

Volume 4 Campus-Based Record Layout

COMMON ORIGIN AND DISBURSEMENT
2023 – 2024 technical reference

Federal Student Aid
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Section 1

CB Common Record Layout

This Chapter provides the Campus-Based Record layout table, which lists the valid tags that can be used in the new Campus-Based (CB) Common Record XML Schema version 1.0a as well as their valid values. Additionally, this section provides standards for the physical layout of the CB Common Record XML Document file. Standards on the physical layout of the Common Record XML Document file are required to ensure all systems transmitting or processing an instance of the file can do so without encountering physical constraint errors.

This section will also assist Schools, EdExpress Users, Third-Party Servicers, and Software Providers with implementing the Campus Based Common Record Schema for Federal Work Study (“FWS”) and Federal Supplemental Educational Opportunity Grant (“FSEOG”) Programs.

Introduction

This section provides the CB Common Record layout table, which lists block information grouped according to the following column headings:

- Field Number - Lists the Common Record field number
- CB Data Field – Contains the CB Common Record 2021-2022 tag name (Schema version 1.0a) and a description
- Minimum Length – Specifies the minimum length of the element
- Maximum Length – Specifies the maximum length of the element
- Nillable – Specifies whether or not the tag is nillable
- Data Type – Specifies the type of field (e.g. date, integer, string, boolean, etc.)
- Field Type – Specifies whether the field is a simple or complex element
- Complex Element Sequence – Specifies in which complex element and what order the tag is required to be submitted
- For example: <TotalFWSEarnings> (4th element) means that the tag is the 4th possible tag in the FWS award block.
- It may not always be the 4th tag submitted, depending on whether the tags above it are required or optional but the tag will always come after tags 1, 2, and 3 and before any tags listed as 5 or higher.
- Valid Schema Values – Describes the acceptable content for a given Common Record element in order to pass XML schema validation
- Business Rules – Describes the acceptable content for a given Common Record element in order to pass various business rules

A brief note on Required vs. Optional tags in the XSD schema. Next to each complex or simple element in the XSD schema are additional details regarding if the element is required or optional. If minOccurs="0" is next to the element, then that complex or simple element is optional. If minOccurs equal to or greater than one, then the element is required. If minOccurs="0" is not next to the element name, then that complex or simple element is required (also note that it is possible for elements to have maxOccurs="#", in this case the element can only occur the specified number of times per block). For instance, the Transmission Data element can be defined as required and is listed as follows:

```
<xsd:element name="TransmissionData">
```

However, the FWS element is optional:

```
<xsd:element name="FWS" type="campusbased:FWSType" minOccurs="0" maxOccurs="unbounded"/>
```

The FWS complex element is optional; however, if an FWS award is submitted and the block is included, certain elements that pertain to the FWS type are required and some are optional (complex elements within the CB Common Record have similar rules):

```
<xsd:complexType name="FWSType">
  <xsd:sequence>
    <xsd:element name="CalendarYear" type="xsd:gYear" minOccurs="1" nillable="true"/>
    <xsd:element name="AwardYear" type="xsd:gYear" minOccurs="0"/>
    <xsd:element name="CPSTransactionNumber" minOccurs="1">
      <xsd:simpleType>
<xsd:restriction base="xsd:integer"                <xsd:minInclusive
value="1"/>
                                <xsd:maxInclusive value="99"/>
      </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="TotalFWSEarnings" type="campusbased:AmountType"
minOccurs="1"/>
    <xsd:element name="EarningPeriodStartDate" type="xsd:date" minOccurs="0"
nillable="true"/>
    <xsd:element name="EarningPeriodEndDate" type="xsd:date" minOccurs="0"
nillable="true"/>
    <xsd:element name="FederalShareAmount" type="campusbased:AmountType"
minOccurs="0" nillable="true"/>
    <xsd:element name="InstitutionalShareAmount" type="campusbased:AmountType"
minOccurs="0" nillable="true"/>
    <xsd:element name="FWSCategory" minOccurs="0" nillable="true">
```

The intent of this Technical Reference is to describe the purpose and use of the COD Process and the CB Common Record. XML Standards are not presented here and should be obtained from other sources. The following is a representation of the Common Record content, for example, data elements, valid values and maximum field lengths. It does not represent the physical layout of the data transmission. The layout is depicted in a separate document, the XML schema.

Schema Version	Status	Schema Name
1.0a	New as of July 2023	CBCommonRecord1.0a

Table 1
Schema Versions with Current Status

Beginning in July 2023, schools that will use the CB Common Record XML schema to report FWS wages for the 2022 calendar year and forward, must use version 1.0a.

The CB Common Record Layout lists elements in block sequence. A general rule regarding sequence of data within blocks, and within complex elements: the start and end data tags and their context must be presented on the XML document within the block's tags or the complex element tags to which they belong. The sequence of the data within that block or element is dictated by the sequence of the data tags presented in the 'Block Sequence' column of this document and further shown in the XML schema. For example, if a complex element has ten simple elements within it, those ten elements must occur in the same sequence as listed numerically below according to their 'Block Sequence' and depicted in the XML schema. If there is any discrepancy between the information presented here and the information presented in the XML schema, the XML Schema should be considered as the correct source for the information.

Full Schema Enforcement

COD shall perform full Common Record Schema validation on all incoming Campus-Based Common Record batches. This full schema enforcement pertains to all valid schema versions as of July 2023. All Campus-Based Common Record batches submitted to COD must follow exactly the Common Record XML schema outlined in one of the below documents.

