connected.

Once connected, it is possible to download and upload, but not to delete a file or folder.

The username ending in **\_SIS** will be submitting files to be validated.

The following file extensions are allowed:

.grd    .sgrd    .dat  
.peot    .faid    ADHE\_ChangeID\_Form.txt

The username ending in **\_RP** will not be submitting files to be validated, and should only upload the following file types:

.xlsx    .docx    .pdf

- ADHE\_SIS = files submitted to the SISDB for validation
- ADHE\_RP = files submitted to Research and Analytics staff

Other logins are available for other ADHE offices/divisions.

## Instructions on how to use the software

Now that you are connected.

On the left hand side of the screen, you should see the **Local site**.  
These are your computer drives.

Below that are the folders and files within the drive you select.

On the right hand side is the **Remote site**.  
This is the ADHE system.

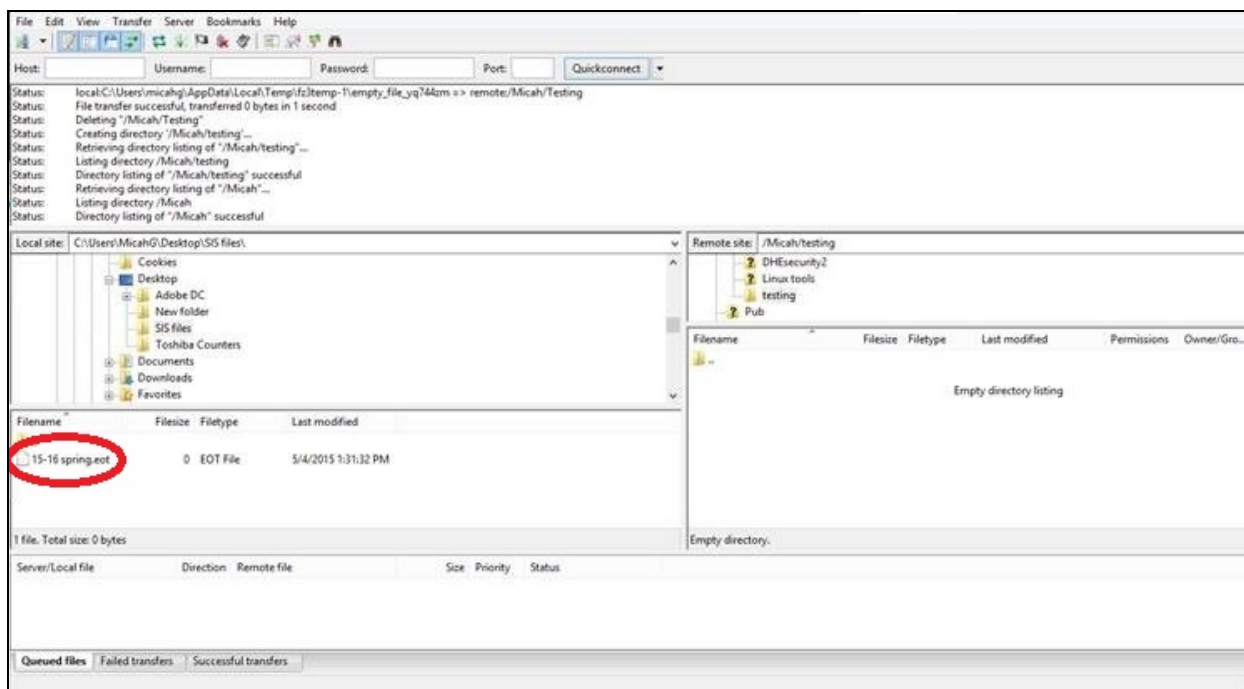
Below that you should see the **Filename** heading.

To upload files,

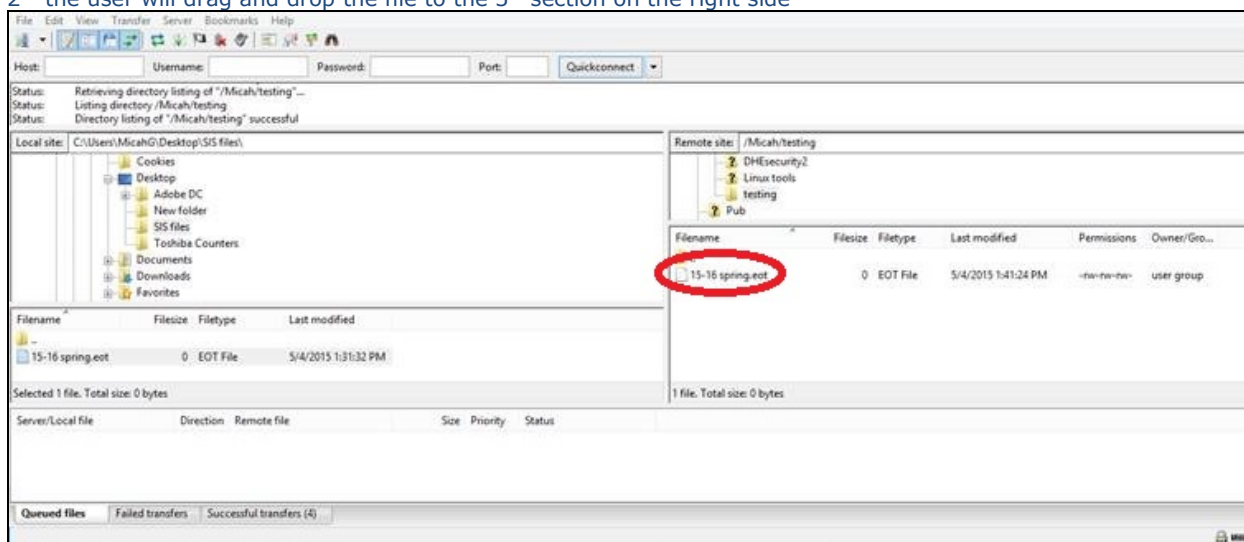
- Click and drag the files from your system (left side) and
- Drop the file into the ADHE system (right side) under Filename in the blank area.

This 1<sup>st</sup> screenshot is after the user has logged in and is ready to upload the **15-16 spring.eot** file, seen in the 3<sup>rd</sup> section on the left side.

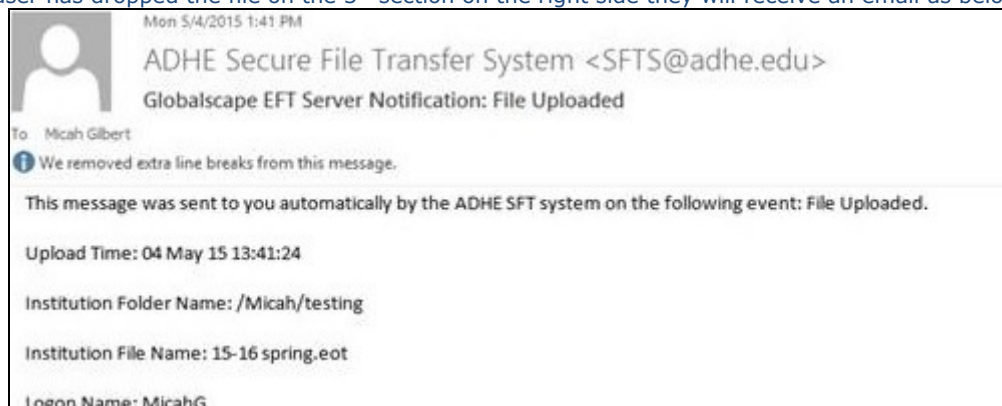
# Accessing the System and Uploading Files



2<sup>nd</sup> the user will drag and drop the file to the 3<sup>rd</sup> section on the right side



Once the user has dropped the file on the 3<sup>rd</sup> section on the right side they will receive an email as below.



# Viewing File Error Reports and Data Summary Reports

After a submitted file has been validated at the Department of Higher Education, an automatically generated error summary report will be emailed to all registered users at the submitting institution. The error summary report will appear similar to the following:

**Arkansas Department of Higher Education**  
**Student Information System Data Validation**  
**Submission File: instabbr161.dat**  
**Academic Year: 2017 -- Term: 1 / 4**  
**Processed: Nov 01 2016 2:00 PM**

Submission Report Summaries	
Total Records Submitted:	5008
Total Records Inserted:	5000
Total Header Trailers:	8
Total Warnings:	9
Total Errors:	0
Total Student Records:	1300
Total Instructor Records:	100
Total Credit Course Records:	250
Total Registration Records:	3350
Total End of Term Records:	
Total Graduate Records:	50
Total Athlete Records:	
Total Annual Instructor Records:	
Total Perkins Records:	
Total Perkins Assessment Records:	

In order to review the detailed error report, do the following:

Open your browser and go to <https://modelsis.adhe.edu> . Login using the same user name and password that is used to upload a SIS file submission.

Files are displayed in a default mode of most recently submitted file based on the file load date. Click "Select" next to the file for which you would like to see the detailed file error report.

	academic_year	term	file_name	file_ext	date
Select	2013	3	18	.dat	Oct 10 2017 7:37AM
Select	2013	1	171	.dat	Oct 18 2017 2:10PM
Select	2017	3	17	.ath	Oct 8 2017 7:37AM
Select	2013	0	170	.cet	Oct 3 2017 10:32AM
Select	2017	0	160	.eot	Sep 28 2017 11:39AM
Select	2017	F	17	.fnid	Sep 27 2017 2:09PM
Select	2017	2	17	.grd	Sep 6 2017 3:22PM
Select	2017	V	17	.prk	Aug 16 2017 8:50AM
Select	2013	0	170	.dat	Aug 15 2017 3:29PM
Select	2017	7	17	.ann	Aug 14 2017 8:15AM

123

☐ Data Summary

Signoff

Last Batch Time: Oct 30 2017 8:06AM

Submission Processing Status: (Running)

To view the file data summary, check the box next to "Data Summary". Then click "Select" next to the file for which you would like to see the data summary. It typically takes 30-90 seconds for a file to process. The "Submission Processing Status" will confirm the request is processing. The Data Summary will load as a Word Document for you to save.

# Off-Schedule Reporting

If a class starts later than the 11th day of classes (for fall or spring terms) or the 5th day of classes (for summer terms), the course is considered off-schedule. Thus, the course record is reported in the off-schedule term that is most closely associated with the course's starting date. For a fall off-schedule class, the course record, along with an instructor record, one or more student records, and one or more registration records are submitted together as term 5 with the spring submission. Even though the records are included in the spring submission, they are part of a different term.

The simplest way to think of an off-schedule submission is as a completely separate term. If the course is off-schedule, you also must treat the instructor, student and registration records as if they fall into a separate term.

Example 1: A student takes three courses in the fall semester and also registers for a class that begins on October 25. He/she will appear in two separate term submissions: term 1 and term 5. He/she will have a term 1 student record and three registration records for term 1. He/she will also have a term 5 student record and one term 5 registration record. The term 5 records, both student and registration, will appear in the spring submission file along with the associated course and instructor records.

Example 2: A student registers only for fall courses beginning on October 10. All associated records for him/her (student, course, registration, and instructor) are coded as 5, and he/she would not have any on-schedule records.

When merging the off-schedule and on-schedule of the following term, merge the data to put the current term on-schedule of a particular type followed by the off-schedule of the preceding semester between the header and trailer for that record type. The figure below presents the layout:

011001101YYYY	Student header record
0212.....	Spring on-schedule (term 2) student record
0212.....	Spring on-schedule (term 2) student record
0212.....	Spring on-schedule (term 2) student record
0215.....	Fall off-schedule (term 5) student record
0215.....	Fall off-schedule (term 5) student record
991	Student trailer record

Note: If this student term file was for the 2017 Spring term, the file would be named xyz172.dat (for calendar year 2017 and term 2). In addition, the header record would have 2017 in place of the YYYY for the corresponding academic year.

# SSN or College ID Change for Student or Instructor

The ADHE ChangeID Form includes all students and/or instructors whose social security number or college identification number has changed, for any reason, from previous submissions. This form may be used to change the ssn\_id or the college\_id or both. The template for the form may be found on the ADHE website.

\*International students with student visas may not have valid SSNs.

\*\*According to 5 U.S.C. §552a, students are allowed to withhold their SSN.

The rules for valid SSNs are available on the SSA website: <http://ssa.gov>.

Additional information may be found at:

US Search: Structure of Social Security Numbers: <http://www.usrecordsearch.com/ssn.htm>

Social Security Number Verification Service: <http://www.ssa.gov/employer/ssnweb.htm>

Social Security Number Randomization: <http://ssa.gov/employer/randomizationfaqs.html>

The file naming convention is: <institutional abbr>\_ADHE\_ChangeID\_Form.txt

This file should be saved and submitted as a tab delimited .txt file.

## File Record Layout

Field Name	Column #	Length	Description
Current SIS ssn_id	1	9	Enter the social security number or alternate ID number reported in previous submissions as the ssn_id. Must be 9 characters, no spaces or dashes.
New SIS ssn_ID	2	9	OPTIONAL FIELD: If the ssn_id is to be changed, enter the corrected or current ssn_id in this field. Must be 9 characters, no spaces, dashes, or punctuation. If there is no change to the ssn_id, leave field blank.
College ID	3	10	Enter your institution's assigned student or instructor ID number. If ID number is less than 10 characters, ID should be left justified. Do not pad the end of the ID with zeroes that are not part of the ID number. No spaces are allowed within the ID number (eg. 123 456 is not allowable).
Academic Year	4	4	OPTIONAL FIELD: If the ID change is to be made to a single academic year and term, enter the academic year in which the change should be made as YYYY. If the ID change is to be made to all academic years and terms in which the ssn_id is found, leave this field blank.
Term	5	1	OPTIONAL FIELD: If the ID change is to be made to a single academic year and term, enter the term code in which the change should be made. If the ID change is to be made to all academic years and terms in which the ssn_id is found, leave this field blank.
Student/ Instructor	6	1	Enter the type of identification number type to be changed. 1 = Student Record 4 = Instructor Record  <b>Note:</b> <ul style="list-style-type: none"> <li>Student changes will be applied to all instances of the original number at the reporting institution in the: Student Table, Graduated Student Table, Athlete Table, Registration Table, Fall Cohort Table, Athlete Cohort Table, Financial Aid Table, and Perkins I &amp; II Tables.</li> <li>Instructor changes will be applied to all instances of the original number at the reporting institution in the: Instructor Table, Annual Instructor Table, Course Table, and Workforce Table.</li> </ul>

## SUBMITTING ADHE\_CHANGEID\_FORM

1. An Excel Spreadsheet may be found online and is preformatted. To use this spreadsheet complete all appropriate fields in the form using the field descriptions above.
2. Do a "Save As" and select "Save as Type: Text (Tab delimited)(\*.txt)".
3. Enter your institution abbreviation and \_ at the beginning of the file name so that the file name is <abbr>\_ADHE\_ChangeID\_Form.txt.
4. Submit to the SIS STP (Filezilla).

