

**ANNUAL PERFORMANCE REPORT (2008–09)**  
**SECTION II B -- RECORD STRUCTURE FOR PARTICIPANT LIST**  
**FOR VETERANS UPWARD BOUND PROJECTS**

Grantees must submit student files in Excel or CSV format. ASCII files will no longer be accepted; thus grantees need not identify field lengths, position start and end, and field type. Column names **must** still match the "Database Column Names" provided in column three below, and grantees must follow instructions in the "Valid Field Content" column. For additional information on how to submit data, please see "How May the Report be Submitted?" in the instructions for the APR.

<b>Field No.</b>	<b>Field Name</b>	<b>Database Column Name</b>	<b>Valid Field Content</b>
1	PR/Award Number	VetPR	Number in Block 5 of the project's Grant Award Notification. Include only the eleven character PR/award Number that begins as follows: P047A _ _ _ _ _
2	Batch Year	VetBatchAY	2008 for project year 2008–09
3	Program Type	VetType	3 =Veterans Upward Bound
4	Social Security Number	VetSSN	001010001 to 999999998 000000000 = Unknown  Please format the SSN in nine digits greater than 0 without using any characters (letters, hyphens) in the number (e.g., 123456789). Do not include any other forms of ID in this field. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.
5	Student's Last Name	VetLastNM	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (hyphen)

			<p>Last name will be justified with an uppercase A-Z in first position. Please do not use commas or quotation marks in this field.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data or to report a formal name change (e.g., marriage).</p>
6	Student's First Name	VetFirstNM	<p>0 to 9  Uppercase A to Z  . (period)  ' (apostrophe)  - (hyphen)  Blank = Unknown</p> <p>If non-blank, will be justified with an uppercase A-Z in first position. Please do not use commas or quotation marks in this field.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
7	Student's Middle Initial	VetMI	<p>Uppercase A to Z; only one character  Blank = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
8	Student's Date of Birth	VetDOB	<p>Format is MM/DD/CCYY, e.g. 01/01/1990  MM = 01 - 12  DD = 01 - 31  CC = 19-20  YY = 00-99  00/00/0000 = Unknown</p> <p>Please make every effort to identify the student's precise date of birth. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>

9	Gender	VetGenderCD	1 = Male 2 = Female 0 = Unknown The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.
10	Ethnicity--Hispanic	VetEthnic	Participant is identified as Hispanic/Latino. 1 = Yes 2 = No Please see instructions for additional detail on this field.
11	Race--American Indian/Alaskan Native	VetRace1	Participant is identified as American Indian/Alaskan Native. 1 = Yes 2 = No Please see instructions for additional detail on this field.
12	Race--Asian	VetRace2	Participant is identified as Asian. 1 = Yes 2 = No Please see instructions for additional detail on this field.
13	Race--Black or African American	VetRace3	Participant is identified as Black or African American. 1 = Yes 2 = No Please see instructions for additional detail on this field.
14	Race--White	VetRace4	Participant is identified as White. 1 = Yes 2 = No Please see instructions for additional detail on this field.
15	Race--Native Hawaiian or Other Pacific Islander	VetRace5	Participant is identified as Native Hawaiian or Other Pacific Islander. 1 = Yes 2 = No Please see instructions for additional detail on this field.

16	Eligibility at first entry into project	VetEligCD	<p>1 = Low-income and first-generation  2 = Low-income only  3 = First-generation only  0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
17	Recruitment	VetRecruit	<p>1 = Referral from community agency  2 = Referral from veterans' agency (e.g., Veterans Administration, veterans' center)  3 = Advertisement  4 = Project's Web site  5 = Referral from educational institution  6 = Word of mouth/walk-in  7 = Referral from another TRIO project (e.g., Talent Search, Student Support Services, Educational Opportunity Centers, other VUB project)  8 = Referral from non-TRIO program  10 = Other  0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
18	Educational Status (at date of first project service)	VetGradeLV1	<p>1 = High school dropout  2 = High school graduate  3 = GED/high school equivalency credential recipient  4 = High school graduate with some college  5 = GED/high school equivalency with some college  0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>

