California Community Colleges
Management Information System
Data Element Dictionary

**Data Reporting Domains and Formats
Student Assessment Data Record**

DOMAIN	RECORD	LENGTH
SA	**STUDENT ASSESSMENT DATA RECORD**	**40**

Reporting Domain

The following record layout indicates the format in which the districts report information on student assessment tests administered during the prior year.

The actual test dates (SA05) reported in the file should encompass the preceding fiscal year (July 1 - June 30). For example, report the Student Assessment file with the term type of '110' with assessment test dates of July 1, 2010 through June 30, 2011.

The file with these records is submitted each October 1 for the previous year.
This record is 40 characters long. The first two positions contain the record code "SA".

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SA	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB02	STUDENT-NAME-PARTIAL	X(03)	09-11
SB00	STUDENT-IDENTIFIER	X(09)	12-20
SA01	STUDENT-ASSESSMENT-INSTRUMENT	X(04)	21-24
SA03	STUDENT-ASSESSMENT-ACCOMMODATION	X(04)	25-28
SA04	STUDENT-ASSESSMENT-PURPOSE	X(02)	29-30
SA05	STUDENT-ASSESSMENT-DATE	9(06)	31-36
SA07	STUDENT-EDUCATIONAL_FUNCTION_LEVEL	X(02)	37-38
	FILLER	X(02)	39-40

Processing Notes

These data elements may frequently need to be submitted when the student is no longer enrolled or when the student took the assessment test prior to enrolling. Such assessments should be reported with the term identifier indicating the term in which the reporting occurs (the year with an annual term type [see GI03]), and with the Assessment Date (SA05) indicating the actual date of the test.)

California Community Colleges
Management Information System
Data Element Dictionary

Student Assessment Data Elements

	DATA ELEMENT NAME	FORMAT
SA07	**STUDENT-EDUCATIONAL-FUNCTION-LEVEL**	**X(02)**
This element indicates the educational functioning level of the student as assessed using federally approved instruments.		

Coding	Meaning
1B	Beginning ABE Literacy
2B	Beginning Basic Education
3B	Low Intermediate Basic Education
4B	High Intermediate Basic Education
5S	Low Adult Secondary Education
6S	High Adult Secondary Education
1E	Beginning ESL Literacy
2E	Low Beginning ESL
3E	High Beginning ESL
4E	Low Intermediate ESL
5E	High Intermediate ESL
6E	Advanced ESL
XX	Not a Federal Instrument Assessment
Educational Functioning Level (EFL) definitions are outlined by the National Reporting System (NRS) and are evaluated using federally approved assessment instruments.	

SA07   STUDENT-EDUCATIONAL-FUNCTION-LEVEL

Processing Edits	
FIELD CHECK	1B, 2B, 3B, 4B, 5S, 6S, 1E, 2E, 3E, 4E, 5E, 6E, XX

Student Assessment Data Elements

SA07   STUDENT-EDUCATIONAL-FUNCTION-LEVEL

Change History
Implement: Summer 2018

California Community Colleges
Management Information System
Data Element Dictionary

Data Reporting Domains and Formats
Student Basic Data Record

DOMAIN	RECORD	LENGTH
SB	**STUDENT BASIC DATA RECORD**	**240**

Reporting Domain

The following record layout indicates the format in which the districts report basic information for all students who met the reporting domain criteria for any of the other term-based student files (PS, SD, SE, SM, SV, SX). SB records must also be reported for any student who meets the reporting domain criteria for financial aid data (SF) in the term being reported.

The file with these records is submitted within one month following the end of the term.
This record is 240 characters long and the first two positions contain the record code "SB".