## IMPORTANT NOTES FOR THIS FORMAT:

1. Traditionally used header/trailer records are not used in this format. When using the preformatted spreadsheet, do not delete the column names provided in row 1 of the spreadsheet.
2. Institutions who do not wish to use the pre-formatted spreadsheet may manually format their files to be tab delimited .txt and submit without using the spreadsheet.
3. Previous .SSN and .SSN2 formats will no longer be accepted as of July 1<sup>st</sup>, 2018.

# Substitute, Alternate, or Locally Generated SSN\_ID Structure (SISDB Student Number)

Institutions are allowed to assign or create a locally generated or alternate SISDB Student Number for the SSN\_ID field for use in the SISDB. The following structure is required for the alternate SISDB SSN\_ID.

Use the following SISDB Student Number Prefix to identify your institution (using upper case letters) as the first two (2) characters of the SSN\_ID field. The remaining seven (7) digits of the SSN\_ID field will be determined by the institutions. However, we strongly encourage you to use the final seven (7) digits of the identification number assigned by your institutional data system. By using the final seven (7) digits of the identification number assigned by your institutional data system, you will be able to easily track the student in your system and prevent duplication of Alternate SISDB Student Numbers.

For example, Banner assigns an identification number of 000012345 to John Doe, and John Doe refuses to provide his true SSN. The student attends Harding University (HU). The Alternate SISDB Student Number of John Doe would be CE0012345. This Alternate SISDB Student Number would be reported to ADHE in the SSN\_ID field for this student.

Institutions should track all such Alternate SISDB Student Numbers created or assigned so that they are able to identify all Alternate SISDB Student Numbers reported to ADHE. Alternate SISDB Student Numbers cannot be tracked across institutions which may affect transfer reports and funding formula calculations. **If the institution has the correct SSN, it must be used in the SSN\_ID field.**

Inst. Type	Code	Institution Name	Ltr1	Ltr2	Fake ID Prefix
P	ABC	Arkansas Baptist College	C	A	CA
P	ACHE	Arkansas Colleges of Health Education	C	N	CN
P	CBC	Central Baptist College	C	B	CB
P	CRC	Crowley's Ridge College	C	C	CC
P	EC	Ecclesia College	C	M	CM
P	HC	Hendrix College	C	D	CD
P	HU	Harding University	C	E	CE
P	JBU	John Brown University	C	F	CF
P	LC	Lyon College	C	G	CG
P	OBU	Ouachita Baptist University	C	H	CH
P	PSC	Philander Smith College	C	I	CI
P	SC	Shorter College	C	L	CL
P	UO	University of the Ozarks	C	J	CJ
P	WBC	Williams Baptist College	C	K	CK
N	BHCLR	Baptist Health College Little Rock	D	A	DA
N	JSN	Jefferson School of Nursing	D	B	DB

# ***Independent Term Files***



# ***Independent Student***

# Independent Student File 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	term	4	1	0 - 7
SISDB Student ID	ssn_id	5	9	See File Specifications 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 - 3
Non-resident Alien or Unknown	non_resident_alien	50	2	06, 09, 00
Date of Birth (Month, Day, and Year)	date_of_birth	52	8	MMDDYYYY
Enrollment Status	enroll_status	60	2	01 - 15
Transfer FICE Code	transfer_fice	62	6	
Student Level	student_level	68	2	00-11, 13, 14
Degree Intent	degree_intent	70	1	2, 3, 4, 6, 7, 8, 9, D
Attendance Status	attend_status	71	1	0, 1
Total Credit Hours	TotalCrHours	72	2	01-99
Filler		74	8	Pad with 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
Filler		88	43	Pad with spaces
College Student ID	college_id	131	10	
Current Legal Residence	resident_state	141	2	See Appendix C

## TRAILER RECORD (ONCE PER FILE)

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

# Independent Student Field 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 only enrolling in courses for audit or students who withdraw from all classes prior to the census date should not be included in this file.

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 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.

For clarification: Students who withdraw after the census date must remain in the student term file and also be reported in the student end of term file with the appropriate number of attempted/earned credit hours, GPA, etc.

## WHO TO EXCLUDE:

Enrollments reported for funding purposes must exclude students who have cancelled registration, withdrawn from all classes, are no-show in all classes, or auditing only. 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.

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  <b>Note:</b> Report the term when the credit hours were generated and not the term when the hours were submitted.
SISDB Student ID  ssn_id	5	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
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: O'Malley, William J. Jr.  NOTE: Do not use "" or () to enter a nickname. Only allowable punctuation are comma, period, or single quote.
Geographic Origin – AR or Border Counties  geo_county	44	3	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. <b>County must be located in geo_state below.</b>  <b>Note:</b> Code 000 may be assigned to no more than 5% of an Institution's students.

# Independent Student Field Definitions

Name	#	Length	Field Description
Geographic Origin– State or Nation  geo_state	47	2	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.  <b>Must be the same state where the geo_county is located.</b>
Gender  gender	49	1	Enter the gender of student.  1 = Male 2 = Female 3 = Unknown/Refused to Report  ADHE recommends utilizing the same methodology the institution has established in reporting unknown gender to IPEDS when completing ADHE reports. In IPEDS FAQs it states, "It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate students with gender unknown based on the known proportion of men to women." <a href="https://nces.ed.gov/ipeds/">https://nces.ed.gov/ipeds/</a> . However, if gender is unreported and unknown to the institution, the institution may choose to report the student using 3 = Unknown/Refused to Report.
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/Resident  The student should be coded as 09, if (in the race/ethnic fields) a student response is: no ones [all 2s (No)] or all zeros (Refused to Report) or any combination thereof  If Not Applicable (Code 00), refer to fields 106-111 to report student's specific race/ethnicity. Please compare this field to the six race/ethnic fields.  Designations are used for cohort reporting purposes only. Refer to the Glossary on <a href="http://www.adhe.edu">www.adhe.edu</a> for definitions.  NOTE: No more than 5% of an institution's students may be assigned to code 09.
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!)  Format: MMDDYYYY  <b>Note:</b> 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 Field Definitions

Name	#	Length	Field Description
Enrollment Status enroll_status	60	2	<p>Enter the student's current status at your institution. See SIS Glossary at <a href="http://www.adhe.edu">www.adhe.edu</a> for definitions of enrollment status.</p> <p>01 = First-time entering undergraduate 02 = Other first-year continuing student 03 = First-time entering undergraduate transfer student 04 = First-time entering graduate student 05 = First-time entering doctoral student 06 = Continuing undergraduate student 07 = Continuing graduate or doctoral student 08 = Readmitted undergraduate student 09 = Unclassified pre-baccalaureate 10 = Unclassified post-baccalaureate 11 = First-time entering graduate transfer 12 = Readmitted graduate student 13 = High school student 14 = Undergraduate transfer TRANSIENT student 15 = Unclassified post-baccalaureate graduate student</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Other than summer terms, a student may have a first-time entering status (01, 03, 04, or 05) <u>only once</u> at the same institution.</li> <li>Community and technical colleges <b>must</b> use codes 01, 02, 03, 06, 08, 09, 10, 13, or 14.</li> <li>Code 01 - IPEDS Defines a First-Time Entering Student as a First-time student (undergraduate) as a student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes (a) students enrolled in academic or occupational programs, (b) students enrolled in the fall term who attended college for the first time in the prior summer term, or (c) students who entered with advanced standing (college credits earned before graduation from high school). For reporting purposes, a student will be reported in this category only once (except for situation b above) and should not be confused with entering undergraduate transfer students.</li> <li>Code 03, 04, 05, or 11 – include the transfer fice code for these students for the first semester in which the student transfers (as an undergraduate student) or enters a graduate/doctoral program (as a graduate/doctoral student). For codes 04 or 05, if the student's undergraduate institution is the same as the graduate institution, provide the fice code for the same "home" institution. If the student was a first-time entering transfer student in the summer term, please also report them as a first-time entering transfer student for the fall term. See the definition of transfer student under enrollment status in the Glossary (Appendix G).</li> <li>Code 10 – use this code only for students that have previously earned a bachelor's degree and are seeking another undergraduate credential.</li> <li>Code 13 - Students currently enrolled in high school must be coded as 13 here and <b>as 13 or 14</b> in the student level field.</li> <li>Code 14 - (Transfer Transient) must be a student in which the student has specifically declared that they do not intend to fully transfer to your institution. These students must have a degree intent of 3. High school GPA, placement test score, and transfer fice are not required for these students. No more than five (5) percent of your students can use this code. If your institution cannot recognize or track such transient students, you may continue to code these students as 03; however, transfer fice codes are required for code 03 students.</li> <li>Code 15 - use this code only for students that have previously earned a bachelor's degree and are seeking a graduate credential or taking graduate coursework. If they can fit into codes 04, 05, 07, 11, or 12 please use them instead of code 15. Use code 15 only as a last resort.</li> </ul>

# Independent Student Field Definitions

Name	#	Length	Field Description
Transfer Institution Fice Code  transfer_fice	62	6	<p>Enter the FICE code from the student's transfer institution. The transfer institution is defined as the most recent institution at which the student was degree seeking.</p> <p>If enrollment status (field 82) is coded as 03, 04, 05 or 11, a FICE code for the transfer institution must be reported.</p> <p>If transfer institution is in state: Enter the FICE code (See Appendix A for Institutional FICE Code.)</p> <p>If transfer institution is out of state: Enter the state Code + 9999 ex: Alabama = 019999 (See Appendix C for list of state codes.)</p> <p>If student is not reported as a transfer in field 82, leave six blank spaces.</p> <p>NOTE: 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.</p>

Enroll_Status	Student Type	Student_Level
13 = High school student	High School Students	13 = High school student 14 = High school senior
01 = First-time entering undergraduate 02 = Other first-year continuing student 03 = First-time entering undergraduate transfer student 06 = Continuing undergraduate student 08 = Readmitted undergraduate student 09 = Unclassified pre-baccalaureate 14 = Undergraduate transfer TRANSIENT student 10 = Unclassified post-baccalaureate: undergraduate student	Undergraduate Students	00 = Unclassified undergraduate 01 = Freshman 02 = Sophomore 03 = Junior 04 = Senior 10 = Unclassified post-baccalaureate
04 = First-time entering graduate student 11 = <b>First-time entering</b> graduate transfer 12 = Readmitted graduate student 05 = First-time entering doctoral student 07 = Continuing graduate or doctoral student 15 = Unclassified post-baccalaureate: graduate student (NEW)	Graduate Students	05 = Master's level 06 = Post-Baccalaureate Certificate or Specialist or First-Professional Certificate/Degree 07 = Doctoral - Research/Specialist 08 = Doctoral - Other 09 = Doctoral - Professional Practice 11 = Unclassified graduate

# Independent Student Field 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 = 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, but <b><u>NOT</u> a high school senior</b>  14 = High school <b>senior</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>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), high school senior (14) student level, assign the student to the option most appropriate.</li> <li>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.</li> <li>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). These students are counted as undergraduates per instructions from NCES.</li> <li>4. 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.</li> <li>5. Students with a baccalaureate degree enrolled in graduate coursework but not admitted into a graduate degree program should be reported as code 11.</li> </ol>

# Independent Student Field 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)  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  D = Diploma-seeking (to be used by BHCLR or JSN only)</p> <p><b>Note:</b>  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  1 = Part-Time</p> <p>For FALL or SPRING:  Full-time : Undergraduate is <math>\geq 12</math> hr; Graduate <math>\geq 9</math> hr  Part-time : Undergraduate is <math>&lt; 12</math> hr; Graduate <math>&lt; 9</math> hr</p> <p>For SUMMER I or SUMMER II:  Full-time : Undergraduate is <math>\geq 6</math> hr; Graduate <math>\geq 5</math> hr  Part-time : Undergraduate is <math>&lt; 6</math> hr; Graduate <math>&lt; 5</math> hr</p> <p><b>Note:</b>  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>
Total Credit Hours  TotalCrHours	72	2	<p>Enter the number of total credit hours in which the student is enrolled at your institution.</p>



# Independent Student Field Definitions

For reference: Field 50: Non-resident Alien or Unknown

06 = Non-Resident Alien

09 = Unknown or Refused to answer (for citizens or resident aliens)

00 = Not Applicable / Resident

If Field 50 = 06 or 09, insert 0's in all race/ethnicity fields.

If Field 50 = 00, more than one race (fields 82, 83, 85, 86, 87) may apply.

If Field 50 = 00 and Hispanic = 1, more than one race (fields 82, 83, 85, 86, 87) may apply.

Name	#	Length	Field Description
Asian [Race]	82	1	1 = Yes 2 = No 0 = Unknown, Refused to report, or Non-Resident Alien
Black [Race]	83	1	1 = Yes 2 = No 0 = Unknown, Refused to report, or Non-Resident Alien
Hispanic [Ethnicity]	84	1	If Hispanic is chosen, one or more race MUST also be chosen.  1 = Yes 2 = No 0 = Unknown, Refused to report, or Non-Resident Alien
American Indian [Race]	85	1	1 = Yes 2 = No 0 = Unknown, Refused to report, or Non-Resident Alien
White [Race]	86	1	1 = Yes 2 = No 0 = Unknown, Refused to report, or Non-Resident Alien
Native Hawaiian [Race]	87	1	1 = Yes 2 = No 0 = Unknown, Refused to report, or Non-Resident Alien
College ID, optional	131	10	Enter your institution's assigned student ID number. Do not pad with zeros. College IDs less than 10 characters in length should be left justified. <b>Effective AY2019 the College Student ID is a mandatory field.</b>
Current Legal Residence State  resident_state	141	2	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 on the ADHE Website.

