

**STUDENT SUPPORT SERVICES PROGRAM
 2005-2006 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) will no longer be 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	2005 for Project Year 2005-2006
3	Social Security Number	SSN	001010001 to 999999999 Blank = No response NOTE: 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.
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.

Field No	Field Name	Database Column Name	Valid Field Content
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
9	Race/Ethnicity	EthnicityCD	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 NOTE: 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".
10	Eligibility	EligibilityCD	1 = Low-Income and First-Generation 2 = Low Income only 3 = First-Generation only 4 = Disabled 5 = Disabled & Low Income 0 = No response/Unknown

Field No	Field Name	Database Column Name	Valid Field Content
11	First Enrollment Date (at grantee institution)	FirstEnrollDT	Format is MM/DD/CCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000= No response/Unknown
12	Date of First Service	First ServiceDT	Format is MM/DD/CCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000= No response/Unknown
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>NOTES: Beginning with the 2005-06, 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</p>

Field No	Field Name	Database Column Name	Valid Field Content
			<p>“other” category sparingly.</p> <p>Predictive indicator 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>Diagnostic tests 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 Service	LastSerDT	<p>Format is MM/DD/CCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 88/88/8888 = Not applicable, still enrolled in project 00/00/0000 = No response/Unknown</p> <p>NOTE: Please use 88/88/8888 for participants still enrolled in the project.</p>
15	Participant Status	PartCD	<p>1 = New participant (for this reporting period is part of 2005-06 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 (2006 summer session only; part of 2006-07 cohort) 6 = Reentry participant (received project services) 7 = Reentry participant (enrolled but did not receive project services) 8 = Hurricane participant (enrolled at grantee institution during 2005-06 academic year) 9 = Hurricane participant (not accepted but enrolled at grantee institution during the 2005-06 academic year) 0 = No response/Unknown</p> <p>A new participant is an individual who was served by the SSS project for the first time in this reporting period (PY 2005-2006) and meets the definition of participant in 34 CFR 646.7(c) of the SSS program regulations.</p> <p>A new participant--summer session only is an individual served by the SSS project for</p>

Field No	Field Name	Database Column Name	Valid Field Content
			<p>the first time during the summer session preceding the participant’s first academic year at the grantee institution (i.e., served during summer 2006 prior to the 2006-07 academic year). This student is thus part of the subsequent year’s cohort (i.e., 2006-07, option “8”, 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 2006. This individual would meet the definition of “new participant” (option “1”, field #15 and would be in the 2005-06 cohort (option “7”, field #16).</p> <p>Note: A participant who is a “new participant—summer session only” (option “5”) on the 2005-06 APR should be coded as a “new participant” (option “1”) on the 2006-07 APR.</p> <p>A continuing participant 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 2005-06 reporting period.</p> <p>A prior-year participant still enrolled at grantee institution 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 prior-year participant not enrolled at the grantee institution 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 (2004-2005) but who was not enrolled at the grantee institution during current reporting period (2005-2006).</p> <p>A reentry participant (received project services) is an individual who left the grantee institution in a previous reporting period, then reentered the institution and was served by</p>

Field No	Field Name	Database Column Name	Valid Field Content
			<p>the project in 2005-06.</p> <p>A reentry participant (did not received project services) is an individual who left the grantee institution in a previous reporting period, then reentered the institution and was <u>not</u> served by the project in 2005-06.</p> <p>A hurricane participant enrolled at grantee institution during the 2005-06 academic years is an individual who was served by the SSS project in the 2005-06 reporting period because the individual was not able to enroll at one of the institutions of higher education impacted by Hurricanes Katrina and Rita. This definition includes only an individual displaced by Hurricanes Katrina and Rita who was admitted and enrolled at the grantee institution during the 2005-06 academic year and who does not plan to return to one of the institutions impacted by the hurricanes.</p> <p>A hurricane participant not accepted but enrolled at grantee institution during the 2005-06 academic year is an individual who was served by the SSS project in the 2005-06 reporting period because the individual was not able to take classes at one of the institutions of higher education impacted by Hurricanes Katrina and Rita. This definition includes only those individuals who were served by the SSS project during the 2005-06 academic year and who were not formally enrolled at the grantee institutions.</p> <p>The two categories for “hurricane” participants are applicable only to the 2005-06 reporting year. “Hurricane” participants enrolled at the grantee institution during the 2005-06-academic year (option “8”) should be included on the APR for 2006-07 reporting year and their status updated as appropriate (i.e., continuing, prior-year still enrolled, or prior-year not enrolled). “Hurricane” participants that were not enrolled at the grantee institution in 2005-06 (option “9”) should be dropped from the APR for the 2006-07 reporting year unless the student enrolled at the grantee institution for the 2006-07. These students, if served by the project in 2006-07 would be reported as “new” participants (option “1”) on the APR for 2006-07.</p> <p>Note: The sum of the number of new, new summer session only, reentry (receiving project services) and continuing participants should equal the total number of participants the project served during the 2005-2006 reporting period. “Hurricane” participants</p>