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	"SB"	001-002
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	003-005
GI03	TERM-IDENTIFIER	X(03)	006-008
SB02	FILLER	X(03)	009-011
SB00	STUDENT-IDENTIFIER	X(09)	012-020
SB01	STUDENT-IDENTIFIER-STATUS	X(01)	021
SB03	STUDENT-BIRTH-DATE	9(08)	022-029
SB04	STUDENT-GENDER	X(01)	030
SB05	FILLER	X(02)	031-032
SB06	STUDENT-CITIZENSHIP	X(01)	033
SB07	FILLER	X(01)	034
SB08	STUDENT-ZIP-CODE	X(09)	035-043
SB09	STUDENT-RESIDENCE-CODE	X(05)	044-048
SB10	FILLER	X(01)	049
SB11	STUDENT-EDUCATION-STATUS	X(05)	050-054
SB12	STUDENT-HIGH-SCHOOL-LAST	X(06)	055-060
SB13	FILLER	X(06)	061-066
SB14	STUDENT-EDUCATIONAL-GOAL	X(01)	067
SB15	STUDENT-ENROLLMENT-STATUS	X(01)	068
SB16	STUDENT-UNITS-EARNED-LOCAL	9999V99	069-074
SB17	STUDENT-UNITS-EARNED-TRANSFER	9999V99	075-080
SB18	STUDENT-UNITS-ATTEMPTED-LOCAL	9999V99	081-086
SB19	STUDENT-UNITS-ATTEMPTED-TRANSFER	9999V99	087-092
SB20	STUDENT-TOTAL-GRADE-POINTS-LOCAL	9999V99	093-098
SB21	STUDENT-TOTAL-GRADE-POINTS-TRANSFERRED	9999V99	099-104
SB22	STUDENT-ACADEMIC-STANDING	X(01)	105
SB23	STUDENT-APPRENTICESHIP-STATUS	X(01)	106
SB24	STUDENT-TRANSFER-CENTER-STATUS	X(01)	107

California Community Colleges
Management Information System
Data Element Dictionary

Data Reporting Domains and Formats
Student Basic Data Record

SB25	FILLER	X(01)	108
SB26	STUDENT-WIA-STATUS	X(01)	109
SB27	FILLER	X(01)	110
SB28	STUDENT-FIRST-NAME-PARTIAL	X(03)	111-113
SB29	STUDENT-MULTI-ETHNICITY	X(21)	114-134
SB30	STUDENT-BASIC-SKILLS-WAIVER-STATUS	X(01)	135
SB31	STUDENT-FIRST-NAME	X(30)	136-165
SB32	STUDENT-LAST-NAME	X(40)	166-205
SB33	STUDENT-PARENT/GUARDIAN-EDUCATION-LEVEL	X(02)	206-207
SB34	STUDENT-CCC-ID	X(08)	208-215
SB35	STUDENT-SS-ID	X(09)	216-224
SB36	STUDENT-TRANSGENDER	X(01)	225
SB37	STUDENT-SEXUAL-ORIENTATION	X(01)	226
	FILLER	X(04)	227-230

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB23	**STUDENT-APPRENTICESHIP-STATUS**	**X**

This element identifies students who are registered apprentices or are participating in approved pre-apprenticeship programs.

Coding	Meaning
0	NOT registered with the Department of Industrial Relations (DIR).
1	Registered with the DIR an approved apprenticeship program.
2	Participating in a pre-apprenticeship program approved by the Division of Apprenticeship Standards through a Memorandum of Understanding.
X	Apprenticeship status unknown / uncollected.
Y	College does not offer an apprenticeship program.

SB23 STUDENT-APPRENTICESHIP-STATUS

Processing Edits	
FIELD CHECK	0, 1, 2, X, Y

SB23 STUDENT-APPRENTICESHIP-STATUS

Change History
Revision: Effective Summer 2018 Added Code: 2 = Participating in a pre-apprenticeship program approved by the Division of Apprenticeship Standards through a Memorandum of Understanding
Revision: 01/02/91 Added Code: Y = College does not offer an apprenticeship program.
Implement: 06/01/89

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB34	**STUDENT-CCC-ID**	**X(08)**

This element contains the California Community College ID (CCCID) for the student assigned during account creation in OpenCCC.

Coding
For students with a California Community College ID assigned during account creation in OpenCCC, report the CCCID in this data element.
For a student who does not have a CCCID, report 'XXXXXXXX' in this data element.

SB34 STUDENT-CCC-ID

Processing Edits	
FIELD CHECK	Greater than spaces.

SB34 STUDENT-CCC-ID

Change History
Implement: Summer 2018

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB35	**STUDENT-SS-ID**	**X(10)**

This element contains the California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) Statewide Student ID (SSID) for the student assigned while the student was attending a public California K-12 school.

Coding
For students with a CALPADS SSID, report the SSID in this data element.
For a student who does not have a CALPADS SSID, report 'XXXXXXXXXX' in this data element.

SB35 STUDENT-SS-ID

Processing Edits	
FIELD CHECK	Greater than spaces.

SB35 STUDENT-SS-ID

Change History
Implement: Summer 2018

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB36	**STUDENT-TRANSGENDER**	**X**
This element indicates the student's self-declared transgender status.		

Coding	Meaning
0	The student does not consider themselves transgender.
1	The student considers themselves transgender.
2	The student declined to state whether they consider themselves transgender.
X	Unknown / uncollected.

