

NATIONAL STUDENT CLEARINGHOUSE®



Passport Academic Progress Tracking Data File Formatting and Submission Guide

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NATIONAL STUDENT CLEARINGHOUSE

2300 Dulles Station Blvd., Suite 220, Herndon, VA 20171

www.studentclearinghouse.org

Table of Contents

Interstate Passport Services.....	2
Passport Academic Progress Tracking Data File — Formatting Requirements	3
Passport Academic Progress Tracking Data File — File Format	4
Passport Academic Progress Tracking Data File — Data Definitions.....	4
Passport Academic Progress Tracking Data File — Header Record Layout.....	5
Sample Passport Academic Progress Tracking Data File Header Record	6
Passport Academic Progress Tracking Data File — Detail Record(s) Layout	6
Validations	3
Duplicate Data	3
Wrong Data	3
Data File Header Record – Note on Selected Field.....	5
Data File Detail Record – Notes on Selected Fields.....	6
Sample Passport Academic Progress Tracking Data File Detail Record.....	16
Passport Academic Progress Tracking Data File — Trailer Record Layout	16
Passport Academic Progress Tracking Data File Trailer Record	16
Sample Passport Academic Progress Tracking Data File	17
Interstate Passport — User Interface.....	17
Interstate Passport Services: File Submission Summary Screen	18
Interstate Passport Services: File Submission Summary Screen — Detail Table.....	18
Interstate Passport Services: File Submission Summary Screen — Search Feature.....	20
Using the Interstate Passport Services Search Feature—Helpful Tips	22
Interstate Passport Services: Validation Error Log Screen	23
Interstate Passport Services: Validation Error Log Fields.....	24

Interstate Passport Services

Interstate Passport® is a program designed to facilitate the transfer of student learning between participating higher education institutions, improve graduation rates among member institutions, and provide analysis of transfer students' performance data for quality assurance. The program focuses on lower-division general education, the common denominator among most institutions—concentrating on it as a whole, not on individual courses—and allows for a cross-border “match” of outcomes-integrated general education for block transfer.

The National Student Clearinghouse provides two services to Interstate Passport Network (Network) member institutions: (1) PassportVerify, through which institutions submit data on students to whom they have awarded a Passport and can also verify if an incoming transfer student has earned a Passport at a previously attended institution, and (2) Academic Progress Tracking, in which institutions report to The Clearinghouse academic progress on transfer students, both with and without a Passport, and native students with a Passport, and receive reports from The Clearinghouse on how their former students performed after transfer.

For these two services, members of the Interstate Passport Network will submit three types of files to the National Student Clearinghouse: (1) Passport Completion files, (2) PassportVerify Request files, and (3) Passport Academic Progress Tracking Data files.

Introduction

This guide for registrars and institutional researchers at Network member institutions/systems describes how to submit a Passport Academic Progress Tracking Data File. The purpose of this file is to inform participating institutions about the academic progress of their former students for use in the institution's continuous improvement efforts and to help the Interstate Passport program measure its overall effectiveness. For these reasons, data quality and accuracy are essential. All participating institutions are encouraged to provide as much information as possible, which will improve the efficiency and accuracy in how each student's academic accomplishments are reported.

For submitting this file, institutions will collect data on three populations of students:

1. Native students that earned a Passport.
2. Transfer students that earned a Passport.
3. Transfer students that did not earn a Passport.

Academic progress must be tracked for native students for at least two terms after award of the Passport or until a degree requiring two or more years of academic study is earned; academic progress reporting can continue for those students who continue enrollment.

Academic progress must be tracked for transfer students – with or without a Passport – for at least two terms after enrollment at the receiving institutions or until a degree requiring two or more years of academic study is earned; academic progress reporting can continue for those students who continue enrollment.

Start reporting when a native student has earned a Passport, and when a student transfers to your institution, and *keep reporting* until the student receives a two-year or higher degree or leaves your institution. If a student leaves your institution and returns at some point, stop tracking that student if he/she is gone long enough that they must reapply to your institution.

Please follow these steps while preparing a Passport Academic Progress File for submission to The Clearinghouse:

1. Read this guide and all exhibits thoroughly.
2. Ensure all necessary data is captured accurately.
3. Verify the accuracy of the data contained within each file.
4. After verifying data accuracy, submit the file to the Clearinghouse for further processing.

Passport Academic Progress Tracking Data File — Formatting Requirements

This section provides the formatting specifications required in order to prepare a Passport Academic Progress Tracking Data File for submission to The Clearinghouse via secure FTP. It is essential that files are formatted in accordance with the Clearinghouse's specifications to ensure a successful transmission. Following are the data record layout specifications required for successful submission of a Passport Academic Progress Tracking Data File.

Validations

When the clearinghouse receives a file, it runs two types of validations to ensure that only valid data is stored in the data warehouse.

- **Structural Validations:** Structural validations check that a file is structurally valid. They look to see that file has valid header, valid trailer, and at least one record. These validations occur one at a time, which means once the system finds a problem it will stop processing and send the error and solution via email to the sender. If the file has five structural errors, the sender will receive them one at a time. Since the file processing stops as soon as the first error is detected, the system is unable to send all the validations at the same time.
- **Field Validations:** Field validations ensure that field level information, such as required fields, data type, length, formats, etc., are valid. If a file fails due to field validations, a link to an error detail page will be sent. The user must then go to the UI to see the errors and solutions.

Duplicate Data

Sending duplicate data is not a concern. If duplicate data is sent, the clearinghouse does not need to be informed. Logic is built into the system so that only the most recent data for each unique record is saved in the system and reported. If you make an error in the file submission, the data can be corrected and re-uploaded, and only the corrections will be added. No duplicates are created.

Wrong Data

If wrong data is sent, inform the clearinghouse with the submission number and date. These records will then be marked as inactive and will not be reflected in reports.