Field No	Field Name	Database Column Name	Valid Field Content
			served with supplemental grant funds are not included in the count of the number of participants the project was funded to serve and thus are not included when comparing the total number of participants the project served to the number of participants that project was funded to serve.
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>0 = No response/Unknown</p> <p>NOTE: New participants served only during the 2006 summer session would be in the 2006-07 cohort (option “8”). All other new participants served for the first time in the 2005-06 reporting period would be in the 2005-06 cohort (option “7”).</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 participant)</p> <p>0 = No response/Unknown</p> <p>NOTES: If you do not know the enrollment status of a current-year participant, use option “0” (No response/Unknown). Use option “9”, (Not applicable) for prior-year</p>

Field No	Field Name	Database Column Name	Valid Field Content
			<p>participants.</p> <p>To determine a participant's enrollment status, use the total number of credit or clock hours a student was enrolled 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 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr./other undergraduate 0 = No response/Unknown</p> <p>NOTE: Use codes 3, 4, 5, and 6 only for students who have the required number of credits and GPA to be classified at the institution as sophomore, junior, senior, and other undergraduate respectively.</p>

Field No	Field Name	Database Column Name	Valid Field Content
19	College Grade Level (Current – at the end of the current reporting 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 99 = Not applicable (prior-year participant no longer enrolled) 0 = No response/Unknown</p> <p>Use grade level codes 3, 4, 5, and 6 only for students who have the required number of credits and GPA 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 “99” for an individual who is a prior-year participant no longer enrolled at the grantee institution.</p>

Field No	Field Name	Database Column Name	Valid Field Content
20	Persistence/ Graduation Status (end of the 2005- 06 academic year)	PersGradStatus	<p>1 = Received certificate/diploma from a program that is less than 2 years 2 = Graduated with an associate’s degree (did not transfer to a 4-year institution) OR graduated with a bachelor’s degree 3 = Graduated with an associate’s degree and transferred to a four-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>NOTES: Use option “3” for students who graduated with an associate’s degree from a two-year institution and transferred to a four-year institution. 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>
21	Persistence Status (at the beginning of the 2006-07 academic year)	CurPerstStatus	<p>1 = Enrolled at grantee institution 2 = Not enrolled at grantee institution (transferred from a 2-year to a 4-year institution) 3 = Not enrolled at grantee institution 0 = No response/Unknown</p> <p>NOTES: Use option “1” only if the student is still enrolled at the grantee institution in the 2006-07 academic year.</p> <p>Use option “2” only if the student graduated with an associate’s degree and transferred to a 4-year institution or transferred from a 2-year to a 4-year without completing an associate’s degree. For all other transfers and for students who are no longer enrolled at the grantee institution, use option “3”.</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>
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 NOTE: Valid one digit grade point average scale code. Complete for all new, continuing, and prior year participants still enrolled at grantee institution.</p>
25	Cumulative GPA	CumGPA	<p>0.000 to 5.000 9.999 = Not applicable (prior-year participant) Blank = No response/Unknown NOTES: Complete for all new and continuing, participants. 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</p>

			<p>9 = Not applicable (prior-year participant) 0 = No response/Unknown</p> <p>NOTE: Use your institution's definition of good academic standing. Complete for all new and continuing participants. Use option "9 (Not applicable) for prior-year participants.</p>
27	Undergraduate Degree/Certificate Completed at Grantee Institution	DegreeCD	<p>1 = Certificate/diploma for occupational, educational program (less than two-year program) 2 = Certificate/diploma for occupational technical, or educational program (at least two-year program) 3 = Associate's degree (two years) 4 = 1st Bachelor's degree 5 = 2nd Bachelor's Degree 6 = Equivalent of Bachelor's Degree 7 = Still enrolled at grantee institution (received certificate or associate's degree and is pursuing an associate's or bachelor's degree) 8 = Still enrolled at grantee institution but not yet completed degree/certificate 9 = Withdrew from grantee institution prior to obtaining degree/certificate or did not return to grantee institution 0 = No response/Unknown</p> <p>NOTES: 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. Use option "7" 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. 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 MM = 01- 12 DD = 01 - 31 CC = 20 YY = 00 - 99 (e.g., 00 = 2000) 88/88/8888 = No degree earned yet 00/00/0000 = No response/Unknown</p>

			NOTE: 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.
29	Amount of Financial Aid Needed	FinAidReqAMT	00000 to 99999 (e.g. 05000 for \$5,000) Blank = No response/Unknown Leave this field blank for prior-year participants. NOTE: 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.
30	Amount of Financial Aid Package	FinAidOfferAMT	00000 to 99999 (e.g. 05000 for \$5,000) Blank = No response/Unknown Leave this field blank for prior-year participants. NOTE: Provide the dollar amount of aid (whole dollars only) offered each participant inclusive of Federal, State, local, private, and institutional aid.
31	Amount of SSS Grant Aid Awarded	SSSGrantAid	00000 to 99999 (e.g. 05000 for \$5,000) Blank = No response/Unknown Leave this field blank for prior-year participants. NOTE: Provide the amount of SSS grand aid awarded (whole dollars only) for the academic year.
32	Summer Bridge (new participants only)	SumBridge	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 (prior-year participant) 0 = No response/Unknown NOTE: 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 prior-year participants.

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.