

NATIONAL STUDENT CLEARINGHOUSE[®]



Passport Services

Passport Completion File Formatting and Submission Guide

Version 1.3

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NATIONAL STUDENT CLEARINGHOUSE

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Version History

Version #	Revision Date	Reason
1.0	11/6/16	Initial draft of guide for distribution on 11/6/16 deployment date.
1.1	11/18/16	Follow-up draft of guide for Legal review for distribution to Passport institutions.
1.2	12/16/16	Update guide for recent enhancements.
1.3	7/5/2017	Updated valid values for Passport Title

Passport Services

Interstate PassportSM 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 previous 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 Completion file to the Clearinghouse as part of the initial Passport Completion data reporting process. The purpose of the data file is to report on students who have earned Passports at member institutions. The data submitted in these files will be requested by member institutions to verify Passport completions, via the PassportVerify Request file, so 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.

Please follow these steps to prepare an *Interstate Passport Completion File* for submission to NSC:

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 National Student Clearinghouse for further processing.

Getting Started

The following details should be reviewed before any institution participates in PassportVerify:

Which student populations should be reported in a Passport Completion File?

Each institution's initial Passport Completion file submission should represent a historic report of all Passports Lower-Division General Education (LDGE) conferred by the institution. The Passport LDGE encompasses the nine Passport knowledge and skill areas. (*Phase I Passports or “Passport Foundational,” awarded for three areas during the pilot phase, should not be reported.*) If the data is maintained in multiple legacy systems, multiple

reports can be submitted. After all initial Passports LDGE are reported, each subsequent report should reflect the most recent Passport LDGE recipients at each institution.

When should Passport Completion files be Submitted?

NSC suggests that participating institutions submit files after each conferral period. There is no limit or restriction, however, on when and how often Passport Completion files are submitted to The Clearinghouse.

How is a Passport Completion File submitted to The Clearinghouse?

The National Student Clearinghouse supports secure FTP to safely and securely collect, store, manage and distribute all sensitive data and information between participating organizations and The Clearinghouse. A secure FTP account must be established with The Clearinghouse at least two business days before the date of first file submission.

How does an institution establish a Secure FTP Account?

Once each Network member institution's Passport Services Amendment to the Core Agreement is delivered to The Clearinghouse and processed, a secure FTP account will be configured to allow for future submission of Passport data files. In most cases, however, Network institutions already have service agreements with The Clearinghouse, so registrars and other staff will continue to use their NSC credentials to log into NSC's secure system for Passport services. Individuals and/or institutions that do not already have NSC credentials will receive them from NSC upon receipt of the institution's Passport Services Amendment.

What steps are required for a secure FTP Completion file transmission to NSC?

Participating Interstate Passport institutions will be required to use their National Student Clearinghouse secure FTP account in order to transmit Passport data files to NSC. Key features of the NSC's secure FTP system include the following:

- The system employs an easy-to-use Web-browser interface allowing users to quickly and securely send and receive data files
- Files are stored using the *U.S. Federal Encryption Standard, FIPS 140-2* validated AES encryption
- Eliminates the need to encrypt or compress data files or enter complicated FTP line commands prior to each file transmission
- Allows users with automated environments to use no-cost or low-cost secure FTP clients to exchange files over encrypted FTPS and SSH connections.

The Web-browser interface is a quick and easy method for manual transmission of data files. To use, follow the instructions below or refer to the *Secure FTP Help* feature which can be found at the National Student Clearinghouse Help Center: <http://help.studentclearinghouse.org>

1. From a Web-browser, navigate to the following URL: <https://ftps.nslc.org>
2. Enter your National Student Clearinghouse-provided username and password. (**NOTE:** Upon establishing a secure FTP account with The Clearinghouse, an email will be distributed containing all necessary access Completions.)
3. Review and ensure that the following login requirements are met once your secure NSC FTP account is established:
 - Usernames are NOT case sensitive; passwords ARE case sensitive
 - Accounts are suspended after numerous login attempts using an incorrect password
 - First-time users may be prompted to update their password upon initial login to the system

- New passwords are required to abide by the following security standards:
 - Minimum length for all passwords is six characters
 - Each password must contain at least one alphabetical and one numerical character
 - Passwords must not resemble your user name

4. Once logged in, select 'Upload a File Now' and follow the prompts.

NOTE: For automated environments, please refer to the Secure FTP Help feature which can be found on the Clearinghouse Help Center website: <http://help.studentclearinghouse.org>

How do I know that NSC successfully received my secure FTP file?