Passport Academic Progress Tracking Data File — File Format

Passport Academic Progress Tracking Data File formats must adhere to the following criteria:

- Files must be in comma-delimited format
- Files must be in flat-file format
- Each file must contain a valid *Header*, *Body (Detail)* and *Trailer* section in accordance with the Clearinghouse's file-formatting guidelines
- File name must have a unique name so that sends can avoid sending older version of the file, rename the file with version number

Passport Academic Progress Tracking Data File — Data Definitions

The specifications for the required and optional data fields, data type codes and additional comments for the Passport Academic Progress Tracking Data File are as follows:

- **Data Type Codes (for Each Field):**
 - A = Only ALPHABETIC characters are permitted
 - N = Only NUMBERS are permitted
 - AN = Only ALPHABETIC characters and NUMBERS are permitted
 - String = ALPHABETIC characters, NUMBERS and SPECIAL CHARACTERS (e.g., hyphen, underscore, ampersand, exclamation point, etc.) are all permitted
- **Required/Optional:**
 - R = Field is required for validation
 - O = Field is optional and not required for validation
- **Filler fields:** Each Interstate Passport Services data file contains several *Filler* fields; these fields are placeholders for data elements which could be added to the file in any future system enhancements. **All Interstate Passport Services Filler fields must be left blank.**
- **Required fields:**
 - Required fields need to be populated with a valid value for the successful transmission of any Passport data file; required fields left empty will result in a validation error. **(NOTE: Please do NOT enter the word 'Null' as a value in any field.)**
 - Passport data files contain several fields requiring the entry of a pre-defined value to ensure a successful file submission to The Clearinghouse:
 - Any applicable pre-defined data fields must be populated with the value indicated within single quotes and detailed in the corresponding *Additional Comments* column (e.g., Detail Record Type = 'PD1').
 - Single quotes (') are only used to highlight the required pre-defined data entry and should NOT be included in the actual data field (see *Sample Passport Academic Progress Tracking Data File Header/Detail/Trailer Record* sections below for examples).
- **Other noteworthy information:**
 - The Trailer Record in the file is always the LAST ROW in each file
 - Files should not contain any blank lines

Passport Academic Progress Tracking Data File — Header Record Layout

All Passport Academic Progress Tracking Data Files must include a properly formatted Header row in order to be processed successfully. The Header row is the first set of data validated by The Clearinghouse.

Data File Header Record – Note on Selected Field

Organization Code (OPEID, FICE): See, <https://ifap.ed.gov/ifap/fedSchoolCodeList.jsp> to locate code.

Field Name	Required/Optional	Max Length	Data Type	Additional Comments
Record Type	R	5	AN	Header Record Type = 'PSAP3'
Service Account	R	15	N	Interstate Passport Service Account Number for your organization/school
Organization Code (OPEID, FICE)	R	6	N	Organization Code of your school (OPEID, FICE) See, https://ifap.ed.gov/ifap/fedSchoolCodeList.jsp to locate code
Branch Code	R	2	N	School Branch Code = '00'
Filler 1	O	0	AN	See <i>Filler</i> Field definition above under the <i>Passport Academic Progress Tracking Data File – Data Definitions</i> section. All Interstate Passport Services Filler fields must be left blank.
Filler 2	O	0	AN	
Submission Date (YYYYMMDD)	R	8	N	Date that Passport data is reported/submitted by your school: <ul style="list-style-type: none"> • YYYYMMDD format • Cannot be future date (i.e., Submission Date <= today's date) • Date must be valid (e.g., '20160231' will result in a validation error)
Passport Submission Term	R	80	String	Term for which Passport student population is being reported (e.g., History 1997-1998, Spring 2000, Summer 2002, etc.) <i>NOTE: This field is for informational purposes only. Each individual student's Passport Award Date will be included in the student's corresponding detail record.</i>
Filler 3	O	0	AN	See <i>Filler</i> Field definition above under the <i>Passport Academic File – Data Definitions</i> section. All Interstate Passport Services Filler fields must be left blank.
Filler 4	O	0	AN	
Client File ID	O	50	String	Client File ID is used by sending schools to uniquely name each Passport data file they submit to The Clearinghouse (e.g., 'Fall 2016 Passport Academic'). <i>NOTE: This field is for informational purposes only.</i>
Filler 5	O	0	AN	
Filler 6	O	0	AN	

Filler 7	O	0	AN	See <i>Filler</i> Field definition above under the <i>Passport Academic File – Data Definitions</i> section. All Interstate Passport Services Filler fields must be left blank.
Filler 8	O	0	AN	

Sample Passport Academic Progress Tracking Data File Header Record

Please reference the following Passport Academic Progress Tracking Data File Header row as a sample:

PSAP3,10028942,003677,00,,,20170127,FALL 2014,,,4574124,,,,

Passport Academic Progress Tracking Data File — Detail Record(s) Layout

All Passport Academic Progress Tracking Data Files must include at least one properly formatted Student Detail record in order to be processed successfully.

Data File Detail Record – Notes on Selected Fields

Passport Reporting Institution Auto-Generated Unique Student ID: This number will be used exclusively to match student performance across terms while maintaining anonymity of student. The institution submitting the file will generate this number.

Total GPA Earned at Sending Institution: If the student’s transcript from the previous institution is unavailable, enter zero 0.01 (it will be considered as null in reports)

Total Transfer Credits Accepted by Receiving Institution: If the student’s transcript from the previous institution is unavailable, enter zero (0) in this field.

Passport Title: If the student has earned a Passport, the system will accept only the following entry in this data file: **Interstate Passport LDGE**

Degree Granted by Institution Named in Header (Y or N): “Degree” for this field = Associate Degree or equivalent two-year degree, or higher.

Grade: Enter the grade the student earned (e.g., A, A+, A-, etc.). Cannot be all spaces. These are the only valid values- A+, A, A-, B+, B, B-, C+, C, C-, D+, D, E, F, Pass/Fail, DNC (e.g., Did Not Complete, same as incomplete), Withdrawal. DO NOT enter data for audited courses.

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Record Type	R	3	AN	Detail Record Type = ‘PD1’
Passport Reporting Institution Auto-Generated Unique Student ID	R	20	AN	Auto-generated number for declared degree-seeking native and transfer students; this number allows The Clearinghouse to connect data on transfer students (from first to second term after transfer) and native students (from first to second term after earning Passport).