COD XML Schema files are posted on the Knowledge Center website at [COD XML Schema | Library | Knowledge Center](#).

Schema Version 1.0a Common Record Layout

The COD System implemented Campus-Based Common Record Schema version 1.0a to enable FWS reporting for the 2021-2022 Award Year and/or 2022 calendar year and forward.

DOCUMENT INFORMATION

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
1	<CBCCommonRecord xmlns="" "> Common Record: The root element for the document.	NA	NA	No	NA	Complex Element with Attribute	1st element in document	<p><CBCCommonRecord xmlns="http://www.ed.gov/FSA/COD/CAMPUS_BASED/2023/v1.0a"</p> <p>xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"</p> <p>xsi:schemaLocation="http://www.ed.gov/FSA/COD/CAMPUS_BASED/2023/v1.0a CBCCommonRecord1.0a.xsd"></p>	<p>The attribute: "xmlns", and its value: http://www.ed.gov/FSA/COD/CAMPUS_BASED/2023/v1.0a, are together used to indicate the namespace of the elements in the XML document. The namespace convention of COD incorporates the schema version indicator. The version indicator is the "/v1.0a" component of the namespace. When schema updates are made, the version indicator must reflect the update (e.g., "/v1.0a"). This attribute and value are required on all transmissions.</p> <p>The namespace must be used exactly as it appears in the Valid Schema Values column.</p>

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
2	<TransmissionData> TransmissionData: Nested immediately below the Common Record element, it contains the DocumentID, CreatedDateTime, Source, Destination, Software, and FullResponseCode	NA	NA	NA	NA	Complex Element	Within <CBCCommonRecord> block, 1st element	NA	NA
3	<DocumentID> Document ID: The Date and Time stamp with the Source Entity ID.	30	30	No	String	Simple Element	Within <TransmissionData> block, 1st element	CCYY-MM-DDTHH:mm:ss.ff99999999	Submitting a DocumentID that is already in the system will result in a 003 batch level reject. Once initial information is submitted to COD, new content cannot overwrite the database.
4	<CreatedDateTime> Created Date and Time: The Date and Time stamp when the document was created.	22	22	No	Date/Time	Simple Element	Within <TransmissionData> block, 2nd element	CCYY-MM-DDTHH:mm:ss.ff	Submitting a CreatedDateTime that is in the future will result in a 006 batch level reject. Once initial information is submitted to COD, new content cannot overwrite the database.

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
5	<Source> Source: This element provides a logical grouping of elements related to Document Information.	NA	NA	NA	NA	Complex Element	Within <TransmissionData> block, 3rd element	NA	Once initial information is submitted to COD, new content cannot overwrite the database.
6	<Destination> Destination: This element provides a logical grouping of elements related to Document Information.	NA	NA	NA	NA	Complex Element	Within <TransmissionData> block, 4th element	NA	Once initial information is submitted to COD, new content cannot overwrite the database.
7	<Lender> <Guarantor> <School> <ThirdPartyServicer> <COD> <Other> Complex element containing the Routing ID simple element that identifies data exchange partner.	NA	NA	NA	NA	Complex Element	Within <Destination> block, 1st element Within <Source> block, 1st element	NA	—
8	<RoutingID> Routing ID: Element containing the unique identifier for each data exchange partner. This identifier is used by a translator to produce	1	8	No	String	Simple Element	<Lender> 1st element in block <Guarantor> 1st element in block	1 to 99999999	Must be a valid unique identifier for each data exchange partner. COD will pad the Routing ID with leading 0's to reach 8 digits.

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
	related identifiers (i.e., OPE ID, DUNS number, etc.)						<School> 1st element in block <ThirdPartyServicer> 1st element in block <COD> 1st element in block <Other> 1st element in block <ReportingSchool> 1st element in block <AttendedSchool> 1st element in block		The Routing ID of COD is 00000001.
9	<Software> Software: This element provides a logical grouping of elements related to Entity Information.	NA	NA	NA	NA	Complex Element	Within <TransmissionData> block, 5th element	NA	—

Field #	CB Data Field	Min Length	Max Length	Nilable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
10	<SoftwareProvider> Software Provider: This element indicates the software provider and product.	0	10	Yes	String	Simple Element	Within <Software> block, 1st element	—	Software provider defined
11	<SoftwareVersion> Software Version: This element indicates the software version number.	0	6	Yes	String	Simple Element	Within <Software> block, 2nd element	—	Software version defined
12	<OtherSoftwareProvider> Other Software Provider: This element indicates the other software provider and product.	0	10	Yes	String	Simple Element	Within <Software> block, 3rd element	—	Other Software provider defined
13	<OtherSoftwareVersion> Other Software Version: This element indicates the other software version number.	0	6	Yes	String	Simple Element	Within <Software> block, 4th element	—	Other Software version defined
14	<FullResponseCode> Full Response Code: This element provides a code allowing an override on Entity profile concerning the response document.	1	1	No	String	Simple Element	Within <TransmissionData> block, 6th element	Enumerated list, value must be: S or F	Defaults to Standard Response if not included. S = Standard Response F = Full Response

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
15	<ReportingSchool> Reporting School Entity Identification: This element provides a logical grouping of elements related to Entity Information.	NA	NA	NA	NA	Complex Element	Within <CBCommon Record> block, 2nd element	NA	Once initial information is submitted to COD, new content cannot overwrite the database.