***Independent***

***Student***

***End-Of-Term***

# Independent End-of-Term File 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	0 - 7
SISDB Student ID	ssn_id	5	9	
Filler		14	20	Pad with spaces
College Student ID	college_id	34	10	
State Aid	state_aid	44	1	1, 2
<b>For students who did NOT receive state aid, the remaining fields may be filled with spaces.</b>				
High School Completion Status	diploma_ged	45	1	0 - 5, 9
High School Graduation Year	hs_grad_year	46	4	YYYY
High School Code	hs_code	50	6	See Appendix D
High School GPA	high_school_gpa	56	4	0000 - 9999
GED test score, if applicable	ged_test_score	60	4	0000 - 9999
Entrance Exam Test Type	ent_exam_type	64	1	0 - 3, 7, 9
Entrance Exam Score	ent_exam_score	65	4	
Math Test Type	test_type_math	69	1	0 - 5, 7, 9
Math Score	test_math	70	3	000 - 999
English Test Type	test_type_english	73	1	0 - 5, 7, 9
English Score	test_english	74	3	000 - 999
Reading Test Type	test_type_reading	77	1	0 - 5, 7, 9
Reading Score	test_reading	78	3	000 - 999
Undergraduate Term, Attempted Credit Hours	att_crhrs_term_ug	81	3	000 - 999
Undergraduate Term, Earned Credit Hours	earn_crhrs_term_ug	84	3	000 - 999
Undergraduate Term, GPA	gpa_term_ug	87	4	0000 - 4000
Undergraduate Cumulative, Attempted Credit Hours	att_crhrs_cumu_ug	91	3	000 - 999
Undergraduate Cumulative, Earned Credit Hours	earn_crhrs_cumu_ug	94	3	000 - 999
Undergraduate Cumulative, GPA	gpa_cumu_ug	97	4	0000 - 4000
Graduate Term, Attempted Credit Hours	att_crhrs_term_gr	101	3	000 - 999
Graduate Term, Earned Credit Hours	earn_crhrs_term_gr	104	3	000 - 999
Graduate Term, GPA	gpa_term_gr	107	4	0000 - 4000
Graduate Cumulative, Attempted Credit Hours	att_crhrs_cumu_gr	111	3	000 - 999
Graduate Cumulative, Earned Credit Hours	earn_crhrs_cumu_gr	114	3	000 - 999
Graduate Cumulative, GPA	gpa_cumu_gr	117	4	0000 - 4000

## TRAILER RECORD: (ONCE PER FILE)

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

# Independent Student End-of-Term Field Definitions

## [also called Private End-of-Term (PEOT)]

**Note:** this file is required for all students receiving state assistance.

This file was revised for the Academic Year 2011-2012 and is needed to obtain credit hour and GPA information for lottery research purposes. To create this file, take the list of student ssn\_id's from the student file and determine which student(s) received some form of state financial assistance. You must provide data only on those students that received state assistance.

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

Every student in the term file should have a matching record (ssn) in the private end of term file.

If the student receives state aid, data should be provided for all fields (fields 1-117).

If the student does not receive state aid, data should be provided for fields 1-44. Fields 45-117 should be filled with spaces.

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

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  <b>Note:</b> Report the term when the credit hours were generated and not the term when the hours were submitted.
SISDB Student ID ssn_id	5	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
College Student ID (Optional)	34	10	Enter your institution's assigned student ID number. Do not pad with zeros. College IDs less than 10 characters in length should be left justified. <b>Effective AY2019 the College Student ID is a mandatory field.</b>

# Independent Student End-of-Term Field Definitions

## [also called Private End-of-Term (PEOT)]

Name	#	Length	Field Description
State Aid state_aid	44	1	<p>Did the student receive state financial assistance? 1 = Yes 2 = No</p> <p>The private end-of-term file should contain a complete record of all students reported in the student file.</p> <ul style="list-style-type: none"> <li>For all students marked as 1 (Yes) complete all fields as appropriate.</li> <li>For all students marked as 2 (No) fields 1-44 must be completed. All other fields should be left blank.</li> </ul> <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>
<p>If the student receives state aid, data should be provided for all fields (fields 1-117). If the student does not receive state aid, data should be provided for fields 1-44. Fields 45-117 should be filled with spaces.</p>			
High School Completion Status diploma_ged	45	1	<p>Enter high school completion status for all first-time entering undergraduate or high school 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 <i>is</i> still in high school or is high school age) 3 = Student does not have diploma or GED (student <i>is not</i> in high school or is not 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 a first-time entering undergraduate or a high school student</p>

# Independent Student End-of-Term Field Definitions

## [also called Private End-of-Term (PEOT)]

Name	#	Length	Field Description
High School Graduation Year  hs_grad_year	46	4	<p>Enter the 4-digit year the student graduated (or plans to graduate) from high school or received a GED for all first-time entering undergraduate or high school students.</p> <p>enter the anticipated year of graduation if</p> <ul style="list-style-type: none"> <li>- the student is currently in high school</li> </ul> <p>enter year of high school graduation if</p> <ul style="list-style-type: none"> <li>- the student is first-time entering</li> <li>- AND a high school graduate (or holds a GED)</li> </ul> <p>enter 8888 if</p> <ul style="list-style-type: none"> <li>- the student is first-time entering</li> <li>- AND high school completion status = 3</li> </ul> <p>enter 9999 if</p> <ul style="list-style-type: none"> <li>- the student is NOT first-time entering or a high school student</li> <li>- AND graduation year is not available</li> </ul> <p>NOTE: If the term census date is prior to May of the high school graduation year reported in field 46, then fields 60 and 68 in the student term file 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>
High School Code  hs_code	50	6	<p>High school codes will only be required for students that are first-time entering or are high school students (enroll status = 01 or 13).</p> <p>For all other students, use 999999 as the high school code or the actual <u>Arkansas</u> high school code if desired.</p> <p>Enter the code representing the high school where the student received (or plans to receive) his/her high school diploma. If the student is not in high school but is still high school age (diploma_ged = 2), enter the high school code or the appropriate code below.</p> <p>See Appendix D for the list of high school codes. Because our database does not contain all high school codes for all states, if the high school is out of state, use the state code and 9999. 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)</p> <p>Insert the high school code as follows.</p>

Diploma/GED Code	High School Code	
	From Arkansas	Not From Arkansas
<b>0 – has high school diploma or is currently enrolled in high school</b>	ACT high school code	XX9999 (use state code for XX)
1 – GED from Arkansas	049999	
2 – no diploma/GED, but still high school age	<b>ACT high school code</b>	XX9999 (use state code for XX)
3 – no diploma/GED, but Not high school age	049999	XX9999 (use state code for XX)
4 – home-schooled with equivalent of diploma/GED	049999	XX9999 (use state code for XX)
5 – GED Not from Arkansas		XX9999 (use state code for XX)
9 – not a first-time entering undergraduate <b>or high school student</b>	049999	XX9999 (use state code for XX) OR 999999

# Independent Student End-of-Term Field Definitions

## [also called Private End-of-Term (PEOT)]

Name	#	Length	Field Description
High School GPA  high_school_gpa	56	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.</p> <p>GPA Syntax – This field is LEFT-aligned. Please drop the decimal point and use all 4 spaces.</p> <p>Examples:            (a) a GPA of 3.50 should be reported as 3500;            (b) a GPA of 1.00 should be reported as 1000;            (c) a GPA of 2.875 should be reported as 2875; and so forth.</p> <p><b>Note:</b>            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. Note that this will generate an error which will necessitate the use of an exception request.            3. Ensure that all GPA's are on a 4.0 scale – convert them if necessary.            4. Enter four zeroes (0000) for all other (non-first-time entering) students.</p>
GED Test Score, if applicable  ged_test_Score	60	4	<p>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. If no composite is provided, simply average all subject scores to obtain a composite.</p> <p>Use integers only and zero-fill the score so that a score of 150 is shown as 0150.</p> <p>(The new version of Arkansas GED tests, effective 1/1/2014, are on a different scale from past scores.)</p>

Please use this table to complete fields 64-78.

**Recommended College Level Placement\*:** The scores below are provided for informational purposes only.

Test Type	Valid Score	Freshman and Concurrent Students				Freshman CTE Major
		English	Reading	Math (MATH1103) College Algebra	Math (MATH1003) College Math	Math (MATH1013) Applied Technical Mathematics
0-ACT	1-36	19	19	19	19	16
1-SAT	Individual test: 200-800 Composite: 400-1600	450	470	460	460	460
2-Asset	Math: 23-55 Writing: 23-54 Reading: 23-53	45	43	39	39	31
3-Compass	1-99	80	83	41	36	21
6-PSAT	20-80	45	47	46		
A-Accuplacer - Classic	20-120	83	78	77		
G-Accuplacer - Next Generation		260	275	265**		
R-Redesigned SAT	Engl/Read: 10-40 Math: 200-800	26	26	500		

Name	#	Length	Field Description
Entrance	64	1	Enter the code corresponding to the test type used for the composite

# Independent Student End-of-Term Field Definitions

## [also called Private End-of-Term (PEOT)]

Name	#	Length	Field Description
Exam Type  ent_exam_type			score.  0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 6 = PSAT A = Accuplacer – Classic G = Accuplacer – Next Generation S = Aspire – 10 <sup>th</sup> Grade R = Redesigned SAT 7 = Test not required 9 = Does not apply  <b>Note:</b> If code 9 is entered here, test type math, test type English, and test type reading fields also must be coded 9.
Entrance Exam Score  ent_exam_score	65	4	If the Entrance Exam Type was:  ACT – enter the composite test score SAT – enter the total of math and critical reading scores (test_math + test_reading)  All other tests – enter 0000.

**Please use the following definition for Test Type fields:**

Test Type Used for Placement  [Fields 69, 73, & 77]		1	Enter the code corresponding to the test type used to place the student in math, English, or reading.  0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 4 = EXPLORE (high school students only) 5 = PLAN (high school students only) 6 = PSAT (high school students only) A = Accuplacer – Classic G = Accuplacer – Next Generation S = Aspire – 10 <sup>th</sup> Grade R = Redesigned SAT 7 = Test not required  <b>Note:</b> 1. If test type 0, 1, 2, 3, 4, 5, or 6 is reported, a score must also be reported.
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Name	#	Length	Field Description
Test Used for Math Placement  test_type_math	69	1	Enter the code corresponding to the test type used to place the student in math. Refer to definition.



# Independent Student End-of-Term Field Definitions

## [also called Private End-of-Term (PEOT)]

Name	#	Length	Field Description
Math Score test_math	70	3	<p>Enter the student's math test score from the test type indicated in the test for math placement (field 69).</p> <p>If the test type was:</p> <ul style="list-style-type: none"> <li>0, ACT, enter the math score</li> <li>1, SAT, enter the math score</li> <li>2, ASSET, enter the intermediate algebra test score. If the student took any other parts of the ASSET for math, enter 999 in the field.</li> <li>3, COMPASS. There are three (3) different types of Compass scores resulting from basically the same Compass exam. These scores are referred by ACT as Pre-Algebra, Algebra, and College Algebra. If: <ul style="list-style-type: none"> <li>- Pre-Algebra, enter 999.</li> <li>- Algebra, enter the score earned</li> <li>- College Algebra, use concordance Tables 6 and 7 provided by ACT <a href="https://www.act.org/compass/pdf/Concordance.pdf">https://www.act.org/compass/pdf/Concordance.pdf</a> to translate the score into an appropriate Algebra score. While ACT does not recommend this practice of translating scores, ADHE requires that the score used to be the equivalent of the Compass Algebra score.</li> </ul> </li> </ul>
Test Used for English Placement test_type_english	73	1	Enter the code corresponding to the test type used to place the student in English. Refer to definition.
English Score test_english	74	3	<p>Enter the student's English test score from the test type indicated in the English placement test field.</p> <p>If the test type was:</p> <ul style="list-style-type: none"> <li>- SAT(including TSWE ), enter the writing score</li> <li>- ASSET, enter the language usage score</li> </ul>
Test Used for Reading Placement test_type_reading	77	1	Enter the code corresponding to the test type used to place the student in reading. Refer to definition.
Reading Score test_reading	78	3	<p>Enter the student's reading test score from the test type indicated for the Reading Placement Test field (test_type_reading).</p> <p>If the test type was:</p> <ul style="list-style-type: none"> <li>- SAT, enter the critical reading score</li> </ul>

### Note:

- 1) For credit hours, 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. Ex: if 85, report as 085
- 2) For GPA, please left justify the number. Carry the decimal out to three (3) places and then drop the decimal point, so that a GPA of 3.50 will be reported as 3500.
- 3) Overall, the EOT file and the specific fields of att\_crhrs\_term\_ug, earn\_crhrs\_term\_ug, att\_crhrs\_term\_gr, and earn\_crhrs\_term\_gr should be reported based on the latest available data for the entire term. Due to overlap of off-schedule term reporting such data in these fields may or may not balance with data reported in the course and registration fields. ADHE will not attempt to make these fields balance. ADHE recognizes that the EOT data is based on the latest available information and the course/registration tables are based on the 11<sup>th</sup> day reporting.

If the student is an undergraduate (or high school) student and takes only undergraduate courses, please provide data for the undergraduate fields only. If the student is a graduate student and takes only graduate courses, please provide data for the graduate fields only. For students taking both undergraduate and graduate coursework, report either: (1) the undergraduate or graduate results based on the student's reported student level; or (2) report the student's hours based on calculations using the course level field. Use course levels 1, 2, 7, 8, and 9 for undergraduate coursework and 3, 4, 5, 6, and A for graduate coursework. The course levels for undergraduates may change based on what is decided for course levels 0 and X in the planned survey.

Remedial hours do not have to be excluded, but they may be if your institution excludes them from any of the below calculations. The following fields of attempted credit hours, earned credit hours, and GPA is to be provided based on the local institution's calculation of such data.

# Independent Student End-of-Term Field Definitions

## [also called Private End-of-Term (PEOT)]

**EARNED CREDIT HOURS CANNOT EXCEED ATTEMPTED CREDIT HOURS.**  
(UNDERGRADUATE OR GRADUATE)

Name	#	Length	Field Description
Undergraduate Term Credit Hours , Attempted att_crhrs_term_ug	81	3	Enter the total credit hours attempted by the student for the completed term as an undergraduate student. 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.
Undergraduate Term Credit Hours , Earned earn_crhrs_term_ug	84	3	Enter the total credit hours earned by the student for the completed term as an undergraduate student. 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.
Undergraduate Term, GPA gpa_term_ug	87	4	Enter the grade point average (GPA) for the completed term for the student as an undergraduate student. 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.
Undergraduate Cumulative Credit Hours , Attempted att_crhrs_cumu_ug	91	3	Enter the total credit hours attempted by the student for the cumulative time period at your institution as an undergraduate student. This is to be cumulative credit hours attempted at your institution only. 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.
Undergraduate Cumulative Credit Hours , Earned earn_crhrs_cumu_ug	94	3	Enter the total credit hours earned by the student for the cumulative time period at your institution as an undergraduate student. This is to be cumulative credit hours earned at your institution only. 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.
Undergraduate Cumulative, GPA gpa_cumu_ug	97	4	Enter the grade point average (GPA) for the student's cumulative history at your institution only as an undergraduate student. 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.
Graduate Term Credit Hours, Attempted att_crhrs_term_gr	101	3	Enter the total credit hours attempted by the student for the completed term as a graduate student. 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.
Graduate Term Credit Hours, Earned earn_crhrs_term_gr	104	3	Enter the total credit hours earned by the student for the completed term as a graduate student. 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.
Graduate Term, GPA gpa_term_gr	107	4	Enter the grade point average (GPA) for the completed term for the student as a graduate student. 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.
Graduate Cumulative Credit Hours, Attempted att_crhrs_cumu_gr	111	3	Enter the total credit hours attempted by the student for the cumulative time period at your institution as a graduate student. This is to be cumulative credit hours attempted at your institution only. 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.
Graduate Cumulative Credit Hours, Earned earn_crhrs_cumu_gr	114	3	Enter the total credit hours earned by the student for the cumulative time period at your institution as a graduate student. This is to be cumulative credit hours earned at your institution only. 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.
Graduate Cumulative, GPA gpa_cumu_gr	117	4	Enter the grade point average (GPA) for the student's cumulative history at your institution only as a graduate student. 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.