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Year of Birth	R	4	N	<p>Student's year of birth:</p> <ul style="list-style-type: none"> • YYYY format • Cannot be future year (i.e., Year of Birth <= <i>today's year</i>) • Date must fall between the years 1900 and current year (i.e., Year of Birth >= 1900)
Low Income	R	1	A	<ul style="list-style-type: none"> • IPEDS-defined student demographic field • Pell-eligible student: <ul style="list-style-type: none"> ○ Y = student is Pell-eligible ○ N = student is NOT Pell-eligible
Gender (M or F)	R	1	A	<ul style="list-style-type: none"> • IPEDS-defined student demographic field • Gender: <ul style="list-style-type: none"> ○ M = MALE ○ F = FEMALE
Race/Ethnicity (1-9)	R	1	N	<ul style="list-style-type: none"> • IPEDS-defined student demographic field • Race/Ethnicity: <ul style="list-style-type: none"> ○ 1 = NONRESIDENT ALIEN ○ 2 = HISPANIC/LATINO ○ 3 = AMERICAN INDIAN OR ALASKA NATIVE ○ 4 = ASIAN ○ 5 = BLACK OR AFRICAN AMERICAN ○ 6 = NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER ○ 7 = WHITE ○ 8 = TWO OR MORE RACES ○ 9 = RACE AND ETHNICITY UNKNOWN
Military/Veteran (Y/N/U)	R	1	A	<ul style="list-style-type: none"> • IPEDS-defined student demographic field • Currently or formerly serving in the U.S. Military: <ul style="list-style-type: none"> ○ Y = student is Military/Veteran ○ N = student is NOT Military/Veteran ○ U = student's Military/Veteran status is unknown
First Generation (Y/N/U)	R	1	A	<ul style="list-style-type: none"> • IPEDS-defined student demographic field • Parents' highest level of education is a high school diploma or less: <ul style="list-style-type: none"> ○ Y = student is first generation ○ N = student is NOT first generation ○ U = student's first generation status is unknown or unavailable <p>NOTE: In cases where parents have different levels of education, the maximum education level of either parent determines how the student is categorized. (NCES, 1998)</p>

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Date Admitted to Reporting Institution	R	8	N	<p>Date Admitted to reporting institution named in the header is necessary in order to track transfer students with/without a Passport for at least two terms after transfer and to identify native students to track for at least two terms after earning a Passport.</p> <ul style="list-style-type: none"> • YYYYMMDD format • Cannot be future date (i.e., Admission Date <= <i>today's date</i>) • Date must be valid (e.g., '20000231' will result in a validation error)
Transfer Student (Y or N)	R	1	A	<p>Indicates whether or not the student is a transfer student; indicator to be used for sorting and tallying purposes.</p> <ul style="list-style-type: none"> • Transfer Student: <ul style="list-style-type: none"> ○ Y = student is a transfer student ○ N = student is NOT a transfer student
Sending Institution OPEID	R*	6	N	<p>Dept. of Education "FICE" six-digit code (OPEID) associated to the sending institution from which the student transferred. This is the OPEID of the most recent institution unless a Passport was received at a previous institution; in this case, this field reflects the Passport-awarding Institution.</p> <p>See, https://ifap.ed.gov/ifap/fedSchoolCodeList.jsp to locate code</p> <ul style="list-style-type: none"> • *Conditionally required field: <ul style="list-style-type: none"> ○ REQUIRED if Transfer Student indicator field = Y ○ LEAVE BLANK if Transfer Student indicator field = N <p>NOTE: A valid OPEID code is required for all transfer students (Transfer Student = Y). This field should remain empty for all non-transfer students. Any Sending Institution OPEID field containing a valid code when the student's Transfer Student indicator field = N will result in a validation error.</p>

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Sending Institution OPEID Branch Code	R*	2	N	<p>Indicates the school Branch Code suffix (or '00' if no Branch Code exists) associated to the sending institution from which the student transferred. This is the Branch Code of the most recent institution <i>unless</i> a Passport was received at a previous institution; in that case, this field reflects the Passport-awarding Institution.</p> <ul style="list-style-type: none"> *Conditionally required field: <ul style="list-style-type: none"> REQUIRED if Transfer Student indicator field = Y LEAVE BLANK if Transfer Student indicator field = N <p>NOTE: A valid Branch Code is required for all transfer students (Transfer Student = Y). This field should remain empty for all non-transfer students. Any Sending Institution Branch Code field containing a valid code when the student's Transfer Student indicator field = N will result in a validation error.</p>
Sending Institution Official Name	R*	80	String	<p>Official Name of the sending institution from which the student transferred. This is the Official Name of the most recent institution <i>unless</i> a Passport was received at a previous institution; in that case, this field reflects the Passport-awarding Institution.</p> <ul style="list-style-type: none"> *Conditionally required field: <ul style="list-style-type: none"> REQUIRED if Transfer Student indicator field = Y LEAVE BLANK if Transfer Student indicator field = N <p>NOTE: An Official Name is required for all transfer students (Transfer Student = Y). This field should remain empty for all non-transfer students. Any Sending Institution Official Name field populated when the student's Transfer Student indicator field = N will result in a validation error.</p>
Total GPA Earned at Sending Institution	R*	4	N	<p>Student's Grade Point Average (GPA) earned at the sending institution from which the student transferred. This is the GPA earned at the most recent institution <i>unless</i> a Passport was received at a previous institution; in that case, this field reflects GPA from the Passport-awarding Institution.</p> <ul style="list-style-type: none"> *Conditionally required field: <ul style="list-style-type: none"> REQUIRED if Transfer Student indicator field = Y ENTER ZERO (0.01) if previous transcript unavailable LEAVE BLANK if Transfer Student indicator field = N <p>NOTE: Total GPA Earned is required for all transfer students (Transfer Student = Y), or enter zero if previous transcript is unavailable. This field should remain empty for all non-transfer students. Any Total GPA Earned field containing a valid GPA when the student's Transfer Student indicator field = N will result in a validation error.</p>

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Total Transfer Credits Accepted by Receiving Institution	R*	10	N	<p>Number of transfer credits accepted by receiving institution for the student.</p> <p>*Conditionally required field:</p> <ul style="list-style-type: none"> ○ REQUIRED if Transfer Student indicator field = Y ○ ENTER ZERO (0.01) if previous transcript unavailable ○ LEAVE BLANK if Transfer Student indicator field = N <p>NOTE: Total Number of Transfer Credits Accepted by Receiving Institution is required for all transfer students (Transfer Student = Y), or enter zero if previous transcript is unavailable. This field should remain empty for all non-transfer students. Any Total Transfer Credits Accepted field containing a valid number of credits when the student's Transfer Student indicator field = N will result in a validation error.</p>
Passport (Y or N)	R	1	A	<p>Indicates whether or not the student earned a Passport; this field will be used for sorting and tallying purposes.</p> <ul style="list-style-type: none"> ● Passport: <ul style="list-style-type: none"> ○ Y = student earned a Passport prior to transferring into the institution or earned a Passport at the reporting institution ○ N = student transferred in without a Passport or has not earned a Passport at the reporting institution
Passport Title	R*	80	AN	<p>Title of Passport earned which indicates a particular set of skills acquired by the student.</p> <p>*Conditionally required field:</p> <ul style="list-style-type: none"> ○ REQUIRED if Passport indicator field = Y <p>NOTE: A Passport Title is required for all students who have earned a Passport (Passport = Y). This field should remain empty for all students without a Passport: If the student has earned a Passport the system will accept the following entry only:</p> <ul style="list-style-type: none"> ● Interstate Passport LDGE

