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MEMORANDUM 30-2019-09

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: October 24, 2018

SUBJECT: 2018-2019 Integrated Postsecondary Data System (IPEDS) Outcome Measures Eight-Year Survey – Exclusions

DUE DATE: File: November 16, 2018
Form: November 19, 2018

This memorandum is requesting exclusions data for the *2018-2019 IPEDS Outcome Measures Survey (OM)*. This survey includes an eight-year look at completions and graduation rates. In preparation, colleges provide a file containing deceased student data from the Fall 2010-2011 cohort. Instructions and format for the exclusions file required for this submission are attached.

Please submit the deceased exclusions file with the student identification number of the deceased students, if any, using the filename CCxx.STU.EXCLUDE8.TT2011.PROD.txt (where xx is the institution number). If your college has no deceased students in the cohort, only submit the certification form and indicate “No” on the form. File processing will only occur in the server environment.

The deceased exclusions file data submission is due Friday, November 16, 2018. Certification forms are available on the [CCTCMIS website](#) and should be submitted through TIBCO® using the specified certification file name listed within the form by Monday, November 19, 2018.

If you have any questions, please email the appropriate staff below:

Data Processing Manager: [Kimberly Pippin](#)

Personnel Database: [Linda Wheatcraft-Smith](#)

JM/kmp

Attachments

cc: Florida College System Executive Assistants to the Presidents
Florida College System Chief Information Officers

**Florida College System
2018-19 IPEDS Outcome Measures
Eight Year Deceased Exclusions Instructions**

Due: November 16, 2018

Read the instructions below and email any questions to Linda.Wheatcraft-Smith@fldoe.org and Kimberly.Pippin@fldoe.org.

Eight Year Cohort

The Fall 2010-11 cohort file, CCxx.IPEDS.OM.2011.txt (where xx is the institution number), will be sent to your college via TIBCO by the Bureau of PK-20 Education Reporting and Accessibility (PERA). Download the file to a secure area. PERA will email the file format to all colleges.

Eight Year Exclusions

Include all deceased exclusions from Fall 2010 through and including Summer 2018 (eight year).

Return the Deceased Exclusions file to CCTCMIS via secure FTP to the server with the student identification numbers of the deceased students, if any, using the file naming convention below:

CCxx.STU.EXCLUDE8.T2B2011.PROD.txt (where xx is your institution number)

***NOTE:** Files with invalid filenames will be rejected by the server and deleted.*

Deceased exclusions files are due by Friday, November 16, 2018 and the completed certification form is due by Monday, November 19, 2018.

Include **ONLY** those records of students in the cohort who are deceased. If your college has no deceased students in the cohort, send only the certification form and indicate “No” on the form.

Records not in the original cohort will not be loaded.

**Florida College System
2018-2019 IPEDS Reporting Year
Outcome Measures (OM) Eight Year Survey
2010-11 Fall Enrollment
Deceased Exclusions Record Format**

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					PERA has sent through TIBCO file: CCxx.IPEDS.OM.2011.txt College will submit via TIBCO to CCTCMIS file: CCxx.STU.EXCLUDE8.TT2011.PROD.txt (where xx is the institution number)
Item No.	From-to	Size	Field char	Field Name	Field Description
1	1-2	2	N	CCNUM	Two digit college number (01-28)
2	3-8	6	A/N	TrmYear	Term*/Year (TT2011)
3	9-18	10	A/N	PSNID	Ten character student identifier

*T=Term T= Term submission