



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

MEMORANDUM 30-2018-08

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: October 18, 2017

SUBJECT: 2017-2018 Graduation Rate Survey – Four 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 2011-2012 GRS Cohort file for four 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 2011-2012 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.EXCLUDE4.T2B2012.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 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 or 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 2011-12 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.T2B2012 College will submit VIA TIBCO to CCTCMIS Filename: CCxx.STU.EXCLUDE4.T2B2012.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 2B2012 for Fall 2011-12 BOT
3	9-18	10	A/N	PSNID	Ten character student identifier