

# **eTranscript California**

## **Electronic Transcript Exchange System**

### **Data Dictionary**

#### **I. Overview**

Revision 3.0  
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## About the Data Dictionary Document Set

For easier use, the *eTranscript California Data Dictionary* is divided into two volumes:

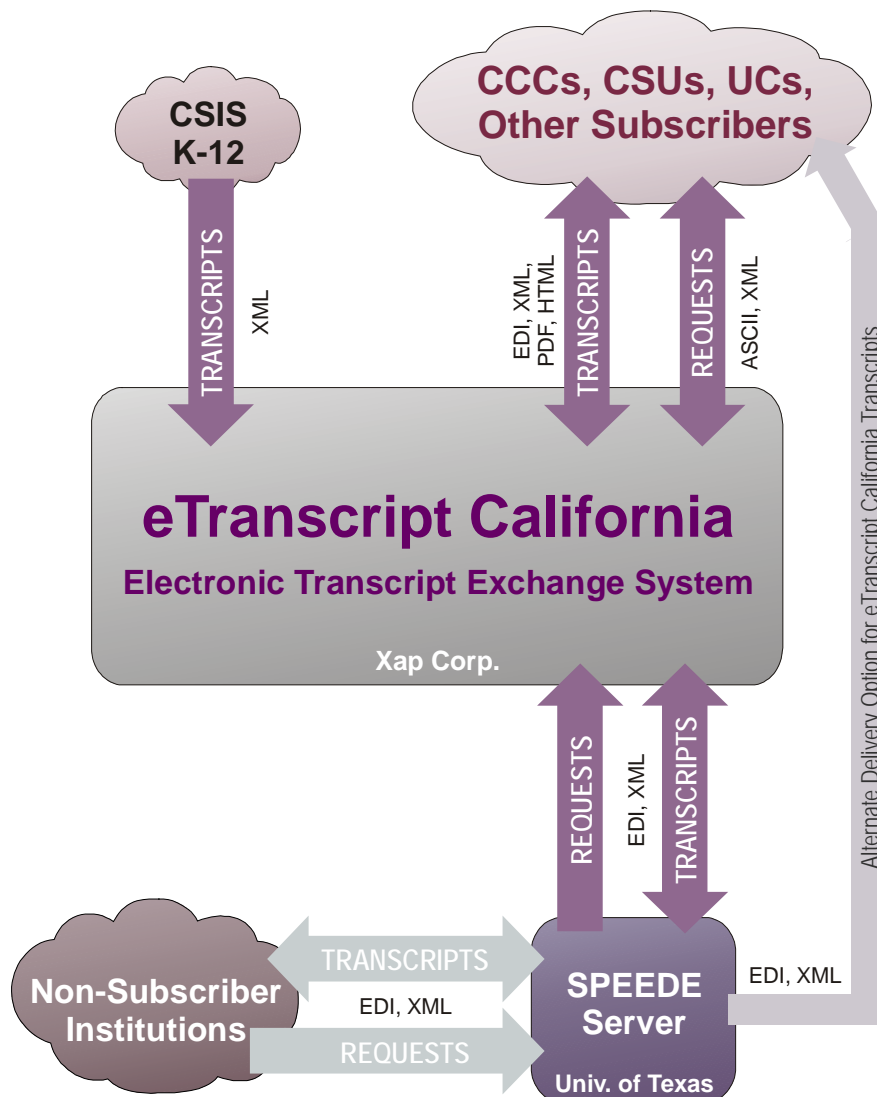
- **Volume I: Overview** – The first volume includes:
  - A general description of eTranscript California functionality.
  - An explanation of eTranscript California file structures.
  - Chapters defining the segments in each eTranscript California file type, including tables the listing the fields in each segment and giving the position, data type, and length of each.
  - Sample ASCII files.
- **Volume II: Data Element Definitions** – The second volume includes:
  - A page for each ASCII field in each eTranscript California file type, fully describing the nature, values, usage, and mapping of the field.
  - A historical Change Log for the Data Dictionary.

## System Overview

This data dictionary describes the basic transactions and data elements of the eTranscript California Electronic Transcript Exchange System. For a full description of system functionality, please refer to the system design documents.

### Introduction to eTranscript California

eTranscript California is a statewide Internet-based system for requesting, viewing, and transmitting academic transcripts among authorized educational institutions and their transcript-trading partners. *Figure 1* presents a simple diagram of the eTranscript California system.



**Figure 1. eTranscript California System Diagram**

## eTranscript California Transaction Types

eTranscript California supports three types of transactions related to transcript exchange:

- **Request** – A structured electronic file from the requesting institution (Requestor) asking the transcript college (Transcriptor) for a transcript to be sent to an identified Recipient.
- **Response** – A structured electronic file from the Transcriptor indicating something about the Transcriptor’s response to the Request (such as a failure to identify a specific student record, a financial hold, or an offline record search). Currently, Responses are not transmitted to the Requestor because the XML Response schema is not yet in place; however, the intent is for Responses to be sent to the Requestor.
- **Transcript** – A structured electronic file from the Transcriptor sending a transcript to the Recipient designated in the Request.

Each transaction consists of the transmission of a single file through eTranscript California.

### ***District-Wide Transcripts***

To support districts in which the policy is to provide transcript information from all colleges in the district, eTranscript California allows the transcript institution to provide transcript data for multiple colleges in the same Transcript file. Characteristics of district-wide transcript are as follows:

- eTranscript California does not recognize districts as institutions within the system, so Requests must originate from, be sent to, and be fulfilled by individual colleges.
- The Transcript transmission must originate from the college receiving the Request.
- A district-wide transcript is identified by a flag in the Transcript file. When the district-wide transcript flag is set, the file may include transcript data from one or more colleges.
- When there is transcript data from multiple colleges, each college’s transcript data is presented separately as a series of linked single-college transcripts.

## **Transaction File Format Options**

eTranscript California accommodates an ASCII (“flat”) file structure, XML files, and EDI in the same architecture. Automatic transformation from ASCII to XML is provided as part of eTranscript California, so colleges can upload either ASCII or XML files to eTranscript California. (Most community colleges currently prefer to produce ASCII files.) In addition, request and transcript files can be mapped to and delivered in XML, and transcript files can be mapped to and delivered in the EDI format.

*Table 1-A* summarizes the transaction file upload and download format options. eTranscript California uses XML as the basis for transport, display formatting, and other functions.

**Table 1-A. File Upload and Download Formats**

	<b>Upload Formats</b>	<b>Download Formats</b>
<b>Request Files</b>	ASCII, XML	ASCII, XML
<b>Response Files</b>	ASCII, XML	<i>not downloaded</i>
<b>Transcript Files</b>	ASCII, XML	XML, EDI
<p><i>EDI is not supported for upload files or for downloading Requests because CCCs will be using ASCII or XML.            ASCII downloads are available for transcript testing purposes but not an intended use of eTranscript California.</i></p>		

## ***eTranscript California User Interfaces***

Users interface with eTranscript California in two ways:

- Interactively through the **Control Center**.
- Through **Xap** Communicator for automated file uploading and downloading.

The Control Center enables users to:

- View, track, and respond to transcript requests.
- View and download transcripts.
- View reports of previous and current transactions

Xap Communicator is a stand-alone program that allows users to schedule and configure automatic uploads and downloads of transcripts and transcript requests. With Communicator and a custom interface program to the college's SIS, a user can fully automate the process of receiving and fulfilling transcript requests, and/or the process of requesting and receiving transcripts. (*Note: Some special cases, like holds and offline records, require actions by A&R staff and thus will not be entirely automated.*)

## ***Viewing Transcripts***

In addition to being downloadable in ASCII and XML formats, transcripts can be viewed and printed via the Xap Control Center. For information about the Transcript Views, see the *eTranscript California Transcript Views Specification* (revision 2.9 is the most recent as of September 2009).

## ASCII File Format

The eTranscript California ASCII file format consists of a specified sequence of structured segments, each containing a specified sequence of fields. The file is structured according to these rules:

- All fields specified for a segment must be included in the segment.
- Each segment begins with a three-character segment identifier field.
- Fields are separated by the pipe character, “|” [ASCII (124)].
  - There is no pipe character before the first field of a segment or after the last field.
  - If there is no value for a given field, the pipe character delimiters must still be included so that the overall field count for the segment is maintained.
- Each segment ends with a carriage return character [ASCII (13)] followed by a line feed character [ASCII (10)].
- Some segments are required, while some are optional.
- “Key” fields in some segments indicate subordination to previous segments. For example, each segment for a particular course includes a “key” which associates it with a previously-defined term.
- Fields which call for alpha or alphanumeric codes (for example, the Request Condition Codes “DG”, “CA”, etc.) are case-sensitive.

### ASCII Segment Example

The following is an example of a single segment in the CCC ASCII format:

```
04A|001267|A|Excellent|04.000|001|Y|||19800101|20050630
```

This segment has eleven fields separated by pipe (“|”) characters, including two null fields (following the field with value “Y”). The first field is the Segment Identifier. Each segment also has a name that describes its contents. Segment 04A is named Grade Scheme.

The fields in a segment can be referred to by their position numbers, starting with position 1 on the left end, or by Field Identifiers, which consists of the three-character Segment ID followed by a two-digit number. Like segments, fields also have names that describe their contents.

### Segment Sequence

While the ASCII reference key structure will protect against arbitrary sequences for legibility and troubleshooting, it is important that segment sequences be hierarchically organized as shown in *Figure 5*. For example, all of the Credit Award segments for a particular credit award institution should be physically grouped in the sequence described in *Figure 5*. Likewise, any Course Notes (08G) segments should immediately follow the Course Detail (08E) segment to which they refer, and Term Notes (08N) for a given Term Identification (08C) should end the term set before another term set is begun.

## Request Files, Segments, and Fields

A Request file consists of six required segments, as illustrated in *Figure 2*.

RCL	Transaction Controls	(Req'd)
REQ	Requestor Identity	(Req'd)
TRN	Transcript Institution Identity	(Req'd)
REC	Recipient Identity	(Req'd)
STU	Student Identity	(Req'd)
99A	End of Request	(Req'd)

**Figure 2. Request File Segments**

This chapter provides a segment-by-segment summary of the fields in the Request File. For each segment, a table gives the field ID, position, field name, data format, and data length. Where a field position range is given in parentheses, the field ID refers to a composite of the indicated field positions. Where no field position is given, the field is a sub-element in the field position above it.