19	Scheduled Completion Year	VetSchedule	<p>1 = 2007–08 budget year  2 = 2008–09 budget year  3 = 2009–10 budget year  4 = 2010–11 budget year  5 = 2011–12 budget year  9 = Not applicable, prior participant</p> <p>At the outset of service to a participant, the project must schedule a completion year for the veteran's prescribed VUB program; please provide this year for all participants (including continuing participants) served during the budget period.  The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
20	Revised Scheduled Completion Year	VetRevSchedule	<p>1 = 2008–09 budget year  2 = 2009–10 budget year  3 = 2010–11 budget year  4 = 2011–12 budget year  5 = 2012–13 budget year  8 = Not applicable, scheduled completion year (field #19) is unchanged  9 = Not applicable, prior participant  0 = Unknown</p> <p><b>Use this field for a participant whose compelling circumstances necessitate a revised scheduled completion year. Rescheduling should be considered and should occur only when the student is either in continuous active participation or when the student has left and returned to active participation. Thus, if a student has left the project, the correct choice for field #20 is option 8, "Not applicable, scheduled completion year is unchanged"; a new completion year should be established only if the student returns.</b></p> <p>Do not alter the original scheduled completion date in field #19 if you enter a revised date in this field.</p>

21	Circumstances of Rescheduling	VetRescheduleCircs	<p>1 = Participant has not had a hiatus in participation from one year to another and was active in the VUB program when rescheduling occurred  2 = Participant returned from active duty military service  3 = Reentry participant whose hiatus in participation from one year to another was not due to active duty  8 = Not applicable, scheduled completion year (field #19) is unchanged  9 = Not applicable, prior participant  0 = Unknown</p> <p>Please see instructions for circumstances under which TRIO will use a revised scheduled completion year to calculate the project's success in reaching its target for the postsecondary enrollment objective.</p>
22	Reason for Rescheduling	VetReasonReschedule	<p>1 = Change in educational plan  2 = Health concerns of participant or spouse  3 = Return after active duty military service  4 = Lost or gained employment  5 = Financial instability  6 = Family responsibilities  7 = Other  8 = Not applicable, scheduled completion year (field #19) is unchanged  9 = Not applicable, prior participant  0 = Unknown</p>
23	Date of First Project Service	VetProjEntDT	<p>Format is MM/DD/CCYY, e.g. 09/15/2008  MM = 01 - 12  DD = 01 - 31  CC = 19 - 21  YY = 00 - 99  00/00/0000 = Unknown</p> <p>For new students, use the date the student first received service from the Veterans Upward Bound project that is submitting this report. Do not use date of <i>acceptance</i> into project unless that is the same as the date of <i>first</i></p>

			<p><i>service.</i></p> <p>Use the very first date of service at this project even if the student subsequently left and reentered. Even if the student transferred from another project, in this field give the date of first service at the project now submitting the report. (For continuing and prior participants, use the date entered in the earlier APR, even if it was a date of entry that differed from the date of first service.)</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2008). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
24	Employment Status (at date of first project service)	VetJob	<p>1 = Unemployed  2 = Employed part time  3 = Employed full time  4 = Retired  0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
25	Participant Had One or More Disabilities (at date of first project service)	VetDis	<p>1 = Yes  2 = No  0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>

26	Participant Status for reporting year (2008–09)	VetPartCD	<p>1 = New participant (for reporting period)  2 = Continuing participant (from immediately preceding reporting period)  3 = Reentry participant  4 = Prior-year participant  5 = Prior-year participant, deceased or permanently incapacitated  0 = Unknown</p> <p>For this report, please use the following definitions:  A <b>new participant</b> is an individual who participated in the Veterans Upward Bound project for the <b>first time</b> in this reporting period.</p> <p>A <b>continuing participant</b> is an individual who participated in the project in both the current reporting period and the reporting period immediately preceding.</p> <p>A <b>reentry participant</b> is an individual who attended the educational program offered by the project in a previous reporting year, suspended his or her participation, and reentered the program during the current reporting year. Also include in this category persons who completed the program, then returned to take it again.</p> <p>A <b>prior-year participant</b> is an individual who participated in the Veterans Upward Bound program in a previous reporting period but who has not received services on a continual basis during the current reporting period. Do not include on the file individuals whose participation ended prior to the 1999-2000 academic year.  The sum of the new, continuing, and reentry participants should equal the total number of participants the projects served during the reporting period.</p>
27	Called to Active Duty During Reporting Period 2008–09	VetCall	<p>1 = Yes, current participant  2 = Yes, prior participant  3 = No  0 = Unknown</p>