Table 2

An em dash or “—” indicates no data

ENTITY INFORMATION

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
16	<p><School Financial Summary></p> <p>School Financial Summary: A complex element. This element provides a logical grouping of elements related to reported summary information.</p>	NA	NA	NA	NA	Complex Element	<p>Within <ReportingSchool> block starting at 2nd element</p> <p>Include extra <SchoolFinancialSummary> blocks for each combination of Award Type / Award Year / Calendar Year</p>	NA	—
17	<p><FinancialAwardType></p> <p>Financial Award Type: This element indicates the award type. This tag is listed in the Reported Financial Summary and the Response Financial Summary complex elements.</p>	3	5	No	String	Simple Element	<p><SchoolFinancialSummary> 1st element in block</p>	<p>Must be one of the following values (enumerated list): FWS FSEOG</p>	<p>Once initial information is submitted to COD, new content cannot overwrite the database.</p>

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
18	<CalendarYear> Calendar Year: This element indicates the calendar year corresponding to awards.	4	4	No	Year	Simple Element	<SchoolFinancialSummary> 2nd element in block	CCYY	The CB Common Record calendar year cannot be submitted after the current COD System year. If an FWS Award Type is submitted and the Calendar Year is earlier than 2022, this will result in a 996 award level reject.
19	<AwardYear> Award Year: This element indicates the year corresponding to awards. This tag is listed in the Reported Financial Summary and Response Financial Summary.	4	4	No	Year	Simple Element	<SchoolFinancialSummary> 3rd element in block	CCYY	The CB Common Record Award Year cannot be submitted after the current COD System year. If an FWS Award Type is submitted and the Award Year is earlier than 2022, this will result in a 996 award level reject. Last year in cycle is used (i.e., 2023 corresponds to 2022-2023)

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
20	<p><TotalCount></p> <p>Total Number of Awards: Total number of award tags in this document (can be duplicated). This information is summarized by award type and by award year. This tag is listed in the Reported Financial Summary and the Response Financial Summary complex elements.</p>	1	9	No	Integer	Simple Element	<SchoolFinancialSummary> 4th element in block	0-999999999	Once initial information is submitted to COD, new content cannot overwrite the database.
21	<p><TotalReportedFunds></p> <p>Reported Funds Amount Reported: The total dollar value for awards reported in this document. This information is summarized by award type by award year.</p>	1	9	No	Integer	Simple Element	<SchoolFinancialSummary> 5th element in block	0-999999999	Once initial information is submitted to COD, new content cannot overwrite the database. Amounts will be reported in whole dollars

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
22	<TotalFWSEarnings> This element indicates the total dollar value for all FWS awards reported in this document.	1	9	No	Integer	Simple Element	<SchoolFinancialSummary> 6th element in block	0-999999999	Once initial confirmation is submitted to COD, new content cannot overwrite the database. Total FWS Earnings field shall be a required tag, when a FWS award type is submitted Amounts will be reported in whole dollars
23	<TotalFSEOG> This element indicates the total dollar value for all FSEOG awards reported in this document.	1	9	No	Integer	Simple Element	<SchoolFinancialSummary> 7th element in block	0-999999999	**For Future Use Only** Once initial confirmation is submitted to COD, new content cannot overwrite the database. Total FSEOG shall be a required tag, when a FSEOG award type is submitted Amounts will be reported in whole dollars
24	<AttendedSchool> Attending School Entity Identification: A complex element. This element provides a logical grouping of elements related to Entity Information.	NA	NA	NA	NA	Complex Element	<ReportingSchool> starting after the last <SchoolFinancialSummary> block and continuing until all <AttendedSc	—	Once initial confirmation is submitted to COD, new content cannot overwrite the database.

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
							hool> blocks per <ReportingSc hool> have been reported		
25	<RoutingID> Routing ID: Element containing the unique identifier for each data exchange partner. This identifier is used by a translator to produce related identifiers (i.e., OPE ID, DUNS number, etc.)	1	8	No	String	Simple Element	<Attended> 1st element in block	1 to 99999999	Must be a valid unique identifier for each data exchange partner. COD will pad the Routing ID with leading 0's to reach 8 digits. The Routing ID of COD is 00000001.
26	<Student> Student: A complex element that provides a logical grouping of elements related to Entity Information.	NA	NA	NA	NA	Complex Element	Within <AttendedSc hool> block, 1st element	NA	NA

Table 3
An em dash or “—” indicates no data

PERSON INFORMATION

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
27	<p><Index></p> <p>Index: This element provides a logical grouping of elements related to indexing information, which includes the SSN, BirthDate and LastName elements.</p>	NA	NA	NA	NA	Complex Element	Within <Student> block, 1st element	NA	NA
28	<p><SSN></p> <p>Social Security Number: The person's current Social Security Number. This tag can be used to change the stored SSN.</p>	7	9	No	String	Simple Element	<Index> 1st element in block	Must follow one of the following 3 patterns: XXXXXXXX XXXXXXXX XXXXXXXX	Values ranging from 001010001 to 999999998 Values should not be submitted using dashes (-)
29	<p><Birthdate></p> <p>Birth: A complex element containing the BirthDate simple element.</p>	10	10	No	Date/Time	Simple Element	<Index> 2nd element in block	CCYY-MM-DD	1922-01-01 to 2013-12-31