## Transaction Controls Segment

**ID: RCL      Required      Not subordinated      One Instance**

Transaction Controls provides information about Request file transmission.

Field ID	Position	Field Name	Format	Length	Req/Opt
RCL00	1	Segment ID	alphanumeric	3	REQ
RCL01	2	Request Reference ID	alphanumeric	35	REQ
RCL02		Request Reference ID: Official Document Flag	alphanumeric	1	REQ
RCL03		Request Reference ID: Request Tracking ID	alphanumeric	34	opt
RCL05	3	Date of Request	date: ccyymmdd	8	REQ
RCL06	4	Time of Request	numeric	4	opt
RCL08	5	Transmission Type	alphanumeric	2	opt
RCL12	6	Document Process Code	alphanumeric	1	REQ
RCL20	(7-13)	Request Conditions			opt
RCL21	7	Request Conditions Code	alphanumeric	2	opt
RCL22	8	Request Conditions: Request Condition Note	alphanumeric	80	opt *
RCL23	9	Request Conditions: Release Date	date: ccyymmdd	8	opt *
RCL24	10	Request Conditions: Release Term	alphanumeric	6	opt *
RCL25	11	Request Conditions: Course Title	alphanumeric	30	opt *
RCL26	12	Request Conditions: Academic Award Title	alphanumeric	60	opt *
RCL27	13	Request Conditions: Certification Hold Request	alphanumeric	2	opt
RCL31	14	Student Signature Voucher	alphanumeric	1	opt
* RCL22 required if RCL21 = XX ("Other"). RCL23 required if RCL21 = RD. RCL24 required if RCL21 = TR or FG. RCL25 required if RCL21 = GC. RCL26 required if RCL21 = DG or CA.					

## Requestor Identity Segment

**ID: REQ      Required      Not subordinated      One Instance**

Requestor Identity provides information about the institution sending the Request.

Field ID	Position	Field Name	Format	Length	Req/Opt
REQ00	1	Segment ID	alphanumeric	3	REQ
REQ02	2	Requestor Institution ID: FICE	alphanumeric	6	opt *
REQ03	3	Requestor Institution ID: CEEB	alphanumeric	6	opt *
REQ04	4	Requestor Institution ID: CDS	alphanumeric	14	opt *
REQ05	5	Requestor Organization	alphanumeric	48	REQ
REQ10	6	Requestor Contact Name	alphanumeric	40	opt
REQ21	7	Requestor Office/Department/Title	alphanumeric	30	opt
REQ23	8	Requestor Email	alphanumeric	50	opt
REQ25	9	Requestor Phone	numeric	10	opt
REQ26	10	Phone Extension	numeric	5	opt
REQ30	(11-15)	Requestor Mailing Address			opt
REQ31	11	Requestor Mailing Address: Street	alphanumeric	40	opt
REQ33	12	Requestor Mailing Address: City	alphanumeric	30	opt
REQ34	13	Requestor Mailing Address: State	alphanumeric	2	opt
REQ35	14	Requestor Mailing Address: Country	alphanumeric	2	opt
REQ36	15	Requestor Mailing Address: Postal Code	alphanumeric	10	opt
* One of REQ02, REQ03, or REQ04 must be provided.					

## Transcript Institution Identity Segment

**ID: TRN**

**Required**

**Not subordinated**

**One Instance**

Transcript Institution Identity provides information about the institution requested to send a Transcript file.

Field ID	Position	Field Name	Format	Length	Req/Opt
TRN00	1	Segment ID	alphanumeric	3	REQ
TRN02	2	Transcript Institution ID: FICE	numeric	6	REQ
TRN03	3	Transcript Institution ID: CEEB	numeric	6	opt
TRN04	4	Transcript Institution ID: CDS	alphanumeric	14	opt
TRN10	5	Transcript Institution Name	alphanumeric	48	REQ

## Recipient Identity Segment

**ID: REC      Required      Not subordinated      Single Instance**

Recipient Identity provides information about the institution to receive the Transcript file.

Field ID	Position	Field Name	Format	Length	Req/Opt
REC00	1	Segment ID	alphanumeric	3	REQ
REC01	2	Requestor-Recipient copy	numeric	1	opt
REC02	3	Recipient Institution ID: FICE	numeric	6	REQ
REC03	4	Recipient Institution ID: CEEB	alphanumeric	6	opt
REC04	5	Recipient Institution ID: CDS	alphanumeric	14	opt
REC10	6	Recipient Organization	alphanumeric	48	REQ
REC11	7	Recipient Contact Name	alphanumeric	40	opt
REC21	8	Recipient Office/Department/Title	alphanumeric	30	opt
REC23	9	Recipient Email	alphanumeric	50	opt
REC25	10	Recipient Phone	numeric	10	opt
REC26	11	Phone Extension	numeric	5	opt
REC30	(12-16)	Recipient Mailing Address			opt
REC31	12	Recipient Mailing Address: Street	alphanumeric	40	opt
REC33	13	Recipient Mailing Address: City	alphanumeric	30	opt
REC34	14	Recipient Mailing Address: State	alphanumeric	2	opt
REC35	15	Recipient Mailing Address: Country	alphanumeric	2	opt
REC36	16	Recipient Mailing Address: Postal Code	alphanumeric	10	opt

## Student Identity Segment

**ID: STU      Required      Not subordinated      One Instance**

Student Identity provides information about the student whose transcript was requested.

Field ID	Position	Field Name	Format	Length	Req/Opt
STU00	1	Segment ID	alphanumeric	3	REQ
STU10	(2-5)	Student Name at Institution			opt
STU11	2	Student Name at Institution: Last	alphanumeric	25	opt
STU12	3	Student Name at Institution: First	alphanumeric	25	opt
STU13	4	Student Name at Institution: Middle	alphanumeric	20	opt
STU14	5	Student Name at Institution: Suffix	alphanumeric	3	opt
STU20	(6-9) (10-13) (14-17) (18-21)	Other Name Used at Institution			opt
STU21	6, 10, 14, 18	Other Name Used at Institution: Last	alphanumeric	25	opt
STU22	7, 11, 15, 19	Other Name Used at Institution: First	alphanumeric	25	opt
STU23	8, 12, 16, 20	Other Name Used at Institution: Middle	alphanumeric	20	opt
STU24	9, 13, 17, 21	Other Name Used at Institution: Suffix	alphanumeric	3	opt
STU31	22	Student ID at Transcript Institution	alphanumeric	20	opt
STU32	23	Social Security Number (SSN)	numeric	9	opt
STU35	24	Student ID at Recipient Institution	alphanumeric	20	opt
STU36	25	Student CSIS ID	numeric	10	opt
STU41	26	Birthdate	date: ccyymmdd	8	opt
STU42	27	Birth City	alphanumeric	30	opt
STU44	28	Gender	alpha	1	opt
STU51	29	Date Attended From	date: ccyymmdd	8	opt
STU52	30	Date Attended To	date: ccyymmdd	8	opt
STU60	(31-42)	Student Contact Information			opt
STU61	31	Address Line 1	alphanumeric	40	opt
STU62	32	Address Line 2	alphanumeric	40	opt
STU64	33	City	alphanumeric	30	opt
STU65	34	State	alphanumeric	2	opt
STU66	35	Country	alphanumeric	2	opt
STU67	36	Postal Code	alphanumeric	10	opt
STU70	37	Phone1	numeric	10	opt
STU71	38	Phone1 Extension	numeric	5	opt
STU72	39	Phone2	numeric	10	opt
STU73	40	Phone2 Extension	numeric	5	opt
STU80	41	Email	alphanumeric	50	opt
STU85	42	Contact Note	alphanumeric	80	opt

## End of Request Segment

**ID: 99A**

**Required**

**Not subordinated**

**One Instance**

End of Request closes the Request file, repeating the Request Reference ID included in the Transmission Controls Segment (field RCL01).

Field ID	Position	Field Name	Format	Length	Req/Opt
99A00	1	Segment ID	alphanumeric	3	REQ
99A02	2	Request Closing ID	alphanumeric	35	REQ

## Response Files, Segments, and Fields

In some circumstances, an institution receiving a Request file will send a Response file rather than a Transcript file. Typically, this will be done if:

- The student record cannot be located (either there is no matching record, or there are multiple matching records).
- There will be a delay before the Transcript file can be sent, due either to a special condition in the Request or to the student's record being on hold.

A Response file consists of five required segments, as illustrated in *Figure 3*.

RSP Transaction Controls (Req'd)
TRN Transcript Institution Identity (Req'd)
REC Recipient Identity (Req'd)
STU Student Identity (Req'd)
99A End of Request (Req'd)

**Figure 3. Response File Segments**

This chapter provides a segment-by-segment summary of the fields in the Response File. For each segment, a table gives the field ID, position, field name, data format, and data length. Where a field position range is given in parentheses, the field ID refers to a composite of the indicated field positions. Where no field position is given, the field is a sub-element in the field position above it.

The intent of Response files is that they will be transmitted to the Requestor. Currently, however, there is not an official XML schema for the Response. Therefore, eTranscript California currently uses Response files only for updating transaction status (available via the Control Center).

## Transaction Controls Segment

**ID: RSP      Required      Not subordinated      One Instance**

Transaction Controls provides information about the Response transmission.

Field ID	Position	Field Name	Format	Length	Req/Opt
RSP00	1	Segment ID	alphanumeric	3	REQ
RSP01	2	Response Document ID	alphanumeric	35	REQ
RSP02		Response Document ID: Official Document Flag	alphanumeric	1	REQ
RSP03		Response Document ID: Reference ID	alphanumeric	34	REQ
RSP05	3	Date of Response	date: ccyymmdd	8	REQ
RSP06	4	Time of Response (Pacific Time)	time - hhmm	4	opt
RSP07	5	Request Tracking ID	alphanumeric	35	REQ
RSP08	6	Transmission Type	alphanumeric	2	opt
RSP12	7	Document Process Code	alphanumeric	1	REQ
RSP15	8	Response Status	alphanumeric	2	REQ
RSP16	9	Response Status Note	alphanumeric	80	opt
RSP20	(10-11) (12-13) (14-15) (16-17) (18-19)	Delay Conditions			opt
RSP22	10, 12, 14, 16, 18	Delay Conditions: Hold Reason Code	alphanumeric	2	opt
RSP23	11, 13, 15, 17, 19	Delay Conditions: Hold Reason Note	alphanumeric	80	opt
RSP24	20	Delay Conditions: Planned Release Date	date: ccyymmdd	8	opt
RSP30	21	Fee Status	alphanumeric	1	opt



## Transcript Institution Identity Segment

**ID: TRN      Required      Not subordinated      One Instance**

Transcript Institution Identity provides information about the responding institution.

