

# NATIONAL STUDENT CLEARINGHOUSE<sup>®</sup>



## Creating StudentTracker<sup>®</sup> Research Files in Flat File Format

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**NATIONAL STUDENT CLEARINGHOUSE**

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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](mailto: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
<b>Record Type*</b>	2	01	02	AN	Enter D1
<b>SSN*</b>	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).
<b>First Name*</b>	20	12	31	AN	Enter first name of student, applicant, sibling or parent
<b>Middle Initial</b>	1	32	32	AN	Enter middle initial of student, applicant, sibling or parent <i>IMPORTANT: Enter the middle initial only, NOT the full middle name. Do NOT enter a period after the middle initial.</i>
<b>Last Name*</b>	20	33	52	AN	Enter last name of student, applicant, sibling or parent
<b>Name Suffix</b>	5	53	57	AN	Enter name suffix of student, applicant, sibling or parent (e.g., III, Jr, Sr)
<b>Birth Date</b>	8	58	65	N	Enter the date of birth in YYYYMMDD format, if known. Otherwise, leave blank.  <i>IMPORTANT: Not required, but you are strongly encouraged to submit this data element as the omission could impact your match rate.</i>
<b>Search Date*</b>	8	66	73	N	<ul style="list-style-type: none"> <li>• <b>For Subsequent Enrollment (SE) inquiry:</b> Enter the last date of attendance at your institution (YYYYMMDD). We'll search for enrollment subsequent to this date.</li> <li>• <b>For Denied/Declined Admissions (DA) inquiry:</b> Enter the term begin date for which the applicant declined or was denied admission (YYYYMMDD). We'll search for enrollment subsequent to this date.</li> <li>• <b>For Prior Attendance (PA) inquiry:</b> Enter the term begin date for which the applicant is requesting admission (YYYYMMDD). We'll search for enrollment prior to this date.</li> </ul>

					<ul style="list-style-type: none"> <li>• <b>For Family Member (SB) inquiry:</b> Enter a search date (YYYYMMDD). We'll search for enrollment for the family member subsequent to this date.</li> <li>• <b>For Cohort (CO) inquiry:</b> Enter the midpoint date of the cohort's first semester (YYYYMMDD). For example, enter September 15, 2001 as 20010915 for the fall 2001 semester. We'll search for enrollment for the cohort with terms ending subsequent to this date.</li> </ul>
<b>Filler</b>	1	74	74	AN	Leave blank
<b>School Code*</b>	6	75	80	N	Enter your 6-digit school code (same as school code entered in the header record layout)
<b>Branch Code*</b>	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.
<b>Requestor Return Field</b>	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.
<b>Filler</b>	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
<b>Record Type*</b>	2	01	02	AN	Enter H1
<b>School/Entity Code*</b>	6	03	08	N	Enter your 6-digit school code
<b>Branch Code*</b>	2	09	10	N	Enter your 2-digit branch code. If you don't know it, enter 00.
<b>School/Entity Name*</b>	40	11	50	AN	Enter your school name
<b>File Creation Date*</b>	8	51	58	N	This is the date that the file was created (YYYYMMDD). <i>IMPORTANT: The date cannot be in the future.</i>
<b>Purpose of Inquiry*</b>	2	59	60	A	<ul style="list-style-type: none"> <li>• <b>Enter SE for Subsequent Enrollment inquiry.</b> Searches for attendance AFTER the Search Begin Date.</li> <li>• <b>Enter DA for Denied/Declined Admissions inquiry.</b> Searches for attendance AFTER the Search Begin Date</li> <li>• <b>Enter PA for Prior Attendance inquiry.</b> Searches for attendance BEFORE the Search Begin Date.</li> </ul>

					<ul style="list-style-type: none"> <li>• <b>Enter SB for Family Member inquiry.</b> Searches for attendance AFTER the Search Begin Date.</li> <li>• <b>Enter CO for Cohort inquiry.</b> Searches for cohort retention and completion rates AFTER Search Begin Date.</li> </ul>
<b>Entity Type*</b>	1	61	61	AN	Enter I (for Institution of Higher Education)

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

### 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
<b>Record Type*</b>	2	01	02	AN	Enter T1
<b>Total Record Count*</b>	8	03	10	N	Equal to the total number of detail records, plus two for the header and trailer records.
<b>Filler</b>	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/secure\\_ftp\\_access.php?co=1](http://www.studentclearinghouse.org/secure_ftp_access.php?co=1). For other media choices, contact [studenttracker@studentclearinghouse.org](mailto:studenttracker@studentclearinghouse.org).

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