SB36 STUDENT-TRANSGENDER

Processing Edits	
FIELD CHECK	0, 1, 2, X

SB36 STUDENT-TRANSGENDER

Change History
Implement: Summer 2018

California Community Colleges
Management Information System
Data Element Dictionary

Student Basic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SB37	**STUDENT-SEXUAL-ORIENTATION**	**X**
This element indicates the student's self-declared sexual orientation.		

Coding	Meaning
1	Straight/Heterosexual
2	Gay or Lesbian/Homosexual
3	Bisexual
4	Other
5	Decline to state
X	Unknown / uncollected

SB37 STUDENT-SEXUAL-ORIENTATION

Processing Edits	
FIELD CHECK	0, 1, 2, 3, 4, 5, X

SB37 STUDENT-SEXUAL-ORIENTATION

Change History
Implement: Summer 2018

California Community Colleges
Management Information System
Data Element Dictionary

Data Reporting Domains and Formats
Student CalWORKS Data Record

DOMAIN	RECORD	LENGTH
SC	**STUDENT CALWORKS DATA RECORD**	**80**

Reporting Domain
If a student enrolls, is determined eligible, and attends at least one class meeting, the college's CalWORKs program should report the student in the SC file. When a SC record is reported, make sure the student also has a record reported for them in the SB file.
This record is 80 characters long and the first two positions contain the record code "SC".

Student CalWORKS Data Elements (one record per student) (SC)

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SC	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB00	STUDENT-IDENTIFIER	X(09)	09-17
SC01	CALWORKS-ELIGIBILITY-STATUS	X(01)	018
SC02	CASE-MANAGEMENT-SERVICES	X(01)	019
SC03	CALWORKS-STUDENT-COUNSELING	X(01)	020
SC04	REFERAL-TO-OTHER-SERVICES	X(01)	021
SC05	OTHER-DIRECT-SUPPORT-SERVICES	X(05)	022-026
SC06	ON-CAMPUS-CHILD-CARE-HOURS	9999	027-030
SC07	OFF-CAMPUS-CHILD-CARE-HOURS	9999	031-034
SC08	DEPENDENTS-RECEIVING-CHILD-CARE	99	035-036
SC09	TOTAL-NUMBER-OF-DEPENDENTS	99	037-038
SC10	STUDENT-FAMILY-STATUS	X(01)	039
SC11	EMPLOYMENT-ASSISTANCE-SERVICES	X(06)	040-045
SC18	ELIGIBILITY-TIME-LIMIT-STATUS	X(01)	046
	FILLER	X(34)	047-080

Notes

California Community Colleges
Management Information System
Data Element Dictionary

**Data Reporting Domains and Formats
Student CalWORKS Data Record**

CalWORKS Student Work Activity Data (one record for each job) (CW)

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	CW	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB00	STUDENT-IDENTIFIER	X(09)	09-17
SC12	WORK-ACTIVITY-STATUS	X(01)	18
SC13	WORK-ACTIVITY-AREA TOP-CODE	9(06)	19-24
SC14	WORK-ACTIVITY-BEGIN-DATE	9(08)	25-32
SC15	WORK-ACTIVITY-END-DATE	9(08)	33-40
SC16	AVERAGE-HOURS-WORKED-PER-WEEK	99	41-42
SC17	HIGHEST-HOURLY-WAGE-EARNED	99V99	43-46
	FILLER	X(34)	47-80

Student CalWORKs Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SC18	**ELIGIBILITY-TIME-LIMIT-STATUS**	**X(01)**

This element indicates whether the student is within two years of exhausting CalWORKs program eligibility during the reporting term.

Coding	Meaning
0	Student is NOT within two years of exhausting CalWORKs program eligibility
1	Student is within two years of exhausting CalWORKs program eligibility
X	Unknown / unreported

This element should be updated every term to reflect the current status of the student during the reporting term.

SC18 ELIGIBILITY-TIME-LIMIT-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SC18 ELIGIBILITY-TIME-LIMIT-STATUS

Change History
Implement: Summer 2018

Student CalWORKs Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SC18	**ELIGIBILITY-TIME-LIMIT-STATUS**	**X(01)**

This element indicates whether the student is within two years of exhausting CalWORKs program eligibility during the reporting term.

Coding	Meaning
0	Student is NOT within two years of exhausting CalWORKs program eligibility
1	Student is within two years of exhausting CalWORKs program eligibility
X	Unknown / unreported

This element should be updated every term to reflect the current status of the student during the reporting term.