Field ID	Position	Field Name	Format	Length	Req/Opt
TRN00	1	Segment ID	alphanumeric	3	REQ
TRN02	2	Transcript Institution ID: FICE	numeric	6	REQ
TRN03	3	Transcript Institution ID: CEEB	numeric	6	opt
TRN04	4	Transcript Institution ID: CDS	alphanumeric	14	opt
TRN10	5	Transcript Institution Name	alphanumeric	48	REQ
TRN12	6	Transcript Institution Contact Name	alphanumeric	40	opt
TRN13	7	Transcript Institution Office/Dept/Title	alphanumeric	30	REQ
TRN14	8	Transcript Institution Email Address	alphanumeric	50	opt
TRN15	9	Transcript Institution Phone	numeric	10	opt
TRN16	10	Transcript Institution Phone Extension	numeric	5	opt

## Recipient Identity Segment

**ID: REC      Required      Not subordinated      Single Instance**

Recipient Identity provides information about the institution to which the response is being sent.

Field ID	Position	Field Name	Format	Length	Req/Opt
REC00	1	Segment ID	alphanumeric	3	REQ
REC02	2	Recipient Institution ID: FICE	numeric	6	REQ
REC03	3	Recipient Institution ID: CEEB	numeric	6	opt
REC04	4	Recipient Institution ID: CDS	alphanumeric	14	opt
REC10	5	Recipient Organization	alphanumeric	48	REQ
REC11	6	Recipient Contact Name	alphanumeric	40	opt
REC21	7	Recipient Office/Department/Title	alphanumeric	30	opt
REC23	8	Recipient Email Address	alphanumeric	50	opt
REC25	9	Recipient Phone	numeric	10	opt
REC26	10	Phone Extension	numeric	5	opt

## Student Identity Segment

**ID: STU      Required      Not subordinated      One Instance**

Student Identity provides information about the student whose transcript was requested.

Field ID	Position	Field Name	Format	Length	Req/Opt
STU00	1	Segment ID	alphanumeric	3	REQ
STU10	(2-5)	Student Name at Institution			opt
STU11	2	Student Name at Institution: Last	alphanumeric	25	opt
STU12	3	Student Name at Institution: First	alphanumeric	25	opt
STU13	4	Student Name at Institution: Middle	alphanumeric	20	opt
STU14	5	Student Name at Institution: Suffix	alphanumeric	3	opt
STU20	(6-9) (10-13) (14-17) (18-21)	Other Name Used at Institution			opt
STU21	6, 10, 14, 18	Other Name Used at Institution: Last	alphanumeric	25	opt
STU22	7, 11, 15, 19	Other Name Used at Institution: First	alphanumeric	25	opt
STU23	8, 12, 16, 20	Other Name Used at Institution: Middle	alphanumeric	20	opt
STU24	9, 13, 17, 21	Other Name Used at Institution: Suffix	alphanumeric	3	opt
STU31	22	Student ID at Transcript Institution	alphanumeric	20	opt *
STU32	23	Social Security Number (SSN)	numeric	9	opt *
STU35	24	Student ID at Recipient Institution	alphanumeric	20	opt
STU36	25	Student CSIS ID	numeric	10	opt
STU41	26	Birthdate	date: ccyymmdd	8	opt
STU42	27	Birth City	alphanumeric	30	opt
STU44	28	Gender	alpha	1	opt
STU46	29	Deceased Indicator	alphanumeric	1	opt
STU60	(30-41)	Student Contact Information			opt
STU61	30	Address Line 1	alphanumeric	40	opt
STU62	31	Address Line 2	alphanumeric	40	opt
STU64	32	City	alphanumeric	30	opt
STU65	33	State	alphanumeric	2	opt
STU66	34	Country	alphanumeric	2	opt
STU67	35	Postal Code	alphanumeric	10	opt
STU70	36	Phone1	numeric	10	opt
STU71	37	Phone1 Extension	numeric	5	opt
STU72	38	Phone2	numeric	10	opt
STU73	39	Phone2 Extension	numeric	5	opt
STU80	40	Email	alphanumeric	50	opt
STU85	41	Contact Note	alphanumeric	80	opt

\* One of STU31 or STU32 must be provided.

## End of Response Segment

**ID: 99A**

**Required**

**Not subordinated**

**Single Instance**

End of Response closes the Response file, repeating the Reference ID included in the Transmission Segment (field 01A01).

Field ID	Position	Field Name	Format	Length	Req/Opt
99A00	1	Segment ID	alphanumeric	3	REQ
99A02	2	Response Closing ID	alphanumeric	35	REQ

## Transcript Files, Segments, and Fields

The Transcript file is, naturally, a much larger file than the Request and Response files. It consists of the following segments and segment groups:

- Transmission Data
- Student Identity
- Institution Identity Group
- Institutional Information Group
- Intersegmental Institutions
- Degrees / Certificates / Awards Group
- Credit Award Group
- Term Detail Group
- Institution Summary Group
- Recipient Identity
- End of Transcript

### ASCII File Format

*Figure 4* illustrates the segments in a Transcript File for a single college, plus their relationships. Segments are identified by Segment ID (two digits plus a letter) and Title. Indentation indicates hierarchical relationships.

### Reference Keys

In *Figure 4*, an arrowed dotted line from a segment or group of segments indicates a “reference key association” in which the segment or segment group from which the line originates “belongs to” the segment pointed to. The line label identifies the element used to key the segment or group of segments to the segment to which it belongs.

*Note:* The generic label “RK” indicates a reference key for which the component definition depends on the specific segment. See volume II for additional information on the reference keys.

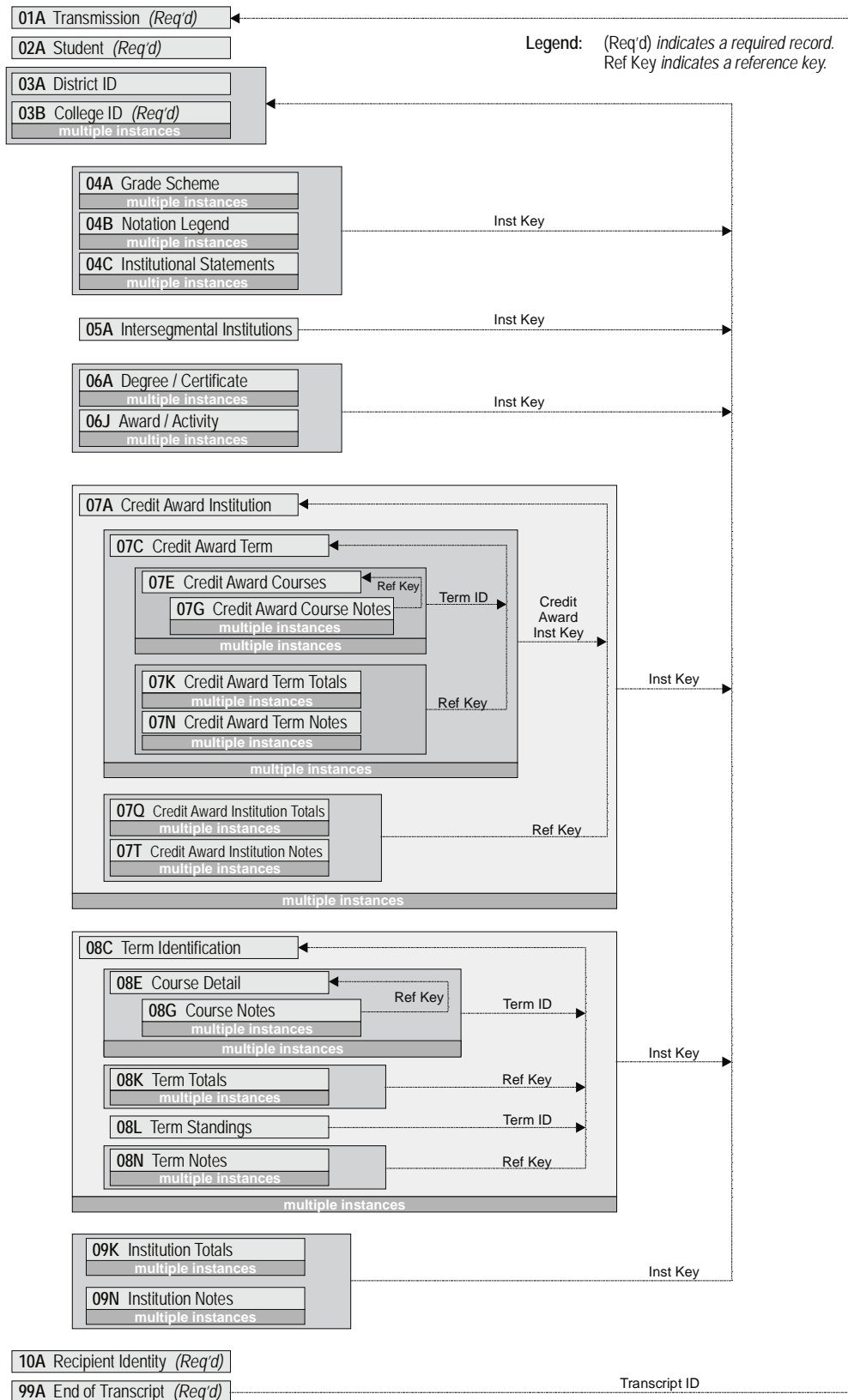


Figure 4. Transcript File Segments and Relationships

### Transcript Identification Key

An ASCII Transcript File begins with a Transmission (01A) segment that includes a 35-character ReferenceID field uniquely identifying the transcript. The ASCII transcript ends with an End Of Transcript (99A) segment that includes the same ReferenceID field as the Transmission (01A) segment.

### Institution Key

The Institutional Identity segment set (03) includes segment types for District Identity (03A) and College Identity (03B). District-wide transcripts require one District Identity segment plus individual College Identity segments for one or more colleges in the district. Single-college transcripts are limited to one College Identity segment; the District Identity segment is optional.

These Institutional Identity segments include fields for FICE, CEEBACT, and CDS identification numbers for the particular institution.

An Institution Key is a six-digit Institution Key that refers back to the FICE number in a College Identity segment. The segments identified in *Table 1-B* include an Institution Key in field 2. The Institution Key identifies each of these segments as belonging to one of the colleges identified in a College Identity (03B) segment.