# ***Independent Annual Files***

***Independent***

***Student***

***Financial***

***Aid***

# Financial Aid File Layout

## HEADER RECORD (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	F
College FICE Code	4	6	000001 – 999999
Financial Aid Year	10	4	YYYY

## DATA RECORD (ONCE FOR EACH STUDENT)

Field Name	DB Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	F
Filler		4	1	
College Student ID	college_id	5	10	
SISDB Student ID	ssn_id	15	9	See File Specifications for valid ssn's.
Fund Code	fund_code	24	8	
Filler		32	5	Pad with spaces
Amount Reduced by Stacking	reduced_stacking	37	5	00000 - 99999
Fund Amount	fund_amount	42	6	000000 - 999999

## TRAILER RECORD (ONCE PER FILE)

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

FILENAME: <School Abbreviation ><YR>.FAID (YR is the two-digit academic year of the data)

# Financial Aid Field Definitions

## NEW FINANCIAL AID REPORT REQUIREMENTS

All private institutions participating in the AHEIS/SISDB system shall submit financial aid data on all students who receive state assistance.

Time Period Covered – the period covered by these reports will be for one complete financial aid year. The beginning and ending terms of said year shall be determined by the local institution as their normal financial aid year.

One financial aid report is optional to independent institutions: (1) a local fund to fund code cross-walk file (FAID\_CROSS\_WALK).

One financial aid report is required by independent institutions: (2) a financial aid data file (FAID\_DATA).

### 1. FINANCIAL AID CROSSWALK FILE

**NOTE:**

Since Private Institutions may use the ADHE generic fund codes, the submission of the FAID Crosswalk file is OPTIONAL.

The cross-walk file will group all local institutional financial aid funds into the fund codes provided for reporting. This is needed to identify how many possible funds are being used in the fund code. For example, the generic fund code of INGRSC1 identifies need-based institutional grants or scholarships. The local institution may have several funds that comprise this category. All of these local funds would be reported for identification purposes.

Field Name	#	Length	Valid Choices
College Fice Code	1	6	000001-999999
Financial Aid Year	7	4	YYYY
Fund Code	11	8	Enter the generic fund code field listed in the FUND CODE table below.
Local Fund Code	19	10	Enter the fund code or abbreviation used by the local institution to identify the local financial aid fund. NOTE: Private institutions may use any code desired to protect the identity of donors. ADHE suggests using the same ADHE Fund Code here.
Local Fund name	29	256	Enter the official name of the local institution financial aid fund. NOTE: Private institutions may use any name desired to protect the identity of donors

The Financial Aid Crosswalk File will be uploaded to the ADHE RP server (<https://ft.adhe.edu>) as an Excel or Excel-compatible file. Name the file as shown.

Filename: **inst\_type**-school abbreviation\_FAIDCROSSWALK\_YYYY.XLS YYYY is the four-digit academic year of the data. Inst\_type: N=Nursing, P=Private/Independent

For example, if Lyon College submitted their crosswalk file, it would be called **P-LC\_FAIDCROSSWALK\_2017.xlsx**.

SAMPLE CROSSWALK FILE				
Fice Code	Financial Aid Year	Fund_Code	Local_Fund_Code	Local_Fund_Name
123456	YYYY	INGRSC1	ABC	ABC Company Scholarship Fund
123456	YYYY	INGRSC1	XYZ	XYZ Corporate Scholarship
123456	YYYY	INGRSC1	JDOE	John Doe Memorial Scholarship

# Financial Aid Field Definitions

## 2. FINANCIAL AID DATA FILE AND FIELDS (FAID)

The Financial Aid Data File will be submitted **annually**. The Financial Aid Data File will be submitted as a data file according to the File Specifications section and will contain the .FAID extension.

The data file report will include the following fields and data. This report will be a year-end report to include all final financial aid amounts. The time period covered by the report will be the entire financial aid year as defined by the local institution.

For students who have no EFC data, no EFC RECORD should be submitted. Do not submit a blank or zeroed out EFC record; rather leave the entire record out of the data file and only include the COA record and the actual financial aid received records for students who do not have any EFC data.

1. If the student does not have a valid EFC from FAFSA, do not report the EFC for this student at all, i.e., do not include an EFC record for this student.
2. If the student has a valid EFC of 0 (zero), please report it as zero (0) in the fund\_amount field.
3. If the student has a valid EFC of greater than zero (0), report it as usual in the fund\_amount field.
4. Blank (null) EFC's are not allowed in the fund\_amount field.

Examples	Fund Code	Fund Amount
Student does not have valid EFC from FAFSA	Do not report EFC	(NA)
Student has valid EFC of zero from FAFSA	Report EFC	Enter zero (0)
Student has an EFC greater than zero	Report EFC	Report EFC amount

Field Name	#	Length	Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter F for financial aid record.
Filler	4	1	Pad with 1 space.
College Student ID	5	10	Enter your institution's assigned student ID number. Do not pad with zeros. College IDs less than 10 characters in length should be left justified. <b>Effective AY2019 the College Student ID is a mandatory field.</b>
SISDB Student ID (ssn_id)	15	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Fund Code (fund_code)	24	8	See the complete listing of authorized fund codes in the FUND CODE table.
Filler	32	5	Pad with spaces
Reduced Amount by Stacking (reduced_stacking)	37	5	Enter the amount (if any) that was reduced due to the state stacking requirement. This should be reported as a positive amount. If there was no reduced amount, enter zero (0).
Fund Amount (fund_amount)	42	6	Enter the final year-end total amount of assistance received by the student for the fund and the full academic year. This should be reported as a positive amount and should be the final year-end amount including any and all adjustments.

ADHE will use the above to prepare any reports to the legislature and the BLR.

# Financial Aid Field Definitions

## Sample Data file For FAID Table

SAMPLE STUDENT 1			
SSN_ID	FUND CODE	REDUCED AMOUNT STACKING	FUND AMOUNT
123456789	COA	0	2500
123456789	USPELL	0	500
123456789	ARGS	0	750

SAMPLE STUDENT 2			
SSN_ID	FUND CODE	REDUCED AMOUNT STACKING	FUND AMOUNT
555555555	COA	0	5000
555555555	EFC	0	0
555555555	USPELL	0	2000
555555555	ARACS	200	2000
555555555	INWORK1	0	800
555555555	INOTHER5	0	200

SAMPLE STUDENT 3			
SSN_ID	FUND CODE	REDUCED AMOUNT STACKING	FUND AMOUNT
987654321	COA	0	2100
987654321	EFC	0	575
987654321	ARMTS	0	250
987654321	INGRSC3	0	500
987654321	INOTHE1	0	500
987654321	PRWORK5	0	175
987654321	PRLOAN1	0	100

In Sample Student 1 above, the student had no EFC, so EFC was not reported.

In Sample Student 2 above, the student had an EFC of 0, so 0 was reported. Also, a reduced amount of \$200 was reported. This means that the student was paid \$5,200 but \$200 was reduced (re-paid) for a final year-end amount of \$5,000. Note that the fund amount totals \$5,000 (the amount after the reduction).

With the data provided in the FAID\_DATA table, ADHE can determine how much each student received along with how many different funds provided assistance. This will enable compliance with the stacking rule.

## FUND\_CODES – Defined by ADHE

The below process generates the fund code (FUND\_CODE) that is used when colleges submit their financial aid data to ADHE.

1. fund\_source
  - a. US – Federal – federal categories specified by ADHE
  - b. AR – State – state fund categories specified by ADHE
  - c. IN – Institutional – generated by using IN and appending the fund type and fund reason below
  - d. PR – Private – generated by using PR and appending the fund type and fund reason below

NOTE: Public institutions may use all four categories. Private institutions may use only three categories: federal, state, and private. Private institutions should not use the institutional category.
2. fund\_type
  - a. GRSC – Grant or Scholarship
  - b. LOAN – Loan
  - c. WORK – Work Study Assistance
  - d. TWOS – Tuition Waiver (Out-of-State)
  - e. TWBC – Tuition Waiver (Border County)
  - f. OTHE – Other – other Tuition Waivers (TW), Tuition Discounts (TD), Tuition Reimbursements (TR) or Other Assistance not included in the above, including mandatory tuition waivers and institutional scholarships



# Financial Aid Field Definitions

3. fund\_reason
  - a. 1 = Need Based Assistance
  - b. 2 = Performance or Merit Based Assistance
  - c. 3 = Combination of Need and Performance Based Assistance
  - d. 4 = Restricted to Applicants from Special Populations
  - e. 5 = Discretionary or Other Assistance

The COA and EFC (if zero or greater) are required to be submitted for each student reported.

## FINANCIAL AID FUND CODES

#	##	Fund Name	Fund Source	Fund Type	Fund Reason	Fund Code	Length
		<b>Costing Information</b>					
1	1	Cost of Attendance		COA		COA	3
2	2	Expected Family Contribution		EFC		EFC	3

#	##	Federal Financial Assistance	Fund Source	Fund Type	Fund Reason	Fund Code	Length
3	1	Federal Academic Competitiveness Grant	US	ACG		USACG	5
4	2	Federal Loans - Subsidized	US	FLOANS		USFLOANS	8
5	3	Federal Loans - Un-Subsidized	US	FLOANU		USFLOANU	8
6	4	Federal SEOG	US	FSEOG		USFSEOG	7
7	5	Federal Pell	US	PELL		USPELL	6
8	6	Federal Perkins Loans	US	PLOAN		USPLOAN	7
9	7	Federal Plus Loans	US	PLUSL		USPLUSL	7
10	8	Federal Science & Mathematics Access to Retain Talent Grant	US	SMART		USSMART	7
11	9	Federal Teach Grant	US	TEACH		USTEACH	7
12	10	Federal Work Study	US	WRKST		USWRKST	7
13	11	Federal Other (not included in above categories)	US	OTHE	1	USOTHE1	7
14	12	Federal Other (not included in above categories)	US	OTHE	2	USOTHE2	7
15	13	Federal Other (not included in above categories)	US	OTHE	3	USOTHE3	7
16	14	Federal Other (not included in above categories)	US	OTHE	4	USOTHE4	7
17	15	Federal Other (not included in above categories)	US	OTHE	5	USOTHE5	7
18	16	Federal Career Pathways	US	CPI		USCPI	5
19	17	Federal BIA (Bureau of Indian Affairs)	US	BIA		USBIA	5

#	##	State Financial Assistance	Fund Source	Fund Type	Fund Reason	Fund Code	Length
20	1	Academic Challenge Scholarship	AR	ACS		ARACS	5
21	2	Arkansas Workforce Challenge	AR	WFC		ARWFC	5
22	3	AR Future Grant	AR	FUT		ARFUT	5
23	4	AR National Guard Tuition Waiver	AR	NGTW		ARNGTW	6
24	5	Geographical Critical Needs Scholarship	AR	GCN		ARGCN	5
25	6	Governor's Scholarship	AR	GS		ARGS	4
26	7	Guard Tuition Incentive Program (Now ARNGTW)	AR	GTIP		ARGTIP	6
27	8	Higher Education Opportunities Grant (Phasing Out)	AR	HEOG		ARHEOG	6
28	9	Law Enforcement Officer's Dependents Scholarship	AR	LEO		ARLEO	5
29	10	Military Dependents Scholarship	AR	MDS		ARMDS	5
30	11	Minority Masters Fellows Program	AR	MMF		ARMMF	5
31	12	Minority Teachers Scholarship Program	AR	MTS		ARMTS	5
32	13	Nurse Educator Loan	AR	NEL		ARNEL	5
33	14	Second Effort Scholarship	AR	SES		ARSES	5
34	15	Student Undergraduate Research Fellowship	AR	SURF		ARSURF	6
35	16	Teacher Opportunity Program	AR	TOP		ARTOP	5
36	17	Washington Center Scholarship	AR	WCS		ARWCS	5
37	18	State Other (not included in above categories)	AR	OTHE	1	AROTHE1	7
38	19	State Other (not included in above categories)	AR	OTHE	2	AROTHE2	7
39	20	State Other (not included in above categories)	AR	OTHE	3	AROTHE3	7
40	21	State Other (not included in above categories)	AR	OTHE	4	AROTHE4	7
41	22	State Other (not included in above categories)	AR	OTHE	5	AROTHE5	7

# Financial Aid Field Definitions

#	##	Private Financial Assistance	Fund Source	Fund Type	Fund Reason	Fund Code	Length
73	1	Private Grant/Scholarship	PR	GRSC	1	PRGRSC1	7
74	2	Private Grant/Scholarship	PR	GRSC	2	PRGRSC2	7
75	3	Private Grant/Scholarship	PR	GRSC	3	PRGRSC3	7
76	4	Private Grant/Scholarship	PR	GRSC	4	PRGRSC4	7
77	5	Private Grant/Scholarship	PR	GRSC	5	PRGRSC5	7
78	6	Private Loan	PR	LOAN	1	PRLOAN1	7
79	7	Private Loan	PR	LOAN	2	PRLOAN2	7
80	8	Private Loan	PR	LOAN	3	PRLOAN3	7
81	9	Private Loan	PR	LOAN	4	PRLOAN4	7
82	10	Private Loan	PR	LOAN	5	PRLOAN5	7
83	11	Private Work Study	PR	WORK	1	PRWORK1	7
84	12	Private Work Study	PR	WORK	2	PRWORK2	7
85	13	Private Work Study	PR	WORK	3	PRWORK3	7
86	14	Private Work Study	PR	WORK	4	PRWORK4	7
87	15	Private Work Study	PR	WORK	5	PRWORK5	7
88	16	Private Tuition Waiver, Out-of-State	PR	TWOS	1	PRTWOS1	7
89	17	Private Tuition Waiver, Out-of-State	PR	TWOS	2	PRTWOS2	7
90	18	Private Tuition Waiver, Out-of-State	PR	TWOS	3	PRTWOS3	7
91	19	Private Tuition Waiver, Out-of-State	PR	TWOS	4	PRTWOS4	7
92	20	Private Tuition Waiver, Out-of-State	PR	TWOS	5	PRTWOS5	7
93	21	Private Tuition Waiver, Border County	PR	TWBC	1	PRTWBC1	7
94	22	Private Tuition Waiver, Border County	PR	TWBC	2	PRTWBC2	7
95	23	Private Tuition Waiver, Border County	PR	TWBC	3	PRTWBC3	7
96	24	Private Tuition Waiver, Border County	PR	TWBC	4	PRTWBC4	7
97	25	Private Tuition Waiver, Border County	PR	TWBC	5	PRTWBC5	7
98	26	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	1	PROTHE1	7
99	27	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	2	PROTHE2	7
100	28	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	3	PROTHE3	7
101	29	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	4	PROTHE4	7
102	30	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	5	PROTHE5	7

***I n d e p e n d e n t***

***G r a d u a t e d***

***S t u d e n t***

# Independent Graduated Student File Layout

## HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	2
College FICE Code	4	6	000001 – 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

## DATA RECORD: (ONCE FOR EACH GRADUATE)

Field Name	db Name	Field #	Length	Valid Choices
Record Type	N A	1	2	02
Data Type	N A	3	1	2
SISDB Student ID	ssn_id	4	9	
Initial Enrollment Status	init_enroll_status	13	1	1, 2, 3, 9
Institutional Admission Date (Month and Year)	init_admit_date	14	6	MMYYYY
Gender	gender	20	1	1 – 3
Non-resident Alien or Unknown	non_resident_alien	21	2	06, 09, 00
Graduation, Month and Year	graduation_date	23	6	MMYYYY
Degree Type	degree_level	29	2	DV, 01 - 08, 17-19
Program CIP Code	cip_2010_code	31	2	01, 03-05, 09-16, 19, 21-54, 60
Detail CIP Code	cip_2010_detail	33	4	0000-9999
Asian	asian	37	1	1, 2, 0
Black	black	38	1	1, 2, 0
Hispanic	hispanic	39	1	1, 2, 0
American Indian	amerind	40	1	1, 2, 0
White	white	41	1	1, 2, 0
Native Hawaiian	hawaiian	42	1	1, 2, 0
Credit Hours Completed	completed_hours	43	3	(000 - 999)
College Student ID	college_id	46	10	
Age	age	56	2	
Reverse Transfer		58	1	1, 2

## TRAILER RECORD: (ONCE PER FILE)

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

FILENAME:

<School Abbreviation><YR>.GRD or <School Abbreviation><YR>.SGRD (for summer short grad file)  
YR is the two-digit academic year of the data.