The Clearinghouse will send a file receipt confirmation to the email address provided on the Passport Services agreement.

Additional FTP setup and/or troubleshooting questions?

If you have any questions or need assistance with secure FTP, contact Clearinghouse Technical Support at secureftp@studentclearinghouse.org

Passport Completion File—File Formatting and Data Validations

Upon receipt of each Completion file, The Clearinghouse will perform an initial *structural* validation in order to ensure each file is formatted properly. The structural validation is followed by a *field-level* data validation, ensuring that all field-level data is valid and represented as required:

- **Passport Completion File *structural* validation:** The structural validation will ensure that each file is formatted correctly to allow for further processing and validation (e.g., all columns are accounted for, no blank rows, etc.). If Passport Services identifies a structural error associated with a file, the system will identify and notify the user of the error and stop any further processing. At that point, users should address the file formatting error and resubmit the file.

NOTE: Because the system cannot further process any files containing structural errors, all structural validation errors are identified on an individual basis—i.e., TWO OR MORE structural errors would never apply to the same file submission.

- **Passport Completion File *field-level* data validation:** If the file passes all structural validations, it will then run through a rigorous field-by-field validation process to ensure that each field is populated correctly according to established data requirements (e.g., required fields are populated, field lengths are correct, proper date formatting, etc.). Unlike structural validations, all field-level validations are processed and identified simultaneously. So, although a file can only contain one structural error for each submission, the system could uncover several field-level errors for each file.

NOTE: The Passport Completion File data requirements are found below in the section labeled **Passport Completion File—Formatting Requirements**.

Passport Completion File—Validation Results

After the Passport Completion file runs through the necessary validations, an email notification will be sent to the email address on record for the corresponding institution; this email will provide the data submitter with one of three validation results:

- **Passport Completion File Unable to Load:** Email notifications containing this validation result within the subject line of the email indicate that the structural validation has FAILED for this particular file submission. Structural errors prevent the submitted file from properly uploading into NSC's repository for further processing. All files returning this validation result need to be corrected and subsequently resubmitted. Because structural errors are identified individually, the email notification will contain details associated with the structural error along with any recommended resolutions.

***NOTE:** If a structural error is identified during the Passport Completion file validation process, the system will identify the error and discontinue any further structural or field-level validations. Any identified structural errors need to be corrected and the file should be resubmitted for further validation.*

- **Passport Completion File Needs Correction:** Email notifications containing this validation result within the subject line of the email indicate that while the initial structural validation has passed, the secondary field-level validation has FAILED for one or more of the data fields contained within the file. This email contains directions for and provides data submitters with links to access NSC's Passport Services in order to review any errors resulting from the field-level validation. Each error notification is accompanied by a proposed solution for further clarification and troubleshooting. After all of the data errors uncovered during the validation process are corrected, the updated file needs to be resubmitted for another validation. This process continues until NSC receives a properly formatted Completion file which does not contain any data validation errors.

***NOTE:** Due to the fact that several field-level errors could exist for each file submission, these errors are not listed individually on the email notification; users are required to access the Passport Services application for field-level validation error information.*

- **Passport Completion File Accepted:** If the file structure and data field validations all pass, an email notification containing this validation result within the subject line of the email will indicate that the file has passed all validations and has been accepted by The Clearinghouse for further processing. At this point, no further corrections to the file or resubmissions are necessary. Once a Passport Completion file is successfully submitted, data will be loaded into NSC's database for future inclusion in Passport verifications and reports.