SC18 ELIGIBILITY-TIME-LIMIT-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SC18 ELIGIBILITY-TIME-LIMIT-STATUS

Change History
Implement: Summer 2018

California Community Colleges
Management Information System
Data Element Dictionary

Student Financial Aid Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SF21	**STUDENT-AID-AWARD-TYPE**	**X(02)**

This element indicates the type of financial aid award received and with SF22, makes up the Award sub-record which may occur up to eight times in the Financial Aid record.

Coding	California College Promise Grant (formerly BOG Fee Waiver)
BA	CCPG - Method A-? (unknown base)
B1	CCPG - Method A-1 based on TANF recipient status
B2	CCPG - Method A-2 based on SSI recipient status
B3	CCPG - Method A-3 based on general assistance recipient status
BB	CCPG - Method B based on income standards
BC	CCPG - Method C based on financial need
BD	CCPG - Method D based on Homeless Youth determination
F1	Fee Waiver – Dependent (children) of Deceased Law Enforcement/Fire Suppression (Subject to Group C edits)
F2	Fee Waiver – Dependent (surviving spouse and children) of deceased or disabled member of CA National Guard (Subject to Group C edits)
F3	Fee Waiver – Dependent of (children) deceased or disabled Veteran (Subject to Group C edits)
F4	Fee Waiver – Dependent of (children) of Congressional Medal of Honor recipient (CMH) or CMH recipient (Subject to Group C edits)
F5	Fee Waiver – Dependent of (surviving spouse and children) of deceased victims of September 11, 2001 terrorist attack. (Subject of Group C edits)

Coding	Work Study
WC	California State Work Study (SWS)
WE	EOPS Work Study
WF	Federal Work Study (FWS) (Federal share)
WK	CalWORKs Work Study
WY	CAFYES Work Study
WU	Other Work Study and matching funds

Student Financial Aid Data Elements

SF21   STUDENT-AID-AWARD-TYPE

Coding	Grants
GA	Academic Competitiveness Grant
GB	Cal Grant B
GC	Cal Grant C
GD	Full-time Student Success Grant
GE	EOPS Grant
GF	CARE Grant
GG	Chafee Grant
GH	Completion Grant (CCCG)
GI	Cal Grant A
GJ	Dreamer Grant
GK	CalWORKs Grant
GN	CSAC CNG EAAP (California Student Aid Commission California National Guard Education Assistance Award Program)
GP	Pell Grant
GQ	Equity Grant
GR	SSSP Grant
GS	SEOG (Supplemental Educational Opportunity Grant)
GU	Other grant: institutional source
GV	Other grant: non-institutional source
GW	Bureau of Indian Affairs (BIA) Grant
GY	CAFYES Grant

Coding	Loans
LD	Perkins Loan
LE	EOPS Loan
~~LG~~	~~Stafford Loan, subsidized~~ (valid through 2009-2010 data)
~~LH~~	~~Stafford Loan, unsubsidized~~ (valid through 2009-2010 data)
LI	Other loan, institutional source
LN	Other loan, non-institutional source
LP	PLUS loan, parent loan for undergraduate student
LS	Federal Direct Student Loan - subsidized
LL	Federal Direct Student Loan - unsubsidized
LY	CAFYES Loan

Student Financial Aid Data Elements

SF21   STUDENT-AID-AWARD-TYPE

Coding	Grants
Coding	**Scholarship**
SO	Scholarship: Osher
SU	Scholarship: institutional source
SV	Scholarship: non- institutional source
SX	Scholarship: source unknown

Student Financial Aid Data Elements

SF21   STUDENT-AID-AWARD-TYPE

Processing Edits and Notes

Note: For all forms of Work Study, report the matching funds as code WU (unless the program was directly matched with another program on the list).
 	
MIS Reporting of BOG Fee Waivers
 	
Instructions for Fee Waiver Activity as of October 1, 2000.
 	
BOG Fee Waivers are not the same as "regular" financial aid and we must address that issue. The purpose of reporting the BOG Fee Waivers to the Chancellor's Office is to provide a mechanism for calculating the amount that a school should be reimbursed for (a) the number of fee waivers processed and (b) the amount of fees waived. To facilitate this process, the colleges must report each student for which they want to be reimbursed using the following reporting rules.
 	
    1. Report a fee waiver for every student:
        Determined eligible for a BOG Fee Waiver AND
        For whom fees were assessed AND
        Attended at least one meeting of a course for which the fees were waived.
 	
    2. The amount of the fee waiver reported should be the total fees that would have been collected from the student had they actually paid for their credit load. As an example, if a student initially enrolls in fifteen units at the beginning of a term but by the end of the refund period, they have dropped to six units, the amount reported should be what the student would have paid for those six units. If the student does not drop the courses until after the refund period, the amount reported would be what the student would have paid for all fifteen units. If the student drops all of their courses within the refund period report the amount waived as zero. **BOG Fee Waivers are the only financial aid awards that can be reported with a zero amount.**
 	
    3. The amount of the fee waiver reported on the MIS financial aid (SF) record is the total fees waived for the term for that fee waiver type.
 	
