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**MEMORANDUM 30-2018-07**

**TO:** Florida College System Reports Coordinators

**FROM:** Juan Mestre

**DATE:** October 18, 2017

**SUBJECT: 2017-2018 Graduation Rate Survey – Two Year Exclusions**  
**Due November 15, 2017**

This memorandum is requesting exclusions data for the 2017-2018 Graduation Rate Survey (GRS). In preparation, colleges provide deceased exclusions for the Fall 2014-2015 GRS Cohort file for two years. Colleges will no longer need to access the National Student Clearinghouse to obtain out-of-state transfer exclusions. The Bureau of PK-20 Education Reporting and Accessibility (PERA) will continue to work with FETPIP to obtain out-of-state transfer exclusions.

The file format for the Fall 2014-2015 GRS is in the *Student Database Data Dictionary*. The file format and instructions for the deceased exclusions file are attached.

Please return the deceased exclusions file with the deceased students' student identification, if any, using the filename **CCxx.STU.EXCLUDE2.T2B2015.PROD.txt** (where xx is the institution number). Note that file processing will only occur in the server environment.

Please submit both the completed exclusions file and certification form no later than November 15, 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. This site requires login.

If you have any questions, please contact [kristopher.bice@fldoe.org](mailto:kristopher.bice@fldoe.org) or [linda.wheatcraft-smith@fldoe.org](mailto:linda.wheatcraft-smith@fldoe.org).

JM/lis

Attachments

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

Florida College System  
 IPEDS 2017-18 Four Year Graduation Rate Survey  
 Fall 2014-15 IPEDS Fall Enrollment  
 Deceased Exclusions Record Format

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					Located at Northwest Regional Data Center (NWRDC) Filename: CCxx.STU.EF2IPFIL.T2B2015  College will submit VIA TIBCO to CCTCMIS Filename: CCxx.STU.EXCLUDE2.T2B2015.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 ( <b>01-28</b> )
2	3-8	6	A/N	TrmYear	Term/Year 2B2015 for Fall 2014-15 BOT
3	9-18	10	A/N	PSNID	Ten character student identifier