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Date Passport Awarded (YYYYMMDD)	R*	8	N	<p>Term End Date in which the student's Passport was awarded:</p> <ul style="list-style-type: none"> • YYYYMMDD format • Cannot be future date (i.e., Date Passport Awarded <= <i>today's date</i>) • Date must be valid (e.g., '20150231' will result in a validation error) <p>*Conditionally required field:</p> <ul style="list-style-type: none"> ○ REQUIRED if Passport indicator field = Y ○ LEAVE BLANK if Passport indicator field = N <p>NOTE: This field should contain a date only if a Passport has been awarded to the student. Any Date Passport Awarded field containing a valid date when the student's Passport indicator field = N will result in a validation error.</p>
Degree Granted by Reporting Institution Named in Header (Y or N)	R	1	A	<p>Indicates whether or not the student earned an undergraduate degree at the institution submitting this data file (i.e., the institution named in the Header row).</p> <p>Degree Granted by Header Institution (Associate Degree or equivalent two-year degree, or higher):</p> <ul style="list-style-type: none"> ○ Y = student earned a degree at the submitting institution ○ N = student did NOT earn a degree at the submitting institution
Date Degree Awarded (YYYYMMDD)	R*	8	N	<p>Date in which the student's undergraduate degree was awarded by the reporting institution named in the header:</p> <ul style="list-style-type: none"> • YYYYMMDD format • Cannot be future date (i.e., Date Degree Awarded <= <i>today's date</i>) • Date must be valid (e.g., '20150231' will result in a validation error) • *Conditionally required field: <ul style="list-style-type: none"> ○ REQUIRED if Degree Granted by Header Institution indicator field = Y ○ LEAVE BLANK if Degree Granted by Header Institution indicator field = N <p>NOTE: This field should contain a date only if a Degree has been awarded to the student. Any Date Degree Awarded field containing a valid date when the student's Degree indicator field = N will result in a validation error.</p>

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Type of Degree	R*	20	String	Type of undergraduate degree earned by the student at the reporting institution named in the header. <ul style="list-style-type: none"> *Conditionally required field: <ul style="list-style-type: none"> REQUIRED if Degree Granted by Header Institution = Y LEAVE BLANK if Degree Granted by Header Institution indicator field = N Allowable entries: <ul style="list-style-type: none"> Associate's Bachelor's <p>NOTE: A Degree Type is required for all students who have earned a degree (Degree Granted by Header Institution = Y). This field should remain empty for all students without a degree:</p> <ul style="list-style-type: none"> If the student has earned a degree and the Type of Degree field is required, the system will only accept one of the following two entries: <ul style="list-style-type: none"> ASSOCIATE'S BACHELOR'S Any other entry populated in this field will result in a validation error. Any Type of Degree field populated when the student's Degree Granted by Header Institution indicator field = N will result in a validation error.
Major Course of Study	R	6	N	Student's major course of study indicated with a valid CIP Code; CIP Codes are used in order to allow for 'undeclared' students.
Name of Major Course of Study	R	80	String	Student's college major (e.g., History) – Name of Major Course of Study is REQUIRED and must be submitted for each record. NOTE: Populate this field with 'NOT APPLICABLE' whenever appropriate.
Course Prefix	R	20	String	Prefix name of the previously defined course (i.e., MATH, ENGL) – Course Prefix is REQUIRED and must be submitted for each record. NOTE: Populate this field with 'NOT APPLICABLE' whenever appropriate.
Course Number	R	20	String	Number for the previously defined course (i.e., <u>1010</u> for "MATH 1010") – Course Number is REQUIRED and must be submitted for each record. NOTE: Populate this field with 'NOT APPLICABLE' whenever appropriate. Any special characters (other than period, hyphen or underscore) included in this field (e.g., @, #, *, etc.) will result in a validation error.

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Course Title or Short Description	R	250	String	Title or short description of the previously defined course (i.e., Fundamentals of Writing) – Course Title or Description is REQUIRED and must be submitted for each record. NOTE: NO COMMAS. Populate this field with 'NOT APPLICABLE' whenever appropriate.
Course-Term Session	R	20	String	Term-Session of the previously defined course – Course Term-Session is REQUIRED and must be submitted for each record. Determination of the Course-Term Session entry should coincide with each institution's term schedule (e.g., Quarters or Semesters): <ul style="list-style-type: none"> The system will only accept the following Course-Term Session entries for quarterly terms: <ul style="list-style-type: none"> SUMMER FALL WINTER SPRING The system will only accept the following Course-Term Session entries for semester terms: <ul style="list-style-type: none"> SUMMER FALL SPRING
Course Begin Date (YYYYMMDD)	R	8	N	Institution-designated date that the student began the previously defined course: <ul style="list-style-type: none"> YYYYMMDD format Cannot be future date (i.e., Attendance From Date <= today's date). Date must be valid (e.g., '20150231' will result in a validation error) Course Begin and End Dates are both REQUIRED – Course Begin Date < Course End Date.
Course End Date (YYYYMMDD)	R	8	N	Institution-designated date that the student ended the previously-defined course: <ul style="list-style-type: none"> YYYYMMDD format Cannot be future date (i.e., Attendance From Date <= today's date). Date must be valid (e.g., '20150231' will result in a validation error) Course Begin and End Dates are both REQUIRED – Course End Date > Course Begin Date.
Grade	R	20	A	Grade the student earned (e.g., A, A+, A-, etc.). Cannot be all spaces. Valid values- A+, A, A-, B+, B, B-, C+, C, C-, D+, D, E, F, Pass/Fail, DNC (e.g., Did Not Complete, same as incomplete), Withdrawal. NOTE: Do not enter data for audited courses.