    4. If a student pays fees but is subsequently determined to be eligible for a fee waiver and the fees are refunded to the student, report that student and the fees waived

Student Financial Aid Data Elements

SF21   STUDENT-AID-AWARD-TYPE

Processing Edits and Notes

5. In multi-campus districts, report the student as a recipient at each college where the student enrolls. If the student enrolls at more than one college in the district, do not limit the reporting to a single campus. Each college's SF records are separate and represent the activity at that college only. The MIS data reported should reflect the types of aid received by all the students at that college without regard to enrollment in other colleges in the district.

6. Summer fee waivers are always reported as "leaders" not "trailers".

Definition of award levels:

Three (3) levels of edit checks are now required for financial aid data. The level of edit checks to be used is determined by the type of award(s) that a student receives. Integrity checks, however, will be applied, or not applied, based on the level of financial aid award(s) received. Each integrity check that is affected by the level of financial aid award(s) is noted in the matrix.

If a integrity check is not noted as to which levels apply, assume it applies to all levels

The first level of edits applies to students who received at least one award in Group A. For these student records, all of the current checks apply.

Group A awards are:

BC – BOGW method C, financial need	LD – Perkins Loan
GB – Cal Grant B	LE – EOPS Loan
GC – Cal Grant C	LG – Stafford Loan, subsidized
GD – Full-time Student Success Grant	LH – Stafford Loan, unsubsidized
GE – EOPS Grant	LP – PLUS Loan
GF – CARE Grant	LS – Federal Director Student Loan, subsidized
GG – Chafee Grant	LL – Federal Director Student Loan, unsubsidized
GP – Pell Grant	WC – California State Work Study
GS – SEOG	WE – College Work Student (CWS), federal
GW – BIA Grant	WF – EOPS Work Study

Student Financial Aid Data Elements

SF21   STUDENT-AID-AWARD-TYPE

Processing Edits and Notes

The second level of edits applies to students who received at least one award in Group B but none from Group A. For these student records, the checks are less stringent.

Group B awards are: BB – BOGW method B, income standards

The third level of edits applies of students who received at least one award in Group C but none from either Group A or B. For these student records, the checks are the least stringent.

Group C awards are:
B1 – BOGW method A-1, TANF recipient
BA – BOGW method A-?, unknown
B2 – BOGW method A-2, SSI recipient
B3 – BOGW method A-3, GA recipient
F1 – Fee Waiver Dependent (children) Deceased Law
F2 – Fee Waiver Dependent (surviving spouse & children)
F3 – Fee Waiver Dependent (children) Decreased
F4 – Fee Waiver Dependent (children)
F5 – Fee Waiver Dependent (surviving spouse & children)
WU – Other Work Study and Matching Funds
GA – Academic Competitiveness Grant
GN – CSAC CNG EAAP (California Student Aid Commission California National Guard
                                Education Assistance Award Program)
GU – Other grant – institutional source
GV – Other grant – non-institutional source
LI – Other loan – institutional source
LN – Other loan – non-institutional source
SU – Scholarship – institutional source
SV – Scholarship – non-institutional source
SX – Scholarship – unknown source

The multi-level edit approach is required because the type of award determines how much information a college's financial aid office must collect from a student. The only time that a financial aid office collects complete information about a student is when they get a Group A award. Group B require a little less data to be collected and Group C awards the least amount of data collected.

Default levels if students did not receive aid:
If a student did not receive a financial aid award, the edit checks to be used are determined by the value in SF01 (Student-Aid-Applicant-Status). If a student has codes of 2 or 3 in SF01, then Group C edit checks are used; if a student has codes 4, 5, 6, 7, or X in SF01, then Group A edit checks are used.