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
30	<LastName> Last Name: The person's current Last Name. This tag, in the Name block, can be used to change the stored Last Name. If the content of this tag is different when comparing the Index and Name block then COD will update the stored value as the value in the Name block.	0	35	Yes	String	Simple Element	<Index> 3rd element in block	—	Uppercase A to Z; Space(s); .(period); '(apostrophe); -(dash); numeric values are not valid.
31	<PersonIdentifiers> Person Identifiers: This element provides a logical grouping of elements related to identification information.	NA	NA	NA	NA	Complex Element	<Student> 2nd element in block	NA	NA
32	<SchoolAssignedPersonID> School Assigned Person ID: This is an institutionally defined identification number for the student.	0	20	Yes	String	Simple Element	<PersonIdentifiers> 1st element in block	—	Institutionally defined

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
33	<Name> Name: This element provides a logical grouping of elements related to name information.	NA	NA	NA	NA	Complex Element	<Student> 3rd element in block	NA	NA
34	<FirstName> First Name: The person's first name. This basic component specifies the name given to a person at birth, baptism, or another naming ceremony, or through legal change.	0	30	Yes	String	Simple Element	<Name> 1st element in block	NA	The valid business rule values are: Uppercase A to Z; Space(s); .(period); '(apostrophe); -(dash); numeric values are not valid.
35	<MiddleInitial> Middle Initial: The person's middle name at one character (middle initial). This basic component specifies a person's middle initial.	0	1	Yes	String	Simple Element	<Name> 2nd element in block	—	The valid business rule values are: Uppercase A to Z; numeric values are not valid.

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
36	<LastName> Last Name: The person's current Last Name. This tag, in the Name block, can be used to change the stored Last Name. If the content of this tag is different when comparing the Index and Name block then COD will update the stored value as the value in the Name block.	0	35	Yes	String	Simple Element	<Name> 3rd element in block	—	Uppercase A to Z; Space(s); .(period); '(apostrophe); -(dash); numeric values are not valid.
37	<Contacts> Contacts: This element provides a logical grouping of elements related to contact information.	NA	NA	NA	NA	Complex Element	<Student> 4th element in block	NA	—
38	<PermanentAddress> Permanent Address: This element provides a logical grouping of elements related to Permanent Address information.	NA	NA	NA	NA	Complex Element	<Contacts> 1st element in block	NA	—

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
39	<TemporaryAddress> Temporary Address: This element provides a logical grouping of elements related to Temporary Address information.	NA	NA	NA	NA	Complex Element	<Contacts> 2nd element in block	NA	—
40	<AddressLine> Address Line: A line of the person's address. There is a maximum occurrence of three address lines for this tag. The sequence of this tag maps to the person's first, second, and third lines of address. This basic component specifies the local delivery information such as street, building number, post office box, or apartment portion of a postal address.	1	40	No	String	Simple Element	<Permanent Address>1st element inblock <TemporaryAddress>1st element inblock	Maximum of 3 appearances per block for this tag.	The valid business rule values are: 0 to 9 Uppercase A to Z; ,(Period); '(Apostrophe); - (Dash); ,(Comma); #(Number); @(At); %(Percent or care of); &(Ampersand); /(Slash); Space(s) COD will strip characters other than the ones listed above. For accents, COD will attempt to remove an accent from the character first if that results in a valid character we will store it. If it results in a non-valid character, it will be removed.

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
41	<City> City: The student's current resident city.	2	30	No	String	Simple Element	<Permanent Address>2nd element inblock<TemporaryAddresses>2nd element inblock	—	<p>The valid business rule values are: Uppercase A to Z; .(Period); '(Apostrophe); -(Dash); ,(Comma); #(Number); @(At); %(Percent or care of); &(ampersand); /(Slash); Space(s)</p> <p>COD will strip characters other than the ones listed above.</p> <p>For accents, COD will attempt to remove an accent from the character first if that results in a valid character we will store it. If it results in a non-valid character, it will be removed.</p>
42	<StateProvinceCode> State/Province Code: The person's State or Province. This tag is required for a Domestic Address	2	2	No	String	Simple Element	<Permanent Address>3rd element in block for Domestic Addresses <TemporaryAddress> 3 rd element in block for Domestic Addresses	This tag is only used for domestic addresses.	<p>The valid business rule values are: AA, AB, AE, AK, AL, AP, AR, AS, AZ, BC, CA, CO, CT, CZ, DC, DE, FL, FM, GA, GU, HI, IA, ID IL, IN, KS, KY, LA, MA, MB, MD, ME, MH, MI, MN, MO, MP, MS, MT, NB, NC, ND, NE, NF, NH, NJ, NL, NM, NS, NT, NU, NV, NY, OH, OK, ON, OR, PA, PE,</p>

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
									PR, PW, QC, RI, SC, SD, SK, TN, TX, UT, VA, VI, VT, WA, WI, WV, WY, YT
43	<p><PostalCode></p> <p>Postal Code: The person's Postal Code (Zip Code).</p>	1	17	No	String	Simple Element	<p><Permanent Address>4th element in block for Domestic Addresses <TemporaryAddress> 4th element in block for Domestic Addresses</p> <p><Permanent Address>4th element in block for International Addresses <TemporaryAddress></p>	—	<p>The valid business rule values are: 0 to 9; Uppercase A to Z. Spaces are permitted.</p> <p>COD will strip characters other than the ones listed above.</p>