Field Name	Required/Optional	Max Length	Data Type	Description/Additional Comments
Grade Effective Date (YYYYMMDD)	O	8	N	Date that the grade is effective: <ul style="list-style-type: none"> • YYYYMMDD format • Cannot be future date (i.e., Grade Effective Date <= today's date) • Date must be valid (e.g., '20160231' will result in a validation error)
Number of Credits	R	20	N	Number of credits earned by the student for the previously defined course – Number of Credits is REQUIRED and must be submitted for each record. Number of credits must >0.01
Credits Description	R	20	String	Type of credits earned by the student – Credits Description is REQUIRED and must be submitted for each record. Determination of the Credits Description field entry should coincide with each institution's term schedule (e.g., Quarters or Semesters): <ul style="list-style-type: none"> • The system will only accept the following Credits Description entries: <ul style="list-style-type: none"> ○ QUARTER HOUR CREDIT ○ SEMESTER HOUR CREDIT
Filler 1				See <i>Filler</i> Field definition above under the <i>Passport Academic File – Data Definitions</i> section. All Filler fields must be left blank, a coma must be placed in the file to indicate field separation. See example below: PD1,UTST1,1992,Y,M,1,N,Y,20150521,Y,003677,00, University of North Dakota,3.72,54,Y,Interstate Passport LDGE,20150426,N,,784576,Astronomy,Stellar Science,45784578,Stellar Science for Physics,Summer,20150526,20150805,A,20150805,3, Semester Hour Credit
Filler 2				
Filler 3				
Filler 4				
Filler 5				
Filler 6				
Filler 7				
Filler 8				
Filler 9				
Filler 10				
Filler 11				
Filler 12				
Filler 13				
Filler 14				

Field Name	Required/ Optional	Max Length	Data Type	Description/Additional Comments
Filler 15				
Filler 16	O	0	AN	
Filler 17	O	0	AN	
Filler 18	O	0	AN	
Filler 19	O	0	AN	
Filler 20	O	0	AN	
Filler 21	O	0	AN	

Sample Passport Academic Progress Tracking Data File Detail Record

PD1,UTST1,1992,Y,M,1,N,Y,20150521,Y,003677,00,University of North Dakota,3.72,54,Y,Interstate Passport LDGE,20150426,N,,,784576,Astronomy,Stellar Science,45784578,Stellar Science for Physics,Summer,20150526,20150805,A,20150805,3,Semester Hour Credit

Passport Academic Progress Tracking Data File — Trailer Record Layout

All Passport Academic Progress Tracking Data Files must include a properly formatted Trailer section in order to be processed successfully. The Trailer section is the last set of data validated by The Clearinghouse.

Field Name	Required/Optional	Max Length	Data Type	Comments
Record Type	R	5	AN	Trailer Record Type = 'PST1'
Total Record Count	R	10	N	Total Record Count in the Trailer row indicates the number of student detail records contained within the file, INCLUDING THE HEADER AND TRAILER ROWS (i.e., the number of student detail records + 2) . Example: If a file contains 10 student records, then the Total Record Count for the file in the Trailer row = 12.
Filler	O	0	AN	See Filler Field definition above under the <i>Passport Academic File – Data Definitions</i> section. All Interstate Passport Services Filler fields must be left blank.

Passport Academic Progress Tracking Data File Trailer Record

Please reference the following Passport Academic Progress Tracking Data File Trailer row as a sample:

PST1,3,

Sample Passport Academic Progress Tracking Data File

```

PSAP3,10028942,003677,00,,,20170127,FALL 2014,,,4574124,,,,
PD1,UTST1,1992,Y,M,1,N,Y,20150521,Y,003677,00,University of North Dakota,3.72,54,Y,Interstate
Passport LDGE,20150426,N,,,784576,Astronomy,Stellar Science,45784578,Stellar Science for
Physics,Summer,20150526,20150805,A,20150805,3,Semester Hour Credit
,UND7845784554,425745478,,RAHUL,DEV,SIRLOKI,,123 UNIVERSITY DRIVE SOUTH
EAST,,FARGO,ND,58102,USA,5143087744,RDEV@UND.EDU,,,,,,,,,,,,,
PD1,UTST1,1992,Y,M,1,N,Y,20150521,Y,003677,00,University of North Dakota,3.72,54,Y,Interstate
Passport LDGE,20150426,N,,,784576,Astronomy,Stellar Science,45784578,Stellar Science for
Physics,Summer,20150526,20150805,A,20150805,3,Semester Hour Credit
,UND7845784554,425745478,,RAHUL,DEV,SIRLOKI,,123 UNIVERSITY DRIVE SOUTH
EAST,,FARGO,ND,58102,USA,5143087744,RDEV@UND.EDU,,,,,,,,,,,,,
PD1,UTST1,1992,Y,M,1,N,Y,20150521,Y,003677,00,University of North Dakota,3.72,54,Y,Interstate
Passport LDGE,20150426,N,,,784576,Astronomy,Stellar Science,45784578,Stellar Science for
Physics,Summer,20150526,20150805,A,20150805,3,Semester Hour Credit
,UND7845784554,425745478,,RAHUL,DEV,SIRLOKI,,123 UNIVERSITY DRIVE SOUTH
EAST,,FARGO,ND,58102,USA,5143087744,RDEV@UND.EDU,,,,,,,,,,,,,
PD1,UTST1,1992,Y,M,1,N,Y,20150521,Y,003677,00,University of North Dakota,3.72,54,Y,Interstate
Passport LDGE,20150426,N,,,784576,Astronomy,Stellar Science,45784578,Stellar Science for
Physics,Summer,20150526,20150805,A,20150805,3,Semester Hour Credit
,UND7845784554,425745478,,RAHUL,DEV,SIRLOKI,,123 UNIVERSITY DRIVE SOUTH
EAST,,FARGO,ND,58102,USA,5143087744,RDEV@UND.EDU,,,,,,,,,,,,,
PST1,6,
    
```

NOTE: Please do not include blank lines in any Passport Academic Progress Tracking Data File; the spaces above are used for illustration in order to separate each line contained within the sample file.

Questions:

Please contact The Clearinghouse at PassportSupport@studentclearinghouse.org with any questions or concerns.

Interstate Passport — User Interface

Passport Academic Progress Tracking Data Files submitted to The Clearinghouse are validated by the Interstate Passport Services application to ensure files are properly formatted and the field-level data contained within each file is valid. Once a file is submitted to and validated by The Clearinghouse, an email notification providing the validation status of the file submission is distributed to the email address on record for the submitting institution.

Interstate Passport Services provides access to Passport data file submission summary information for each institution on the *File Submission Summary* screen. The Submission Summary screen displays a listing of all Passport data file submissions associated with a particular institution along with the current validation status of each file. Successfully submitted files with a PASSED status require no further action. As mentioned previously, users can select submission records that have FAIL(ED) validation in order to view any structural or field-level

error details associated with the submission. Error details are accompanied with resolution guidelines that institution users can apply to make any appropriate corrections to the file before resubmission.