SF21-6

Student Financial Aid Data Elements

SF21   STUDENT-AID-AWARD-TYPE

Processing Edits and Notes	
FIELD CHECK	BA, B1, B2, B3, BB, BC, BD, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GN, GP, GQ, GR, GS, GU, GV, GW, GY, LD, LE, LG, LH, LI, LN, LP, LS, LL, LY, SU, SV, SX, WC, WE, WF, WK, WU, WY, F1, F2, F3, F4, F5, SO
	No LG, LH from 2010-2011 data on.
REFERENTIAL CHECK	Even if the student does not meet the reporting domain for MIS Enrollment (SX) data, you must submit a Student Basic (SB) record for every term the student was reported as receiving aid. In the case of students attending and receiving aid at more than one college, SB records must be reported for all colleges attended

Student Financial Aid Data Elements

SF21   STUDENT-AID-AWARD-TYPE

Change History
Revision: Effective Summer 2018 Added GH, GI, GJ, GQ, GR
Revision: Effective 09/19/18 Board of Governors Fee Waiver (BOGFW) renamed California College Promise Grant (CCPG)
Revision: Effective 08/24/17. Added BD BOGW - Method D based on Homeless Youth Determination.
Revision: Effective 07/01/16 Updated GD to "Full-time Student Success Grant" Added GK CalWORKs Grant Added GY CAFYES Grant Added LY CAFYES Loan Added WK CalWORKs Work Study Added WY CAFYES Work Study
Last Revision: 09/09/15 Added GD Supplemental Grant for full-time Cal Grant B recipients
Last Revision: 8/27/12 Drew lines thru Stafford Loan, subsidized and unsubsidized and added (valid through 2009-2010). Added under Grants: GN   CSAC CNG EAAP (California Student Aid Commission, California National Guard, Education Assistance Award Program)
Last Revision: 6/30/10 Added OS Osher Grant
Last Revision: 03/20/06 Added F1-F5
Last Revision: 03/30/04 Added GG – Chaffee Grant
Last Revision: 09/01/00 Added B3 Method A-3 based on general assistance recipient status, GW – Bureau of Indian Affairs (BIA) Grant. Deleted WA and WB
Last Revision: 08/01/00 Added Rules
Last Revision: 11/01/98 Changed AFDC to TANF
Last Revision: 05/01/94 Added name BOGW – Board of Governors Enrollment Fee Waiver, Added LL – Federal Direct Student Loan – unsubsidized, WA – CalWorks – Work study on Campus, WB – CalWorks – Work study Off Campus
Last Revision: 08/01/93 Change LG - Stafford Loan, subsidized, Added LH – Stafford Loan, not subsidized
Last Revision: 03/01/91 BFAP awards have been changed to BOGG awards, Add CARE awards Change LD – NDSL to Perkins, Change LG – GSL to Stafford
Last Revision: 06/01/89 Original

Data Reporting Domains and Formats
Special Populations Data Record

DOMAIN	RECORD	LENGTH
SG	**SPECIAL POPULATIONS DATA RECORD**	**45**

Reporting Domain: The reporting domain for Student Special Populations data records includes all students who (1) were enrolled in at least one class as of first census for daily or weekly census classes, or (2) attended at least one meeting of a positive attendance class, or (3) were enrolled in at least one class that resulted in a notation on the student's official record, or (4) received a service from one the college's categorical programs;

AND have a "positive" status for one or more of the data elements included in the Special Populations data record.

Each student record reported in the Special Populations file must have a corresponding record reported the Student Basic file.

Reporting Schedule: The file is submitted approximately one month following the end of the term.

Record Length: The record length is 60 characters. The record code is "SG".

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SG	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB00	STUDENT-IDENTIFIER	X(09)	09-17
SG01	STUDENT-MILITARY-STATUS	X(04)	18-21
SG02	STUDENT-MILITARY-DEPENDENT-STATUS	X(04)	22-25
SG03	STUDENT-FOSTER-YOUTH-STATUS	X(01)	26
SG04	STUDENT-INCARCERATED-STATUS	X(01)	27
SG05	STUDENT-MESA-ASEM-STATUS	X(01)	28
SG06	STUDENT-PUENTE-STATUS	X(01)	29
SG07	STUDENT-MCHS-ECHS-STATUS	X(01)	30
SG08	STUDENT-UMOJA-STATUS	X(01)	31
	FILLER	X(02)	32-33
SG10	STUDENT-CAA-STATUS	X(01)	34
SG11	STUDENT-CAFYES-STATUS	X(01)	35
SG12	STUDENT-BACCALAUREATE-PROGRAM	X(05)	36-40
SG13	STUDENT-CCAP-STATUS	X(01)	41
SG14	STUDENT-ECONOMICALLY-DISADV-STATUS	X(02)	42-43
SG15	STUDENT-EX-OFFENDER-STATUS	X(01)	44
SG16	STUDENT-HOMELESS-STATUS	X(01)	45
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California Community Colleges
Management Information System
Data Element Dictionary

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG10	**STUDENT-CAA-STATUS**	**X**
This element indicates whether the student is a participant in a Career Advancement Academy (CAA).		