***NOTE:** Users are not required to access the system when files pass validation, as these files will not associate to any error information in the system and no further user action is needed. If necessary, however, users can reference summary details for any successfully transmitted Completion file by accessing the Passport **File Submission Summary** screen.*

Each of the above Passport file validation email notifications contains a link to NSC's Web-based Passport Services application. Following this link and providing proper login credentials (when prompted) allows Passport data submitters to directly access Passport Services in order to view the status of all file submissions for the associated user's account. Upon accessing Passport Services, users will be directed to the *Passport File Submission Summary* screen, which provides a detailed listing of all Passport data files submitted to and processed by NSC.

If a submitted Passport data file contains a structural or field-level error(s), users will have the ability to view all of the errors identified for a particular file, along with the total number and location within the file of each error.

(NOTE: The location of the error is identified as the Line Number.) Each error listed is also accompanied by a proposed solution for further assistance in troubleshooting.

Passport Completion File—Formatting Requirements

This section provides the formatting specifications required in order to prepare a Passport Completion 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 Completion 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 Completion File—File Format

Passport Completion 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 NSC's file-formatting guidelines

Passport Completion File—Data Definitions

The Passport Completion file specifications detailed in this document for required/optional fields, data type codes and additional comments are translated and/or explained 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 Passport 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 Passport 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 NSC:
 - 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 Completion 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 Completion File—Header Record Layout

All Passport Completion 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.

Field Name	Required/Optional	Max Length	Data Type	Additional Comments
Record Type	R	5	AN	Header Record Type = 'PSAP1'

Service Account	R	15	N	Passport Services Account Number for your organization/school
Organization Code (OPEID, FICE)	R	6	N	Organization Code of your school (OPEID, FICE)
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 Completion File – Data Definitions</i> section. All Passport 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 <= <i>today's date</i>) • 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 Completion File – Data Definitions</i> section. All Passport 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 NSC (e.g., 'Fall 2016 Passport Completions'). <i>NOTE: This field is for informational purposes only.</i>
Filler 5	O	0	AN	See <i>Filler</i> Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.
Filler 6	O	0	AN	
Filler 7	O	0	AN	
Filler 8	O	0	AN	

Sample Passport Completion File Header Record

Please reference the following Passport Completion file Header row as a sample:

PSAP1,10028612,009333,00,,,20151027,SPRING 2015,,,1451564646,,,,

Passport Completion File—Detail Record(s) Layout

All Passport Completion files must include at least one properly formatted Student Detail record in order to be processed successfully.

Field Name	Required/ Optional	Max Length	Data Type	Additional Comments
Record Type	R	3	AN	Detail Record Type = 'PD1'
Student SSN	O	9	N	Student's Social Security Number using NUMBERS ONLY (e.g., 123456789) – Do NOT include hyphens in the SSN field.
First Name	R	60	A	Student's first name
Middle Name	O	60	A	Student's middle name (<i>NOTE: If student's full middle name is not available, use middle initial.</i>)
Last Name	R	60	A	Student's last name
Name Suffix	O	5	AN	Student's name suffix (e.g., III, JR, SR, etc.)
Previous Last Name	O	60	A	Student's previous last name
Previous First Name	O	60	A	Student's previous first name
Date of Birth (YYYYMMDD)	R	8	N	Student's birth date: <ul style="list-style-type: none"> • YYYYMMDD format • Cannot be future date (i.e., Date of Birth <= today's date) • Date must be valid (e.g., '20000231' will result in a validation error)
College Student ID	O	20	AN	Student's institution-specific student identifier – Do NOT include decimal points or any other special characters in the College Student ID field (e.g., @, #, *, etc.)
Number of Institution Credits	R	59	N	Number of credits earned by a student at the reporting institution as of the student's Passport Award Date. (<i>NOTE: This field does NOT include transfer credits.</i>) <ul style="list-style-type: none"> • Field value must be >= 3 (i.e., value can not be 0, 1, 2) • Value may extend up to two digits after the decimal (e.g. 40.75)
Passport Type	O	1	AN	Type of Passport earned by the student (if applicable). Passport Type is OPTIONAL – if a value is provided, field value = 1.
Passport Title	R	80	AN	Title of Passport earned which usually indicates a particular set of skills acquired by the student. Passport Title is REQUIRED – accepted field values = Interstate Passport LDGE
School Awarding Passport	O	50	String	Name of the school awarding the Passport
Joint School/College/Division Awarding Passport	O	60	String	In the instance that a Passport is jointly awarded, this field indicates the name of the joint school, college, division, or institution.

