

**STUDENT SUPPORT SERVICES PROGRAM  
2009-2010 ANNUAL PERFORMANCE REPORT  
SECTION III -- RECORD STRUCTURE FOR PARTICIPANT LIST**

A grantee must submit student files in Excel or CSV format. Text files (also known as ASCII files) are no longer being accepted and as such you do not have to identify the field lengths, position start and end and field type. However, column names in your database **must** match the "Database Column Names" provided in column three below as well as the field content. For additional information regarding data submission, please see the instructions under **"HOW MAY THE REPORT BE SUBMITTED?"**

Field No	Field Name	Database Column Name	Valid Field Content
1	PR/Award Number	PR	The eleven-digit PR/Award Number can be found in Block 5 of the project's Grant Award Notification for the reporting year.
2	Batch Year	BatchAY	2009 for Project Year 2009-2010
3	Social Security Number	SSN	001010001 to 999999998 Unknown = 000000000  <b>NOTE:</b> Please format the SSN in nine digits greater than 0. If using EXCEL, you may use dashes (e.g., 123-45-5667 or 123456789). Do not use letters.
4	Student's Last Name	LastNM	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) If non-blank, will be justified with an uppercase A-Z in first position.

Field No	Field Name	Database Column Name	Valid Field Content
5	Student's First Name	FirstNM	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = No response If non-blank, will be justified with an uppercase A-Z in first position.
6	Student's Middle Initial	MI	Uppercase A to Z Blank = No response
7	Student's Date of Birth	DOB	Format is MM/DD/CCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000 = No response/Unknown
8	Gender	GenderCD	1 = Male 2 = Female 0 = No response/Unknown

Field No	Field Name	Database Column Name	Valid Field Content
9	Race/Ethnicity	EthnicityCD	<p>1 = American Indian or Alaska Native  2 = Asian  3 = Black or African-American  4 = Hispanic or Latino  5 = White  6 = Native Hawaiian or other Pacific Islander  7 = More than one race reported  0 = No response/Unknown</p> <p><b>NOTE:</b> The race/ethnicity categories used here are the only categories officially approved by OMB for this data collection. For those students where more than one race has been reported, you may use option “7”.</p>
10	Eligibility	EligibilityCD	<p>1 = Low-Income and First-Generation  2 = Low Income only  3 = First-Generation only  4 = Disabled  5 = Disabled &amp; Low Income  0 = No response/Unknown</p>
11	First Enrollment Date (at grantee institution)	FirstEnrollDT	<p>Format is MM/DD/CCYY  MM = 01– 12  DD = 01 – 31  CC = 19 – 20  YY = 00 – 99  00/00/0000= No response/Unknown</p>
12	Date of First Service	First ServiceDT	<p>Format is MM/DD/CCYY  MM = 01– 12  DD = 01 – 31  CC = 19 – 20  YY = 00 – 99  00/00/0000= No response/Unknown</p>

Field No	Field Name	Database Column Name	Valid Field Content
13	Academic Need (at initial selection)	NeedCD	<p>1 = Low high school grades  2 = Low admission test scores  3 = No longer used  4 = No longer used  5 = Predictive indicator  6 = Diagnostic tests  7 = Low college grades  8 = High school equivalency  9 = Failing grades  10 = Out of the academic pipeline for 5 or more years  11 = Other  12 = Limited English proficiency  13 = Lack of educational and/or career goals  14 = Lack of academic preparedness for college level course work  15 = Need for academic support to raise grade(s) in required course(s)/academic major  0 = No response/Unknown</p> <p><b>NOTES:</b> Select from the options provided the one that best describes the participant’s academic need. Since many students may qualify for project services based on more than one category, please select from the list provided only the main category used to determine the individual’s need for project services. Please use the “other” category sparingly.</p> <p><b>Predictive indicator</b> is a composite variable for estimating the potential success of a student in college using a variety of factors that may include indicators such as high school GPA, SAT or ACT test scores, high school preparedness, etc.</p> <p><b>Diagnostic tests</b> include tests used for clinical purposes such as to determine learning disabilities as well as placement tests and study skills inventories.</p>
14	Date of Last Project	LastSerDT	Format is MM/DD/CCYY MM = 01– 12