**Table 1-B. Transcript Segments That Include an Institution Key in Field 2**

ID	Name	ID	Name
04A	Grade Scheme	07N	Credit Award Term Notes
04B	Notation Legend	07Q	Credit Award Institution Totals
04C	Institution Information Notes	07T	Credit Award Institution Notes
05A	Intersegmental Institutions	08C	Term Identification
06A	Degree / Certificate	08E	Course Detail
06J	Award / Activity	08G	Course Notes
07A	Credit Award Institution	08K	Term Totals
07C	Credit Award Term	08L	Term Standings
07E	Credit Award Courses	08N	Term Notes
07G	Credit Award Course Notes	09K	Institution Totals
07K	Credit Award Term Totals	09N	Institution Notes

## **Credit Award Reference Keys**

The Credit Award set includes a Credit Award Institution Key in position 3 of the 07A, 07C, and 07E segments to identify each of these segments as referring to the credit award institution identified in the 07A Credit Award Institution segment. The Credit Award Institution Key is a three-digit number selected by the college (typically using the convention “001” for the first credit award college, “002” for the second credit award college, etc.). Subsequent segments in the Credit Award segment set include an element called “Reference Key” in position 3. The structure of Reference Key is variable, depending on the segment type. Within the Credit Award segment set, Reference Keys will begin with the three digits that identify the credit award institution to which it refers, and then continue with a term ID (in the case of term totals and summaries) and/or course ID (in the case of course notes). These subcomponents of the Credit Award Reference Key allow the segment to be linked to the term or term+course of a particular credit award institution, as identified in the 07C (Credit Award Term) and 07E (Credit Award Courses) segments.

## **Term Detail Reference Keys**

A similar method applies to the Term Detail segment set (08). For a given institution (identified by an Institution Key), there is a Term Identification (08C) segment that identifies a term. Subsequent course segments are related to the term through the inclusion of a TermID reference key. Course Notes (08G) segments are related to a particular Course Detail (08E) segment by a reference key composed of the corresponding TermID and CourseID. Term Totals (08K) and Term Notes (08N) segments have a reference key composed of just a TermID, and are thereby related to a previous Term Identification (08C) segment.

## **Totals and Notes Segments**

Several segments in the transcript allow for totals to be presented regarding certain portions of the transcripts. These segments (07K, 07Q, 08K, and 09K) all share the same format.

Similarly, several segments in the transcript allow for notes to be provided regarding certain portions of the transcripts. These segments (07G, 07N, 07T, 08G, 08N, and 09N) all share the same format.

A Reference Key field in each Totals or Notes segment specifies the transcript segment to which the segment applies.

## **Segment and Field Tables**

The rest of this chapter provides a segment-by-segment summary of the fields in the Transcript File. For each segment, a table gives the field ID, position, field name, data format, and data length. Where a field position range is given in parentheses, the field ID refers to a composite of the indicated field positions. Where no field position is given, the field is a sub-element in the field position above it.



## Transmission Data Segment

**ID: 01A      Required      Not subordinated      One Instance**

The Transmission Data segment provides information about the transcript transmission.

Field ID	Position	Field Name	Format	Length	Req/Opt
01A00	1	Segment ID	alphanumeric	3	REQ
01A01	(2-3)	Transcript Document ID	alphanumeric	35	
01A02	2	Transcript Document ID: Official Document Flag	alphanumeric	1	REQ
01A03	3	Transcript Document ID: Reference ID	alphanumeric	34	REQ
01A04	4	Transmitting Institution ID Code: FICE	alphanumeric	6	opt *
01A05	5	Transmitting Institution ID Code: CEEB	alphanumeric	6	opt *
01A06	6	Transmitting Institution ID Code: CDS	alphanumeric	14	opt
01A08	7	Date Issued	date: ccyyymmdd	8	REQ
01A09	8	Time Issued	time: hhmm	4	opt
01A10	9	Request Tracking ID	alphanumeric	35	REQ <sup>†</sup>
01A11	10	Transmission Type	alphanumeric	2	opt
01A12	11	Document Process Code	alphanumeric	1	opt
01A13	12	Document Complete Code	alpha	1	opt
* One of 01A04 or 01A05 must be provided. <sup>†</sup> Except must be null for unsolicited Transcripts					

## Student Identity Segment

**ID: 02A**

**Required**

**Not subordinated**

**One Instance**

The Student Identity segment provides information about the student whose transcript is being transmitted.

Field ID	Position	Field Name	Format	Length	Req/Opt
02A00	1	Segment ID	alphanumeric	3	REQ
02A10	(2-5)	Student Name			
02A11	2	Student Name: Last	alphanumeric	25	REQ
02A12	3	Student Name: First	alphanumeric	25	opt
02A13	4	Student Name: Middle	alphanumeric	20	opt
02A14	5	Student Name: Suffix	alphanumeric	3	opt
02A20	(6-9) (10-13) (14-17) (18-21)	Other Name Used	alphanumeric		
02A21	6, 10, 14, 18	Other Name Used: Last	alphanumeric	25	opt
02A22	7, 11, 15, 19	Other Name Used: First	alphanumeric	25	opt
02A23	8, 12, 16, 20	Other Name Used: Middle	alphanumeric	20	opt
02A24	9, 13, 17, 21	Other Name Used: Suffix	alphanumeric	3	opt
02A31	22	Student ID at Transcript Institution	alphanumeric	20	opt *
02A32	23	Social Security Number (SSN)	numeric	9	opt *
02A35	24	Student ID at Recipient Institution	alphanumeric	20	opt
02A36	25	Student CSIS ID	numeric	10	opt
02A41	26	Birthdate	date: ccyymmdd	8	opt
02A45	27	Major	alphanumeric	30	opt
02A80	28	Email Address	alphanumeric	50	opt
* One of 02A31 or 02A32 must be provided.					

## Institution Identity Segment Group

**ID: 03\_      Required      Not subordinated      One Instance**

The Institution Identity segment group identifies the transcript college(s) and, optionally, the district.

## District Identity Segment

**ID: 03A      Optional      Not subordinated      One Instance**  
**(Required for district-wide transcript)**

The District Identity segment provides information about the district for the transcript college(s). It is required for district-wide transcripts (identified by District Transcript Flag 03A40); otherwise, it is optional.

Field ID	Position	Field Name	Format	Length	Req/Opt
03A00	1	Segment ID	alphanumeric	3	REQ
03A01	2	District ID Code: FICE	alphanumeric	6	REQ
03A02	3	District ID Code: CEEBACT	alphanumeric	6	opt
03A03	4	District ID Code: CDS	alphanumeric	14	opt
03A04	5	District Name	alphanumeric	48	REQ
03A10	(6-10)	District Address	alphanumeric		
03A11	6	District Address: Street	alphanumeric	40	REQ
03A13	7	District Address: City	alphanumeric	30	REQ
03A14	8	District Address: State	alpha	2	REQ
03A15	9	District Address: Country	alpha	2	REQ
03A16	10	District Address: Postal Code	alphanumeric	10	REQ
03A20	(11-14)	District Contact			
03A21	11	District Contact: Contact Office	alphanumeric	30	REQ
03A22	12	District Contact: Contact Phone	numeric	10	opt
03A23	13	District Contact: Phone Extension	numeric	5	opt
03A29	14	District Contact: Contact Email	alphanumeric	50	opt
03A40	15	District Transcript Flag	alphanumeric	1	opt
03A45	16	Partial Transcript - <b>Deprecate</b>	alpha	1	opt

## College Identity Segment

**ID: 03B      Required      Not subordinated      Multiple Instances**

The College Identity segment provides information about a college for which transcript data is provided. There may be only one 03B segment unless the District Transcript Flag (03A40) is set.

Field ID	Position	Field Name	Format	Length	Req/Opt
03B00	1	Segment ID	alphanumeric	3	REQ
03B01	2	College ID Code: FICE	alphanumeric	6	REQ
03B02	3	College ID Code: CEEBACT	alphanumeric	6	opt
03B03	4	College ID Code: CDS	alphanumeric	14	opt
03B04	5	College Name	alphanumeric	48	REQ
03B10	(7-10)	College Address	alphanumeric		
03B11	6	College Address: Street	alphanumeric	40	REQ
03B13	7	College Address: City	alphanumeric	30	REQ
03B14	8	College Address: State	alpha	2	REQ
03B15	9	College Address: Country	alpha	2	REQ
03B16	10	College Address: Postal Code	alphanumeric	10	REQ
03B20	(11-14)	College Contact			
03B21	11	College Contact: Contact Office	alphanumeric	30	REQ
03B22	12	College Contact: Contact Phone	numeric	10	opt
03B23	13	College Contact: Phone Extension	numeric	5	opt
03B29	14	College Contact: Contact Email	alphanumeric	50	opt
03B40	15	Term Basis	alphanumeric	1	opt
03B45	16	Partial Transcript	alpha	1	opt

## Institutional Information Segment Group

**ID: 04\_      Optional      Subordinated to 03B      One Instance per Institution**

The Institutional Information segment group includes three types of segments, each of which can occur multiple times. These segments provide information about the transcript-reporting institution. In a single-college transcript, there can be just one instance of this optional segment group. In a district-wide transcript, there can be one instance of the group per college.

## Grade Scheme Segment

**ID: 04A      Optional      Subordinated to 03B      Multiple Instances**

The Grade Scheme segment provides information about the grade scheme used by the reporting college. An Institution Key specifies the college to which the segment applies. There is one segment for each grade code (04A03) and there can be multiple instances of a grade code if the grade scheme has changed over time.

Field ID	Position	Field Name	Format	Length	Req/Opt
04A00	1	Segment ID	alphanumeric	3	REQ
04A01	2	Institution Key	alphanumeric	6	REQ
04A03	3	Grade	alphanumeric	3	REQ
04A05	4	Description	alphanumeric	30	REQ
04A11	5	Grade Points	numeric: nn.nnn	6	REQ
04A13	6	Grade Scale Code	numeric	3	opt *
04A21	7	Attempted Units Calculation	alpha	1	opt
04A22	8	Earned Units Calculation	alpha	1	opt
04A23	9	Grade Points Calculation	alpha	1	opt
04A25	10	Effective From Date	date: ccyymmdd	8	REQ †
04A26	11	Effective To Date	date: ccyymmdd	8	REQ †
* Strongly recommended for EDI compatibility. † Change Order pending to make these optional.					

### **Notation Legend Segment**

**ID: 04B      Optional      Subordinated to 03B      Multiple Instances**

The Notation Legend segment allows notes about an institution to be provided. An Institution Key specifies the college to which the segment applies. There can be multiple instances of this segment per institution as needed.