Interstate Passport Services institutions only have access to their own file submissions (i.e., School A will not see any submissions from School B and vice-versa.) While the screen default view displays the most recent submission at the top of the list, users can also reference older Passport data submissions if necessary via the *Search* feature provided at the top of the screen.

<https://secure.studentclearinghouse.org/passportui/faces/portal>

Interstate Passport Services: File Submission Summary Screen

Upon accessing the Clearinghouse’s Interstate Passport Services application, users are directed to the *Interstate Passport Services File Submission Summary* screen. This is essentially the Interstate Passport Services *Home Page*. The Summary screen displays all Interstate Passport Services data file submission records for each institution in a sortable and customizable *Detail Table*. Users can search for a particular submission (or a grouping of submissions) using a selection of Interstate Passport Services file criteria that will filter the entire list into a smaller subset of submissions.

The screenshot shows the 'Interstate Passport' application interface. At the top, there is a navigation bar with the National Student Clearinghouse logo and user information (Welcome, SBAL | Log Out). Below this is a menu with options like Student Reporting, Verification Services, Research Services, Transcript Services, Reverse Transfer, Student Look-Up, Members, and Account Mgmt. The main content area is titled 'File Submission Summary' and includes a search section with filters for Submission Number, Submission Type (set to Passport Academic Progress), Submission Status, Validation Status, Service Account Number, OPEID, and File Received Date. Below the search section is a table with columns for Submission Number, Service Account Number, OrganizationName, Submission Type, Validation Status, Submission Status, File Name, No. of Records, and File Received Date. The table contains three rows of data.

Submission Number	Service Account Number	OrganizationName	Submission Type	Validation Status	Submission Status	File Name	No. of Records	File Received Date
2042	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Failed	Field Failed	i_003677PA_QA_Standard_Aca...	17	1/19/2017
2041	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Failed	Field Failed	i_003677PA_Standard_Acade...	17	1/19/2017
2040	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Passed	Ready For Merge	i_003677PA_Standard_Acade...	17	1/19/2017

Figure 1: Interstate Passport Services File Submission Summary Screen—this is the initial screen presented to Interstate Passport Services users.

Interstate Passport Services: File Submission Summary Screen — Detail Table

The File Submission Summary screen detail table provides institutions with a summary listing of significant details for each Passport data file they submit to The Clearinghouse. Users can also utilize the *View* and/or *Detach* features located within the table in order to customize the table display to their preference.

The Interstate Passport Services File Submission Summary screen detail table contains the following Passport data file submission information for each participating institution:

Table Field Name	Description	Additional Details
<p>Submission Number</p>	<p>Clearinghouse-generated number used for tracking Interstate Passport Services submission records</p>	<ul style="list-style-type: none"> Interstate Passport Services <i>Submission Number</i> is usually referenced and is a valuable identifier for any potential troubleshooting issues <i>Submission Number</i> appears as a hyperlink for any files which do not pass system validation (i.e. any file which does not have a PASSED Validation Status) Clicking the hyperlink directs users to the <i>Validation Error Log</i> screen for that particular file submission, which displays error information for the file If the file has zero errors and has PASSED validation, then this field appears as a static field (i.e. not a hyperlink) and no further action is necessary
<p>Organization Name</p>	<p>Name of the institution associated to the submission record and on record with The Clearinghouse as the official Organization Name</p>	<p>Because institutions can only view their own Passport data file submission details, this field always appears as the <i>Organization Name</i> of the school which has submitted the file.</p>
<p>Submission Type</p>	<p>Submission Type field is an indicator of which Passport data file was transmitted to The Clearinghouse as part of the data file submission</p>	<p>The following three types of Interstate Passport Services files are currently submitted to and processed by the Clearinghouse as part of the Interstate Passport Services service:</p> <ul style="list-style-type: none"> Passport Completion File Submission Passport Academic Progress Tracking Data File Passport Request File Submission PassportVerify Request
<p>Validation Status</p>	<p>Validation Status indicates the current status of all Passport data files submitted to The Clearinghouse</p>	<p>Interstate Passport Services data submissions associate to one of the following three Validation Status(s):</p> <ul style="list-style-type: none"> PASSED: File has passed all validations and has been processed by the Clearinghouse; no further action is required FAILED: File contains error(s) and has failed the Clearinghouse’s validation; clicking on the Submission Number hyperlink for that record directs the user to the <i>Error Log</i> screen for further details and resolution guidelines PENDING: The Clearinghouse is currently validating and processing the Passport data file; users should check back later for an updated PASSED or FAILED Validation Status
<p>File Name</p>	<p>Name of the Passport data file submitted by the institution to The Clearinghouse</p>	<p>Interstate Passport Services file names all require the FTP Mailbox Identifier (FTP Mailbox Name) as a prerequisite to the file name applied by the submitting organization:</p> <ul style="list-style-type: none"> Example: <i>i_123456PA_Hometown_Passport Academic Progress.txt</i> <ul style="list-style-type: none"> <i>123456PA_</i> in the example above is the FTP Mailbox Name used by the institution to submit Interstate Passport Services files to The Clearinghouse <i>Hometown_Passport_Academic_Progress.txt</i> is the original name applied to the Passport data file

Table Field Name	Description	Additional Details
		<ul style="list-style-type: none"> ○ All Clearinghouse applications precede each file name submitted to The Clearinghouse with 'i_' as part of the file intake process; this can be ignored by Interstate Passport Services users ● File Names should not exceed 200 characters
Number of Records	Total number of records in the submitted file	<i>Number of Records</i> ALWAYS INCLUDES the required Header and Trailer rows on each file in the count provided in this column; if an institution submits 100 student records on a file, this number will appear as 102 (i.e. <i>Number of Records always equals total # of student records + 2</i>).
File Received Date	Date the file was received by The Clearinghouse	Interstate Passport Services default sorts all file submissions by the most recent File Received Date appearing at the top.

Submission Number	Service Account Number	OrganizationName	Submission Type	Validation Status	Submission Status	File Name	No. of Records	File Received Date
2042	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Failed	Field Failed	i_003677PA_QA_Standard_Aca...	17	1/19/2017
2041	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Failed	Field Failed	i_003677PA_Standard_Acade...	17	1/19/2017
2040	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Passed	Ready For Merge	i_003677PA_Standard_Acade...	17	1/19/2017

Figure 2: Interstate Passport Services File Submission Summary Screen Detail Table—the detail table displays a summary listing of all Interstate Passport Services data files submitted to The Clearinghouse for each participating institution. Schools will only have access to the submission records corresponding to their individual Interstate Passport Services account (i.e., schools cannot view Interstate Passport Services submissions from other schools.)