Field No	Field Name	Database Column Name	Valid Field Content
	Service		DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 88/88/8888 = Not applicable, still enrolled in project 00/00/0000 = No response/Unknown  <b>NOTE:</b> Please use 88/88/8888 for participants still enrolled in the project.
15	Participant Status	PartCD	1 = New participant (for this reporting period is part of 2009-10 cohort) 2 = Continuing participant 3 = Prior-year participant (still enrolled but not receiving SSS services) 4 = Prior-year participant (no longer enrolled at grantee institution) 5 = New participant (2010 summer session only; part of 2010-11 cohort) 6 = Reentry participant (received project services) 7 = Reentry participant (enrolled but did not receive project services) 0 = No response/Unknown  <b>A new participant</b> is an individual who was served by the SSS project for the <b>first time</b> in this reporting period (PY 2009-2010) and meets the definition of participant in 34 CFR 646.7(c) of the SSS program regulations.  <b>A new participant--summer session only</b> is an individual served by the SSS project for the first time during the summer session preceding the participant’s first academic year at the grantee institution (i.e., served during summer 2010 prior to the 2010-11 academic year). This student is thus part of the subsequent year’s cohort (i.e., 2010-11, option “12”, field #16). This definition does not include a student enrolled at the grantee institution prior to the summer session but who received services from the SSS project for the first time during the summer 2010. This individual would meet the definition of “new participant” (option “1”, field #15 and would be in the 2009-10 cohort (option “11”, field #16).  <u>Note:</u> A participant who is a “new participant—summer session only” (option “5”) on the 2009-10 APR should be coded as a “new participant” (option “1”) on the 2010-11

Field No	Field Name	Database Column Name	Valid Field Content
			<p>APR.</p> <p>A <b>continuing participant</b> is an individual who was served by the SSS project for the first time in a prior reporting period and also received services in the 2009-10 reporting period.</p> <p>A <b>prior-year participant still enrolled at grantee institution</b> is an individual served by the SSS project in a prior reporting period that was enrolled at the grantee institution during the current reporting period but did not receive project services on a continual basis during the reporting period. This definition includes a prior-year participant who received a certificate/diploma from a program that is less than two years and is pursuing an associate's degree at the grantee institution. However, a prior-year participant that is pursuing a second or graduate degree at the grantee institution after attaining the first bachelor's degree (grantees who are four-year institutions) or attained the associate's degree and/or transferred to four-year institution (grantees who are two-year institutions) is not included in this definition.</p> <p>A <b>prior-year participant not enrolled at the grantee institution</b> is an individual served by the SSS project in a prior reporting period who was enrolled at the grantee institution during the previous reporting period (2008-09) but who was not enrolled at the grantee institution during current reporting period (2009-10).</p> <p>A <b>reentry participant (received project services)</b> is an individual who left the grantee institution in a previous reporting period, then reentered the institution and was served by the project in 2009-10.</p> <p>A <b>reentry participant (did not receive project services)</b> is an individual who left the grantee institution in a previous reporting period, then reentered the institution and was <b>not</b> served by the project in 2009-10.</p> <p><b>Note:</b> The sum of the number of new, new summer session only, reentry (receiving project services) and continuing participants should equal the total number of</p>