Coding	Meaning
0	Not a CAA student
1	CAA student
2	Student in another Integrated Education and Training (IET) program that meets federal standards
Y	The school does not have a CAA or IET program

SG10   STUDENT-CAA-STATUS

Processing Edits
If a code of 'Y' is reported for this data element, all of the records in the file must have a code of 'Y'. The data element cannot be self-reported; student participation in the program must be verified by the college.

FIELD CHECK	0, 1, 2, Y

SG10 STUDENT-CAA-STATUS

Change History
Revision: Effective Summer 2018 Added code '2'
Implement: Summer 2011 – Optional, Summer 2012 - Mandatory

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG14	**STUDENT-ECONOMICALLY-DISADV-STATUS**	**X(02)**
The first position of the element is used to report the code identifying the student's economically disadvantaged status. The second position identifies the type of source used to determine the status code.		

Coding	Meaning
STATUS: (First Position)	
1	Student is identified as a recipient of CalWORKs/TANF/AFDC.
2	Student is identified as a recipient of Supplemental Security Income program (SSI).
3	Student is identified as a recipient of a general assistance program (GA).
4	Student identified as "Other" economically disadvantaged. "Other" means an adult who is eligible under the guidelines provided in the "California State Plan for Vocational & Technical Education" (Appendix J, Request for Waiver of Section 132 Funds) See also BOG Fee Waiver Income Standards' available under the Student Financial Assistance Programs section of the Chancellor's Office web site at http://www.ccccco.edu
5	Student is identified as a recipient of a supplemental nutrition assistance program under the Food and Nutrition Act.
6	Student is identified as being in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level.
7	Student is identified as an individual with a disability whose own income is below the poverty line but who is a member of a family whose income does not meet this requirement.
8	Student is identified as a homeless individual or homeless child or youth or runaway youth.
N	None of the above (students who are identified in MIS as recipients of BOGW or Pell should also be coded with "N").

Special Population Data Elements

Coding	Meaning
SOURCE OF ECONOMICALLY DISADVANTAGED STATUS: (Second Position)	
S	Student's economically disadvantaged status obtained by self-declaration.
A	Student's economically disadvantaged status obtained from some other auditable source other than self-declaration.
N	None of the above. If a student is identified with more than one status code (1-8), report the code from top down (1 to 8). If a status code is reported as "N" in the first position for "none of the above", then the second position must also be coded with "N".

Per the Workforce Innovation and Opportunity Act, a low-income individual is a student who in the 6 months prior to applying has received, or is a member of a family that is receiving:

(a) Assistance through the supplemental nutrition assistance program under the Food and Nutrition Act

(b) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act

(c) Assistance through the supplemental security income program under Title XVI of the Social Security Act or state or local income-based public assistance.

(d) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level

(e) Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act

(f) Is a foster child on behalf of whom State or local government payments are made

(g) Is an individual with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement

(h) Is a homeless individual or a homeless child or youth or runaway youth or

(i) Is a youth living in a high-poverty area

Special Population Data Elements

SG14 STUDENT-ECONOMICALLY-DISADV-STATUS

Processing Edits	
This element should be updated each term to reflect the current status of the student during the reporting term.	
FIELD CHECK	Position 1: 1, 2, 3, 4, 5, 6, 7, 8, N
	Position 2: S, A, N
	If an N is reported in the first position, an N must be reported in the second position.
INTEGRITY CHECK	1 through 8 in the first position is a positive value.

SG14 STUDENT-ECONOMICALLY-DISADV-STATUS

Change History
Implement: Summer 2018

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG15	**STUDENT-EX-OFFENDER-STATUS**	**X(01)**
This element indicates whether the student is identified as having been subject to any stage of the criminal justice process at the point of enrolling in community college.		

Coding	Meaning
0	Student is NOT identified as an ex-offender
1	Student is identified as an ex-offender
X	Unknown/unreported
Per the Workforce Innovation and Opportunity Act, ex-offender is defined as a person, who at the time of entry:	

    (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or

    (b) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.

SG15   STUDENT-EX-OFFENDER-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SG15 STUDENT-EX-OFFENDER-STATUS

Change History	
Implement: Summer 2018	

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG16	**STUDENT-HOMELESS-STATUS**	**X(01)**
This element indicates whether the student is identified as homeless as defined in the Workforce Innovation and Opportunity Act.		

Coding	Meaning
0	Student is NOT identified as homeless
1	Student is identified as homeless
X	Unknown/unreported

Per the Workforce Innovation and Opportunity Act, homeless is defined as a person, who at the time of entry:

(a) Lacks a fixed, regular, and adequate nighttime residence. This includes:
   (i) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
   (ii) Living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations
   (iii) Living in an emergency or transitional shelter
   (iv) Abandoned in a hospital
   (v) Awaiting foster care placement

(b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground
(c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work
(d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).