Date Passport Awarded (YYYYMMDD)	R	8	N	Date the student's Passport was awarded: <ul style="list-style-type: none"> • YYYYMMDD format • Cannot be future date (i.e., Date Passport Awarded <= today's date) • Date must be valid (e.g., '20150231' will result in a validation error)
GPA for Total Institution Credits at Time Passport is Awarded	R	80	N	Student's grade point average (GPA): <ul style="list-style-type: none"> • Field value must be >= 0 (i.e., value can not be negative) • Value may extend up to two digits after the decimal (e.g. 40.75)
Major Course of Study 1	R	80	AN	Student's college major (e.g., History) – At least one major is REQUIRED and must be submitted (as Major Course of Study 1) for each record.
Major Course of Study 2	O	80	AN	Any additional college major course(s) of study acquired by the student – Major Courses of Study 2, 3 and 4 (e.g., Communications, Sociology, etc.) are OPTIONAL fields and can be left blank if no additional major courses of study apply to the student.
Major Course of Study 3	O	80	AN	
Major Course of Study 4	O	80	AN	
Filler 1	O	0	AN	
Minor Course of Study 1	O	80	AN	Student's college minor(s) (e.g., Mathematics) – Minor Courses of Study 1, 2, 3 and 4 (e.g., Computer Science, Philosophy, etc.) are all OPTIONAL fields and can be left blank if no minor courses of study apply to the student.
Minor Course of Study 2	O	80	AN	
Minor Course of Study 3	O	80	AN	
Minor Course of Study 4	O	80	AN	
Filler 2	O	0	AN	
Major Option 1	O	80	AN	Student's major option(s) (e.g., Criminal Justice option) – Major Options 1 and 2 are both OPTIONAL fields and can be left blank if no major options to the student.
Major Option 2	O	80	AN	
Filler 3	O	0	AN	See Filler Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.
Major Concentration 1	O	80	AN	Student's major concentration(s) (e.g., French concentration) – Major Concentrations 1, 2 and 3 are all OPTIONAL fields and can be left blank if no major concentrations apply.
Major Concentration 2	O	80	AN	
Major Concentration 3	O	80	AN	
Filler 4	O	0	AN	See Filler Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.
NCES CIP Code for Major 1	O	6	N	

				NCES CIP Code(s) (if available) which associates to the student's respective college major – NCES CIP Codes are all OPTIONAL fields and can be left blank if not available. Do NOT include decimal points or any other special characters in any NCES CIP Code field (e.g., @, #, *, etc.) Do not enter decimal points (".").
NCES CIP Code for Major 2	O	6	N	
NCES CIP Code for Major 3	O	6	N	
NCES CIP Code for Major 4	O	6	N	
Filler 5	O	0	AN	See <i>Filler</i> Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.
NCES CIP Code for Minor 1	O	6	N	
NCES CIP Code for Minor 2	O	6	N	
NCES CIP Code for Minor 3	O	6	N	
NCES CIP Code for Minor 4	O	6	N	
Filler 6	O	0	N	See <i>Filler</i> Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.
Academic Honors	O	50	AN	Any academic honors earned by the student (e.g., Cum Laude, Summa Cum Laude, Magna Cum Laude, etc.)
Filler 7	O	0	AN	See <i>Filler</i> Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.
Honors Program	O	50	AN	Any honors program in which the student may have participated
Filler 8	O	0	AN	See <i>Filler</i> Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.
Other Honors	O	150	AN	Any additional honors program in which the student may have participated (e.g., Phi Beta Kappa, etc.)
Attendance From Date (YYYYMMDD)	O	8	N	Institution-designated date that the student began attending the Passport-awarding school: <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) • Attendance Dates are both OPTIONAL – if the Attendance From Date is provided, and the corresponding Attendance To Date is also provided, then Attendance From Date < Attendance To Date.
Attendance To Date (YYYYMMDD)	O	8	N	Institution-designated date that the student stopped attending the Passport-awarding school: <ul style="list-style-type: none"> • YYYYMMDD format • Cannot be future date (i.e., Attendance To Date <= today's date).

