

**ASSIST**  
**ARIZONA STATE SYSTEM FOR INFORMATION ON STUDENT TRANSFER**  
**Carl Perkins File Layout for Community Colleges**

Field Position	Element	Name	Field Type	Field Length	Field Format	Description	Code Values
<i>BEGIN CARL PERKINS DATA:</i>							
1	1-9	DISTRICT	A	9		Name of District Reporting	
2	10-16	COLLEGE	N	7		FICE Code for College	<i>See list for code values</i>
3	17	BLANK	A	1		Leave Blank	
4	18-26	SSN	N	9	999999999 right justified	Social Security Number	
5	27-34	BIRTHDATE	N	8	YYYYMMDD	Birthdate	
6	35	SEX	N	1	9	Student Gender	1 = Male 2 = Female 3 = Not reported/missing
7	36	ETHNIC	N	1	9	Student Ethnicity	1 = American Indian/Alaskan Native 2 = Asian  3 = Black or African American  4 = Hispanic or Latino 5 = Native Hawaiian or Pacific Islander 6 = White 7 = Other 8 = Not reported/Missing 9 = Two or More Races
		<i>Note Perkins Ethnic data element differs from the Ethnic Primary data element in the annual and semester registration files.</i>				<i>The FY 2009 Perkin cohorts are the earliest cohorts that may include the Two of More Races code.</i>	
8	37	SPECIALPOP	N	1	9	Special Populations  <i>Supceded by fields 15-21 under CPIII</i>	1 = Individual with disabilities 2 = Economically disadvantaged 3 = Nontraditional 4 = Single parent 5 = Displaced homemaker 6 = Other barriers 7 = Limited English Proficient 8 = None/missing
9	38-43	CIPCODE	N	6	999999	CIP Code for Major	
10	44-45	COMPLETION_TYPE	N	2	99 add leading zeros	Highest Award Received	00 = No Award/Unknown 01 = Associate of Arts 02 = Associate of Science 03 = Associate of General Studies 04 = Associate of Applied Science 05 = Associate of Applied Arts 06 = Associate of Business

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Field Position	Element Name	Field Type	Field Length	Field Format	Description	Code Values
						<i>11 = Certificate 1 - 15 hours</i> <i>12 = Certificate 16-30 hours</i> <i>13 = Certificate 31-45 hours</i> <i>14 = Certificate 46+ hours</i> <i>15 = Credential or other award</i> <i>16 = 18+ Vocational cluster credit hours</i>
11	46-51	COMPLETION_CIP_CODE	N	6	999999	CIP Code for Highest/Latest Award
12	52-57	COHORTYR	N	6	999999	Reporting cohort year <i>200001 = 2000 - 2001</i> <i>200102 = 2001 - 2002</i> <i>200203 = 2002 - 2003</i>
13	58	CPCOHORT	N	1	9	Carl Perkins Cohort status <i>1 = In cohort</i> <i>2 = Not in cohort</i>
14	59	TECHPREP	N	1	9	Tech-Prep status <i>1 = Counts in Tech-Prep</i> <i>2 = Not in Tech-Prep</i>
15	60	DISABILITIES	N	1	9	Individual with Disabilities <i>1 = Yes</i> <i>2 = No</i>
16	61	ECONOMICS	N	1	9	Economically Disadvantaged <i>1 = Yes</i> <i>2 = No</i>
17	62	NONTRADITIONAL	N	1	9	Nontraditional <i>1 = Yes</i> <i>2 = No</i>
18	63	SINGLEPARENT	N	1	9	Single Parent <i>1 = Yes</i> <i>2 = No</i>
19	64	DISPLACEDHM	N	1	9	Displaced Homemaker <i>1 = Yes</i> <i>2 = No</i>
20	65	OTHER	N	1	9	Other Barriers <i>1 = Yes</i> <i>2 = No</i>
21	66	LEP	N	1	9	Limited English Proficiency <i>1 = Yes</i> <i>2 = No</i>
22	67-74	COMPLETED	N	8	YYYYMMDD	Completion Date for Highest Award <i>20011213 = December 13, 2001</i>

**ADDED ONTO CARL PERKINS FILE LAYOUT FOR MATCHING PURPOSES**

23	75-78	FISCALYR	N	4	9999	Fiscal Year <i>2001 = FY 2000-2001</i>
24	79-83	COMPLETION_SEMESTER	N	5	99999	Last Semester Attended During Reporting Fiscal Year <i>20001 = Fall 2000</i>

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							20012 = Spring 2001 20013 = Summer 2001
25	84-92	STUDIDNO	N	9	999999999 Leading zeros	SSN or Institutionally defined id	
26	93-117	LNAME1	A	25	UPPER CASE & Left Justified	Student Last Name	
27	118-142	LNAME2	A	25	UPPER CASE & Left Justified	Student Previous Last Name	
28	143-157	FNAME	A	15	UPPER CASE & Left Justified	Student First Name	
29	158	MINITIAL	A	1	UPPER CASE & Left Justified	Student Middle Initial	
30	159-183	STREET	AN	25	UPPER CASE & Left Justified	Student Street Address	No TABs or @ characters
31	184-208	STREET2	AN	25	UPPER CASE & Left Justified	Student Street or P.O. Box	No TABs or @ characters
32	209-228	CITY	A	20	UPPER CASE & Left Justified	City	
33	229-230	STATE	A	2	UPPER CASE	State	
34	231-240	ZIPCODE	AN	10	Left Justified	Student Zip code	Zip + Zip4
35	241-242	COMPLETION_CLUSTER_CODE	A	2	UPPER CASE	Vocational Cluster Code	AG = Agriculture AR = Arts BU = Business CO = Construction ED = Education FI = Financial HE = Health HO = Hospitality/Tourism HU = Human Services IN = Information Technology LG = Legal LO = Logistics/Transportation MF = Manufacturing OT = No Assigned Cluster PU = Public Administration SC = Scientific Research WH = Wholesale/Retail

Added in 2005 starting with the FY 2004 cohorts.

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**Special notes for Carl Perkins data :**

1. If the date-related field is BLANK, remove any add-on century year "19" from the element.
2. Use BLANK instead of 0 for elements with missing value.
3. Do not use any values out of the range stated in the coding sheet. Any other values will be treated as missing.
4. Data with mismatched data type will be treated as missing values.