Field ID	Position	Field Name	Format	Length	Req/Opt
04B00	1	Segment ID	alphanumeric	3	REQ
04B01	2	Institution Key	alphanumeric	6	REQ
04B03	3	Notation Code	alphanumeric	3	REQ
04B05	4	Notation Description / Meaning	alphanumeric	50	REQ
04B11	5	Effective From Date	date: ccyymmdd	8	REQ *
04B12	6	Effective To Date	date: ccyymmdd	8	REQ *
* Change Order pending to make these optional.					

### **Institutional Statements**

**ID: 04C      Optional      Subordinated to 03B      Multiple Instances**

The Institutional Statements segment allows notes about an institution to be provided. An Institution Key specifies the college to which the segment applies. There can be multiple instances of this segment per institution as needed.

Field ID	Position	Field Name	Format	Length	Req/Opt
04C00	1	Segment ID	alphanumeric	3	REQ
04C01	2	Institution Key	alphanumeric	6	REQ
04C03	3	Institutional Statement Topic	alpha	1	opt
04C04	4	Institutional Statement Number	numeric	2	opt
04C05	5	Institutional Statement Message	alphanumeric	80	REQ

## Intersegmental Institutions Segment

**ID: 05A      Optional      Subordinated to 03B      One Instance**

The Intersegmental Institutions segment provides information about the student's high school segment and completion of various UC and CSU requirements. The can be just one instance of this segment in the transcript.

Field ID	Position	Field Name	Format	Length	Req/Opt
05A00	1	Segment ID	alphanumeric	3	REQ
05A01	2	Institution Key	alphanumeric	6	REQ
05A10	(3-6)	High School			
05A11	3	High School: HS Name	alphanumeric	30	opt
05A14	4	High School: HS Date	date: ccyymmdd	8	opt
05A15	5	High School: HS Date Type	alphanumeric	1	opt
05A16	6	High School: HS ID Code	alphanumeric	14	opt
05A20	(7-8)	CSU Amer/Hist. Completion			
05A21	7	CSU Amer/Hist. Completion: Completion Indicator	alpha	1	opt
05A22	8	CSU Amer/Hist. Completion: Date Achieved	date: ccyymmdd	8	opt
05A30	(9-24)	CSU GE Completion			
05A31	9	CSU GE Completion Date	date: ccyymmdd	8	opt
05A34	(10-12) (13-15) (16-18) (19-21) (22-24)	CSU GE Completion Areas			
05A35	10, 13, 16, 19, 22	CSU GE Completion Areas: CSU GE Area ID	alpha	1	opt
05A37	11, 14, 17, 20, 23	CSU GE Completion Areas: CSU GE Area Completion Indicator	alpha	1	opt
05A38	12, 15, 18, 21, 24	CSU GE Completion Areas: CSU GE Area Completion Date	date: ccyymmdd	8	opt
05A40	(25-40)	CSU IGETC Completion			
05A41	25	CSU IGETC Certification Date	date: ccyymmdd	8	opt
05A44	(26-28) (29-31) (32-34) (35-37) (38-40)	CSU IGETC Certification Area			
05A45	26, 29, 32, 35, 38	CSU IGETC Certification Area: Area ID	numeric	1	opt

05A47	27, 30, 33, 36, 39	CSU IGETC Certification Area: Area Completion Indicator	alpha	1	opt
05A48	28, 31, 34, 37, 40	CSU IGETC Certification Area: Area Completion Date	date: ccyymmdd	8	opt
05A50	(40-59)	UC IGETC Completion			opt
05A51	41	UC IGETC Certification Date	date: ccyymmdd	8	opt
05A54	(42-44) (45-47) (48-50) (51-53) (54-56) (57-59)	UC IGETC Certification Areas			opt
05A55	42 45 48 51 54 57	UC IGETC Certification Areas: UC IGETC Area ID	alphanumeric	1	opt
05A57	43 46 49 52 55 58	UC IGETC Certification Areas: UC IGETC Area Completion Indicator	alpha	1	opt
05A58	44 47 50 53 56 59	UC IGETC Certification Areas: UC IGETC Area Completion Date	date: ccyymmdd	8	opt



## Degrees / Certificates / Awards Segment Group

**ID: 06\_      Optional      Subordinated to 03B      One Instance per Institution**

The Degrees / Certificates / Awards segment group includes two types of segments, each of which can occur multiple times. These segments provide information about degrees, certificates, awards, and activities in the student's segment. There can be one instance of this optional segment group per institution.

### Degree / Certificate Segment

**ID: 06A      Optional      Subordinated to 03B      Multiple Instances**

The Degree / Certificate segment provides information about degrees and certificates awarded to the student by an institution. There can be multiple instances of this segment as needed.

Field ID	Position	Field Name	Format	Length	Req/Opt
06A00	1	Segment ID	alphanumeric	3	REQ
06A01	2	Institution Key	alphanumeric	6	REQ
06A11	3	Type	alphanumeric	2	REQ
06A12	4	Title	alphanumeric	60	REQ
06A13	5	Date Awarded	date: ccyyymmdd	8	opt †
06A15	6	Credit Basis	alphanumeric	1	opt *
06A16	7	Attempted Units	numeric: nnnn.nn	7	opt
06A17	8	Earned Units	numeric: nnnn.nn	7	opt
06A18	9	Grade Points	numeric: nnnn.nn	7	opt
06A19	10	GPA	numeric: nn.nnn	6	opt
06A21	11	Major Field	alphanumeric	40	opt
06A22	12	Secondary Field	alphanumeric	40	opt
06A25	13	Degree Honors	alphanumeric	20	opt
06A26	14	EDI Honors Rank	alphanumeric	1	opt
06A28	15	Completion Indicator	numeric	1	REQ
06A29	16	SB1440 Transfer Indicator	numeric	1	opt **
06A30	17	Program CO-Unique Code	alphanumeric	5	opt **

† Required if 06A28 is 1 (Yes).

\* Required unless fields 06A16, 06A17, and 06A18 are all null.

\*\* Required if any Associate Degree type indicated in 06A11.

*For some period of time, the system will also support the previous 1-field format for 06A, lacking 06A28-30.*

## **Award / Activity Segment**

**ID: 06J**

**Optional**

**Subordinated to 03B**

**Multiple Instances**

The Award / Activity segment provides information about awards presented to the student by an institution and activities the student engaged in at the institution. There can be multiple instances of this segment as needed.

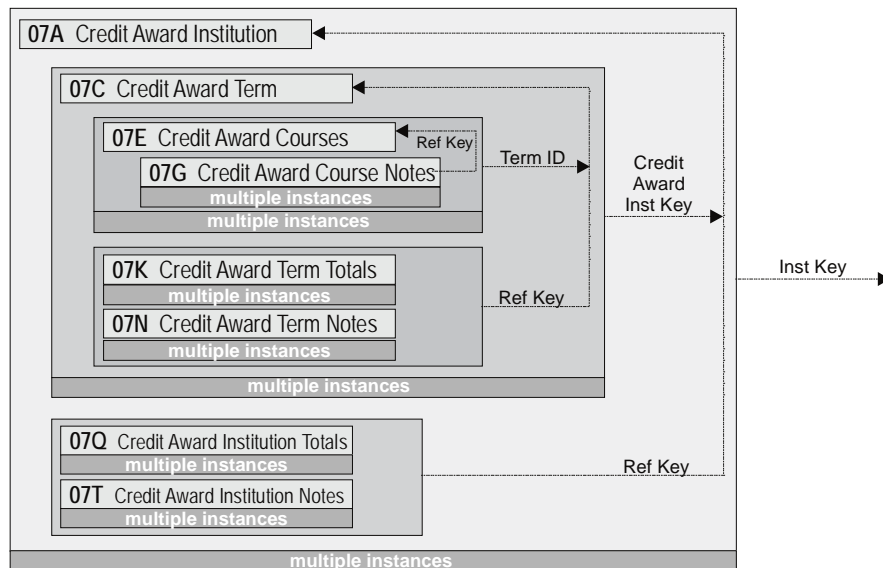
Field ID	Position	Field Name	Format	Length	Req/Opt
06J00	1	Segment ID	alphanumeric	3	REQ
06J01	2	Institution Key	alphanumeric	6	REQ
06J11	3	Award Title	alphanumeric	40	REQ
06J12	4	Date Awarded	date: ccyyymmdd	8	opt
06J16	5	EDI Type	alphanumeric	1	REQ

## Credit Award Segment Group

**ID: 07\_      Optional      Subordinated to 03B      Multiple Instances**

The Credit Award segment group includes eight types of segments, all but the first of which can occur multiple times in the segment group. These segments provide information about transfer credit in the student's segment at the reporting institution. There can be multiple instances of this optional segment group for each reporting institution (one segment group per transfer-credit institution).

Figure 5 shows the relationships of the segments in the Credit Award segment group.



*Figure 5. Credit Award Segment Group*

### **Credit Award Institution Segment**

**ID: 07A      Optional      Subordinated to 03B      One Instance per Group**

The Credit Award Institution segment provides information about the institution from which credit transferred. There can be just one instance of this segment per Credit Award segment group, and the segment includes an Institution Key associating the segment group with the reporting institution. This segment introduces a Credit Award Institution Key which is used by subsequent segments in the segment group to link to this Credit Award Institution (i.e., to this particular segment group).

Field ID	Position	Field Name	Format	Length	Req/Opt
07A00	1	Segment ID	alphanumeric	3	REQ
07A01	2	Institution Key	alphanumeric	6	REQ
07A02	3	Credit Award Institution Key	numeric	3	REQ
07A03	4	Credit Institution Name	alphanumeric	48	REQ
07A05	5	Institution Code: FICE	alphanumeric	6	opt
07A06	6	Institution Code: CEEBACT	alphanumeric	6	opt
07A07	7	Institution Code: CDS	alphanumeric	14	opt
07A09	8	Date Attended / Earned	date: ccyymmdd	8	opt

## Credit Award Term Segment

**ID: 07C      Optional      Subordinated to 07A      Multiple Instances**

The Credit Award Term segment provides information about a term for which transfer credit is reported. An Institution Key links the segment to the reporting institution, and a Credit Award Institution Key links the term to the transfer-credit institution. There can be multiple instances of this segment (one per term) in a single Credit Award segment group.

