



Marva Johnson, *Chair*
Andy Tuck, *Vice Chair*
Members
Gary Chartrand
Ben Gibson
Tom Grady
Rebecca Fishman Lipsey
Michael Olenick

MEMORANDUM 30-2018-05

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: September 21, 2017
**SUBJECT: 2016-17 Student Database (SDB) Annual Financial Aid
and Perkins Industry Certification Processing and Certifications
Load/Due by October 9, 2017**

On September 25, 2017, Community College and Technical Center MIS staff will begin processing 2016-2017 Annual Financial Aid and Perkins Industry Certification submissions for the Student Database. Important dates are:

- Submission period opens on September 25, 2017 at 5 p.m. (EDT).
- Files loaded no later than October 9, 2017 at 5 p.m. (EDT).
- Submission period closes on October 23, 2017 at 5 p.m. (EDT).
- Certification form is due no later than October 24, 2017 at 5 p.m. (EDT).

Please note that this is the last submission for the 2016-2017 reporting year, where the system of record is the mainframe. As such, **this will be the last mainframe submission to NWRDC**. This submission will close the 2016-2017 reporting year, and will end mainframe processing for all database submissions.

Due to the speed, convenience and higher level of service that the server processing environment offers, we encourage all colleges to utilize the server processing environment to prepare data submissions to the mainframe. The server environment provides faster turnaround time for your submissions, and reduces the cost of processing. To provide a higher level of service and assist in preparation for the upcoming data submission period will open for “.PROD” file types on September 25, 2017.

Data certification forms are located in the All-In-1 Certification Library at the lower left corner of the [Restricted Hub SharePoint site](#) landing page.

The reference file below is available at NWRDC:
DCC.COLLEGE.PINDCER.YTT2017

The attached file contains the record formats for the reference files.

If you have any questions, please email our staff at:

Data Processing Manager: Kristopher.Bice@fldoe.org
Student Database: Linda.Wheatcraft-Smith@fldoe.org

JM/lws

Attachments

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

**FLORIDA COLLEGE SYSTEM
FIPS STATE CODE FILE(DCC.COLLEGE.STATE.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-005	1	CHAR	SPACE FILL	DFC
3	006-007	2	CHAR	STATE CODE	DFC
4	008-008	1	CHAR	SPACE FILL	DFC
5	009-038	30	CHAR	STATE NAME	DFC

**FLORIDA COLLEGE SYSTEM
TRANSFER INSTITUTION FILE(DCC.COLLEGE.XFERINST.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-005	1	CHAR	SPACE FILL	DFC
3	006-012	7	CHAR	FICE CODE	DFC
4	013-015	3	CHAR	SPACE FILL	DFC
5	016-055	40	CHAR	INSTITUTION NAME	DFC

**FLORIDA COLLEGE SYSTEM
MASTER SCHOOL I.D. FILE (DCC.COLLEGE.PSMSID.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-006	2	NUM	DISTRICT NUMBER	DPS
3	007-010	4	NUM	SCHOOL NUMBER	DPS
4	011-050	40	CHAR	SHORT SCHOOL NAME	DPS
5	051-070	20	CHAR	CITY OR TOWN	DPS
6	071-071	1	NUM	REGION	DPS
7	072-073	2	NUM	SCHOOL TYPE	DPS
8	074-079	6	NUM	ETS	DPS

**FLORIDA COLLEGE SYSTEM
NATION OF CITIZENSHIP FILE (DCC.COLLEGE.NATION.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-005	1	CHAR	SPACE FILL	DFC
3	006-007	2	CHAR	COUNTY CODE	DFC
4	008-008	1	CHAR	SPACE FILL	DFC
5	009-048	40	CHAR	COUNTRY NAME	DFC

**FLORIDA COLLEGE SYSTEM
LCP FILE (DCC.COLLEGE.LCP.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-007	3	CHAR	CIP CLUSTER	DFC
3	008-013	6	CHAR	CIP	DFC
4	014-015	2	CHAR	CIP UNIQUE ID	DFC
5	016-017	2	CHAR	LCP	DFC
6	018-082	65	CHAR	TITLE	DFC
7	083-083	1	CHAR	SPACE FILL	DFC
8	084-123	40	CHAR	INSTRUCTION	DFC
9	124-163	40	CHAR	FUNCTION LEVEL	DFC

**FLORIDA COLLEGE SYSTEM
CIP FILE(DCC.COLLEGE.CIP.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-015	11	CHAR	CIP	DFC
3	016-019	4	CHAR	SPACE FILL	DFC
4	020-020	1	CHAR	APPRENTICE	DFC
5	021-021	1	CHAR	OCP	DFC
6	022-022	1	CHAR	SPACE FILL	DFC
7	023-077	55	CHAR	CIP TITLE	DFC
8	078-081	4	CHAR	AWARD	DFC
9	082-082	1	CHAR	HOUR TYPE	DFC
10	083-088	6	NUM	PRIMARY HOURS	DFC
11	089-094	6	NUM	SECONDARY HOURS	DFC

Note: Federal 2010 CIP is in columns 8-13.