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
							4th element in block for International Addresses		
44	<StateProvince> State Province: The person's State Province	2	2	No	String	Simple Element	<Permanent Address>5th element in block for International Addresses <TemporaryAddress> 5th element in block for International Addresses	This tag is only used for foreign addresses.	The valid business rule values are: AA, AB, AE, AK, AL, AP, AR, AS, AZ, BC, CA, CO, CT, CZ, DC, DE, FL, FM, GA, GU, HI, IA, ID IL, IN, KS, KY, LA, MA, MB, MD, ME, MH, MI, MN, MO, MP, MS, MT, NB, NC, ND, NE, NF, NH, NJ, NL, NM, NS, NT, NU, NV, NY, OH, OK, ON, OR, PA, PE, PR, PW, QC, RI, SC, SD, SK, TN, TX, UT, VA, VI, VT, WA, WI, WV, WY, YT

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
45	<p><CountryCode></p> <p>Country Code: The person's country. This basic component specifies the ISO standard 3166-alpha 2 and is required for international addresses.</p>	2	2	No	String	Single Element	<p><Permanent Address>6th element in block for International Addresses</p> <p><TemporaryAddress> 6th element in block for International Addresses</p>	<p>This tag is only used for foreign addresses.</p>	<p>Not required for domestic addresses</p> <p>The valid business rule values are: AF, AX, AL, DZ, AS, AD, AO, AI, AQ, AG, AR, AM, AW, AU, AT, AZ, BS, BH, BD, BB, BY, BE, BZ, BJ, BM, BT, BO, BA, BW, BV, BR, IO, BN, BG, BF, BI, KH, CM, CA, CV, KY, CF, TD, CL, CN, CX, CC, CO, KM, CG, CD, CK, CR, CI, HR, CU, CY, CZ, DK, DJ, DM, DO, EC, EG, SV, GQ, ER, EE, ET, FK, FO FJ, FI, FR, GF, PF, TF, GA, GM, GE, DE, GH, GI, GR, GL, GD, GP, GU, GT, GN, GW, GY, HT, HM, VA, HN, HK, HU, IS, IN, ID, IR, IQ, IE, IL, IT, JM, JP, JO, KZ, KE, KI, KP, KR, KW, KG, LA, LV, LB, LS, LR, LY, LI, LT, LU, MO, MK, MG, MW, MY, MV, ML, MT, MH, MQ, MR, MU, YT, MX, FM, MD, MC, MN, MS, MA, MZ, MM, NA, NR, NP, NL, AN, NC, NZ, NI, NE, NG, NU, NF, MP, NO, OM,</p>

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
									PK, PW, PS, PA, PG, PY, PE, PH, PN, PL, PT, PR, QA, RE, RO, RU, RS, RW, SH, KN, LC, PM, VC, WS, SM, ST, SA, SN, SC, SL, SG, SK, SI, SB, SO, ZA, GS, ES, LK, SD, SR, SJ, SZ, SE, CH, SY, TW, TJ, TZ, TH, TL, TG, TK, TO, TT, TN, TR, TM, TC, TV, UG, UA, AE, GB, US, UM, UY, UZ, VU, VE, VN, VG, VI, WF, EH, YE, ZM, ZW, GG, IM, JE, ME, BL, MF, BQ, CW, SS, SX
46	<Phone> Phone: This is a complex element that provides a logical grouping to information related to the phone number.	NA	NA	NA	NA	Complex Element	<Contacts> 3rd element in block	—	—
47	<PhoneNumber> Phone Number: The person's phone number. There is a maximum occurrence of three phone numbers for this tag; however the COD System only stores the	7	17	Yes	String	Simple Element	<Phone> 1st element in block	—	Maximum of 3 appearances per block for this tag.

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
	last occurrence of this tag.								
48	<Email> Email: This is a complex element that provides a logical grouping to information related to the email address.	NA	NA	NA	NA	Complex Element	<Contacts> 4th element in block	NA	—
49	<EmailAddress> Email Address: The person's email address. This basic component specifies the numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs. Follows the format of username@domain.	0	128	Yes	String	Simple Element	<Email> 1st element in block	—	The valid business rule values are: Any valid keyboard character including an underscore; but not the pipe symbol or space. If the field is not blank, an @ and a "." (period) to the right of the @ are required and a valid character must exist prior to the "." (period) and after the "." (period).

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
50	<Citizenship> Citizenship: A complex element containing the CitizenshipStatusCode simple element	NA	NA	NA	NA	Complex Element	<Student> 5th element in block	NA	—
51	<CitizenshipStatusCode> Citizenship Status: The person's citizenship status. COD will pull student citizenship status from CPS.	1	1	Yes	String	Simple Element	<Citizenship> 1st element in block	—	For all award programs, this value must be equal to either 1 or 2. Note: COD will pull this value from CPS for all award types. Value definitions for tag: 1 = U.S. Citizen (or U.S. national) 2 = Eligible noncitizen 3 = Not eligible
52	<Note> Note: This complex element contains the School Note Message simple element	NA	NA	NA	NA	Complex Element	<Student> 6th element in block	NA	—

Field #	CB Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
53	<SchoolNoteMessage> School Note Message: This tag contains cross-reference information useful to the School.	0	20	Yes	String	Simple Element	<Note> 1st element in block	—	Institutionally defined.

