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MEMORANDUM 30-2018-09

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: October 18, 2017

SUBJECT: 2017-18 IPEDS Outcome Measures Eight Year Survey – Exclusions
Due November 15, 2017

This memorandum is requesting exclusions data for the 2017-2018 IPEDS Outcome Measures Survey (OM). This survey includes an eight year look at completions and graduation rates. In preparation, colleges provide deceased exclusions data for the Fall 2009-2010 cohort for eight years. Instructions and file format for the exclusions file required for this submission are attached.

Please submit the deceased exclusions file with the student identification of the deceased students, if any, using the filename **CCxx.STU.EXCLUDE8.T2B2010.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 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
2017-18 IPEDS Outcome Measures
Eight year Deceased Exclusions Instructions

Due: November 15, 2017

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

Cohort

The Fall 2009-10 cohort file, CCxx.IPEDS.OM.2010.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.

The file format for the Cohort file is as follows:

NAME	FROM-TO	LENGTH
CCNUM	1-2	2
Cohort Year	3-6	4
PSNID	7-16	10

Eight Year Exclusions

Include all deceased exclusions from Fall 2009 through and including Summer 2017 (eight year).

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

CCxx.STU.EXCLUDE8.T2B2010.PROD.txt (where xx is your institution number)

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

The file and completed certification form are due by **November 15, 5:00 p.m. EST.**

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" in the Submitted column on the form.

Records not in the original cohort will not be loaded.

IMPORTANT: Remember to indicate Yes\No in the Submitted column on the certification form.

Florida College System
 2017-18 IPEDS Reporting Year
 Outcome Measures (OM) Eight Year Survey
 Fall 2009-10 IPEDS Fall Enrollment
 Deceased Exclusions Record Format

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					PERA will send through TIBCO Filename: CCxx.IPEDS.OM.2010.txt College will submit VIA TIBCO to CCTCMIS Filename: CCxx.STU.EXCLUDE8.T2B2010.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 2B2010 for Fall 2009-10 BOT
3	9-18	10	A/N	PSNID	Ten character student identifier