Interstate Passport Services: File Submission Summary Screen — Search Feature

Interstate Passport Services provides users with the capability to search for one or more attribute(s) of a file submission in the *Search* section, which is displayed at the top of the File Submission Summary screen. Users can search for a particular file—or a group of files—by utilizing any of the available Interstate Passport Services search criteria found in the following table. After entering or selecting search criteria, users simply click the 'Search' button to execute the search.

Search Field Name	Description	Search Details
Submission Number	Clearinghouse-generated number used for tracking Interstate Passport Services submission records	<p>If it is known, users can search for a particular Interstate Passport Services submission using the <i>Submission Number</i> search field which is unique to each Passport data file submission:</p> <ul style="list-style-type: none"> ● <i>Submission Number</i> searches require a numeric entry which is an EXACT MATCH—partial matches will not return any transactions <ul style="list-style-type: none"> ○ EXAMPLE: If the Submission Number for a file = '12345', then inputting '123' or '345' in the <i>Submission Number</i> search will not return any transactions (i.e., there are no 'wildcards' in this search) ○ In order to find this particular file submission record in a search, the user would have to enter '12345' in the <i>Submission Number</i> search field and the system will return the exact record

Search Field Name	Description	Search Details
		<ul style="list-style-type: none"> ○ Entering a non-numeric character in the search field will return an error ● Search for a submission record by entering free-form (numeric) text in the <i>Submission Number</i> search box; a maximum of one submission record is returned using this method
Submission Type	Submission Type field is an indicator of which Passport data file was transmitted to The Clearinghouse as part of the data file submission	<p>Users can filter searches to return a subset of Interstate Passport Services submission records by choosing one of three <i>Submission Type(s)</i> from the dropdown list. As previously stated, the following three types of Interstate Passport Services files are submitted and likewise searchable in Interstate Passport Services:</p> <ul style="list-style-type: none"> ● Passport Completion File Submission ● Passport Academic Progress Tracking Data File ● PassportVerify Request
Validation Status	Validation Status indicates the current status of all Passport data files submitted to The Clearinghouse	<p>Users can filter searches to return a subset of Interstate Passport Services submission records by choosing one of three <i>Validation Status(s)</i> from the dropdown list. As previously stated, only one of the following three Interstate Passport Services Validation Status(s) applies to each file submission and is likewise searchable in Interstate Passport Services:</p> <ul style="list-style-type: none"> ● PASSED ● FAILED ● PENDING
File Received Date	Clearinghouse-generated number used for tracking Interstate Passport Services submission records	<p>If it is known, users can search for a particular Interstate Passport Services submission (or group of submissions) using the <i>File Received Date</i> search field:</p> <ul style="list-style-type: none"> ● <i>File Received Date</i> searches can be executed manually by entering a specific date (in the required format) or by using the provided <i>Select Date</i> tooltip which appears next to the File Received Date search box: <ul style="list-style-type: none"> ○ Manual date entry: Enter a date in the required format (e.g., 10/31/2016) ○ Select Date tooltip: Click the 'Select Date' icon appearing beside the File Received Date search box and select a date from the calendar tooltip to execute a search ○ Entering a value not matching the required date format in the search field will return an error

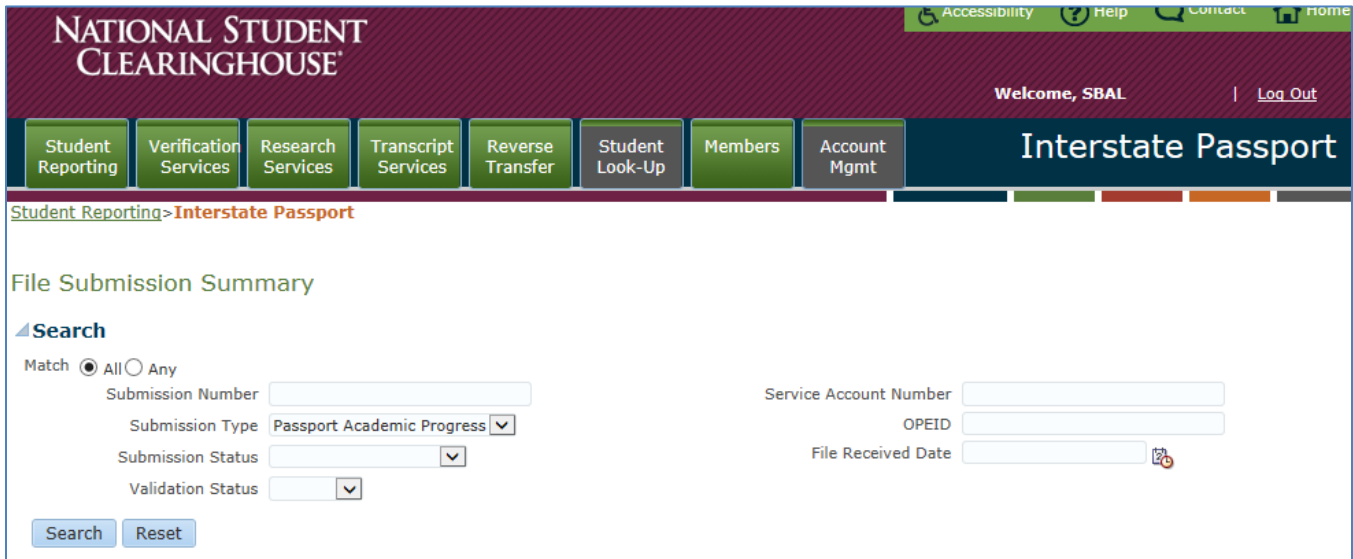


Figure 3: Interstate Passport Services File Submission Summary Screen Search Feature

Using the Interstate Passport Services Search Feature—Helpful Tips

Although the Interstate Passport Services search feature is fairly straightforward, users can apply the following helpful hints and reminders to simplify and enhance the search process:

- **Multiple Field Searches:** The search fields provided in the list above can be used individually to search for Interstate Passport Services submission record(s). In complex searches (e.g., the need search for one out of several hundred records) however, any combination of the search fields can be used to filter out records further if needed. For example—a user wants to find all Academic Progress Tracking Data File submissions that FAILED validation, and were submitted on 12/12/15. In this example, all of the search fields would be used with the exception of *Submission Number*.
- **Match All/Match Any Indicator:** When more than one search field is used in an Interstate Passport Services submission record search, the *Match All/Any* indicator is invoked. Choosing the *All* or *Any* search type determines the type of search the system will execute. The system defaults to the *Match All* option:
 - **Match All:** Interstate Passport Services will only return submission records which jointly satisfy BOTH (if two fields are used) or ALL (if more than two fields are used) of the search criteria
 - **Match Any:** Interstate Passport Services will return submission records which individually satisfy EITHER (if two fields are used) or ANY (if more than two fields are used) of the search criteria