This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

Special Population Data Elements

SG16 STUDENT-HOMELESS-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SG16 STUDENT-HOMELESS-STATUS

Change History
Implement: Summer 2018

California Community Colleges
Management Information System
Data Element Dictionary

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG17	**STUDENT-LONGTERM-UNEMPLOY-STATUS**	**X(01)**
This element indicates whether the student is identified as being unemployed for 27 consecutive weeks or longer at the point they enrolled in community college.		

Coding	Meaning
0	Student is NOT identified as long-term unemployed
1	Student is identified as long-term unemployed
X	Unknown/unreported
Per the Workforce Innovation and Opportunity Act, long-term unemployed is defined as a person, who at the time of entry, had been unemployed for 27 or more consecutive weeks.	

SG17   STUDENT-LONGTERM-UNEMPLOY-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SG17 STUDENT-LONGTERM-UNEMPLOY-STATUS

Change History
Implement: Summer 2018

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG18	**STUDENT-CULTURAL-BARRIER-STATUS**	**X(01)**

This element indicates whether the student is self-identified as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hindrance to employment at the point they enrolled in community college.

Coding	Meaning
0	Student is NOT identified as having cultural barriers to employment
1	Student is identified as having cultural barriers to employment
X	Unknown/unreported

Per the Workforce Innovation and Opportunity Act, cultural barriers is defined as a person, who at the time of entry, perceives themselves as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hindrance to employment.

SG18   STUDENT-CULTURAL-BARRIER-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SG18 STUDENT-CULTURAL-BARRIER-STATUS

Change History
Implement: Summer 2018

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG19	**STUDENT-SEASONAL-FARM-WORK-STATUS**	**X(01)**
This element indicates whether the student was a seasonal farm worker at the point they enrolled in community college.		

Coding	Meaning
0	Student is NOT a seasonal farm worker
1	Student is a seasonal farm worker
X	Unknown/unreported

Per the Workforce Innovation and Opportunity Act, a seasonal farm worker is a low income individual who, at the point of enrolling in a community college is:

(a) (i) for 12 consecutive months out of the 24 months prior to enrollment in community college primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and
(ii) faces multiple barriers to economic self-sufficiency, or is
(b) A dependent of the person described above.

SG19   STUDENT-SEASONAL-FARM-WORK-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SG19 STUDENT-SEASONAL-FARM-WORK-STATUS

Change History
Implement: Summer 2018

California Community Colleges
Management Information System
Data Element Dictionary

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG20	**STUDENT-LITERACY-STATUS**	**X(01)**
This element indicates whether the student had a low level of literacy at the point they enrolled in community college.		

Coding	Meaning
0	Student is NOT identified as having a low level of literacy
1	Student is identified as having a low level of literacy
X	Unknown/unreported
Per the Workforce Innovation and Opportunity Act, low level of literacy is defined as unable to read, write, and speak in English; compute and solve problems at levels of proficiency necessary to function on the job, in the family of the participant, or in society.	

SG20   STUDENT-LITERACY-STATUS

Processing Edits	
FIELD CHECK	0, 1, X

SG20 STUDENT-LITERACY-STATUS

Change History
Implement: Summer 2018

California Community Colleges
Management Information System
Data Element Dictionary

Special Population Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SG21	**STUDENT-WORK-BASED-LEARNING-STATUS**	**X(01)**
This element indicates whether the student participated in specific types of work-based learning during the reporting term.		

Coding	Meaning
A	Student participated in work-based learning preparing the student for employment in a specific range of occupations, such as internships, work experience, and capstone projects
B	Student participated in work-based learning allowing the student to apply learning through practical experience and interaction with professionals from industry and the community outside of school, such as job shadows, service learning, class projects or challenges, and mentorships
C	Student participated in work-based learning allowing the student to build awareness of the variety of careers available, begin identifying areas of interest, and explore career options, such as guest speakers, company tours, field trips, career fairs, and mock interviews
N	Student did not participate in work-based learning
X	Unknown/unreported

SG21   STUDENT-WORK-BASED-LEARNING-STATUS

Processing Edits	
FIELD CHECK	A, B, C, N, X
	If the student is indentified as participating in more than one type of work-based learning during the reporting term, report the first applicable code (A through C)

SG21 STUDENT-WORK-BASED-LEARNING-STATUS

Change History	
Implement: Summer 2018	