# Independent Graduated Student Field Definitions

The Graduated Student Files report all degrees and certificates awarded between July 1 and June 30 of the previous academic year. One record should be completed for each degree and certificate awarded by your institution. A student cannot earn the same credential more than once. Please review AHECB academic policy on the matriculation requirements of graduates. This file should be the basis for your institution's IPEDS Completions Survey submitted to NCES.

In order to include all completers in our graduation rate study during the student's sixth year, thereby being consistent with the IPEDS GRS, there are TWO collections of this file. The 1st collection, due in OCTOBER, reports awards that are granted in July and August. The 2nd collection, due in JULY, includes awards that are granted for the entire fiscal year, including the July and August completers previously reported. The data for this fiscal year will overlay and replace the July and August data as well as populate the files for the remainder of the fiscal year.

Name	#	Length	Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 2 for graduated student record.
SISDB Student ID (ssn_id)	4	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Initial Enrollment Status (init_enroll_status)	13	1	Enter the description of the location of where the student began coursework for this degree. 1 = Student entered as first-time, degree-seeking at the institution awarding the degree/certificate 2 = Student entered as non-degree-seeking at the institution awarding the degree/certificate 3 = Student entered as first-time, degree-seeking at an institution different from the college/university awarding the degree/certificate (this is a transfer student) 9 = Student entered at the post-baccalaureate or graduate level
Institutional Admission Month and Year (init_admit_date)	14	6	Enter the <b>2-digit MONTH</b> and <b>4-digit YEAR</b> when the graduate was first enrolled at the institution awarding the certificate or degree after official admittance – this is the first term enrolled immediately after formal admission. (If a student is admitted in April but does not start class until August, August should be used.) In reference to IPEDS, this is the term in which the student was identified as first-time entering.  For any high school student that has earned a credential, please use the date of the first term enrolled as a high school student.  MMYYYY – where MM = Month (01 - 12) and YYYY = Year (0000 - 9999)  NOTES: a. Admission date is the beginning month of the term for which the student is formally admitted for study to the institution as a first-time entering student. This entry is the base date for calculating a student's time-to-degree and begins when a student initially enrolls. a. For all undergraduate students, enter the date when the student entered your institution to obtain the degree. This is when the student was considered a first-time entering freshman (enroll status) at your institution. If they are a transfer student, then it would be when they were a first-time entering transfer student. If they received a second bachelor's degree, enter the original first-time entering freshman date. This is not when they entered into a particular program of study. b. For all graduate students and above, enter the date they first enrolled into any program in the <u>degree level</u> they received. For a master's degree student, enter the date that they entered into any program at the master's level. For a doctoral student, enter the date in which they entered into any program at the doctoral level. For any students that have previously earned a bachelor's degree or higher and have re-enrolled to seek any credential lower than a bachelor's degree, use the date in which the student reenrolled to seek the lower credential.

# Independent Graduated Student Field Definitions

Name	#	Length	Field Description
Gender (gender)	20	1	<p>Enter the gender of student.</p> <p>1 = Male 2 = Female 3 = Unknown/Refused to Report</p> <p>ADHE recommends utilizing the same methodology the institution has established in reporting unknown gender to IPEDS when completing ADHE reports. In IPEDS FAQs it states, "It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate students with gender unknown based on the known proportion of men to women." <a href="https://nces.ed.gov/ipeds/">https://nces.ed.gov/ipeds/</a>. However, if gender is unreported and unknown to the institution, the institution may choose to report the student using 3 = Unknown/Refused to Report.</p>
Non-resident Alien or Unknown (non_resident_alien)	21	2	<p>Enter the appropriate code to indicate the graduate'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/Resident</p> <p>Note: No more than 5% of an institution's graduates may be assigned to code 09. Designations are used for cohort reporting purposes only. Refer to the Glossary on <a href="http://www.adhe.edu">www.adhe.edu</a> for definitions. If Not Applicable (Code 00), refer to fields 37 - 42 to report graduate's specific race/ethnicity.</p>
Graduation Month and Year (graduation_date)	23	6	<p>Enter the <b>2-digit MONTH</b> and <b>4-digit YEAR</b> that the student received the degree or Certificate.</p> <p>Format: MMYYYY where: MM = Month (01 - 12) and YYYY = Year (0000 - 9999)</p>
Degree Type (degree_level)	29	2	<p>Enter the type of degree that the student received from your Institution. You must use your AHECB-approved list of degree programs to determine the degree type.</p> <p>Note: A code for diploma has been added to the degree level list for use by the nursing schools (BHCLR and JSN) only. Diplomas are not generally considered higher education credentials.</p> <p>DV = Diploma for BHCLR and JSN only 01 = Certificate of proficiency 02 = Technical certificate 03 = Associate degree 04 = Advanced certificate 05 = Baccalaureate degree 06 = Post-baccalaureate certificate 07 = Master's degree 08 = Post-Master's Certificate or Specialist or Post-First Professional Certificate / Degree 17 = Doctor's Degree – Research/Scholarship 18 = Doctor's Degree – Professional Practice 19 = Doctor's Degree – Other</p>
Program CIP Code (cip_2010_code)	31	2	<p>Enter the two-digit program-level CIP code that describes the area in which the award was earned. You must use your AHECB-approved list of degree programs to identify CIP code.</p>
Detail CIP Code (cip_2010_detail)	33	4	<p>Enter the four-digit detail-level CIP code that further describes the area in which the award was earned. You must use your AHECB-approved list of degree programs to identify CIP code.</p>

# Independent Graduated Student Field Definitions

For reference: Field 21: Non-resident Alien or Unknown  
 06= Non-Resident Alien  
 09 = Unknown or Refused to answer (for citizens or resident aliens)  
 00 = Not Applicable/Resident

If Field 21 = 06 or 09, insert 0's in all race/ethnicity fields.

If Field 21 = 00, more than one race (fields 37, 38, 40, 41, 42) may apply.

If Field 21 = 00 and Hispanic = 1, more than one race (fields 37, 38, 40, 41, 42) may apply.

Name	#	Length	Field Description
Asian [Race]	37	1	1 = Yes 2 = No 0= Unknown or Refused to report or Non-Resident Alien
Black [Race]	38	1	1 = Yes 2 = No 0= Unknown or Refused to report or Non-Resident Alien
Hispanic [Ethnicity]	39	1	1 = Yes 2 = No 0= Unknown or Refused to report or Non-Resident Alien
American Indian [Race]	40	1	1 = Yes 2 = No 0= Unknown or Refused to report or Non-Resident Alien
White [Race]	41	1	1 = Yes 2 = No 0= Unknown or Refused to report or Non-Resident Alien
Native Hawaiian [Race]	42	1	1 = Yes 2 = No 0= Unknown or Refused to report or Non-Resident Alien

# Independent Graduated Student Field Definitions

Name	#	Length	Field Description																
Credit Hours Completed  completed_hours	43	3	<p>Enter the total number of college-level credit hours relating to the degree level completed by the graduate upon official graduation, including credit hours earned at other institutions, but excluding all remedial or developmental credit hours. However, if any remedial or developmental credit hours count toward the credential being awarded, you may include these hours in this field.</p> <p>NOTES:</p> <p>1. Regarding the degree level completed, include all hours per the following:</p> <table><thead><tr><th>Category</th><th>Degree Levels</th></tr></thead><tbody><tr><td>Bachelor's and Lower</td><td>01, 02, 03, 04, 05</td></tr><tr><td>Post-Bacc. Cert</td><td>06</td></tr><tr><td>Masters</td><td>07</td></tr><tr><td>Post Cert./Degrees</td><td>08 (old 11, 12)</td></tr><tr><td>Doctor's - Res/Schol</td><td>17 (old 09)</td></tr><tr><td>Doctor's - Prof</td><td>18 (old 10)</td></tr><tr><td>Doctor's - Other</td><td>19 (not used)</td></tr></tbody></table> <p>2. <u>Transfer Hours</u> - The credit hours earned at other institutions would only include hours that your institution accepted in transfer and that your institution included on the student's transcript.</p> <p>3. <u>Examples</u>:</p> <p>(a) If a student is enrolled in a master's level program (07) as a graduate student and takes an undergraduate course, the hours should not be included unless the course is required by the master's level program.</p> <p>(b) If a student is an undergraduate student and is enrolled as in a graduate level course, the hours should not be included unless the course is required by the undergraduate program.</p> <p>(c) Overall, if the course is not at the same degree level in which the student is officially enrolled, do not include it unless it is required by their program of study. If it is at the same degree level, include it whether or not it is required by their program of study.</p>	Category	Degree Levels	Bachelor's and Lower	01, 02, 03, 04, 05	Post-Bacc. Cert	06	Masters	07	Post Cert./Degrees	08 (old 11, 12)	Doctor's - Res/Schol	17 (old 09)	Doctor's - Prof	18 (old 10)	Doctor's - Other	19 (not used)
Category	Degree Levels																		
Bachelor's and Lower	01, 02, 03, 04, 05																		
Post-Bacc. Cert	06																		
Masters	07																		
Post Cert./Degrees	08 (old 11, 12)																		
Doctor's - Res/Schol	17 (old 09)																		
Doctor's - Prof	18 (old 10)																		
Doctor's - Other	19 (not used)																		
College Student ID	46	10	Enter your institution's assigned student ID number. Do not pad with zeros. College IDs less than 10 characters in length should be left justified. <b>Effective AY2019 the College Student ID is a mandatory field.</b>																
AGE	56	2	Please provide the student's age at the time of graduation. This should be calculated based on the graduation date and the student's date of birth.																
Reverse Transfer	58	1	Was this credential awarded via the reverse transfer program? 1 = Yes      2 = No																



***Independent  
Preliminary  
Enrollment Report***

# Independent Preliminary Fall Census Enrollment Report Field Definitions

Report of preliminary headcount and FTE's as of the current year's fall census date (11<sup>th</sup> class day): Do not include enrollments for non-credit courses or of students who were dropped for non-attendance prior to the census date. Headcounts and FTE's are calculated for Fall Term – On-Schedule (term 1). **Courses that have not started as of the census date** should be included in the Fall Term – Off-Schedule files (term 5), and **should be excluded from this report**.

Name	Description
Name of Respondent	Enter the Institution Abbreviation as used in the file naming convention.
Position of Respondent	Enter the name of the person completing the report
Email of Respondent	Enter the position title of the person completing the report
Headcount – High School Students	Enter the email address of the person completing the report
Headcount – Undergraduate students	Enter the total <u>headcount</u> of all high school students in credit courses including concurrent, dual enrolled, etc.
Headcount – Graduate and First Professional Students	Enter the total <u>headcount</u> of all undergraduate students in credit courses. Do not include high school students.
Headcount – Total Fall (Term 1)	Enter the total <u>headcount</u> of all graduate and first professional students in credit courses.
Headcount – Summer 2 Off-Schedule	Enter the total, unduplicated <u>headcount</u> of all students in credit courses in the current year's fall term (term 1) as of the census date.
FTEs – High School Students	Enter the total number of Summer 2 Off-Schedule <u>headcount</u> that you may want to note for this report.
FTEs – Undergraduate Students	Enter the <u>total FTEs</u> of all high school students in credit courses including concurrent, dual enrolled, etc.  <b>SSCH divided by 15</b>
FTEs – Graduate and First Professional Students	Enter the <u>total FTEs</u> of all undergraduate students in credit courses. Do not include high school students.  <b>SSCH divided by 15</b>
FTEs – Total Fall (Term 1)	Enter the <u>total FTEs</u> of all graduate and first professional students in credit courses.  <b>SSCH divided by 12 (for Graduate)</b> <b>1.0 FTE (Full-Time First Professional)</b> <b>0.6 FTE (Part-time First Professional)</b> <b>Add for Total Graduate &amp; First Professional FTE to report</b>

The form for the [Preliminary Fall Enrollment Report](http://www.adhe.edu/institutions/institutional-research/other-reports/preliminary-fall-enrollment) can be found at <http://www.adhe.edu/institutions/institutional-research/other-reports/preliminary-fall-enrollment>. The form should be completed and submitted via the website. Do not print or email responses to ADHE.