Table 4

An em dash or “—” indicates no data

AWARD INFORMATION

Field #	COD Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
54	<FWS> FWS Award Level block will house the award level information pertaining to student FWS awards	NA	NA	NA	NA	Complex Element	<Student> 7th element in block	NA	FWS Award Block is present if FWS awards have been submitted
55	<CalendarYear> Calendar Year: This element indicates the calendar year corresponding to a given student's FWS award.	4	4	Yes	Year	Simple Element	<FWS> 1st element in block	CCYY	The CB Common Record calendar year cannot be submitted after the current COD System Year. If an FWS Award Type is submitted and the Calendar Year is earlier than 2022, this will result in a 996 award level reject.
56	<AwardYear> Award Year: This element indicates the financial award year corresponding to this particular FWS award.	4	4	No	Year	Simple Element	<FWS> 2nd element in block	CCYY	The CB Common Record Award Year cannot be submitted after the current COD System Year. If an FWS Award Type is submitted and the Award Year is earlier than 2022,

Field #	COD Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
									this will result in a 996 award level reject. Last year in cycle is used (i.e., 2023 corresponds to 2022-2023)
57	<CPSTransactionNumber > CPS Transaction Number: Transaction number from eligible ISIR used to calculate award.	1	2	No	Integer	Simple Element	<FWS> 3rd element in block	Value must be between 1 - 99	—
58	<TotalFWSEarnings> This element indicates the total dollar value for all FWS awards reported for this student.	1	9	No	Integer	Simple Element	<FWS> 4th element in block	0-999999999	Amounts will be reported in whole dollars
59	<EarningPeriodStartDate > This element will report the FWS earning period start date.	0	10	Yes	Date	Simple Element	<FWS> 5th element in block	CCYY-MM-DD	**For Future Use Only**
60	<EarningPeriodEndDate> This element will report the FWS earning period end date.	0	10	Yes	Date	Simple Element	<FWS> 6th element in block	CCYY-MM-DD	**For Future Use Only**

Field #	COD Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
61	<FederalShareAmount> The Federal Share Amount field represents the Federal portion of a disbursement amount.	1	9	Yes	Integer	Simple Element	<FWS> 7th element in block	0-999999999	Amounts will be reported in whole dollars
62	<InstitutionalShareAmount> The Institutional Share Amount field represents the Entity portion of a disbursement amount.	1	9	Yes	Integer	Simple Element	<FWS> 8th element in block	0-999999999	Amounts will be reported in whole dollars
63	<FWSCategory>	0	4	Yes	String	Simple Element	<FWS> 9th element in block	Enumerated List: ONCP = On campus OFCN = Off-campus non-profit OFNF = Off-campus non-profit / 90% fed share OFCP = Off-campus for-profit	**For Future Use Only**
64	<FWSPositionType>	0	2	Yes	String	Simple Element	<FWS> 10th element in block	Enumerated List: RT = Reading tutor/family literacy MT = Math tutor CE = Civic Education	**For Future Use Only**
65	<FedSharePercentage>	1	3	Yes	Integer	Simple Element	<FWS> 11th element in block	Acceptable Value Range: 0 to 100 The percentage sign will be	**For Future Use Only** Business Rules shall be employed to ensure that the Fed Share Percentage

Field #	COD Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
								displayed as part of the frontend	is limited to the following valid percentage values: - 50 - 75 - 90 - 100 If the Fed Share Percentage submitted does not fall under the valid percentage, it will result in a 996 award level reject.
66	<CommunityServiceIndicator> Community Service Indicator is the indicator for whether or not the position is classified as community service.	1	1	Yes	Boolean	Simple Element	<FWS> 12th element in block	true/false	**For Future Use Only**
67	<JLDIndicator> JLD Indicator is the Job Location Development Indicator.	1	1	Yes	Boolean	Simple Element	<FWS> 13th element in block	true/false	**For Future Use Only**
68	<DisasterIndicator> The field indicates whether or not a student has been impacted by a Disaster designation	1	1	Yes	Boolean	Simple Element	<FWS> 14th element in block	true/false	**For Future Use Only**

Field #	COD Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
69	<FSEOG>	NA	NA	NA	NA	Complex Element	<Student> 8th element in block	NA	** For Future Use Only. If submitted will be ignored by COD** FSEOG Award Block is present if FSEOG awards have been submitted
70	<AwardYear> Award Year: This element indicates the financial award year corresponding to this particular FSEOG award.	4	4	Yes	Year	Simple Element	<FSEOG> 1st element in block	CCYY	** For Future Use Only. If submitted will be ignored by COD** The CB Common Record Award Year cannot be submitted after the current COD System Year. If an FSEOG Award Type is submitted and the Award Year is earlier than 2022, this will result in a 996 award level reject.
71	<CPSTransactionNumber > CPS Transaction Number: Transaction number from eligible ISIR used to calculate award.	1	2	No	Integer	Simple Element	<FSEOG> 2nd element in block	Value must be between 1 - 99	** For Future Use Only. If submitted will be ignored by COD**
72	<TotalFSEOG> This element indicates the total dollar value for all FSEOG awards	0	9	Yes	Integer	Simple Element	<FSEOG> 3rd element in block	0 - 999999999	** For Future Use Only. If submitted will be ignored by COD**