Field ID	Position	Field Name	Format	Length	Req/Opt
07C00	1	Segment ID	alphanumeric	3	REQ
07C01	2	Institution Key	alphanumeric	6	REQ
07C02	3	Credit Award Institution Key	numeric	3	REQ
07C03	(4-5)	Term ID			
07C04	4	Term ID: Term Year	year: ccy	4	REQ
07C05	5	Term ID: Term Code	alphanumeric	2	REQ
07C06	6	Term Name	alphanumeric	6	REQ
07C07	7	From / Start Date	date: ccymmdd	8	REQ
07C08	8	To / End Date	date: ccymmdd	8	opt
07C09	9	Term Basis	alphanumeric	1	REQ

## Credit Award Courses Segment

**ID: 07E      Optional      Subordinated to 07C      Multiple Instances**

The Credit Award Courses segment provides information about courses in a specific term at a specific institution. An Institution Key links the segment to the reporting institution, and a Credit Award Institution Key links the term to the transfer-credit institution. A Term ID links the course to a particular term. There can be multiple instances of this segment for each term in a Credit Award segment group.

Field ID	Position	Field Name	Format	Length	Req/Opt
07E00	1	Segment ID	alphanumeric	3	REQ
07E01	2	Institution Key	alphanumeric	6	REQ
07E02	3	Credit Award Institution Key	numeric	3	REQ
07E06	4	Term ID	alphanumeric	6	opt
07E10	(5-6)	Course ID	alphanumeric	20	
07E11	5	Course ID: Course Subject	alphanumeric	10	opt
07E12	6	Course ID: Course Number	alphanumeric	10	opt
07E14	7	Course Title	alphanumeric	30	opt
07E16	8	Date Earned	date: ccyymmdd	8	opt
07E27	9	CSU GE Applied Area	alphanumeric	3	opt
07E37	10	CSU IGETC Applied Area	alphanumeric	2	opt
07E47	11	UC IGETC Applied Area	alphanumeric	2	opt
07E50	12	Credit Basis	alphanumeric	1	opt
07E52	13	Course Credit Units	numeric: nnn.nn	6	opt
07E54	14	Earned Units	numeric: nnn.nn	6	opt
07E56	15	Grade Points	numeric: nnn.nn	6	opt
07E58	16	Grade	alphanumeric	3	opt
07E60	17	Grade Scale Code	alphanumeric	3	opt
07E62	18	Grade Bracket	alphanumeric	1	opt
07E64	19	Attempted Units Calculation	alpha	1	opt
07E66	20	Earned Units Calculation	alpha	1	opt
07E68	21	Grade Points Calculation	alpha	1	opt
07E74	22	Transferability	alpha	1	opt
07E76	23	Degree Applicability	alpha	1	opt

### **Credit Award Course Notes Segment**

**ID: 07G      Optional      Subordinated to 07E      Multiple Instances**

The Credit Award Course Notes segment allows notes to be provided regarding a course. An Institution Key links the segment to the reporting institution, and a Reference Key links the notes to a particular course. There can be multiple instances of this segment for a course, as needed.

Field ID	Position	Field Name	Format	Length	Req/Opt
07G00	1	Segment ID	alphanumeric	3	REQ
07G01	2	Note Applied: Institution Key	alphanumeric	6	REQ
07G02	3	Note Applied: Reference Key	alphanumeric	29	opt
07G05	(4-8)	Notation Codes			
07G06	4, 5, 6, 7, 8	Notation Codes: Notation Code	alphanumeric	3	opt
07G10	9	Message Text	alphanumeric	80	opt

### Credit Award Term Totals Segment

**ID: 07K      Optional      Subordinated to 07C      Multiple Instances**

The Credit Award Term Totals segment provides various totals and calculations regarding a term. An Institution Key links the segment to the reporting institution, and a Reference Key links the totals to a particular term. There can be multiple instances of this segment for different credit types.

Field ID	Position	Field Name	Format	Length	Req/Opt
07K00	1	Segment ID	alphanumeric	3	REQ
07K01	2	Totals Applied: Institution Key	alphanumeric	6	REQ
07K02	3	Totals Applied: Reference Key	alphanumeric	9	REQ
07K10	(4-6)	Total Calculation Type			
07K11	4	Total Calculation Type: Institution Applicability	alphanumeric	1	REQ
07K12	5	Total Calculation Type: Cumulative	alphanumeric	1	REQ
07K13	6	Total Calculation Type: Credit Applicability	alphanumeric	2	REQ
07K15	7	Term Basis	alphanumeric	1	REQ
07K16	8	Attempted Units	numeric: nnnnn.nn	8	opt *
07K17	9	Earned Units	numeric: nnnnn.nn	8	opt *
07K18	10	Grade Points	numeric: nnnnn.nn	8	opt *
07K19	11	GPA	numeric: nn.nnn	6	opt *
07K25	12	Total Description	alphanumeric	80	opt †
* At least one of these fields must not be blank. † required if 07K11 = 0 or 07K13 = **.					



### **Credit Award Term Notes Segment**

**ID: 07N      Optional      Subordinated to 07C      Multiple Instances**

The Credit Award Term Notes segment allows notes to be provided regarding a term. An Institution Key links the segment to the reporting institution, and a Reference Key links the notes to a particular term. There can be multiple instances of this segment for a term, as needed.

Field ID	Position	Field Name	Format	Length	Req/Opt
07N00	1	Segment ID	alphanumeric	3	REQ
07N01	2	Note Applied: Institution Key	alphanumeric	6	REQ
07N02	3	Note Applied: Reference Key	alphanumeric	9	REQ
07N05	(4-8)	Notation Codes			
07N06	4, 5, 6, 7, 8	Notation Codes: Notation Code	alphanumeric	3	opt
07N10	9	Message Text	alphanumeric	80	opt

## Credit Award Institution Totals Segment

**ID: 07Q      Optional      Subordinated to 07A      Multiple Instances**

The Credit Award Institution Totals segment provides various totals and calculations regarding the credit transferred from an institution. An Institution Key links the segment to the reporting institution, and a Reference Key links the totals to transfer-credit institution. There can be multiple instances of this segment for different credit types at an institution.

Field ID	Position	Field Name	Format	Length	Req/Opt
07Q00	1	Segment ID	alphanumeric	3	REQ
07Q01	2	Totals Applied: Institution Key	alphanumeric	6	REQ
07Q02	3	Totals Applied: Reference Key	alphanumeric	3	REQ
07Q10		Total Calculation Type			
07Q11	4	Total Calculation Type: Institution Applicability	alphanumeric	1	REQ
07Q12	5	Total Calculation Type: Cumulative	alphanumeric	1	REQ
07Q13	6	Total Calculation Type: Credit Applicability	alphanumeric	2	REQ
07Q15	7	Term Basis	alphanumeric	1	REQ
07Q16	8	Attempted Units	numeric: nnnnn.nn	8	opt *
07Q17	9	Earned Units	numeric: nnnnn.nn	8	opt *
07Q18	10	Grade Points	numeric: nnnnn.nn	8	opt *
07Q19	11	GPA	numeric: nn.nnn	6	opt *
07Q25	12	Total Description	alphanumeric	80	opt †
* At least one of these fields must not be blank.      † required if 07Q11 = O or 07Q13 = **.					

### **Credit Award Institution Notes Segment**

**ID: 07T      Optional      Subordinated to 07A      Multiple Instances**

The Credit Award Institution Notes segment allows notes to be provided regarding a credit-awarding institution. An Institution Key links the segment to the reporting institution, and a Reference Key links the totals to a transfer-credit institution. There can be multiple instances of this segment for an institution, as needed.

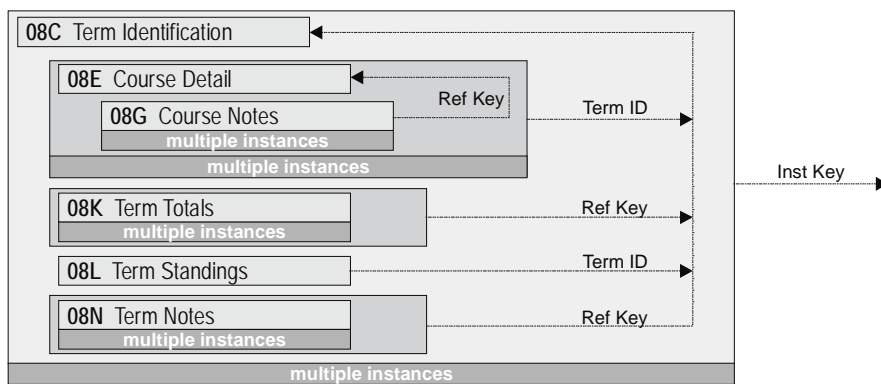
Field ID	Position	Field Name	Format	Length	Req/Opt
07T00	1	Segment ID	alphanumeric	3	REQ
07T01	2	Note Applied: Institution Key	alphanumeric	6	REQ
07T02	3	Note Applied: Reference Key	alphanumeric	3	REQ
07T05	(4-8)	Notation Codes			
07T06	4, 5, 6, 7, 8	Notation Codes: Notation Code	alphanumeric	3	opt
07T10	9	Message Text	alphanumeric	80	opt

## Term Detail Segment Group

**ID: 08\_      Optional      Subordinated to 03B      Multiple Instances**

The Term Detail segment group includes six types of segments, four of which can occur multiple times in the segment group. These segments provide details about a single term at the reporting institution and the courses in which the student was enrolled during that term. There can be multiple instances of this optional segment group.

Figure 6 shows the relationships of the segments in the Term Detail segment group.



*Figure 6. Term Detail Segment Group*

## Term Identification Segment

**ID: 08C      Optional      Subordinated to 03B      One Instance per Group**

The Term Identification segment identifies a term for which transcript information is reported. There can be just one instance of this segment per Term Detail segment group. The segment includes an Institution Key associating the segment group with the reporting institution. This segment introduces a Term ID that is used by subsequent segments in the segment group to link to this Term (i.e., to this particular segment group).

Field ID	Position	Field Name	Format	Length	Req/Opt
08C00	1	Segment ID	alphanumeric	3	REQ
08C01	2	Institution Key	alphanumeric	6	REQ
08C02	(3-4)	Term ID			
08C03	3	Term ID: Term Year	year: ccyy	4	REQ
08C04	4	Term ID: Term Number	alphanumeric	2	REQ
08C05	5	Term Name	alphanumeric	6	REQ
08C06	6	From / Start Date	date: ccyyymmdd	8	REQ
08C07	7	To / End Date	date: ccyyymmdd	8	opt
08C08	8	Term Basis	alphanumeric	1	REQ

## Course Detail Segment

**ID: 08E      Optional      Subordinated to 08C      Multiple Instances**

The Course Detail segment provides information about courses in which the student enrolled during a term. An Institution Key links the segment to the reporting institution, and a Term ID links the course to a particular term. There can be multiple instances of this segment.