Field No	Field Name	Database Column Name	Valid Field Content
			participants the project served during the 2009-2010 reporting period.
16	Student Cohort Year	StuCohortYR	<p>Student Cohort Year</p> <p>1 = Other (prior to 2000-01)</p> <p>2 = 2000-01</p> <p>3 = 2001-02</p> <p>4 = 2002-03</p> <p>5 = 2003-04</p> <p>6 = 2004-05</p> <p>7 = 2005-06</p> <p>8 = 2006-07</p> <p>9 = 2007-08</p> <p>10 = 2008-09</p> <p>11 = 2009-10</p> <p>12 = 2010-11</p> <p>0 = No response/Unknown</p> <p><b>NOTE:</b> New participants served only during the 2010 summer session would be in the 2010-11 cohort (option “12”). All other new participants served for the first time in the 2009-10 reporting period would be in the 2009-10 cohort (option “11”).</p>
17	Enrollment Status ( <u>at end of the reporting year</u> )	EnrollCD	<p>1 = Full-time (at least 24 credit hours or 36 clock hours in an academic year).</p> <p>2 = 3/4 time (at least 18 credits hours or 27 clock hours in an academic year)</p> <p>3 = 1/2 time (at least 12 credit hours or 18 clock hours in an academic year)</p> <p>4 = Less than 1/2 time (fewer than 12 credit hours or less than 18 clock hours in an academic year)</p> <p>5 = No longer used</p> <p>6 = No longer used</p> <p>9 = Not applicable (prior year participants no longer enrolled)</p> <p>10 = Not applicable (New participant—2010 summer session only)</p> <p>0 = No response/Unknown</p> <p><b>NOTES:</b> If you do not know the enrollment of a student, use option “0” (No response/Unknown). Use option “9”, (Not applicable) for prior-year participants no longer enrolled. Use option “10” for participants who were served by the SSS project</p>

Field No	Field Name	Database Column Name	Valid Field Content
			<p>for the first time during the summer session preceding the participant's first academic year at the grantee institution (i.e., New 2010 summer session only).</p> <p>To determine a participant's enrollment status, use the <b>total</b> number of credit or clock hours a student was <b>enrolled</b> in at the end of the academic year. For example, a student who carried 12 credits hours in the first semester/term, 6 credit hours in the second semester/term, and 6 credit hours in the summer term would be considered full-time (option "1").</p>
18	College Grade Level (Entry into project)	EnterGradeLV	<p>1 = 1st yr., never attended  2 = 1st yr., attended before  3 = 2<sup>nd</sup> yr./sophomore  4 = 3<sup>rd</sup> yr./junior  5 = 4th yr./senior  6 = 5th yr./other undergraduate  0 = No response/Unknown</p> <p><b>NOTE:</b> Use codes 3, 4, 5, and 6 <b>only for students who have the required number of credits and GPA</b> to be classified at the institution as sophomore, junior, senior, and other undergraduate respectively.</p>
19	College Grade Level (at the end of the 2009-10 academic year)	CurrentGradeLV	<p>1 = No longer used  2 = 1st yr.  3 = 2nd yr./sophomore  4 = 3rd yr./junior  5 = 4th yr./senior  6 = 5th yr./other undergraduate  7 -12 = No longer used  13 = Continuing graduate/professional student  14 = Dual degree program  15 = Not applicable (New participant—2010 summer session only)  99 = Not applicable (prior-year participant no longer enrolled)</p>



Field No	Field Name	Database Column Name	Valid Field Content
			<p>0 = No response/Unknown</p> <p>Use grade level codes 3, 4, 5, and 6 <b>only for students who have the required number of credits and GPA</b> to be classified by the participant's postsecondary institution as a sophomore, junior, senior, and other undergraduate respectively.</p> <p>Use option "13" for a student who graduated with a bachelor's degree and then entered graduate/professional school during the reporting year.</p> <p>Use option "14" for an individual enrolled in a program that awards both the bachelor's and a graduate degree upon successful completion of the program of study.</p> <p>Use option "15" for participants who were served by the SSS project for the first time during the summer session preceding the participant's first academic year at the grantee institution (i.e., New participant—2010 summer session only)</p> <p><b>Use option "99" for an individual who is a prior-year participant no longer enrolled at the grantee institution.</b></p>