28	Improved Score on Standardized Test (as of end of budget period)	VetTest	<p>Participant served during the 2008–09 budget period improved his or her academic skills as measured by a pre and post standardized test as of the end of the budget period.</p> <p>1 = Yes, participant took the tests and improved  2 = No, participant took the tests and did not improve  8 = Not applicable, posttest not completed as of the end of the budget period  9 = Not applicable, prior-year participant  0 = Unknown</p>
29	Date of Last Project Service in VUB (as of end of budget period)	VetLastSerDate	<p>Format is MM/DD/CCYY, e.g., 03/31/2007  MM = 01 - 12  DD = 01 - 31  CC = 20  YY = 00 - 99  99/99/9999 = Not applicable, participant was still in program at end of budget period  00/00/0000 = Unknown</p> <p>Report date of last service for all participants who were no longer being served as of end of budget period and who the project assumes will not return.</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>
30	Reason for Leaving VUB Program (as of end of budget period)	VetLeave	<p>Please provide information as of the end of the budget period.</p> <p>1 = Successfully completed program  2 = Did not complete program due to current need or desire for employment  3 = Did not complete program; moved out of project's service area  4 = Did not complete program; no longer interested</p>

			<p>5 = Did not complete program due to difficulties with academics  6 = Did not complete program due to family responsibilities  7 = Did not complete program; left after call to active duty  8 = Did not complete program due to medical reasons  9 = Did not complete program due to death or permanent incapacity of participant  10 = Did not complete program due to other reasons  88 = Not applicable, participant is still in program  0 = Did not complete program for unknown reasons</p>
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**For fields #31–36, enter "7" or a series of "7s," where requested, for students who have left a program of postsecondary education without completing it. Enter "8" or a series of "8s" as specified for participants who have not yet completed the educational program offered by the project. Enter "9s" or a series of "9s" for those participants who have completed the educational requirements to be eligible for a program of postsecondary education, but who have not yet enrolled in such a program. Enter "6" or a series of "6s" for participants who have died or are permanently incapacitated. Remember that data for these fields should reflect information available to the project as of the date on which the APR is submitted.**

31	Source of Postsecondary Education Information	VetSelfTranCD	<p>1 = Official college transcript  2 = Institutional data but not an official transcript  3 = Self-reported by participant  4 = Other third-party verification, e.g., National Student Clearinghouse  6 = Not applicable, deceased or permanently incapacitated  8 = Not applicable, not yet completed the educational program offered by the project  9 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program  0 = Unknown</p>
32	Date of First Postsecondary School Enrollment	VetFirstEnrollDT	<p>Format is MM/DD/CCYY, e.g., 09/15/2009  MM = 01 – 12  DD = 01 - 31  CC = 19 – 20</p>

			<p>YY = 00 – 99  66/66/6666 = Not applicable, deceased or permanently incapacitated  88/88/8888 = Not applicable, not yet completed the educational program offered by the project  99/99/9999 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program  00/00/0000 = Unknown</p> <p>Include only the enrollment date after leaving the VUB program (either successfully completing or not). Do not use dates of any postsecondary enrollment prior to participation in VUB. If a student has begun taking postsecondary courses but is still participating in VUB, the student should <b>not</b> be considered enrolled in postsecondary education.</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2009). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>
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33	School Code for Postsecondary Institution Last Attended	VetPSECode	<p>E00000 – E99999  000000 – 999999  555555 = Enrolled in a postsecondary institution not found in the Title IV School Code Directory  666666 = Not applicable, deceased or permanently incapacitated  888888 = Not applicable, not yet completed the educational program offered by the project  999999 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program  000000 = Unknown</p> <p>Provide the six-digit school code for the postsecondary institution the student attended after participating in the Veterans Upward Bound program. If the student began attendance in fall 2009 (i.e., after the end of the 2008-09 reporting period), please provide the code of the institution. The six-digit codes can be obtained from the following Web site:  <a href="http://www.fafsa.ed.gov/FOTWebApp/FSLookupServlet">http://www.fafsa.ed.gov/FOTWebApp/FSLookupServlet</a></p>
34	College Status at beginning of academic year 2009–10	VetPSEGrLV	<p>1 = Accepted into postsecondary education program but not yet enrolled  2 = First year student in postsecondary education  3 = Postsecondary student continuing beyond first year  4 = Enrolled, completed a program of postsecondary education but continuing in postsecondary  5 = Not enrolled, completed a program of postsecondary education prior to beginning of academic year reported  6 = Deceased or permanently incapacitated  7 = Prior to beginning of academic year reported, left a program of postsecondary education without completing it  8 = Not applicable, not completed the educational program offered by the project  9 = Not applicable, completed the educational program offered by the project but has not yet enrolled in a program of postsecondary education  0 = Unknown</p> <p>If you choose option 4 or 5, both of which indicate that the participant</p>