Field ID	Position	Field Name	Format	Length	Req/Opt
08E00	1	Segment ID	alphanumeric	3	REQ
08E01	2	Institution Key	alphanumeric	6	REQ
08E02	3	Term ID	alphanumeric	6	REQ
08E10	(4-5)	Course ID	alphanumeric	20	
08E11	4	Course ID: Course Subject	alphanumeric	10	REQ
08E12	5	Course ID: Course Number	alphanumeric	10	REQ
08E14	6	Course Title	alphanumeric	40	REQ
08E15	7	Alternate Course ID	alphanumeric	20	opt
08E17	8	State Articulation ID	alphanumeric	10	opt
08E18	9	CSU Articulation ID	alphanumeric	10	opt
08E19	10	Course Location	alphanumeric	30	opt
08E22	11	CSU American Institution Code	alpha	1	opt
08E24	12	CSU GE Eligible Area 1	alphanumeric	3	opt
08E25	13	CSU GE Eligible Area 2	alphanumeric	3	opt
08E26	14	CSU GE Eligible Area 3	alphanumeric	3	opt
08E27	15	CSU GE Applied Area	alphanumeric	3	opt
08E34	16	CSU IGETC Eligible Area 1	alphanumeric	2	opt
08E35	17	CSU IGETC Eligible Area 2	alphanumeric	2	opt
08E36	18	CSU IGETC Eligible Area 3	alphanumeric	2	opt
08E37	19	CSU IGETC Applied Area	alphanumeric	2	opt
08E44	20	UC IGETC Eligible Area 1	alphanumeric	2	opt
08E45	21	UC IGETC Eligible Area 2	alphanumeric	2	opt
08E46	22	UC IGETC Eligible Area 3	alphanumeric	2	opt
08E47	23	UC IGETC Applied Area	alphanumeric	2	opt
08E50	24	Term Basis	alphanumeric	1	REQ
08E52	25	Course Credit Units	numeric: nn.nn	5	REQ
08E54	26	Earned Units	numeric: nn.nn	5	REQ

08E56	27	Grade Points	numeric: nnn.nn	6	REQ
08E58	28	Grade	alphanumeric	3	REQ
08E60	29	Grade Scale Code	alphanumeric	3	opt
08E62	30	Grade Bracket	alphanumeric	1	opt
08E64	31	Attempted Units Calculation	alpha	1	opt
08E66	32	Earned Units Calculation	alpha	1	opt
08E68	33	Grade Points Calculation	alpha	1	opt
08E70	34	Date Dropped / Last Attended	date: ccyymmdd	8	opt
08E72	35	Repeat Status	alphanumeric	1	opt
08E74	36	Transferability	alpha	1	opt
08E76	37	Degree Applicability	alpha	1	REQ
08E78	38	Course Action Code	alpha	2	opt
08E80	39	Course Credit Basis	alphanumeric	2	opt
08E82	40	Course Honors	alphanumeric	1	opt

## Course Notes Segment

**ID: 08G      Optional      Subordinated to 08E      Multiple Instances**

The Course Notes segment allows notes to be provided regarding a course. An Institution Key links the segment to the reporting institution, and a Reference Key links the notes to a particular course. There can be multiple instances of this segment for a course, as needed.

Field ID	Position	Field Name	Format	Length	Req/Opt
08G00	1	Segment ID	alphanumeric	3	REQ
08G01	2	Note Applied: Institution Key	alphanumeric	6	REQ
08G02	3	Note Applied: Reference Key	alphanumeric	26	opt
08G05	(4-8)	Notation Codes			
08G06	4, 5, 6, 7, 8	Notation Codes: Notation Code	alphanumeric	3	opt
08G10	9	Message Text	alphanumeric	80	opt



## Term Totals Segment

**ID: 08K      Optional      Subordinated to 08C      Multiple Instances**

The Term Totals segment provides various totals and calculations regarding a term. An Institution Key links the segment to the reporting institution, and a Reference Key links the totals to a particular term. There can be multiple instances of this segment for different credit types.

Field ID	Position	Field Name	Format	Length	Req/Opt
08K00	1	Segment ID	alphanumeric	3	REQ
08K01	2	Totals Applied: Institution Key	alphanumeric	6	REQ
08K02	3	Totals Applied: Reference Key	alphanumeric	6	REQ
08K10	(4-6)	Total Calculation Type			
08K11	4	Total Calculation Type: Institution Applicability	alphanumeric	1	REQ
08K12	5	Total Calculation Type: Cumulative	alphanumeric	1	REQ
08K13	6	Total Calculation Type: Credit Applicability	alphanumeric	2	REQ
08K15	7	Term Basis	alphanumeric	1	REQ
08K16	8	Attempted Units	numeric: nnnnn.nn	8	opt *
08K17	9	Earned Units	numeric: nnnnn.nn	8	opt *
08K18	10	Grade Points	numeric: nnnnn.nn	8	opt *
08K19	11	GPA	numeric: nn.nnn	6	opt *
08K25	12	Total Description	alphanumeric	80	opt †
* At least one of these fields must not be blank. † required if 08K11 = 0 or 08K13 = **.					

## Term Standings Segment

**ID: 08L      Optional      Subordinated to 08C      One Instance per Term**

The Term Standings segment provides information about the student's standing for the term. An Institution Key links the segment to the reporting institution, and a Term ID links the standings to a particular term. There can be just one instance of this segment per Term Identification segment.

Field ID	Position	Field Name	Format	Length	Req/Opt
08L00	1	Segment ID	alphanumeric	3	REQ
08L01	2	Institution Key	alphanumeric	6	REQ
08L02	3	Term ID	alphanumeric	6	REQ
08L03	4	Term Honors	alphanumeric	20	opt
08L04	5	Honors Level	alphanumeric	1	opt *
08L05	6	Academic Status	alphanumeric	1	opt
08L06	7	Progress Status	alphanumeric	1	opt
08L07	8	Term Withdrawal Type	alphanumeric	20	opt
08L08	9	Term Withdrawal Date	date: ccyyymmdd	8	opt
* Should be used whenever 08L03 is filled in.					

## Term Notes Segment

**ID: 08N      Optional      Subordinated to 08C      Multiple Instances**

The Term Notes segment allows notes to be provided regarding a term. An Institution Key links the segment to the reporting institution, and a Reference Key links the notes to a particular term. There can be multiple instances of this segment for a term, as needed.

Field ID	Position	Field Name	Format	Length	Req/Opt
08N00	1	Segment ID	alphanumeric	3	REQ
08N01	2	Note Applied: Institution Key	alphanumeric	6	REQ
08N02	3	Note Applied: Reference Key	alphanumeric	6	REQ
08N05	(4-8)	Notation Codes			
08N06	4, 5, 6, 7, 8	Notation Codes: Notation Code	alphanumeric	3	opt
08N10	9	Message Text	alphanumeric	80	opt

## Institution Summary Segment Group

**ID: 09\_      Optional      Subordinated to 03B      Multiple Instances**

The Institution Summary segment group includes two types of segments, each of which can occur multiple times. These segments provide totals and calculations summarizing the student's transcript and notes about the student's transcript. There can be just one instance of this optional segment group.

## Institution Totals Segment

**ID: 09K      Optional      Subordinated to 03B      Multiple Instances**

The Institution Totals segment provides various totals and calculations regarding the credit from a reporting institution. An Institution Key links the segment to the reporting institution, and a Reference Key indicates where the total appears in relation to the institution's term data. There can be multiple instances of this segment for different credit types.

Field ID	Position	Field Name	Format	Length	Req/Opt
09K00	1	Segment ID	alphanumeric	3	REQ
09K01	2	Totals Applied: Institution Key	alphanumeric	6	REQ
09K02	3	Totals Applied: Reference Key	alphanumeric	6	opt
09K10	(4-6)	Total Calculation Type			
09K11	4	Total Calculation Type: Institution Applicability	alphanumeric	1	REQ
09K12	5	Total Calculation Type: Cumulative	alphanumeric	1	REQ
09K13	6	Total Calculation Type: Credit Applicability	alphanumeric	2	REQ
09K15	7	Term Basis	alphanumeric	1	REQ
09K16	8	Attempted Units	numeric: nnnnn.nn	8	opt *
09K17	9	Earned Units	numeric: nnnnn.nn	8	opt *
09K18	10	Grade Points	numeric: nnnnn.nn	8	opt *
09K19	11	GPA	numeric: nn.nnn	6	opt *
09K25	12	Total Description	alphanumeric	80	opt †
* At least one of these fields must not be blank.      † required if 09K11 = 0 or 09K13 = **.					

## ***Institution Notes Segment***

**ID: 09N      Optional      Subordinated to 03B      Multiple Instances**

The Institution Notes segment allows notes to be provided regarding a reporting institution. An Institution Key links the segment to the reporting institution, and a Reference Key indicates where the note appears in relation to the institution's term data. There can be multiple instances of this segment as needed.

Field ID	Position	Field Name	Format	Length	Req/Opt
09N00	1	Segment ID	alphanumeric	3	REQ
09N01	2	Note Applied: Institution Key	alphanumeric	6	REQ
09N02	3	Note Applied: Reference Key	alphanumeric	6	opt
09N05	(4-8)	Notation Codes			
09N06	4, 5, 6, 7, 8	Notation Codes: Notation Code	alphanumeric	3	opt
09N10	9	Message Text	alphanumeric	80	opt

## Recipient Identity Segment

**ID: 10A      Required      Not subordinated      Single Instance**

The Recipient Identity segment provides information about the receiving institution.

Field ID	Position	Field Name	Format	Length	Req/Opt
10A00	1	Segment ID	alphanumeric	3	REQ
10A03	2	Institution ID Code	numeric	6	REQ
10A04	3	Institution ID Code Type	alphanumeric	6	REQ
10A10	4	Name	alphanumeric	48	REQ
10A21	5	Office/Dept/title	alphanumeric	30	opt
10A23	6	Email Address	alphanumeric	50	opt
10A25	7	Phone	numeric	10	opt
10A26	8	Phone Extension	numeric	5	opt
10A30	(9-13)	Mailing Address			
10A31	9	Mailing Address: Street or PO	alphanumeric	40	opt
10A33	10	Mailing Address: City	alphanumeric	30	opt
10A34	11	Mailing Address: State	alphanumeric	2	opt
10A35	12	Mailing Address: Country	alphanumeric	2	opt
10A36	13	Mailing Address: Postal Code	alphanumeric	10	opt

## End of Transcript Segment

**ID: 99A      Required      Not subordinated      Single Instance**

The End of Transcript segment closes the transcript file, repeating the Reference ID included in the Transmission Segment (field 01A01).