				<ul style="list-style-type: none"> Date must be valid (e.g., '20150231' will result in a validation error) Attendance Dates are both OPTIONAL – if the Attendance From Date and Attendance To Date are both provided, then Attendance To Date > Attendance From Date.
FERPA Block	R	1	AN	Indicates whether or not the student's data is blocked according to FERPA (Family Educational Rights and Privacy Act) guidelines. (NOTE: FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records.) FERPA Block is REQUIRED – field value must = either 'Y' or 'N' – no other values will be accepted.
School Financial Block	O	1	AN	Indicates whether or not the student's financial data is blocked in accordance with the Passport-awarding institution's policy. School Financial Block is OPTIONAL – if a value is provided, field value must = either 'Y' or 'N' – no other values will be accepted.
Filler 9	O	0	AN	See Filler Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.
Name of Institution Granting Degree	O	50	AN	Name of the institution granting the student's degree
Reverse Transfer Flag	O	1	AN	Indicates whether or not the student's Passport was awarded in accordance with the institution's Reverse Transfer program (if applicable). Reverse Transfer Flag is OPTIONAL – if a value is provided, field value must = either 'Y' or 'N' – no other values will be accepted.
Certificate Type	O	1	AN	Type of certificate earned by the student. Certificate Type is OPTIONAL – if a value is provided, field value = P.
Filler 10	O	0	AN	See Filler Field definition above under the <i>Passport Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.

Sample Passport Completion File Detail Record

PD1,471545612,BRITNEY,P,NATTANA,,,,,19901112,G0004591478456457,26,1,Passport Lower-Division General Education,SCHOOL OF HUMANITIES,,20151208,3.75,SOCIAL JUSTICE,ECONOMICS,,,,LITERATURE,,,,SOCIAL DEVELOPMENT,,,LEADERSHIP,,,,7821,7445,,,,3341,,,,ACADEMIC HONORS OF GMU,,,,,20120825,20151228,N,N,,,,,

Passport Completion File—Trailer Record Layout

All Passport Completion 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 Completion File – Data Definitions</i> section. All Passport Filler fields must be left blank.

Sample Passport Completion File Trailer Record

Please reference the following Passport Completion file Trailer row as a sample:

PST1,5,

Sample Passport Completion File

PSAP1,10028612,009333,00,,,20151027, A valid value must be provided for all required fields, please do not enter the word "Null" as a value 2015,,,1451564646,,,,

PD1,471545612,BRITNEY,P,NATTANA,,,,,19901112,G0004591478456457,26,1,Passport Lower-Division General Education,SCHOOL OF HUMANITIES,,,20151208,3.75,SOCIAL JUSTICE,ECONOMICS,,,,LITERATURE,,,,,SOCIAL DEVELOPMENT,,,LEADERSHIP,,,,,7821,7445,,,,,3341,,,,,ACADEMIC HONORS OF GMU,,,,,20120825,20151228,N,N,,,,

PD1,344952461,JOHNNY,D,KHADKA,,,,,19901201,G0002144978456458,48,1,Passport Lower-Division General Education,SCHOOL OF BUSINESS,,,20151208,3.75,BUSINESS ADMINISTRATION,ECONOMICS,,,,,MATHEMATICS,,,,,IT BUSINESS MANAGEMENT,,,CALCULUS,,,,,1921,6345,,,,,1141,,,,,ACADEMIC HONORS OF GMU,,,,,20100825,20151228,N,N,,,,

PD1,325815264,PAULI,B,KARKI,,,,,19901113,G0004719478456459,52,1,Passport Lower-Division General Education,SCHOOL OF PUBLIC POLICY,,,20151208,4.0,PUBLIC POLICY,POLITICS,,,,,LITERATURE,,,,,ECONOMICS,,,PHILOSOPHY,,,,,4415,6245,,,,,3141,,,,,ACADEMIC HONORS OF GMU,,H,,,20100125,20151228,N,N,,,,

PST1,5,

Questions:

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

Passport Services—User Interface

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

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 which have FAILED validation in order to view any structural or field-level error details associated with the submission. Error details are accompanied with resolution guidelines which institutional users can apply to make any appropriate corrections to the file before resubmission.