Field No	Field Name	Database Column Name	Valid Field Content
20	Persistence/ Graduation Status (end of the 2008- 09 academic year)	PersGradStatus	<p>1 = Received certificate/diploma  2 = Graduated with an associate’s degree (did not transfer to a 4-year institution) <b>OR</b>  graduated with a bachelor’s degree  3 = Graduated with an associate’s degree and/or transferred to a 4-year institution  4 = Transferred to another institution  5 = Withdrew or did not return  6 = Deceased  7 = Called to military service  8 = Still enrolled at grantee institution (no degree or certificate completed)  9 = Still enrolled at grantee institution (received certificate or associate’s degree and is  pursuing an associate’s or bachelor’s degree)  10 = Completed program requirements but did not receive certificate, diploma, or  degree  0 = No response/Unknown</p> <p><b>NOTES:</b> Use option “3” for students who graduated with an associate’s degree from  a two-year institution and transferred to a four-year institution or for students who  transferred from a 2-year to a 4-year institution without receiving an associate’s degree.</p> <p>For all other transfers, use option “4”. Report the type of institution transferred to in  field #23 and report the type of degree completed in field #27.</p> <p>Use option “9” for a student who obtained a certificate or an associate’s degree at a 4-  year institution and is continuing to pursue an associate’s or a bachelor’s degree at that  institution.</p>

Field No	Field Name	Database Column Name	Valid Field Content
21	Persistence Status (at the beginning of the 2010-11 academic year)	CurPerstStatus	<p>1 = Enrolled at grantee institution  2 = Not enrolled at grantee institution (graduated with an associate degree and transferred to a 4 year institution or transferred from a 2-year to a 4-year institution without receiving a degree)  3 = Not enrolled at grantee institution  0 = No response/Unknown</p> <p><b>NOTES:</b> Use option “1” only if the student is still enrolled at the grantee institution in the 2010-11 academic year.</p> <p>Use option “2” only if the student graduated with an associate’s degree <b>and</b> transferred to a 4-year institution or transferred from a 2-year to a 4-year without completing an associate’s degree. Use option “3” for: (1) all other transfers, (2) students who received an associate degree and did not transfer to a 4-year institution, (3) students who received a bachelor’s degree, and (4) students who are no longer enrolled at the grantee institution.</p>
22	Reasons for Withdrawal/Not Returning	ReaforWith	<p>1 = Academic dismissal  2 = Dismissal for non-academic reasons  3 = Withdrew/Did not return for financial reasons  4 = Withdrew/Did not return for health reasons  5 = Withdrew/Did not return for academic reasons  6 = Withdrew/Did not return for personal reasons  7 = Not applicable (called for military service or deceased)  8 = Not applicable (student still enrolled, completed certificate program, graduated or transferred)  0 = No response/Unknown</p>

Field No	Field Name	Database Column Name	Valid Field Content
23	Transfers	Transfers	<p>1 = Transferred from a 2-year institution to another 2-year institution  2 = Transferred from a 2-year institution to a 4-year institution  3 = Transferred from a 4-year institution to another 4-year institution  4 = Transferred from a 4-year institution to a 2-year institution  8 = Not applicable – still enrolled or graduated (participant is still enrolled at the grantee-institution, completed certificate/diploma program, graduated with an associate’s but did not transfer, or graduated with a bachelor’s degree)  9 = Not applicable -- not enrolled at grantee institution (participant withdrew, did not return, was called for military service or is deceased).  0 = No response/Unknown</p>
24	GPA Scale	GPAScale	<p>1 = 4 point scale  2 = 5 point scale  3 = Other  0 = No response/Unknown</p> <p><b>NOTE:</b> Valid one digit grade point average scale code. Complete for all new, continuing, and reentries who received project services during the reporting period.</p>
25	Cumulative GPA	CumGPA	<p>0.000 to 5.000  9.999 = Not applicable (prior-year participant)  Blank = No response/Unknown</p> <p><b>NOTES:</b> Complete for all new,, continuing, and reentries who received project services during the reporting period. Use “9.999” Not applicable for prior-year participants. For students who participated in a summer bridge program and where no GPA was calculated, leave this field blank.</p>
26	Academic Standing	AcamStandCD	<p>1 = Good standing  2 = Not in good standing  9 = Not applicable (prior-year participant)  0 = No response/Unknown</p> <p><b>NOTE:</b> Use your institution’s definition of good academic standing. Complete for all new,, continuing participants, and reentries who received project services during the</p>