Field ID	Position	Field Name	Format	Length	Req/Opt
99A00	1	Segment ID	alphanumeric	3	REQ
99A02	2	Transcript Closing ID	alphanumeric	35	opt

## Sample ASCII Files

This sample set of ASCII files represents a complete request-response-transcript series, with the same student, the same recipient and transcript institutions, and correlating transmission dates.

### Request File

This sample request is from Corralitos University to Ben Lomond Community College for the transcript of Ima Sharpe (*aka* Ima Flatte). The request includes a requested delay in processing until final grades are posted for the Spring session, and an IGETC certification request. The flag in position 2 of the REC segment is set to “Y”, indicating that the information in the recipient segment is the same as the information in the requestor (REQ) segment; the data is included for the rest of the REC segment for demonstration purposes. Corralitos University does not include an email address for Ms. Sharpe.

```
RCL|0654321123456789SHARPE|20050415|1231|OR|P|TR|||Spring|||IG|N
REQ|001219|||Corralitos University|Ms. Amy Admits|Admissions
  Office|admissions@corralitos.edu|8312274321||1801 Corralitos
  Rd|Corralitos|CA|US|95076
TRN|001219|||Ben Lomond College
REC|Y|001219|||Corralitos University|Ms. Amy Admits|Admissions
  Office|admissions@corralitos.edu|8312274321||1801 Corralitos
  Ro|Corralitos|CA|US|95076
STU|Sharpe|Ima|C||Flatte|Ima|D|||||||567656765|567656765|592674311|192
  8374650|19600621|Independence|F|19970101|19990101|2205 Mission Blvd.|Apt.
  27|Aptos|CA|US|95003|8311234567|||available by phone evenings only
99A|0654321123456789SHARPE
```

### Response File

This sample response is from Ben Lomond College to Corralitos University in response to the sample request above. It indicates that Ms. Sharpe’s transcript request is on hold until she settles a debt show owes to the college and that a transcript will not be issued earlier than the college’s planned date for posting Spring grades. Because the requesting college did not include an email address for the student in the request, this response includes the email address that Ben Lomond College has for the student.

```
RSP|0123456567656765SHARPE|20050418|0900|0654321123456789SHARPE|OR|P|HO|||FN|$
  45 spring 2005 enrollment fee payment still due|RA|Hold until Spring
  grades posted.|||||20050609|W
TRN|001219|||Ben Lomond College|Reggie Starr|Registrar's
  Office|registrar@blc.edu|8313369000|1234
REC|001219|||Corralitos University|Ms. Amy Admits|Admissions
  Office|admissions@corralitos.edu|8312274321|
```

```
STU|Sharpe|Ima|C||Flatte|Ima|D|||||||567656765|987654321|123456789|192  
8374650|19600621|Independence|F||2205 Mission Blvd.|Apt.  
27|Aptos|CA|US|95003|8311234567|||ima.sharpe@sbcglobal.net|available by  
phone evenings only  
99A|0123456567656765SHARPE
```

## Transcript File

Since the student has settled her debt with Ben Lomond College and semester grades have been posted on the planned date, Ben Lomond College has issued this transcript. The transcript includes:

- An AA degree and a certificate awarded to the student.
- Credit Awards by term with course detail from two other colleges, including term and institutional totals.
- Prior credit stored offline for classes taken at Ben Lomond College before 1981.
- Coursework by term at Ben Lomond College since 1981 with semester-only and cumulative totals.
- Transcript totals for credit-award only, Ben Lomond College only, and the full transcript.
- Occasional course, session, and institutional notes.
- “999999” in field 09K02 to indicate totals that appear after all terms.

```
01A|O|2005061008000012675676567650SHARPE|001219|||20050610|0800|0958473023984  
44SHARPE|OR|P|P  
02A|Sharpe|Ima|C||Flatte|Ima|D|||||||567656765|987654321|123456789|192  
8374650|19600621|Music|  
03B|001219|987654|12345678901234|Ben Lomond College|9450 Hwy 9|Ben  
Lomond|CA|US|950050000|Registrar's  
Office|8313369000|1234|registrar@blc.edu|S|P  
04A|001219|A|EXCELLENT|04.00|25|Y|Y|Y|19010101|29990101  
04A|001219|B|ABOVE AVERAGE|03.00|25|Y|Y|Y|19010101|29990101  
04A|001219|C|AVERAGE|02.00|25|Y|Y|Y|19700101|29990101  
04A|001219|D|BELOW AVERAGE|01.00|25|Y|Y|Y|19700101|29990101  
04A|001219|F|FAILING|00.000|25|Y|Y|Y|19700101|29990101  
04A|001219|CR|CREDIT|00.000|62|B|Y|N|19700101|29990101  
04A|001219|NC|NO CREDIT|00.000|62|B|Y|N|19700101|29990101  
04A|001219|W|WITHDREW|00.000|506|B|N|N|19700101|29990101  
04A|001219|IP|IN PROGRESS|00.000|500|Y|N|N|19700101|29990101  
04B|001219|120|Grade awarded based on single essay|19700101|29990101  
04B|001219|L|Academic Renewal Bd Policy #6129|19900701|20030630  
04C|001219|X|01|Ben Lomond College founded 1970 as the flagship college of  
the San Lorenzo Commu  
04C|001219|X|02|nity College District  
04C|001219|T|03|Converted from Quarter system to Semester system as of Fall,  
1990, to facilitate  
04C|001219|T|04|transfers to San Jose State University  
05A|001219|San Lorenzo Valley High  
School|19750610|G|12345678907777|N|||A|N|B|N|C|N|D|N|E|N|||1|N||2|Y|20  
050520|3|Y|20041212|4|N||5|Y|20041212||1|N||2|Y|20050520|3|Y|20041212|4|N|  
|5|Y|20041212|6|N|
```

06A|001219|AA|Associate of Arts in History for  
 Transfer|20050501|S|00.0|00.0|0000.00|0.000|Music|Math|High  
 Honors|3|1|1|54321

06J|001219|Certificate, Park Management|20040201|2

07A|001219|001|La Selva College|000521|125000|12345678908888|19961212

07C|001219|001|1996|01|FALL|19960801|19961212|S

07E|001219|001|199601|BIOL|100|Intro to Life  
 Sciences|19961201|B02|5B|5B|S|3.00|3.00|12.00|A|25|N|Y|Y|Y|A|Y

07K|001219|001199601|E|N|DA|S|3.00|3.00|12.00|4.00|Credit Award Term Total

07C|001219|001|1997|02|Spring|19970120|19970521|S

07E|001219|001|199702|Engl|129|English  
 Composition|19970521|A02|1A|1A|S|3.00|3.00|9.00|B|25|N|Y|Y|Y|A|Y

07E|001219|001|199702|HIST|100|Survey or American  
 History|19970521|D06|3B|3B|S|4.00|4.00|8.00|C|25|N|B|Y|Y|A|Y

07K|001219|001199702|E|N|DA|S|7.00|7.00|17.00|2.429|Credit Award Term Total

07Q|001219|001|E|N|DA|S|10.00|10.00|29.00|2.900|Credit Award Institution  
 Total

07A|001219|002|Soquel College|345345|543543|65748392010293|19971220

07C|001219|002|1997|01|FALL|19970823|19971220|S

07E|001219|002|199701|Music|10|Beginning  
 Guitar|19971220|S|3.00|3.00|12.00|A|25|N|Y|Y|Y|B|Y

07K|001219|002199701|E|N|DA|S|3.00|3.00|12.00|4.00|Credit Award Term Total

07Q|001219|002|E|N|DA|S|3.00|3.00|12.00|4.000|Credit Award Institution Total

08C|001219|2004|01|FALL|20040822|20041212|S

08E|001219|200401|Music|004A|Music Theory Level  
 3|N|3A|3A|S|4.00|4.00|16.00|A|25|N|Y|Y|Y|A|Y|

08E|001219|200401|Music|009|Jazz-Past and  
 Present|N|3A|3A|S|3.00|3.00|9.00|B|25|N|Y|Y|Y|A|Y|

08E|001219|200401|Chem|12A|Organic  
 Chemistry|N|5A|5A|S|5.00|5.00|15.00|B|25|N|Y|Y|Y|A|Y|

08K|001219|200401|I|N|AG|S|12.00|12.00|40.00|3.333|

08K|001219|200401|C|C|AG|S|49.00|52.00|153.00|3.122|

08L|001219|200401|Dean's List|2|

08N|001219|200401|Term interrupted by earthquake

08C|001219|2005|02|Spring|20050120|20050520|S

08E|001219|200502|Music|004B|Music Theory Level  
 4|N|3A|3A|S|4.00|4.00|16.00|A|25|N|Y|Y|Y|A|Y|

08N|001219|200502|Student received commendation from instructor

08E|001219|200502|PHYS|250|Physics with  
 Calculus|N|5A|5A|S|4.00|4.00|12.00|B|25|N|Y|Y|Y|A|Y|

08E|001219|200502|Math|106|Intermediate  
 Algebra|N|2A|2A|S|5.00|5.00|15.00|B|25|N|Y|Y|Y|A|Y|

08E|001219|200502|PE|3.22|Social Dance -  
 Intermediate|N|S|1.00|1.00|0.00|CR|62|N|B|Y|N|R|C|N|

08K|001219|200502|I|N|AG|S|13.00|14.00|43.00|3.308|

08K|001219|200502|C|C|AG|S|62.00|66.00|196.00|3.161|

08L|001219|200502|Dean's List|2|

08N|001219|200502|This is a note about the 2nd term

09K|001219|999999|E|C|DA|S|13.00|13.00|41.00|3.154|

09K|001219|999999|I|C|AG|S|49.00|53.00|155.00|3.163|

09K|001219|999999|C|C|AG|S|62.00|66.00|196.00|3.161|

10A|001233|FICE|Corralitos University|Admissions  
 Office|Admissions@corralitos.edu|8312274321|1801 Corralitos  
 Rd|Corralitos|CA|US|95076

99A|O2005061008000012675676567650SHARPE