Passport institutions have access only 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>

Passport Services: File Submission Summary Screen

Upon accessing NSC’s Passport Services application, users are directed to the *Passport File Submission Summary* screen. This is essentially the Passport *Home Page*. The Summary screen displays all Passport 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 Passport file criteria that will filter the entire list into a smaller subset of submissions.

Submission Number	Organization Name	Submission Type	Validation Status	File Name	No. of Records	File Received Date
1380	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/23/2016
1360	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.csv	12	11/9/2016
1328	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.txt	12	11/8/2016
1327	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.txt	12	11/8/2016
1318	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1317	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1316	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1315	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1314	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1308	UNIVERSITY OF NORT...	Passport Credentia...	Passed	i_008456PA_Passport_Credential_Data.txt	31	11/4/2016
1301	UNIVERSITY OF NORT...	Passport Credentia...	Passed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016
1300	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016
1261	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016

Figure 1: *Passport Services File Submission Summary Screen* is the initial screen (i.e., *Passport Home Page*) presented to Passport users.

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

Table Field Name	Description	Additional Details
Submission Number	Clearinghouse-generated number used for tracking Passport submission records	<ul style="list-style-type: none"> Passport <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
Organization Name	Name of the institution associated to the submission record and on record with The Clearinghouse as the official Organization Name	Because institutions can view only 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.
Submission Type	Submission Type field is an indicator of which Passport data file was transmitted to NSC as part of the data file submission	<p>The following three types of Passport files are currently submitted to and processed by NSC as part of Passport Services:</p> <ul style="list-style-type: none"> Passport Completion File PassportVerify Request File Passport Academic Progress Tracking Data File
Validation Status	Validation Status indicates the current status of all Passport data files submitted to NSC	<p>Passport data submissions associate to one of the following three Validation Status(es):</p> <ul style="list-style-type: none"> PASSED: File has passed all validations and has been processed by NSC; no further action is required FAILED: File contains error(s) and has failed NSC’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: NSC is currently validating and processing the Passport data file; users should check back later for an updated PASSED or FAILED Validation Status
File Name	Name of the Passport data file submitted by the institution to NSC	<p>Passport 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_Completion.txt</i>

Table Field Name	Description	Additional Details
		<ul style="list-style-type: none"> ○ 123456PA_ in the example above is the FTP Mailbox Name used by the institution to submit Passport files to NSC ○ Hometown_Completion.txt is the original name applied to the Passport data file ○ All Clearinghouse applications precede each file name submitted to NSC with 'i_' as part of the file intake process; this can be ignored by Passport 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 Passport Completion file, this number will appear as 102 (i.e. Number of Records always equals total # of student records + 2) .
File Received Date	Date the file was received by The Clearinghouse	Passport default sorts all file submissions by the most recent File Received Date appearing at the top.

Submission Number	Organization Name	Submission Type	Validation Status	File Name	No. of Records	File Received Date
1380	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/23/2016
1360	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.csv	12	11/9/2016
1328	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.txt	12	11/8/2016
1327	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.txt	12	11/8/2016
1318	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1317	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1316	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1315	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1314	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1308	UNIVERSITY OF NORT...	Passport Credentia...	Passed	i_008456PA_Passport_Credential_Data.txt	31	11/4/2016
1301	UNIVERSITY OF NORT...	Passport Credentia...	Passed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016
1300	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016
1261	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016
1260	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016
1230	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/1/2016
1229	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/1/2016
1228	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/1/2016
1227	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/1/2016
1226	UNIVERSITY OF NORT...	Passport Credentia...	Passed	i_008456PA_Passport_Verify_Credential_Data.txt	31	10/31/2016
1225	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Verify_Credential_Data.txt	31	10/31/2016
1224	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Verify_Credential_Data.txt	31	10/31/2016
1223	UNIVERSITY OF NORT...	Passport Credentia...	Passed	i_008456PA_Passport_Verify_Credential_Data.txt	31	10/28/2016
1222	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Verify_Credential_Data.txt	31	10/28/2016
1221	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Verify_Credential_Data.txt	31	10/28/2016
1220	UNIVERSITY OF NORT...	Passport Credentia...	Failed	i_008456PA_Passport_Verify_Credential_Data.txt	31	10/28/2016