# ***Appendices***

# Appendix A.

## Arkansas Institution Codes and Abbreviations

### **PUBLIC FOUR-YEAR UNIVERSITIES**

		<u><b>Institution Code</b></u>	<u><b>IPEDS Code</b></u>
ASUJ	Arkansas State University - Jonesboro	001090	106458
ATU	Arkansas Tech University	001089	106467
HSU	Henderson State University	001098	107071
SAUM	Southern Arkansas University - Magnolia	001107	107983
UAF	University of Arkansas, Fayetteville	001108	106397
UAFS	University of Arkansas, Fort Smith	001110	108092
UALR	University of Arkansas at Little Rock	001101	106245
UAM	University of Arkansas at Monticello	001085	106485
UAMS	University of Arkansas for Medical Science	001109	106263
UAPB	University of Arkansas at Pine Bluff	001086	106412
UCA	University of Central Arkansas	001092	106704

### **PUBLIC TWO-YEAR COLLEGES**

ANC	Arkansas Northeastern College	012860	107327
ASUB	Arkansas State University - Beebe	001091	106449
ASUMH	Arkansas State University - Mountain Home	042544	420538
ASUMS	Arkansas State University - Mid-South	023482	107318
ASUN	Arkansas State University - Newport	042034	440402
BRTC	Black River Technical College	020522	106625
COTO	College of the Ouachitas	009976	107521
CCCUA	Cossatot Community College of the UA	022209	106795
EACC	East Arkansas Community College	012260	106883
NAC	North Arkansas College	012261	107460
NPC	National Park College	012105	106980
NWACC	Northwest Arkansas Community College	030633	367459
OZC	Ozarka College	020870	107549
PCCUA	Phillips Community College of the UA	001104	107619
SACC	South Arkansas Community College	020746	107974
SAUT	Southern Arkansas University - Tech	007738	107992
SEAC	Southeast Arkansas College	005707	107637
UACCB	UA Community College at Batesville	020735	106999
UACCH	UA Community College at Hope	005732	107725
UACCM	UA Community College – Morrilton	005245	107585
UACCRM	UA Community College – Rich Mountain	021111	107743
UAPTC	UA – Pulaski Technical College	020753	107664

# Appendix A.

## Arkansas Institution Codes and Abbreviations

<b>INDEPENDENT UNIVESITIES AND COLLEGES</b>		<b><u>Institution Code</u></b>	<b><u>IPEDS Code</u></b>
ABC	Arkansas Baptist College	001087	106306
ACHE	Arkansas College of Osteopathic Medicine	042568	488527
CBC	Central Baptist College	001093	106713
CRC	Crowley`s Ridge College	001095	106810
EC	Ecclesia College	038553	446233
HC	Hendrix College	001099	107080
HU	Harding University	001097	107044
JBU	John Brown University	001100	107141
LC	Lyon College	001088	106342
OBU	Ouachita Baptist University	001102	107512
PSC	Philander Smith College	001103	107600
SC	Shorter College	001105	107840
UO	University of the Ozarks	001094	107558
WBU	Williams Baptist University	001106	107877

### **VOCATIONAL INSTITUTIONS**

ASUTC	Arkansas State University Technical Center	007043	
ATUO	Arkansas Tech University - Ozark Campus	001089	
BSN	Baptist Health College Little Rock	031052	106546
HSN	Har-Ber School of Nursing	666666	
JSN	Jefferson School of Nursing	016498	107123
CBTI	Cotton Boll Technical Institute	005250	
CRTI	Crowley`s Ridge Tech Institute	013583	
FETI	Forest Echo Technical Institute	014004	
FTI	Foothills Technical Institute	005319	
GRTI	Great Rivers Vo - Tech	014043	
NTI	Northwest Tech Institute	014044	
QTI	Quapaw Technical Institute	010848	

NOTE: Many of the above institution codes are FICE or federal school codes, but not all.

# Appendix B. Counties

## Arkansas Department of Higher Education

### County/Parish Codes for Arkansas and Bordering States

<u>Code</u> <u>County Name</u>	<u>Code</u> <u>County Name</u>	<u>Code</u> <u>County / Parish Name</u>
<b>Arkansas</b>	<b>Arkansas</b>	<b>Louisiana</b>
000 County Unknown	040 Lincoln	601 Claiborne Parish
001 Arkansas	041 Little River	602 Union Parish
002 Ashley	042 Logan	603 Webster Parish
003 Baxter	043 Lonoke	604 Morehouse
004 Benton	044 Madison	
005 Boone	045 Marion	<b>Mississippi</b>
006 Bradley	046 Miller	501 Coahoma
007 Calhoun	047 Mississippi	502 Desoto
008 Carroll	048 Monroe	503 Tunica
009 Chicot	049 Montgomery	504 Bolivar
010 Clark	050 Nevada	
011 Clay	051 Newton	<b>Missouri</b>
012 Cleburne	052 Ouachita	301 Barry
013 Cleveland	053 Perry	302 Dunklin
014 Columbia	054 Phillips	303 McDonald
015 Conway	055 Pike	304 Oregon
016 Craighead	056 Poinsett	305 Ozark
017 Crawford	057 Polk	306 Pemiscot
018 Crittenden	058 Pope	307 Ripley
019 Cross	059 Prairie	308 Taney
020 Dallas	060 Pulaski	
021 Desha	061 Randolph	<b>Oklahoma</b>
022 Drew	062 Saline	201 Adair
023 Faulkner	063 Scott	202 Delaware
024 Franklin	064 Searcy	203 Le Flore
025 Fulton	065 Sebastian	204 McCurtain
026 Garland	066 Sevier	205 Sequoyah
027 Grant	067 Sharp	
028 Greene	068 St. Francis	<b>Tennessee</b>
029 Hempstead	069 Stone	401 Dyer
030 Hot Spring	070 Union	402 Lauderdale
031 Howard	071 Van Buren	403 Shelby
032 Independence	072 Washington	404 Tipton
033 Izard	073 White	
034 Jackson	074 Woodruff	<b>Texas</b>
035 Jefferson	075 Yell	101 Bowie
036 Johnson		102 Cass
037 Lafayette		
038 Lawrence		<b>Out-of-State/Non-border County</b>
039 Lee		999 Out-of-State

# Appendix C. State Codes

## ARKANSAS DEPARTMENT OF HIGHER EDUCATION

### Codes Used in SIS Validation Software

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
01	Alabama	28	Nebraska
02	Alaska	29	Nevada
03	Arizona	30	New Hampshire
04	Arkansas	31	New Jersey
05	California	32	New Mexico
06	Colorado	33	New York
07	Connecticut	34	North Carolina
08	Delaware	35	North Dakota
09	District of Columbia	36	Ohio
10	Florida	37	Oklahoma
11	Georgia	38	Oregon
12	Hawaii	39	Pennsylvania
13	Idaho	40	Rhode Island
14	Illinois	41	South Carolina
15	Indiana	42	South Dakota
16	Iowa	43	Tennessee
17	Kansas	44	Texas
18	Kentucky	45	Utah
19	Louisiana	46	Vermont
20	Maine	47	Virginia
21	Maryland	48	Washington
22	Massachusetts	49	West Virginia
23	Michigan	50	Wisconsin
24	Minnesota	51	Wyoming
25	Mississippi	52	U.S. Territory
26	Missouri	53	Foreign Country
27	Montana	54	Military Posting

# Appendix D.

## Arkansas High School Codes

Note: The ACT / ADHE HS Code for high schools not listed can be found on the following website:  
<https://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html>

City	High School Name	HS Code
Alexander	Arkansas Consolidated High School	040001
Alma	Alma High School	040000
Alpena	Alpena High School	040010
Alzheimer	Alzheimer-Sherrill High School	040012
Altus	Altus Denning High School	040025
Amity	Centerpoint High School	040030
Amity	Ouachita Hills Academy	040032
Arkadelphia	Arkadelphia High School	040035
Arkadelphia	Old Lighthouse Christian School	040039
Arkadelphia	Wonderland College Prep School	040043
Arkansas City	Arkansas City High School	040050
Armored	Armored High School	040055
Ash Flat	Ash Flat High School	040070
Ashdown	Ashdown High School	040060
Ashdown	Little River Trng School	040065
Ashdown	New Faith Tabernacle Academy	040061
Atkins	Atkins High School	040075
Augusta	Augusta High School	040090
Bald Knob	Bald Knob High School	040095
Bald Knob	Covenant Christian Academy	040097
Banks	Banks High School	040100
Barling	International Academy Chrstn Educ	040103
Batesville	Batesville Christian School	040117
Batesville	Batesville High School	040115
Batesville	North Arkansas Christian School	040118
Batesville	Southside High School (Batesville)	040120
Bauxite	Bauxite High School	040125
Bay	Bay Jr Sr High School	040130
Bay	Faith Christian Academy	040131
Bearden	Bearden High School	040135
Bearden	Ouachita Co Trng School	040140
Bee Branch	South Side School (Bee Branch)	040150
Beebe	Badger Academy Charter School	991574
Beebe	Beebe High School	040145
Beebe	Lighthouse Christian Academy	040146
Beebe	Victory Christian Academy	040148
Beedeville	Beedeville High School	040155
Benton	Benton Christian Academy	040172
Benton	Benton High School	040170
Benton	Calvary Christian Academy	040173
Benton	Harmony Grove High School (Saline County)	040165
Benton	Victory Baptist Academy	040166
Bentonville	Ambassadors For Christ Academy	040176
Bentonville	Bentonville Christian Academy	040174
Bentonville	Bentonville High School	040175
Bentonville	Endtime Harvest Church School	040179
Bergman	Ozark Baptist Christian Academy	041028
Berryville	Berryville High School	040185
Berryville	Living Faith Christian Academy	040187
Big Flat	Tri-County High School	040195
Bigelow	Bigelow High School	040190
Biggers	Biggers-Reyno High School	040200
Bismarck	Bismarck High School	040210
Black Oak	Caraway Christian School	040376
Black Rock	Black Rock High School	040215

City	High School Name	HS Code
Blevins	Blevins High School	040225
Blytheville	Ahdc/Youthbuild Of Ms County	040242
Blytheville	Blytheville High School	040240
Blytheville	Pathway Christian Academy	040243
Blytheville	R B Harrison High School	040235
Booneville	Booneville Christian Center Academy	040261
Booneville	Booneville High School	040260
Booneville	Logan County Christian Academy	040262
Bradford	Bradford High School	040265
Bradford	Trinity Christian School	040266
Bradley	Bradley High School	040268
Bradley	Bumham High School	040270
Branch	County Line High School	040280
Briggsville	Fourche Valley High School	040285
Brinkley	Brinkley Academy	040289
Brinkley	Brinkley High School	040290
Brockwell	Izard County High School	042540
Brookland	Brookland High School	040300
Bryant	Arkansas Christian Academy	040257
Bryant	Bryant High School	040310
Bryant	First Church Academy	040314
Bryant	Saline Christian Academy	040315
Cabot	Academic Center Of Excellence	040329
Cabot	Cabot Christian Academy	040319
Cabot	Cabot High School	040320
Cabot	P A V A Academy	041437
Caddo Gap	Caddo Gap High School	040330
Cale	Cale High School	040335
Calico Rock	Calico Rock High School	040340
Camden	Camden Christian Academy	040344
Camden	Camden Fairview High School	040350
Camden	Camden High School	040345
Camden	Elliott Christian Academy	040347
Camden	Harmony Grove High School (Ouachita County)	040355
Camden	Lincoln High School	040360
Camden	Victory Christian School	040371
Caraway	Caraway High School	040375
Carlisle	Carlisle High School	040380
Carthage	Carthage High School	040390
Casa	Perry-Casa High School	040395
Cave City	Cave City High School	040405
Cedarville	Cedarville High School	040410
Center Ridge	Nemo Vista High School	040415
Centerton	Lakeside Christian Academy	040412
Centerton	Life Way Christian School	040414
Charleston	Charleston High School	040420
Charlotte	Cord Charlotte High School	040425
Cherry Valley	Cross County High School	040435
Chidester	Chidester High School	040445
Clarendon	Clarendon High School	040455
Clarksville	Clarksville High School	040460
Clarksville	New Life Christian Center	041826
Clinton	Alread School	040465
Clinton	Clinton High School	040470
Concord	Concord High School	040485



# Appendix D.

## Arkansas High School Codes

Note: The ACT / ADHE HS Code for high schools not listed can be found on the following website:  
<https://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html>

City	High School Name	HS Code
Conway	Conway Christian High School	040491
Conway	Conway High School	040490
Conway	Conway High School East	040492
Conway	Eastside Christian Academy	040493
Conway	Saint Joseph School	040500
Corning	Corning High School	040505
Cotter	Cotter High School	040510
Cotton Plant	Cotton Plant High School	040515
Cove	Cossatot River High School	040520
Cove	Midway Christian Academy	040523
Cove	Van Cove High School	040525
Crawfordsville	Crawfordsville High School	040530
Crawfordsville	Crawfordsville High School	040535
Crossett	Abiding Faith Christian School	040538
Crossett	Calvary Baptist Christian School	040539
Crossett	Crossett High School	040540
Cushman	Cushman High School	040555
Danville	Danville High School	040565
Dardanelle	Dardanelle High School	040575
De Queen	De Queen High School	040605
De Valls Bluff	DeValls Bluff High School	040630
De Witt	DeWitt High School	040635
Decatur	Decatur High School	040580
Deer	Deer High School	040585
Delaplaine	Delaplaine High School	040590
Delight	Delight High School	040595
Dell	Dell High School	040600
Dell	Mississippi County Chrstn Academy	041477
Dermott	Bellaire Academy	040613
Dermott	Dermott Christian School	040614
Dermott	Dermott High School	040615
Dermott	M Booker Meml School	040617
Des Arc	Des Arc High School	040620
Desha	Desha High School	040625
Dierks	Dierks High School	040640
Doddridge	Bright Star High School	040282
Donaldson	Ouachita High School	040645
Dover	Dover High School	040650
Dumas	Dumas Adult Education Center	040656
Dumas	Dumas High School	040660
Dumas	Reed High School	040655
Earle	Earle Baptist Christian School	040674
Earle	Earle High School	040675
El Dorado	El Dorado High School	040690
El Dorado	First Assembly Christian Academy	040691
El Dorado	Grace Bible Christian School	040692
El Dorado	Maranatha Baptist Chrstn Sch	040694
El Dorado	Murmil Christian School	040693
El Dorado	New Life Academy	040696
El Dorado	Parkers Chapel High School	040695
El Dorado	Union School	040697
El Dorado	West Side Christian School	040698
Elaine	Elaine High School	040685
Elkins	Elkins High School	040705
Elm Springs	Elm Springs Christian School	040709
Emerson	Emerson High School	040710