Field #	COD Data Field	Min Length	Max Length	Nullable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
	reported in this document.								
73	<InstitutionalShareAmount> The Institutional Share Amount field represents the School's portion of a disbursement amount.	0	9	Yes	Integer	Simple Element	<FSEOG> 4th element in block	0 - 999999999	** For Future Use Only. If submitted will be ignored by COD**
74	<SourceofInstitutionalShare> The source of funding for the school's share of disbursement amount	1	2	Yes	String	Simple Element	<FSEOG> 5th element in block	—	** For Future Use Only. If submitted will be ignored by COD**
75	<FederalShareAmount> The Federal Share Amount field represents the Federal portion of a disbursement amount.	0	9	Yes	Integer	Simple Element	<FSEOG> 6th element in block	0 - 999999999	** For Future Use Only. If submitted will be ignored by COD**
76	<DisasterIndicator> The field indicates whether or not a student has been impacted by a Disaster designation	NA	NA	Yes	Boolean	Simple Element	<FSEOG> 7th element in block	true/false	** For Future Use Only. If submitted will be ignored by COD**

Table 5

An em dash or “—” indicates no data

Response Information

Field #	CB Data Field	Min Length	Max Length	Nillable?	Data Type	Field Type	Complex Element Sequence	Valid Schema Values	Other COD Rules
77	<Response> Response: This element provides a logical grouping of elements related to COD System’s processing of the submitted record	NA	NA	NA	NA	Complex Element	Utilized at various levels of the schema	NA	NA
78	<ResponseCode> Response indicator: The result of processing the record on COD.	1	1	No	String	Simple Element	<Response> 1 st element in block	Enumerated value list, value must be: A or R	Value definitions for tag: A = Accepted R = Rejected
79	<EditProcessResult> Edit Process Result: A complex element. This element provides a logical grouping of elements related to the edit response information.	NA	NA	NA	NA	Complex Element	<Response> block, 4th element	—	—

80	<ResponseErrorCode> Response Error Code: Edit result from COD processing.	1	3	No	String	Simple Element	<EditProcess Result> 1st element in block	—	—
81	<ResponseMessage> Response Message: The text of the edit result. This field is transmitted only via web applications.	0	150	Yes	String	Simple Element	<EditProcess Result> 2nd element in block	—	—
82	<ResponseErrorField> Response Error Field: This tag referenced by the Edit Code.	0	200	No	String	Simple Element	<EditProcess Result> 3rd element in block	—	—

83	<p><ReportedValue></p> <p>Reported Value: The value reported by the school in the tag contained in the <ResponseErrorField> tag.</p>	0	150	Yes	String	Simple Element	<EditProcessResult> 4th element in block	—	—
84	<p><ResponseFinancialSummary></p> <p>This element provides a logical grouping of elements related to summary information.</p>	NA	NA	NA	NA	Complex Element	Reporting School Within <Response> block, 1st element in block	—	—
85	<p><FinancialAwardType></p> <p>This element indicates the award type. This tag is listed in the Reported Financial Summary and the Response Financial Summary complex elements.</p>	3	5	No	String	Simple Element	<ResponseFinancialSummary> 1st element in block	Must be one of the following values (enumerated list): FWS FSEOG	—
86	<p><CalendarYear></p> <p>This element indicates the calendar year corresponding to awards. This tag is listed in the Reported Financial Summary and Response Financial Summary.</p>	4	4	No	Year	Simple Element	<ResponseFinancialSummary> 2nd element in block	CCYY	—

87	<p><AwardYear></p> <p>This element indicates the year corresponding to awards. This tag is listed in the Reported Financial Summary and Response Financial Summary.</p>	4	4	No	Year	Simple Element	Reporting School <ResponseFinancialSummary> 3rd element in block	CCYY	—
88	<p><TotalCount></p> <p>Total number of award tags in this document (can be duplicated). This information is summarized by award type and by award year. This tag is listed in the Reported Financial Summary and the Response Financial Summary complex elements.</p>	0	9	No	Integer	Simple Element	Reporting School <ResponseFinancialSummary> 4th element in block	0-999999999	—
89	<p><TotalCountAccepted></p> <p>Total number of accepted awards in this document. This information is summarized by award type and by award year.</p>	0	9	No	Integer	Simple Element	Reporting School <ResponseFinancialSummary> 5th element in block	0-999999999	—
90	<p><TotalCountRejected></p> <p>Total number of rejected awards in this document. This information is summarized by award type by award year.</p>	0	9	No	Integer	Simple Element	Reporting School <ResponseFinancialSummary> 6th element in block	0-999999999	—

91	<TotalCountDuplicate> Total number of duplicate awards in this document. This information is summarized by award type by award year.	0	9	No	Integer	Simple Element	Reporting School <ResponseFinancialSummary> 7th element in block	0-999999999	—
92	<TotalReportedFunds> Reported Funds Amount Reported: The total dollar value for awards reported in this document. This information is summarized by award type by award year. This tag is listed in Reported Financial Summary and the Response Financial Summary complex elements.	0	9	No	Integer	Simple Element	Reporting School <ResponseFinancialSummary> 8th element in block	0-999999999	Amounts will be reported in whole dollars
93	<DocumentTypeCode> Document Type Code: This element indicates the code corresponding to the type of data being returned in the document.	2	2	No	String	Simple Element	<i>CB Common Record</i> Within <Response> block, 1 st element	—	Value Definitions for tag: CB = Campus-Based Common Record Response WB = Campus-Based Web-Initiated Response
94	<DocumentStatusCode> The status of the processed document on COD.	1	1	No	String	Simple Element	Within <Response> block, 2nd element	Enumerated value list, value must be: A or R	Value definitions for tag: A = Accepted R = Rejected
95	<ProcessDate>	10	10	No	Date	Simple Element	Within <Response>	Formatting restricted to CCYY-MM-DD	—

	The date the document information was processed at COD.						block, 3rd element		
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Table 6

An em dash or “—” indicates no data

COMMON RECORD PHYSICAL LAYOUT

This section provides standards for the physical layout of the Campus Based Record XML Document file. Standards on the physical layout of the Campus Based Record XML Document file are required to ensure all systems transmitting or processing an instance of the file can do so without encountering physical constraint errors.