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

Passport Services: File Submission Summary Screen—Search Feature

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 Passport 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
<p>Submission Number</p>	<p>Clearinghouse-generated number used for tracking Passport submission records</p>	<p>If it is known, users can search for a particular Passport 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 ○ 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
<p>Submission Type</p>	<p>Submission Type field is an indicator of which Passport data file was transmitted to NSC as part of the data file submission</p>	<p>Users can filter searches to return a subset of Passport submission records by choosing one of three <i>Submission Type(s)</i> from the dropdown list. As previously stated, the following three types of Passport files are submitted and likewise searchable in Passport Services:</p> <ul style="list-style-type: none"> • Passport Completion File • PassportVerify Request File • Passport Academic Progress Tracking Data File
<p>Validation Status</p>	<p>Validation Status indicates the current status of all Passport data files submitted to NSC</p>	<p>Users can filter searches to return a subset of Passport submission records by choosing one of three <i>Validation Status(es)</i> from the dropdown list. As previously stated, only one of the following three Passport Validation Status(es) applies to each file submission and is likewise searchable in Passport Services:</p> <ul style="list-style-type: none"> • PASSED • FAILED • PENDING
<p>File Received Date</p>	<p>Clearinghouse-generated number used for tracking Passport submission records</p>	<p>If it is known, users can search for a particular Passport 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

