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Creating StudentTracker Research Files in Flat File Format

This guide will help you use a flat file format to prepare your StudentTracker research files. If you have any questions or need assistance, contact studenttracker@studentclearinghouse.org.

STEP 1: CREATE DETAIL RECORD

Create your detail record using the layout below. Each detail record must be 500 bytes in length.

IMPORTANT
 Do not enter commas in any of the fields.

Field Name	Length	Start	Stop	Type*	Comments
Record Type	2	01	02	AN	Enter D1
SSN	9	03	11	N	Used only in Pending Admission (PA) files where the applicant is seeking admissions to and intends to enroll in your institution. Do not use SSN for enrolled students (it is a violation of FERPA).
First Name	20	12	31	AN	Enter first name of student, applicant, sibling or parent
Middle Initial	1	32	32	AN	Enter middle initial of student, applicant, sibling or parent
Last Name	20	33	52	AN	Enter last name of student, applicant, sibling or parent
Name Suffix	5	53	57	AN	Enter name suffix of student, applicant, sibling or parent (e.g., III, Jr, Sr)
Birth Date	8	58	65	N	Enter the date of birth in YYYYMMDD format, if known. Otherwise, leave blank.
Search Date	8	66	73	N	<ul style="list-style-type: none"> • For Subsequent Enrollment (SE) inquiry: Enter the last date of attendance at your institution (YYYYMMDD). We'll search for enrollment subsequent to this date. • For Denied/Declined Admissions (DA) inquiry: Enter the term begin date for which the applicant declined or was denied admission (YYYYMMDD). We'll search for enrollment subsequent to this date. • For Prior Attendance (PA) inquiry: Enter the term begin date for which the applicant is requesting admission (YYYYMMDD). We'll search for enrollment prior to this date. • For Family Member (SB) inquiry: Enter a search date (YYYYMMDD). We'll search for enrollment for the family member subsequent to this date. • For Cohort (CO) inquiry: Enter the midpoint date of the cohort's first semester (YYYYMMDD). For example, enter September 15, 2001 as 20010915 for the fall 2001 semester.

*The type codes in this document are "A" alpha, "N" numeric, and "AN" alpha numeric.

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					We'll search for enrollment for the cohort with terms ending subsequent to this date.
Filler	1	74	74	AN	Leave blank
School Code	6	75	80	N	Enter your 6-digit school code (same as school code entered in the header record layout)
Branch Code	2	81	82	N	Enter your 2-digit branch code (same as school code entered in the header record layout). If you don't know it, enter 00.
Requestor Return Field	50	83	132	AN	Enter any data that you want returned with this record (e.g., cohort identification, unique student ID, etc.) that will help you process the Clearinghouse response file. Otherwise, leave blank.
Filler	368	133	500	AN	Leave blank

STEP 2: CREATE HEADER RECORD

Insert a row above the detail records and create your header record using the layout below. The total header record length is 500 bytes.

Field Name	Length	Start	Stop	Type*	Comments
Record Type	2	01	02	AN	Enter H1
School/Entity Code	6	03	08	N	Enter your 6-digit school code
Branch Code	2	09	10	N	Enter your 2-digit branch code. If you don't know it, enter 00.
School/Entity Name	40	11	50	AN	Enter your school name
File Creation Date	8	51	58	N	This is the date that the file was created (YYYYMMDD). <i>IMPORTANT: The date cannot be in the future.</i>
Purpose of Inquiry	2	59	60	A	<ul style="list-style-type: none"> • Enter SE for Subsequent Enrollment inquiry. Searches for attendance AFTER the Search Begin Date. • Enter DA for Denied/Declined Admissions inquiry. Searches for attendance AFTER the Search Begin Date • Enter PA for Prior Attendance inquiry. Searches for attendance BEFORE the Search Begin Date. • Enter SB for Family Member inquiry. Searches for attendance AFTER the Search Begin Date. • Enter CO for Cohort inquiry. Searches for cohort retention and completion rates AFTER Search Begin Date.
Entity Type	1	61	61	AN	Enter I (for Institution of Higher Education)
Filler	439	62	500	AN	Leave blank

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STEP 3: CREATE TRAILER RECORD

Create your trailer record using the layout below. The total trailer record length is 500 bytes.

Field Name	Length	Start	Stop	Type*	Comments
Record Type	2	01	02	AN	Enter T1
Total Record Count	8	03	10	N	Equal to the total number of detail records, plus two for the header and trailer records.
Filler	490	11	500	AN	Leave blank

STEP 4: NAMING YOUR FILE

Your file name should include your school code. You can use underscores in your file name, but should NOT use these characters: ! @ # \$ % ^ & * () +

STEP 5: SUBMITTING YOUR FILE

Go to <https://ftps.nslc.org/> to transmit your file to the Clearinghouse via your Secure FTP account.

If you do not have a Secure FTP account, visit www.studentclearinghouse.org/ftps/default.htm. For other media choices, contact studenttracker@studentclearinghouse.org.

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