

Guide to Variables Contained in the Download File

Project Identifiers

PrNo: The PrNo is the project's FY 2010 Pr/Award Number as assigned by the Department of Education. Again, when contact either TRIO or the Help Desk, please be sure to provide your Pr/Award Number as this will expedite any issues or questions you may have.

Grantee: This is the name of your institution that the Department has on file.

State: This is the state abbreviation where your institution resides and is based on information the Department has on file.

Sector: This is the type and control of your institution as reported by you in your Program File report.

A = 4-year, Public

B = 4-year, Private, non-profit

C = 2-year, Public

D = 2-year, Private, non-profit.

Participant Identifiers and Cohort

The following fields are the participant's identifiers along with the participant's cohort year. These fields are critical in ensuring that records are matched correctly across reporting period. As such, we ask you to please ensure that the participant's casenumber, first and last name, DOB, SSN, and cohort year as they appear in this file (final Tier 1A download file) be identical to the information you provide when you submit your APR data to the Department. Failure to do so will result in data submission issues.

WARNING! If you wish to sort the data, you can sort one of two ways—either by selecting the entire spreadsheet or by selecting any of the columns you wish to sort. If you select a column, be sure to expand the selection; otherwise, failure to do so will result in your data not being sorted correctly.

Casenumber: The case number is a unique identifier assigned to each participant. The case number was created by the Department's data analysis contractor for the purpose of merging existing data files. The case number can also be used as a reference to assist projects in resolving issues such as if a project needs to contact the Help Desk for additional assistance regarding specific records. We highly recommend grantees make note of the case number when contacting TRIO and/or the Help Desk about specific participant records.

LastNM: The LastNM is the participant's last name as confirmed by your project via the student verification process (i.e., Tier 1A).

FirstNM: The FirstNM is the participant's first name as confirmed by your project via the student verification process (i.e., Tier 1A).

DOB: The DOB is the participant's date of birth as confirmed by your project via the student verification process (i.e., Tier 1A).

SSN: The SSN is the participant's social security number as confirmed by your project via the student verification process (i.e., Tier 1A).

Cohort: The Cohort represents the year the participant was first served by your project. It is based on your response to the participant status field (i.e., new participant).

Data Message Flag

Add_Record_to_201011: Indicates whether a record was missing from your 2009-10 APR data file. A “Yes” means that the record was missing from the 2009-10 data file; therefore you will need to add this record back to your 2010-11 APR data file prior to submitting your data to the Department. When sorting your data, please refer to the **WARNING** statement above.

Data Error Flags

The fields below are used to determine if the most recent data on file was changed to the participant’s first and/or last name, DOB, SSN, or cohort year. A “Yes” in any cell indicates that you requested and confirmed a change to the field.

To more easily determine and update the records in your 2010-11 APR data file that need to be changed in order to reflect the correct information contained in the SSS Tier 1A file that you downloaded, you can sort by any of the fields below—highest to lowest (i.e., Z to A). When sorting your data, please refer to the **WARNING** statement above.

Name_Change

DOB_Change

SSN_Change

Cohort_Discrepancy: Indicates there was a cohort discrepancy which means either you reported the student as new in at least two consecutive reporting periods or we were unable to determine the student’s cohort based on the explanation you provided at the time you submitted your APR data. Remember, via this verification process you have already provided the correct cohort; therefore, a “Yes” only indicates that the record initially contained a cohort discrepancy.