

**Vocational Education (VOC ED) Student Data export record description 09/01/2014**

VOC ED STUDENT ROSTER DATA EXPORT - 09/01/2014

File Layout Definition for Downloading VOC ED Student Roster Data

FROM	TO	LENGTH	FIELD	EXAMPLE
1	9	9	LOSFA ID	000123456
10	18	9	INSTITUTION CODE	002020000
19	24	6	TERM	1S2014 = Fall Sem. 2013 1S2015 = Fall Sem. 2014
25	40	16	LAST NAME	SMITH
41	56	16	FIRST NAME	JOHN
57	57	1	MIDDLE INITIAL	A
58	65	8	PROCESS DATE	20131219
66	71	6	TUITION PAID AMOUNT	999900 = \$9999.00 099900 = \$999.00
72	77	6	OTHER FEES PAID AMOUNT	030000 = \$300.00
78	79	2	FEE TYPE	OF = OPERATIONAL FEE TF = TECHNOLOGY FEE BF = BOOK FEE
80	87	8	BIRTHDATE	19900901

**File Layout Definition**

The **VOC ED STUDENT ROSTER DATA EXPORT** is an ASCII, fixed-length "flat file" with a record length of 79. The report will generate a text file called "WFServletxxxxxx", where, depending on your browser, "xxxxxx" will represent the cache extension generated by your browser session. Save the file as-is or rename it to something appropriate for your purposes. You may also want to assign a file extension that will be recognized by your import software (typically a .TXT, .PRN, or .DAT extension). As a text file, all fields in the download are technically string data, but the definitions below will help you determine usage that best suits your import software. String data will be padded with trailing spaces to fill the field length. Numeric data will be padded with leading zeroes to fill the field length as needed, but no styling will be included (no hyphens, commas, decimal points, or dollar signs). Dates are exported in the YYYYMMDD format (Year-Month-Day: e.g. 20131219 = 12/19/2013). Null data will be represented with spaces if a character field is empty. Examples are provided below, along with the definitions.

**LOSFA ID:**

Nine digits – The student's numeric LOSFA ID. Zeroes will pad the value on the left to ensure it fits the field length.

Examples: **000123456** = 123456; **000000123** = 123

**INSTITUTION CODE:**

Nine digits – Institution Code is the college identification number that identifies the organization that received the payment.

Example: **002020000**

**TERM:**

Six characters – Term is the approved quarter or semester of the payment.

Examples: **1S2014** = Fall Semester 2013; **2S2014** = Spring Semester 2014; **1S2015** = Fall Semester 2014; **1T2014** = Fall Quarter 2013

**LAST NAME:**

Sixteen characters – The student's last name.

Example: **SMITH**

**FIRST NAME:**

Sixteen characters – The student's first name.

Example: **JOHN**

**MIDDLE INITIAL:**

One character – The student's middle initial.

Example: **A**

**PROCESS DATE:**

Eight digits – The date the student record was processed, in YYYYMMDD format.

Examples: **20131219** = 12-19-2013; **20140107** = 01-07-2014

**TUITION PAID AMOUNT:**

Six digits – Tuition is the tuition amount paid. There is an implied decimal point between the fourth and fifth digits. Empty fields will be represented by zeroes.

Examples: **999900** = \$9,999.00; **099900** = \$999.00; **009999** = \$99.99

**OTHER FEES PAID AMOUNT:**

Six digits – This field is the fees amount paid. There is an implied decimal point between the fourth and fifth digits. Empty fields will be represented by zeroes.

Examples: **030000** = \$300.00; **003099** = \$30.99; **000000** = \$0.00

**FEE TYPE:**

Two characters – This field represents Fee Type for the amount in Other Fees Paid.

Examples: **OF** = Operational Fee; **TF** = Technology Fee; **BF** = Book Fee

**BIRTHDATE:**

Eight digits – The student's birthdate, in YYYYMMDD format.

Examples: **19900901** = 09-01-1990; **19851231** = 12-13-1985