Examples of physical constraint errors include exceeding available memory, exceeding available disk space, or exceeding available network bandwidth (and timing out). While most physical constraint errors can be avoided by proper coding techniques on the host system, there are some error conditions best handled through the definition of, and adherence to, a set of well-defined and well-publicized standards. Such error conditions and their corresponding standards for resolution are provided in this section.

XML and its associated technologies, (XML Schema, Document Type Definitions), do not provide for a mechanism to define the physical layout of a file. In fact, XML does not depend on the physical layout of the elements by design. White space and line lengths are not relevant to the logical construction and reading of an XML document. Therefore, the Common Record XML file physical layout standards are defined as guidelines and examples presented in this Section.

LINE LENGTH LIMITATIONS

32-kilobyte Line Length Limitation on Mainframe System

Some mainframe systems cannot create or read a line longer than 32 kilobytes. A line consists of a string of data with an “end of line marker.” The phrase “end of line marker” in this document refers to whatever mechanism is used on a platform to terminate an individual line or record. For example, an end of line marker can be set by the writing out of a record (on a mainframe), by inserting a `<CB><LF>` character sequence (on a PC), or by inserting a `<CB>` character (on UNIX). `<CB>` (carriage return character) and `<LF>` (linefeed) are ASCII codes 13 and 10, respectively. Systems with this limitation cannot handle a string of data longer than 32 kilobytes without encountering some type of data corruption (most likely truncation). By rule, XML ignores white space, which includes tabs, linefeeds, and carriage returns. Since XML has no means to regulate line lengths, a separate standard must be set to ensure lines do not exceed 32 kilobytes.

9,999-byte Line Length Limitation on COD System

The COD System cannot process documents that contain over 9,999 bytes per line. A line consists of a string of data with an “end of line marker.” The phrase “end of line marker” in this document refers to whatever mechanism is used on a platform to terminate an individual line or record. For example, an end of line marker can be set by the writing out of a record (on a mainframe), by inserting a `<CB><LF>` character sequence (on a PC), or by inserting a `<CB>` character (on UNIX). `<CB>` (carriage return character) and `<LF>` (linefeed) are ASCII codes 13 and 10, respectively. COD will not process or acknowledge Common Record Documents that are submitted with a string of data greater than 4,000 bytes.

Line Length Limitation Solution

The solution, in its general form, is to make sure an end of line marker is always set before a particular output stream of data reaches 9,999 bytes. This end of line marker should be created in the format native to the system where the file is being created.

The data transmission software used by COD and by participating schools handles the translation of end of line markers across platforms. For example, if a file were sent from a PC to a UNIX box, the `<CB><LF>` character sequence would be automatically changed to `<CB>` characters.

Therefore, the insertion of an end of line marker does not have to take into consideration the

STANDARD

The following standard is a strongly recommended approach for schools and vendors who want to guarantee their files will not exceed the 9,999 byte limitation. If a school or vendor can ensure their submitted files will not exceed the 9,999 byte limitation by some other means, those files will be accepted by COD. However, the burden of responsibility will then rest with the school or vendor for files incorrectly submitted.

In order to ensure no line grows larger than 9,999 bytes, all Campus Based Record XML files submitted to COD should be constructed with end of line markers inserted at specified points in the document. These points are tied to specific elements in the XML document. The points are:

- After the AttendedSchool element opening tag, <AttendedSchool>
- After every Student element closing tag, </Student>
- Before beginning an "Award" element opening tag, which could be <FWS>, <FSEOG>, and the opening tags of all other elements designated as part of the Award substitution group in the Common Record XML Schema specification

The CB Common Record XML Schema has been evaluated to confirm that if the above standard is maintained, the maximum size of the data sent in any one of these lines will never exceed 9,999 bytes. The maximum line size takes into account all tags, all maximum data lengths for each element, and all maximum numbers of repetitions of nested data elements.

The following example found is a skeleton submission file correctly formatted according to the end of line marker standards. In this example, for clarity, sub-elements are not listed, and the characters, [EOL], end of line, explicitly mark the end of a line.

COD guarantees the Response Document files it produces will not contain lines longer than 9,999 bytes, but the files will not necessarily match the line breaks as specified for submissions. This is due in part to the additional space used by the Response blocks.

CODING GUIDELINES

The code should track the Common Record elements as they are written to the output stream and write out a line of XML text (via the appropriate end of line marker) as any of the EOL points are encountered. Code to construct the Common Record can vary greatly depending on the platform, libraries, and languages used, so specific examples are not provided.

```
<CommonRecord><!--All Common Record sub elements -->  
<ReportingSchool><AttendedSchool> [EOL]  
<Student><!--All Student sub elements until an Award is encountered-->[EOL]  
<FWS><!--All FWS sub elements --> </FWS>[EOL]  
<FSEOG><!--All FSEOG sub elements --> </FSEOG>[EOL]  
</Student><Student>[EOL]  
</AttendedSchool></ReportingSchool></CommonRecord>[EOL]
```