			completed a program of postsecondary education, you must also complete field #35, Undergraduate Degree/Certificate Completed, and #36, Date of Undergraduate Degree.
35	Undergraduate Degree/Certificate Completed	VetDegreeCD	<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 Degree (two years)  4 = 1<sup>st</sup> Bachelor's Degree  5 = 2<sup>nd</sup> Bachelor's Degree  6 = Equivalent of Bachelor's Degree  7 = Still enrolled in an undergraduate postsecondary program  66 = Not applicable, deceased or permanently incapacitated  77 = Left a program of postsecondary education without completing it  88 = Not applicable, not yet completed the educational program offered by the project  99 = 9 = Not applicable, completed the educational program offered by the project but has not yet enrolled in a program of postsecondary education</p> <p>0 = Unknown</p> <p>Indicate highest degree completed.  For a student enrolled in a dual degree program who has completed four years of instruction, use option 06 to indicate that the student has accomplished the equivalent of a bachelor's degree, though a degree was not awarded.</p>
36	Date of Undergraduate Degree	VetDegreeDT	<p>Format is MM/DD/CCYY, e.g., 05/15/2008  MM = 01 - 12  DD = 01 - 31  CC = 19 - 20  YY = 00 - 99</p>

			<p>66/66/6666 = Not applicable, deceased or permanently incapacitated 77/77/7777 = No degree earned, still enrolled in an undergraduate postsecondary program or left a program of postsecondary education without completing it 88/88/8888 = Not applicable, not completed the educational program offered by the project 99/99/9999 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program 00/00/0000 = Unknown</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2008). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>
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Please see instructions before completing fields 37–39.			
37	Postsecondary Enrollment Objective for 2008–09 reporting year	VetPSEEnrollObj	<p>1 = Participant with original 2008–09 scheduled completion year (field #19) who enrolled in postsecondary education by fall 2009</p> <p>2 = Participant with original 2008–09 scheduled completion year (field #19) who <i>did not</i> enroll in postsecondary education by fall 2009</p> <p>3 = Participant with original 2008–09 scheduled completion year (field #19) rescheduled to a later year (field #20) AND for whom option 1 or 2 was chosen for field #21</p> <p>6 = Deceased or permanently incapacitated</p> <p>8 = Not applicable, participant with original scheduled completion year (field 19) after the 2008–09 budget period</p> <p>9 = Not applicable, prior year participant during 2008–09</p> <p>11 = Not applicable, current-year participant called to active duty</p> <p>0 = Unknown</p>
38	Postsecondary persistence objective--denominator for 2008–09 reporting year	VetPSEPersistDenom	<p>1 = Student enrolled in postsecondary education for at least some part of 2008–09 and for the first time since participating in VUB</p> <p>2 = Not applicable, all other participants</p> <p>0 = Unknown</p>
39	Postsecondary persistence objective--numerator for 2008–09 reporting year	VetPSEPersistNum	<p>1 = Participant coded 1 in field #38 who enrolled in postsecondary education for the fall term 2009</p> <p>2 = Participant coded 1 in field #38 who <i>did not</i> enroll in postsecondary education for the fall term 2009</p> <p>3 = Not applicable, participant not coded 1 in field #38</p> <p>0 = Unknown</p> <p>For all of a grantee's participants, sum of 1, 2, and 0 should equal all students enrolled in postsecondary education for at least some part of 2008–09 and for the first time since participating in VUB (field #38, option 1).</p>

## **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 Upward Bound program under Title IV of the Higher Education Act of 1965, as amended (Pub. Law 102-325, sec. 402C). In accordance with this authority, the Department receives and maintains personal information on participants in the Upward Bound program. The principle purpose for collecting this information is to administer the program, including tracking and evaluating participants' academic progress. Providing the information on this form, including a social security number (SSN), is voluntary; failure to disclose a SSN will not result in 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 official duties.