City	High School Name	HS Code
Emerson	Mc Mittress High School	040715
Emmet	Emmet High School	040720
England	England Academy Inc	040728
England	England Community Christian Academy	040731
England	England High School	040730
Enola	Enola Public School	040735
Eudora	Eudora High School	040745
Eudora	G C Johns High School	040740
Eudora	Ross Van Ness High School	040747
Eureka Springs	Clear Spring School	040749
Eureka Springs	Eureka Springs High School	040750
Evening Shade	Evening Shade High School	040755
Everton	Bruno-Pyatt High School	040305
Farmington	Farmington High School	040760
Fayetteville	Fayetteville Christian Academy	040769
Fayetteville	Fayetteville Christian Schools	040765
Fayetteville	Fayetteville Sr High School	040770
Fayetteville	Haas Hall Academy	042762
Fayetteville	NW AR CC Regional Tech Ctr	040772
Ferndale	West Little Rock Christian Academy	041448
Fifty-Six	Fifty-Six School	040774
Flippin	Flippin High School	040775
Floral	Floral High School	040780
Fordyce	Dallas Co H S	040785
Fordyce	Fordyce High School	040790
Foreman	Foreman High School	040795
Foreman	Prince Of Peace Academy	040796
Forrest City	Calvary Christian High School	040804
Forrest City	Forrest City High School	040805
Forrest City	Lincoln Senior High School	040810
Forrest City	N B Forrest Academy	040812
Fort Smith	Faith Academy	040816
Fort Smith	First Church Of God Academy	040813
Fort Smith	Good Shepherd Academy	040815
Fort Smith	Lighthouse Baptist Academy	040830
Fort Smith	Lindenwood Academy	040832
Fort Smith	Metro Christian School	040833
Fort Smith	Northside Christian Academy	040834
Fort Smith	Northside High School	040835
Fort Smith	River Valley Christian School	040820
Fort Smith	Southside High School (Fort Smith)	040837
Fort Smith	Trinity Junior High School	040824
Fort Smith	Union Christian Academy	040814
Fouke	Fairland Christian Academy	040839
Fouke	Fouke High School	040840
Fountain Hill	Fountain Hill High School	040845
Fox	Rural Special High School	042190
Gassville	Grace Baptist Church School	041739
Gentry	Faith Christian School	040884
Gentry	Gentry High School	040875
Gentry	Ozark Adventist Academy	040880
Gillett	Gillett High School	040885
Gillham	Gillham High School	040890
Glenwood	Glenwood High School	040900
Goshen	Goshen Christian School	040901
Gosnell	Gosnell High School	040230

# Appendix D.

## Arkansas High School Codes

Note: The ACT / ADHE HS Code for high schools not listed can be found on the following website:  
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City	High School Name	HS Code
Gould	Gould High School	040910
Gould	Grace Christian Academy	040911
Gould	Southeast Academy	040912
Grady	Grady High School	040920
Grapevine	Grapevine High School	040925
Gravette	Gravette High School	040930
Gravette	Holiness Bible School	040931
Green Forest	Green Forest High School	040940
Green Forest	Trinity Christian Academy	040941
Greenbrier	Greenbrier High School	040935
Greenland	Greenland High School	040945
Greenway	Greenway High School	040950
Greenwood	Greenwood High School	040955
Greers Ferry	West Side High School (Greers Ferry)	041065
Grubbs	Grubbs High School	040965
Gurdon	Gurdon High School	040969
Guy	Guy Perkins High School	040980
Hackett	Hackett High School	040985
Hamburg	Ashley County Life-Long Learning	040990
Hamburg	Hamburg High School	040995
Hamburg	Trinity Christian Academy	040999
Hampton	Hampton High School	041000
Hardy	Abundant Life Academy	041004
Hardy	Church Of Christ Academy	041003
Hardy	Easter Sunrise Academy	041006
Hardy	Highland High School	041005
Harrisburg	Central School	041015
Harrisburg	Harrisburg High School	041020
Harrison	Bergman High School	040180
Harrison	Grace Christian School	041024
Harrison	Harrison High School	041025
Harrison	Hillcrest Christian School	041026
Hartford	Hartford High School	041030
Hartman	Hartman High School	041035
Hartman	Westside High School (Hartman)	040475
Hatfield	Hatfield School	041040
Hattieville	Wonderview High School	041045
Havana	Havana High School	040160
Havana	Western Yell County High School	041050
Hazen	Hazen High School	041055
Heber Springs	Clearview Christian Academy	042181
Heber Springs	Cleburne County Christian School	041059
Heber Springs	Heber Springs High School	041060
Hector	Hector High School	041070
Helena	C V White High School	041085
Helena	Kipp Delta Collegiate High School	041089
Hermitage	Hermitage High School	041100
Hermitage	West Side Jr. High School	041095
Holly Grove	Holly Grove High School	041110
Holly Grove	Holly Grove High School	041115
Hope	Garland Learning Center	991045
Hope	Garrett Memorial Christian School	041120
Hope	Hope High School	041125
Hope	Spring Hill High School	041130
Hope	Woods Christian Academy	041133
Hope	Yerger Jr. High School	041135

City	High School Name	HS Code
Horatio	Horatio High School	041140
Hot Springs	Arkademy School	041153
Hot Springs	Arkansas School Math & Science	041148
Hot Springs	Baptist Temple Academy	041146
Hot Springs	Beacon Light Baptist Academy	041152
Hot Springs	Christian Ministries Academy	041141
Hot Springs	Crossgate Christian Academy	041151
Hot Springs	Evangel Christian Academy	041142
Hot Springs	Garland Park Christian Academy	041147
Hot Springs	Gospel Light Christian School	041149
Hot Springs	Hot Springs Community School	041163
Hot Springs	Hot Springs High School	041145
Hot Springs	Lakeside Christian Academy	041161
Hot Springs	Lighthouse Christian School	041162
Hot Springs	New Beginning Christian Academy	040164
Hot Springs	Summit School	041154
Hot Springs	Cutter Morning Star High School	041143
National Park		
Hot Springs	Fountain Lake High School	041144
National Park		
Hot Springs	Lakeside High School (Garland County)	041160
National Park		
Hoxie	Clover Bend High School	041170
Hoxie	Hoxie High School	041175
Hughes	Hughes High School	041180
Humnoke	Humnoke High School	041195
Humphrey	Humphrey High School	041200
Huntsville	Huntsville High School	041210
Huttig	Huttig High School	041215
Imboden	Sloan Hendrix High School	041220
Jacksonville	Jacksonville Christian Academy	041224
Jacksonville	Jacksonville High School	041225
Jacksonville	Landmark Baptist Academy	041226
Jacksonville	North Pulaski High School	041227
Jacksonville	Trinity Christian Schools	041229
Jacksonville	Truth Academy	040934
Jasper	Jasper High School	041230
Jessieville	Jessieville High School	041235
Jonesboro	Craighead Christian Academy	041258
Jonesboro	Eastside Baptist Academy	041265
Jonesboro	Jonesboro High School	041270
Jonesboro	Liberty Baptist Church School	041267
Jonesboro	Nettleton High School	041815
Jonesboro	Ridgefield Christian School	041271
Jonesboro	Valley View High School	041272
Jonesboro	Westside High School (Jonesboro)	041274
Judsonia	Judsonia High School	041280
Judsonia	White County Central High School	041275
Junction City	Junction City High School	041285
Kingsland	Kingsland High School	041305
Kingston	Kingston High School	041310
Kirby	Kirby High School	041315
Knobel	Knobel High School	041320
Lafe	Lafe High School	041325
Lake City	Riverside High School	041335
Lake Village	Faith Fellowship Academy	041342
Lake Village	Lakeside High School (Chicot County)	041345

# Appendix D.

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City	High School Name	HS Code
Lamar	Lamar High School	041350
Laneburg	Laneburg Central High School	041355
Lavaca	First Southern Christian Academy	041366
Lavaca	Lavaca High School	041365
Leachville	Leachville High School	041370
Lead Hill	Lead Hill High School	041375
Leola	Leola High School	041380
Lepanto	East Poinsett County High School	041385
Leslie	Leslie High School	041390
Lewisville	Garland High School	040860
Lewisville	Lewisville High School	041395
Lexa	Barton High School	040105
Lincoln	Lincoln Acad Ctr Of Excellence	041401
Lincoln	Lincoln High School	041405
Lincoln	Maranatha Christian School	041407
Little Rock	Accelerated Learning Center	041432
Little Rock	Arkansas Baptist High School	041414
Little Rock	Arkansas School For The Blind	041415
Little Rock	Arkansas School For The Deaf	041416
Little Rock	Ash School	041411
Little Rock	Capital City Christian Academy	041419
Little Rock	Catholic High School	041420
Little Rock	Central Baptist Academy	041421
Little Rock	Central High School (Little Rock )	041422
Little Rock	Chenal Valley Christian Academy	041428
Little Rock	Clara Muhammad School	041450
Little Rock	Cloverdale Christian Academy	041418
Little Rock	Covenant Keepers College Prep	041454
Little Rock	Embassy Academy	041449
Little Rock	Episcopal Collegiate School	041417
Little Rock	eStem High Public Charter School	041412
Little Rock	Fairview Baptist School	041427
Little Rock	Faith Christian High School	041431
Little Rock	Felder Alternative Academy	041452
Little Rock	First Gospel Academy	041426
Little Rock	Hall High School	041423
Little Rock	Heritage Christian Schools	041424
Little Rock	Horace Mann High School	041425
Little Rock	J A Fair High School	041429
Little Rock	John T Goad Christian School	041439
Little Rock	Lisa Academy High School	041486
Little Rock	Little Rock Academy	041489
Little Rock	Little Rock Adventist Academy	041413
Little Rock	Little Rock Christian Academy	041453
Little Rock	Little Rock Christian School	041484
Little Rock	LRSD ALRSD Alternative Agencies	991001
Little Rock	Lutheran High School	041434
Little Rock	Mc McClellan Magnet High School	041485
Little Rock	Metro Voc Tec Ed Ctr	041435
Little Rock	Mount St Mary Academy	041440
Little Rock	Parkview Arts Sci Magnet High School	041443
Little Rock	Premier High School Of Little Rock	041436
Little Rock	Pulaski Academy	041444
Little Rock	Robinson High School	041430
Little Rock	Southwest Christian Academy	041441
Little Rock	Southwest Holiness Academy	041445

City	High School Name	HS Code
Little Rock	Spurng Mem Christn School	041446
Little Rock	The Academy	041410
Little Rock	Victory Christian Schools	041447
Little Rock	Wilbur D Mills Univ Studies High School	042390
Lockesburg	Lockesburg High School	041455
Lonoke	G W Carver High School	041465
Lonoke	Lonoke High School	041470
Lowell	North West Academy	042166
Luxora	Luxora Baptist Academy	041473
Luxora	Luxora High School	041475
Lynn	Lynn High School	041480
Mabelvale	Faith Baptist Academy	041488
Magazine	J D Leftwich High School	041490
Magnolia	Columbia Christian School	041497
Magnolia	Magnolia High School	041500
Magnolia	Walker High School	041505
Malvern	Glen Rose High School	041510
Malvern	Magnet Cove School	041520
Malvern	Malvern High School	041527
Mammoth Spring	Mammoth Spring High School	041530
Manila	Manila High School	041535
Manila	South Mississippi County High School	042630
Mansfield	Mansfield High School	041540
Marianna	Friendship Christian Academy	041546
Marianna	Lee Academy	041548
Marianna	Lee High School	041550
Marion	J S Phelix High School	041555
Marion	Marion Senior High School	041560
Marked Tree	Marked Tree High School	041570
Marmaduke	Marmaduke High School	041575
Marshall	Marshall High School	041580
Marvell	Apostolic Life Center Christian Academy	041581
Marvell	Marvell Academy	041583
Marvell	Marvell Elaine High School	041585
Marvell	Tate High School	041590
Maumelle	Academics Plus Charter School	041528
Maumelle	Maumelle Christian School	041592
Mayflower	Mayflower High School	041595
Maynard	Maynard High School	041600
McCrory	McCrory High School	041610
McGehee	McGehee High School	041620
McNeil	McNeil High School	041635
McRae	McRae High School	041640
Melbourne	Melbourne High School	041645
Mena	Acorn High School	041650
Mena	Lakeview Christian School	041654
Mena	Mena High School	041655
Menifee	East Side High School	041660
Mineral Springs	Mineral Springs High School	041670
Monette	Buffalo Island Central High School	041680
Monticello	Arkansas Early College H S	041681
Monticello	Drew Central High School	041685
Monticello	Monticello High School	041695
Monticello	Wilmar High School	042660
Montrose	Montrose Academy	041700
Morrilton	Cornerstone Christian Academy	042062

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City	High School Name	HS Code
Morrilton	Morrilton High School	041710
Morrilton	Morrilton Intermediate High School	041711
Morrilton	Riverview Baptist Christian School	041715
Morrilton	Sacred Heart Catholic School	041720
Morrow	Morrow Valley Christian Academy	041723
Moscow	Samuel Vaster High School	041730
Mount Ida	Mount Ida High School	041765
Mount Judea	Mount Judea High School	041770
Mount Vernon	Mount Vernon-Enola High School	041780
Mountain Home	Emmanuel Christian School	041743
Mountain Home	Mountain Home Christian Academy	041741
Mountain Home	Mountain Home High Career Academics	041740
Mountain Home	Promise Land Academy	041742
Mountain Pine	Mountain Pine High School	041745
Mountain View	Arbanna Baptist Academy	041747
Mountain View	C Fowler Chrstn School	041748
Mountain View	Mountain View High School	041750
Mountainburg	Mountainburg High School	041735
Mt Holly	Mc Rae High School	041755
Mt Pleasant	Izard County Christian School	041773
Mt Pleasant	Mount Pleasant High School	041775
Mulberry	Mulberry High School	041785
Murfreesboro	Harvest Time Christian Academy	041798
Murfreesboro	Murfreesboro High School	041800
Nashville	Nashville High School	041810
Nashville	Southside Christian School	041812
New Edinburg	New Edinburg High School	041825
Newark	Cedar Ridge High School	041814
Newark	Newark High School	041820
Newport	Newport High School	041830
Norfolk	Norfolk High School	041840
Norman	Caddo Hills High School	041845
Norphlet	Norphlet High School	041850
North Little Rock	Arng Youth Challenge Program	041856
North Little Rock	Calvary Academy	041859
North Little Rock	Cedar Heights Christian Academy	041855
North Little Rock	Central Arkansas Christian School	041223
North Little Rock	Central Hastings Academy	040323
North Little Rock	Edgewood Academy	041864
North Little Rock	Faith Christian Academy	041865
North Little Rock	Lisa Academy North High School	042268
North Little Rock	Maumelle High School	041861
North Little Rock	New Life Christian Academy	041862
North Little Rock	NLR Jr. High School East Campus (Gr 09-10)	041967
North Little Rock	North Little Rock Academy	041451
North Little Rock	North Little Rock High School-East Campus	041867
North Little Rock	North Little Rock High School-West Camp	041860
North Little Rock	Northeast Sr High School-Inactive	041863
North Little Rock	Rose City Christian Academy	041866
North Little Rock	Spirit & Life Christian Acad	042267
Oark	Oark High School	041875
Oden	Oden High School	041880
Oil Trough	Oil Trough High School	041885
Okolona	Okolona High School	041890