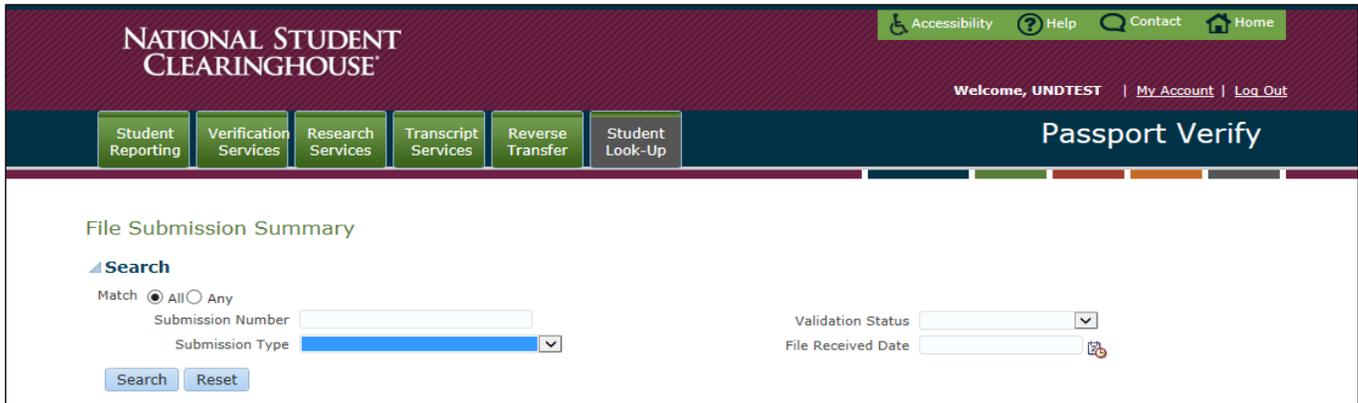


Figure 3: Passport File Submission Summary Screen Search Feature

Using the Passport Search Feature—Helpful Tips

While the Passport Services search feature is fairly straight forward, 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 Passport submission record(s). In complex searches (e.g., the need to 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, if a user wants to find all COMPLETION FILE submissions, which FAILED validation, and were submitted on 12/12/15, 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 a Passport 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:** 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:** 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 COMPLETION • Validation Status = FAILED 	<p>All of the institution’s submission records currently residing in the Passport Services system which meet BOTH OF THE SPECIFIED CONDITIONS are returned:</p> <ul style="list-style-type: none"> • ONLY PASSPORT COMPLETION file submissions with a <i>Validation Status</i> = FAILED are returned. • <i>NOTE: This search type usually returns a SMALLER dataset because records are only returned when ALL conditions in the search are satisfied (in this example, submission records are returned when the two conditions selected in the search are met)</i> • Sample: Record 1: COMPLETION FAILED Record 2: COMPLETION FAILED Record 3: COMPLETION FAILED

Match Any/All Indicator	Search Criteria	Search Results
		Record 3: COMPLETION FAILED
Match ANY	<ul style="list-style-type: none"> Submission Type = PASSPORT COMPLETION Validation Status = FAILED 	<p>All of the institution's submission records currently residing in Passport Services which meet EITHER OF THE SPECIFIED CONDITIONS are returned:</p> <ul style="list-style-type: none"> ALL PASSPORT COMPLETION file submissions are returned regardless of the <i>Validation Status</i> ALL FAILED SUBMISSIONS are returned regardless of the <i>Submission Type</i> <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)</i> Sample: Record 1: COMPLETION FAILED Record 2: COMPLETION FAILED Record 3: REQUEST FAILED Record 4: COMPLETION 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 a 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.

Passport Services: Validation Error Log Screen

Passport 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.

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

Submission Number	Organization Name	Submission Type	Validation Status	File Name	No. of File Received	Records Date
1380	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/23/2016
1360	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.csv	12	11/9/2016
1328	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.txt	12	11/8/2016
1327	UNIVERSITY OF NORT...	Passport Request fi...	Passed	i_008456PA_Passport_Request_Verify_Test_file.txt	12	11/8/2016
1318	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1317	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1316	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt		11/8/2016
1315	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt		11/8/2016
1314	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Test_File.txt	31	11/8/2016
1308	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Data.txt	31	11/4/2016
1301	UNIVERSITY OF NORT...	Passport_Credentia...	Passed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016
1300	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016
1261	UNIVERSITY OF NORT...	Passport_Credentia...	Failed	i_008456PA_Passport_Credential_Data.txt	31	11/2/2016

Figure 4: Passport File Submission Summary Screen displaying the most recent Passport Completion 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 NSC'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.

File Submission Summary > Validation Errors Detail Page for Submission Number: 1318

Validation Error Log

Organization Name: UNIVERSITY OF NORTH DAKOTA,
File Name: i_008456PA_Passport_Credential_Test_File.txt
Client File Id: 4646464646

Field Name	Error Message	Error Count	Proposed Solution	Affected Line Numbers
Academic Honors	Academic Honors may not be the word 'null'.	1	Provide a valid Academic Honors that does not equal the word 'null'.	5
Academic Honors	Academic Honors exceeds 50 characters.	1	Academic Honors cannot have more than 50 characters. Remove additional characters.	6
Attendance From Date	Attendance From Date Awarded is a future date.	1	Enter a Attendance From Date Awarded in YYYYMMDD format.	3
Attendance From Date	Attendance From Date field contains the word 'null'.	1	Attendance From Date is Required. Provide a Attendance From Date in YYYYMMDD format.	4
Attendance From Date	Attendance From Date is an invalid format.	2	Attendance From Date must be provided in YYYYMMDD format.	5, 13
Attendance From Date	Attendance From Date is an invalid format.	1	Attendance From Date must be provided in YYYYMMDD format.	6
Attendance From Date	Attendance From Date field contains non-numeric values.	1	Attendance From Date must be provided in YYYYMMDD format.	7
Attendance To Date	Attendance To Date must be after Attendance From Date.	3	Attendance To Date must be after Attendance From Date. Please provide an Attendance To Date that is after Attendance From Date.	2-3, 8

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

Passport Services: Validation Error Log Fields

Field	Description
Field Name	Name of the field which failed the Passport data validation
Error Message	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
Proposed Solution	Each 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.
Affected Line Number	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).