Match Any/All Indicator	Search Criteria	Search Results
Match ALL	<ul style="list-style-type: none"> • Submission Type = Passport Academic Progress • Validation Status = FAILED 	All of the institution’s submission records currently residing in the Interstate Passport Services system which meet BOTH OF THE SPECIFIED CONDITIONS are returned: <ul style="list-style-type: none"> • ONLY Passport Academic Progress file submissions with a <i>Validation Status = FAILED</i> are returned. • NOTE: <i>This search type usually returns a SMALLER dataset because records are only returned when ALL conditions in the search are</i>

Match Any/All Indicator	Search Criteria	Search Results
		<p><i>satisfied (in this example, submission records are returned when the two conditions selected in the search are met)</i></p> <ul style="list-style-type: none"> Sample: Record 1: Passport Academic Progress FAILED Record 2: Passport Academic Progress FAILED Record 3: Passport Academic Progress FAILED Record 4: Passport Academic Progress FAILED
<p>Match ANY</p>	<ul style="list-style-type: none"> Submission Type = Passport Academic Progress Validation Status = FAILED 	<p>All of the institution's submission records currently residing in Interstate Passport Services which meet EITHER OF THE SPECIFIED CONDITIONS are returned:</p> <ul style="list-style-type: none"> ALL Passport Academic Progress file submissions are returned regardless of the <i>Validation Status</i> ALL FAILED SUBMISSIONS are returned regardless of the <i>Submission Type</i> NOTE: This search type usually returns a LARGER dataset because records are returned when ANY conditions of the search are satisfied (in this example, submission records are returned if either one of the search conditions are met) Sample: Record 1: Passport Academic Progress FAILED Record 2: Passport Academic Progress FAILED Record 3: Passport Academic Progress FAILED Record 4: Passport Academic Progress PASSED

- **Search Reset:** The 'Reset' button is located beside the 'Search' button; clicking the Reset button clears all of the search criteria fields and returns the screen to the default setting, which displays all file submissions for the institution.
- **No Data to Display:** If an Interstate Passport Services search does not return any submission records, or if there are no submission records in the system, the following message is displayed: **'No data to display.'**
- **Execute 'Search':** After entering or selecting search criteria, click the 'Search' button to execute the search.

Interstate Passport Services: Validation Error Log Screen

Interstate Passport Services users can search for and select submission records which have failed validation in order to view any structural or field-level error details associated with a submission. File submission error details and associated resolution guidelines are found on the *Validation Error Log* screen. The Validation Error Log provides detailed information for each submission error encountered during The Clearinghouse's data validation process. Each error is accompanied with a proposed solution which can be used for troubleshooting and correcting any errors prior to a subsequent resubmission of the file.

Data files with Validation Status of 'Failed' associate to hyperlinked Submission Numbers. Clicking the link directs users to the Validation Error Log.

File Submission Summary

Search

Match All Any

Submission Number Service Account Number

Submission Type OPEID

Submission Status File Received Date

Validation Status

View

Submission Number	Service Account Number	OrganizationName	Submission Type	Validation Status	Submission Status	File Name	No. of Records	File Received Date
2042	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Failed	Field Failed	i_003677PA_QA_Standard_Aca...	17	1/19/2017
2041	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Failed	Field Failed	i_003677PA_Standard_Acade...	17	1/19/2017
2040	10028942	TO - UTAH STATE UNIV...	Passport Academic...	Passed	Ready For Merge	i_003677PA_Standard_Acade...	17	1/19/2017

Figure 4: Interstate Passport Services File Submission Summary Screen displaying the most recent Interstate Passport Services Academic Progress, Completion and Request file submission records for a participating institution. This particular example shows an even mix of both PASSED and FAILED validation statuses. All file submissions which have FAILED the Clearinghouse’s submission validation are accompanied with a hyperlinked Submission Number. Clicking a Submission Number link directs the user to the Validation Error Log for that particular submission.

[Student Reporting](#) > [Interstate Passport](#) > [Validation Errors Log](#)

Validation Error Log

Organization Name: TO - UTAH STATE UNIVERSITY
 Service Account Number: 10028942
 File Name: i_003677PA_QA_Standard_Academic_Test_Data.txt
 Client File Id: 1485768764

View

Field Name	Error Message	Error Count	Proposed Solution	Affected Line Numbers
Date Passport Awar...	Date Passport Awarded should be blank.	1	Passport field was mentioned as 'N'. Please update the value in Passport field or leave Date Passport Awarded field as blank.	15
Passport Title	Passport Title does not allow these values.	1	Passport Title only allows the values 'Passport Lower Division General Education', 'Passport LDGE' or 'Passport Lower-Division General Education'.	16
Passport Title	Passport Title should be blank.	1	Passport field was mentioned as 'N'. Please update the value in Passport field or leave Passport Title field as blank.	15

Figure 5: Interstate Passport Services Validation Error Log Screen displaying error details for Submission Number: 1318.

Interstate Passport Services: Validation Error Log Fields

Field	Description
Field Name	Name of the field which failed the Interstate Passport Services data validation
Error Message	Interstate Passport Services validation error messages provide detail as to why a field failed a particular data validation; for example—if a field is a required field and is left empty on the file, the subsequent error message will indicate that the field is missing from the submission. Users will have to populate the field with a valid value and resubmit.
Error Count	Indicates the number of times the particular data validation failed for the associated field

<p>Proposed Solution</p>	<p>Each Interstate Passport Services error message is accompanied by a proposed solution to assist users in troubleshooting any errors; proposed solutions provide further clarification on field requirements such as data types (e.g. numeric) and formats (e.g., YYYYMMDD), whether or not a field is required, along with any other unique data requirements which were not met during the previous file submission.</p>
<p>Affected Line Number</p>	<p>The Affected Line Number is a listing of all of the lines in a file which contained the particular error; single line numbers are identified individually (e.g., 1, 4, 9, 11 indicates that the error was returned on Rows #1, 4, 9 and 11) while any range of line numbers is identified as a group (e.g., 1-15 indicates that the error was returned on all 15 rows, Rows #1 through 15.)</p>

Questions:

Please contact The Clearinghouse at PassportSupport@studentclearinghouse.org with any questions or concerns.