City	High School Name	HS Code
Ola	Ola High School	041900
Ola	Two Rivers High School	041901
Omaha	Bible Baptist Christian School	041903
Omaha	Omaha High School	041905
Osceola	Osceola Comm Arts-Business Charter School (OCABS)	041919
Osceola	Osceola High School	041910
Oxford	Oxford High School	041920
Ozark	Cass Civilian Conservation Ctr	041928
Ozark	Ozark Christian School	041929
Ozark	Ozark High School	041930
Ozark	Pleasant View High School	041790
Palestine	Palestine Wheatley High School	041935
Pangburn	Pangburn High School	041940
Paragould	Crowleys Ridge Academy	041945
Paragould	Greene County Technical High School	041950
Paragould	Oak Grove Middle School	041955
Paragould	Paragould High School	041960
Paragould	Stanford High School	041965
Paris	Paris High School	041970
Parkdale	Parkdale High School	041974
Parkin	Central High School	041980
Parkin	Parkin High School	041985
Paron	Paron High School	041990
Pea Ridge	Pea Ridge High School	041995
Pearcy	Lake Hamilton High School	041155
Peel	Peel Full Gospel Christian Academy	042001
Perryville	Perryville High School	042000
Piggott	Piggott High School	042005
Pine Bluff	C P Coleman High School	042010
Pine Bluff	Dollarway High School	042012
Pine Bluff	First Church Christian Academy	042013
Pine Bluff	Jefferson Preparatory School	042017
Pine Bluff	Maranatha Christian School	042019
Pine Bluff	New Life Christian High School	042021
Pine Bluff	Pine Bluff Christian School	042024
Pine Bluff	Pine Bluff High School	042030
Pine Bluff	Ridgway Christian School	042023
Pine Bluff	St Joseph Catholic High School	042039
Pine Bluff	Townsend Park H S	042035
Pine Bluff	Watson Chapel Academy	042042
Pine Bluff	Watson Chapel High School	042040
Plainview	Plainview-Rover High School	042050
Pleasant Grove	Pleasant Grove H S	042055
Pleasant Plains	Midland High School	042060
Plumerville	Plumerville H S	042065
Pocahontas	Pocahontas Christian Academy	042069
Pocahontas	Pocahontas High School	042070
Pocahontas	Saint Pauls School	042075
Portland	Portland High School	042085
Pottsville	Pottsville High School	042090
Poughkeepsie	Poughkeepsie High School	042095
Poyen	Poyen High School	042100
Prairie Grove	Prairie Grove High School	042105
Prattsville	Prattsville High School	042110
Prescott	Prescott High School	042120

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City	High School Name	HS Code
Prim	Hilltop Holiness Academy	042124
Pyatt	Pyatt High School	042130
Quitman	Quitman High School	042135
Ravenden Springs	Oak Ridge Central High School (closed)	042140
Rector	Rector High School	042145
Rison	Rison High School	042150
Rison	Woodlawn High School	042160
Rogers	Arkansas Arts Academy High School	042169
Rogers	Benton County Christian School	042162
Rogers	Benton County School of Arts High	044070
Rogers	Bible Living School	042163
Rogers	Bible Missionary Academy	042164
Rogers	Heritage High School	042168
Rogers	Northwest Arkansas Academy of Fine Arts	044170
Rogers	Providence Classical Christian	041472
Rogers	Rogers High School	042165
Rogers	Rogers High School Sophomore Campus	040503
Rogers	Rogers New Tech HS	042171
Rohwer	Delta High School	042170
Rose Bud	Rose Bud High School	042180
Rosston	Maumelle High School	042185
Rosston	Nevada High School	042183
Russellville	Russellville High School	042195
Saint Joe	Saint Joe High School	042205
Saint Paul	Saint Paul High School	042210
Salem	Salem High School	042215
Saratoga	Saratoga High School	042220
Scotland	Scotland High School	042225
Scranton	Scranton High School	042240
Searcy	Griffithville High School	040960
Searcy	Harding Academy	042245
Searcy	Morris School Boys	042248
Searcy	Riverview High School	041300
Searcy	Searcy High School	042250
Searcy	White County Christian School	042253
Sheridan	Sheridan High School	042265
Sherwood	Abundant Life School	041857
Sherwood	Sylvan Hills High School	041872
Shirley	Shirley High School	042270
Shirley	Universal Christian Academy	042272
Siloam Springs	Cookson Hills Christian School	042271
Siloam Springs	Siloam Springs Christian School	042278
Siloam Springs	Siloam Springs High School	042280
Siloam Springs	Trinity Christian Academy	042281
Smackover	Smackover High School	042285
Snowball	Snowball High School	042295
Sparkman	Sparkman High School	042305
Sparkman	Sparkman Tr School	042310
Springdale	Har-Ber High School	042147
Springdale	Shiloh Christian School	042313
Springdale	Springdale Alt Lrn Environment	042316
Springdale	Springdale Christian Academy	042314
Springdale	Springdale Senior High School	042315
St. Charles	Saint Charles High School	042200
Stamps	Lafayette County High School	042326

City	High School Name	HS Code
Stamps	Stamps High School	042327
Star City	Glendale High School	042328
Star City	Lincoln County Adult Education	042330
Star City	Star City High School	042337
Stephens	Stephens High School	042345
Strawberry	Hillcrest School	042348
Strong	Gardner High School	042355
Strong	Strong High School	042360
Stuttgart	Evangelical Methodist School	042361
Stuttgart	Grand Prairie Christian Academy	042362
Stuttgart	Stuttgart High School	042365
Subiaco	Subiaco Academy	042375
Sulphur Rock	Sulphur Rock High School	042380
Swifton	Swifton Public Schools	042395
Taylor	Taylor High School	042400
Texarkana	Arkansas High School	042403
Texarkana	Emmanuel Christian Academy	042402
Texarkana	Genoa Central High School	040870
Texarkana	Trinity Christian School	042404
Texarkana	Veritas Academy	042405
Texarkana	Washington Academy Charter School	042407
Thornton	Thornton High School	042425
Tillar	Cornerstone Christian Academy	042409
Tillar	Desha-Drew High School	042430
Timbo	Timbo High School	042440
Trumann	Calvary Baptist School	042453
Trumann	Liberty Christian Academy	042454
Trumann	Trumann High School	042455
Tuckerman	Tuckerman High School	042465
Turrell	Turrell High School	042475
Tyronza	Tyronza High School	042485
Umpire	Umpire High School	042490
Valley Springs	Valley Springs High School	042495
Van Buren	Van Buren Christian Academy	042499
Van Buren	Van Buren High School	042500
Village	Village High School	042525
Vilonia	Vilonia High School	042530
Viola	Viola High School	042535
W Memphis	Central Baptist School	042613
W Memphis	Tabernacle Bapt Academy	042614
Wabbaseka	J S Walker High School	042545
Wabbaseka	Wabbaseka High School	042550
Waldo	Waldo High School	042560
Waldron	Waldron High School	042565
Walnut Ridge	AR Distance Learning Prep Ctr	042574
Walnut Ridge	Walnut Ridge High School	042575
Ward	New Horizon Academy	042577
Warm Springs	Lords Ranch School	042579
Warren	Bradley Co High School	042580
Warren	Warren High School	042585
Weiner	Weiner High School	042600
West Fork	West Fork High School	042610
West Helena	Central High School (Phillips County)	041075
West Helena	De Soto School	042612
West Helena	Eliza Miller H S	041080
West Helena	Phillips County Christian School	042611

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City	High School Name	HS Code
West Memphis	Calvary Baptist Academy	042618
West Memphis	Crittenden Pentecostal Academy	042617
West Memphis	West Memphis Christian School	042616
West Memphis	West Memphis High School	042615
Western Grove	Western Grove High School	042605
Wheatley	Monroe Academy	042633
Wheatley	Wheatley High School	042635
White Hall	White Hall High School	042045
Wickes	Wickes High School	042640
Wilburn	Wilburn High School	042645
Williford	Williford High School (closed)	042650

City	High School Name	HS Code
Willisville	Willisville High School	042655
Wilmot	Wilmot High School	042675
Wilson	Rivercrest High School	042685
Winslow	Winslow High School	042690
Winthrop	Wildwood Christian Academy	042694
Winthrop	Winthrop High School	042695
Winthrop	Winthrop New Life Academy	042696
Witts Springs	Witts Springs High School	042700
Wright	Plum Bayou High School	042705
Wynne	Wynne High School	042720
Yellville	Yellville Summit High School	042725

## Appendix E. Secondary Area Centers

**Area Technical Center**  
Jonesboro, AR 72401

**Area Vocational Technical Center**  
Russellville, AR 72811

**Arkansas Northeastern College Tech. Ctr.**  
Burdette, AR 72321

**Arkansas State University Area Career Ctr .**  
Bald Knob, AR 72010

**Arkansas State University-Searcy**  
Searcy, AR 72145

**Conway Area Career Center**  
Conway, AR 72032

**Cossatot Comm. College of the Univ. of Ark.**  
De Queen, AR 71832

**Cossatot Comm. College of the Univ. of Ark.**  
Nashville, AR 71852

**DeQueen/Mena Cooperative Tech. Ed. Ctr.**  
Gillham, AR 71841

**East Arkansas Career Center**  
Forrest City, AR 72335-9598

**Jefferson Area Vocational Center**  
Pine Bluff, AR 71601

**Metropolitan Career and Technical Center**  
Little Rock, AR 72209

**Mid-South Community College Technical Ctr.**  
West Memphis, AR 72301

**Monticello Occupational Education Center**  
Monticello, AR 71665

**National Park Technology Center**  
Hot Springs, AR 71913

**North Central Career Center**  
Leslie, AR 72645

**Northark Technical Center**  
Harrison, AR 72675

**NW Ark. Comm. College Regional Tech. Ctr.**  
Fayetteville, AR 72701

**Ouachita Career Center**  
Malvern, AR 72104

**Phillips Comm. College Career and Tech. Ctr.**  
Stuttgart, AR 72160-2408

**Phillips Comm. Coll. Career & Tech. - Helena**  
Helena, AR 72342

**Phillips Comm. Coll. Career & Tech. - DeWitt**  
DeWitt, AR 72042

**Rich Mountain Comm. College Career Center**  
Mena, AR 72145

**River Valley Technical Center**  
Morrliton, AR 72110

**Saline County Career Center**  
Bauxite, AR 72011

**Southeast Ark. Community Based Ed. Ctr**  
Warren, AR 71671

**SouthArk Career Center**  
El Dorado, AR 71730-7010

**Southern Ark. University Tech. Career Acad.**  
Camden, AR 71711-1599

**Texarkana Area Vocational Center**  
Texarkana, AR 71854

**Western Arkansas Technical Center**  
Fort Smith, AR 72913-3649

# Appendix F.2

## IPEDS Completions and Related Reports

All institutions will upload their own completions (graduate) data directly to IPEDS, i.e., ADHE has ceased the middle-man activity. This relates to the graduate file that you submit to ADHE in July.

In the past, ADHE received the annual graduate file, processed it, and submitted the completions to IPEDS on behalf of the institutions. This resulted in a checking/double-checking and sign-off process that was tedious and burdensome to all parties involved. Therefore, this process will cease. Beginning with the IPEDS submission due in October 2012, all institutions will upload their own completions report to IPEDS.

### ADHE Guidance Policy for IPEDS Reporting

In order to ensure the quality of data submitted to IPEDS and ensure that both ADHE and IPEDS data are as identical as possible, the following guidance directives are provided.

Identification	Directive/Explanation	IPEDS Reference
Guidance Directive 1	During the preparation of any IPEDS report, if it is discovered that the data submitted to ADHE is incorrect, the institution should correct this situation by re-submitting the graduate file to ADHE.	This relates to both the Completions Report and the GRS Survey.
Guidance Directive 2	Degree codes are used for all public institutions of higher education to identify the academic program in which a student has earned a credential. A student can earn only one (1) credential per ADHE degree code. Academic programs containing options all use the same degree code and students completing additional coursework in an option with the same degree code shall not create an additional award.  This relates to public institutions only as independent institutions do not use degree codes.	This relates to both the Completions Report and the GRS Survey.
Guidance Directive 3	Only students that officially graduate within the specified time frame should be counted. Graduation refers to a credential actually being conferred or officially awarded. The time frame for ADHE and the IPEDS Completion Report is the academic year.  The time frame for the IPEDS Graduation Rate Survey is 100%, 150%, or 200% of the normal time expected for the credential. For associate and bachelor degrees, IPEDS allows the additional months of July and August in the next academic year to account for summer graduations.  IPEDS defines Completer as "A student who receives a degree, diploma, certificate, or other formal award. <i>In order to be considered a completer, the degree/award must actually be conferred.</i> "	This relates to both the Completions Report and the GRS Survey.
Guidance Directive 4	The Arkansas Department of Higher Education only recognizes students as completing a transfer program if the student earned an associate degree. The AA, AS, and AAT are generally the degrees awarded for such transfer purposes. This relates directly to IPEDS transfer-preparatory program, defined as: <i>"...the successful completion of at least a 2-year program that is acceptable for full credit toward a bachelor's degree and qualifies a student for admission into the third year of a bachelor's degree program."</i>  ADHE policy is that all such transfer students should have received an associate degree before transfer as ADHE does not recognize any transfer program that does not end with an associate's degree.	This relates to both the Completions Report and the GRS Survey.



# ADHE Division of Research and Analytics

## SIS Data Files and Report Descriptions

FILE NAME			DATA DESCRIPTION	LEGISLATIVE AUTHORIZATION	USE
SIS TERM FILES	Public	Private			
Student	Y	Y	Credit-earning students with descriptors (e.g., date of birth, gender, level, placement status, race, geographic origin)	Act 479 of 1999	Academic cost accounting; annual enrollment reports; remediation report; annual retention & graduation report; ad hoc requests; <u>federal legislation reporting</u>
Student End-of-Term		Y	Similar to student file but includes GPA and credit hour data (for private institutions and BHCLR, JSN, CRTI, and NTI only)	Acts 605/606 (Lottery Act) of 2009 as amended	Lottery Act compliance
SIS ANNUAL FILES	Public	Private			
Graduated Student	Y	Y	Graduates by degree, gender, race/ethnicity	Act 479 of 1999	Annual degrees report; academic cost accounting; SREB Data <u>Exchange; ad hoc requests</u>
Financial Aid File	Y	Y	Submission of financial data	Acts 605/606 (Lottery Act) of 2009 as amended	Lottery Act compliance
ADHE REPORTS	Public	Private			
Academic Calendar	Y	Y	Starting and ending dates of academic terms and term breaks (Note: A copy of the academic calendar from an <u>institutional catalog may be substituted.</u> )	Act 479 of 1999	External requests
Estimated Fall Census Headcount / Preliminary <u>Fall Enrollment</u>	Y	Y	Preliminary headcount based on census date (11th day) snapshot		News media request
Financial Aid Crosswalk Report	Y	O	Submission of local institution codes matching ADHE fund codes	Acts 605/606 (Lottery Act) of 2009 as amended	Lottery Act compliance
ACTS Transfer Report	Y	O	Reports transfer data on all students transferring between institutions regarding courses in Arkansas Course Transfer System	Act 672 of 2005	General compliance

**NOTES:**

Private includes all private/independent institutions along with BHCLR and JSN

Y = Yes, this file is required

O = Optional, this file is optional