**FLORIDA COLLEGE SYSTEM
LEVEL FILE(DCC.COLLEGE.LEVEL.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-005	1	CHAR	SPACE FILL	DFC
3	006-009	4	CHAR	AWARD	DFC
4	010-010	1	CHAR	LEVEL	DFC

**FLORIDA COLLEGE SYSTEM
DEGREE FILE(DCC.COLLEGE.DEGREE.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-005	1	CHAR	SPACE FILL	DFC
3	006-009	4	CHAR	AWARD	DFC
4	010-010	1	CHAR	DEGREE	DFC

**FLORIDA COLLEGE SYSTEM
BACCALAUREATE CIP FILE (DCC.COLLEGE.BACCIP.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-005	1	CHAR	SPACE FILL	DFC
3	006-011	6	CHAR	CIP	DFC
4	012-012	1	CHAR	SPACE FILL	DFC
5	013-014	2	CHAR	CIP UNIQUE ID	DFC
6	015-015	1	CHAR	SPACE FILL	DFC
7	016-017	2	CHAR	CCNUM	DFC

**FLORIDA COLLEGE SYSTEM
DOE CERTIFICATION FILE (DCC.COLLEGE.CERT.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR (2017)	DFC
2	005-005	1	CHAR	SPACE FILL	DFC
3	006-007	2	NUM	CCNUM	DFC
4	008-008	1	CHAR	SPACE FILL	DFC
5	009-019	11	CHAR	CIP	DFC
6	020-020	1	CHAR	SPACE FILL	DFC
7	021-023	3	CHAR	DOE CERTIFICATION	DFC
8	024-024	1	CHAR	SPACE FILL	DFC
9	025-074	50	CHAR	TITLE	DFC

**FLORIDA COLLEGE SYSTEM
ICS FILE (DCC.COLLEGE.ICS.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-002	2	CHAR	SPACE FILL	DFC
2	003-006	4	NUM	YEAR (2017)	DFC
3	007-012	6	CHAR	SPACE FILL	DFC
4	013-017	5	CHAR	ICS	DFC
5	018-018	1	CHAR	SPACE FILL	DFC
6	019-039	21	CHAR	ICS SHORT TITLE	DFC
7	040-075	36	CHAR	ICS TITLE	DFC

**FLORIDA COLLEGE SYSTEM
FUNDABLE INDUSTRY CERTIFICATION FILE (DCC.COLLEGE.PINDCER.YTT2017)
MACHINE RECORD FORMAT**

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-008	8	CHAR	CERTIFICATION CODE	DCAE
2	009-009	1	CHAR	SPACE FILL	DFC
3	010-077	68	CHAR	CERTIFICATION TITLE	DCAE
4	078-078	1	CHAR	SPACE FILL	DFC
5	079-082	4	CHAR	AWARD	DCAE
6	083-083	1	CHAR	SPACE FILL	DFC
7	084-085	2	CHAR	PROGRAM CIP CLUSTER	DFC
8	086-091	6	CHAR	PROGRAM CIP	DFC
9	092-093	2	CHAR	PROGRAM UNIQUE ID	DFC
10	094-094	1	CHAR	SPACE FILL	DFC
11	095-162	68	CHAR	PROGRAM TITLE	DFC
12	163-163	1	CHAR	SPACE FILL	DFC
13	164-166	3	CHAR	ARTC	DCAE
14	167-167	1	CHAR	SPACE FILL	DFC
15	168-168	1	CHAR	GOLD	DCAE
16	167-167	1	CHAR	SPACE FILL	DFC
17	170-170	1	CHAR	PERKINS	DCAE
18	171-171	1	CHAR	SPACE FILL	DFC
19	172-172	1	CHAR	FUNDABLE	DCAE
20	173-173	1	CHAR	SPACE FILL	DFC
21	174-174	1	CHAR	ARTWAI	DCAE

**FLORIDA COLLEGE SYSTEM
BACCALAUREATE PROGRAMS OF INTEREST AND INSTITUTION FILE
(DCC.COLLEGE.BACINST.YTT2017)**

MACHINE RECORD FORMAT

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	CHAR	YEAR (2017)	FCS
2	005-005	1	CHAR	SPACE FILLER	FCS
3	006-011	6	CHAR	SIX DIGITS PROGRAM	FCS/SUS
4	012-012	1	CHAR	SPACE FILLER	FCS
5	013-096	84	CHAR	PROGRAM TITLE	SUS/FCS
6	097-098	2	CHAR	SPACE FILLER	FCS
7	099-105	7	CHAR	INSTITUTION FICE CODE	SUS/FCS
8	106-107	2	CHAR	SPACE FILLER	FCS
9	108-123	16	CHAR	INSTITUTION NAME	SUS/FCS

**FLORIDA COLLEGE SYSTEM
EPI SUBJECT AREA SPECIALIZATION (DCC.COLLEGE.EPICERT.YTT2017)**

MACHINE RECORD FORMAT

NO.	FROM-TO	SIZE	FIELD CHAR	FIELD DESCRIPTION	SOURCE
1	001-004	4	NUM	YEAR(2017)	DFC
2	005-048	44	CHAR	PROGRAM TITLE	BERDR
3	049-049	1	CHAR	SPACE FILL	BERDR
4	050-053	3	NUM	DOE CERTIFICATION CODE	BERDR
5	053-065	13	CHAR	PROGRAM LEVEL	BERDR