Field No	Field Name	Database Column Name	Valid Field Content
			reporting period.. Use option "9" (Not applicable) for prior-year participants.
27	Undergraduate Degree/Certificate Completed at Grantee Institution	DegreeCD	<p>1 = Certificate/diploma for occupational, educational program (less than two-year program)</p> <p>2 = Certificate/diploma for occupational technical, or educational program (at least two-year program)</p> <p>3 = Associate's degree (two years)</p> <p>4 = 1<sup>st</sup> Bachelor's degree</p> <p>5 = 2<sup>nd</sup> Bachelor's Degree</p> <p>6 = Equivalent of Bachelor's Degree</p> <p>7 = No longer used</p> <p>8 = Still enrolled at grantee institution but not yet completed degree/certificate</p> <p>9 = Not enrolled (withdrew from grantee institution prior to obtaining degree/certificate, did not return to grantee institution or transferred without receiving a degree including students who transferred from a 2 year to a 4 year institution)</p> <p>0 = No response/Unknown</p> <p><b>NOTES:</b> For a student enrolled in a dual degree program who has completed four-years of instruction, use option "6" to indicate the student has obtained the equivalent of a bachelor's degree, even though a bachelor's degree was not awarded. For students still enrolled at grantee institution but who have not yet completed their undergraduate program of study, use option "8".</p>
28	Date of Undergraduate Degree	DOUD	<p>Format is MM/DD/CCYY, e.g., 05/23/2002</p> <p>MM = 01- 12</p> <p>DD = 01 - 31</p> <p>CC = 20</p> <p>YY = 00 - 99 (e.g., 00 = 2000)</p> <p>88/88/8888 = No degree earned yet</p> <p>00/00/0000 = No response/Unknown</p> <p><b>NOTE:</b> This date must be the date of the degree noted in field #27. If you do not know the exact date, use 15 for the day and use your best estimate for the month.</p>

Field No	Field Name	Database Column Name	Valid Field Content
29	Amount of Financial Aid Needed	FinAidReqAMT	<p>00000 to 99999 (e.g. 05000 for \$5,000)  Blank = No response/Unknown  Leave this field blank for prior-year participants.</p> <p><b>NOTE:</b> Provide the dollar amount (whole dollars only) of the financial need of each participant as determined by the financial aid office. Do not include the amount of the expected family contribution.</p>
30	Amount of Financial Aid Package	FinAidOfferAMT	<p>00000 to 99999 (e.g. 05000 for \$5,000)  Blank = No response/Unknown  Leave this field blank for prior-year participants.</p> <p><b>NOTE:</b> Provide the dollar amount of aid (whole dollars only) offered each participant inclusive of Federal, State, local, private, and institutional aid.</p>
31	Amount of SSS Grant Aid Awarded	SSSGrantAid	<p>00000 to 99999 (e.g. 05000 for \$5,000)  Blank = No response/Unknown  Leave this field blank for prior-year participants.</p> <p><b>NOTE:</b> Provide the amount of SSS grand aid awarded (whole dollars only) for the academic year.</p> <p><b>NOTE:</b> For this reporting period, individual grant aid awards should not be less than the minimum Pell Grant award of \$976 nor exceed the maximum Pell grant award of \$4,860.</p>

Field No	Field Name	Database Column Name	Valid Field Content
32	Summer Bridge (new participants only)	SumBridge	<p>1 = Participated in summer bridge program offered by the project  2 = Student did not participate in summer bridge program  7 = Not applicable (project did not offer summer bridge program)  8 = Not applicable (continuing participant)  9 = Not applicable (all prior-year participants or reentry participants not receiving project services)  0 = No response/Unknown</p> <p><b>NOTE:</b> Use option “2” for new participants who did not participate in a summer bridge program. Use option “7” if the project did not offer a summer bridge program. Use option “8” for continuing participants and option “9” for all prior-year participants or reentries not receiving project services.</p>

**(Note to Data Collector:** Please make sure that when you are collecting this information from students that they are informed of why they are being asked to provide their Social Security numbers. Please see Privacy Act statement below.)

#### **PRIVACY ACT**

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Education is authorized to collect information to implement the Student Support Services Program under Title IV of the Higher Education Act of 1965, as amended (Pub. Law 102-325, Sec. 402D). In accordance with this authority, the Department receives and maintains personal information on participants in the Student Support Services program. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing the information on this form, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files and may be released to other Department officials in the performance of their official duties.