

NATIONAL STUDENT CLEARINGHOUSE[®]



Creating StudentTracker[®] Research Files in Flat File Format

For Outreach Programs and
Other Educational Organizations

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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. All fields identified with an asterisk (*) are required. If you have any questions, 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 ¹	COMMENTS
Record Type*	2	01	02	AN	Enter D1.
Filler	9	03	11	AN	Leave blank.
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. <i>IMPORTANT: Enter the middle initial only, NOT the full middle name. Do NOT enter a period after the middle initial.</i>
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 year, month, day format (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>
Search Date*	8	66	73	N	Enter a date in year, month, day format (YYYYMMDD) from which you would like to begin searching for postsecondary data on each student.
Filler	7	74	80	AN	Leave blank.
00*	2	81	82	N	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 ¹	COMMENTS
Record Type*	2	01	02	AN	Enter H1.
Account Number*	6	03	08	N	Enter your 6-digit Account Number.
00*	2	09	10	N	Enter 00.
Organization Name*	40	11	50	AN	Enter your Organization name.
File Creation Date*	8	51	58	N	Enter today's date in year, month, day format (YYYYMMDD). <i>IMPORTANT: The date cannot be in the future.</i>
DA*	2	59	60	A	Enter DA.
S*	1	61	61	A	Enter S.
Filler	439	62	500	AN	Leave blank.

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 ¹	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 account code. You can use underscores in your file name, but should NOT use these characters: ! @ # \$ % ^ & * () +

¹ The type codes in this document are "A" alpha, "N" numeric, and "AN" alpha numeric.

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.