



PATHWAYS

(San Antonio)

REPORTING and PROCEDURES MANUAL

for

Texas

K-12 Institutions (Public)

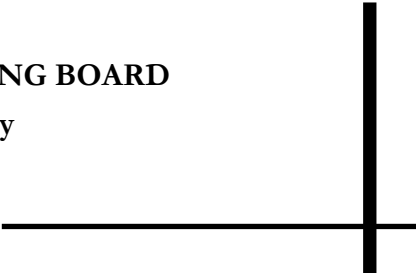
Community Colleges

Universities

Effective October 2008

Updated April 2012

TEXAS HIGHER EDUCATION COORDINATING BOARD
Division of Planning and Accountability



FOREWORD

The reports discussed in this **Pathways** manual fulfill provisions of the Local Vertical Curricula Alignment Pilot Project among Bexar County secondary and postsecondary institutions.

All reports must be submitted electronically. (See detail in Electronic Data Transfer System section of manual.) A set of instructions for preparing the data in the Coordinating Board format is associated with each report.

The *Appendices to the Reporting and Procedures Manual* is available to assist you in the completion of some of the items in these reports at <http://www.txhighereddata.org/ReportingManuals.cfm>. References made to the Appendices are in parentheses for specific items in the public university and community and technical college reports.

For general reporting questions, contact Donn Godin. For questions concerning the SFTP process, contact Jaclyn Bays. If you have questions about the use or implementation of this manual, contact Doug Parker. Contact information is below:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Donn Godin	(512) 427-6196	Donn.Godin@thecb.state.tx.us
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Pathways

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Pathways General Reporting Issues

DUE DATES FOR PATHWAYS REPORTS

Reports will be due annually on November 10th of each year.

K-12 Institutions

Due Date

Student Report (PATH01)
Course Report (PATH06)
Graduation Report (PATH09)

November 10
November 10
November 10

Community Colleges and Universities

As of summer 2011, data previously reported as PATH files can now be pulled from CBM files.

PATH01 → CBM001
PATH06 → CBM00S

Pathways submissions from institutions of higher education are no longer needed, beginning summer 2011. However, participating institutions may still be asked to submit historic data using these manuals (2003-2011).

Pathways General Reporting Issues

COORDINATING BOARD CONTACTS

1. General Reporting Questions (PATH01, PATH06, and PATH09):
Donn Godin, Planning and Accountability 512-427-6196
INTERNET address: Donn.Godin@thecb.state.tx.us
2. Electronic Data Transfer System:
Torca Bunton, Data Analyst, Educational Data Center 512-427-6203
INTERNET address: Jaclyn.Bays@thecb.state.tx.us
3. Use and Implementation of Manual:
Doug Parker, Director of the Educational Data Center 512-427-6287
INTERNET address: Doug.Parker@thecb.state.tx.us

Pathways General Reporting Issues

ELECTRONIC DATA TRANSFER SYSTEM

The submission of Pathway reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report.

State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP File Server at the THECB is via the Internet.

You may create the data file containing a header record, data records, and a trailer record by whatever method available. The data file should be submitted as a fixed-length ASCII file.

The header record contains information to identify the data in the file and the length of the data records. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

The actual file name is not critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or loss of file by writing over a previously transferred file of the same name, make each file transferred a unique name.

In order to submit Pathway files, you must log into the SFTP server, sftp.thecb.state.tx.us, with a username and password.

For USERID Institutions will enter "edcNNNNNN" where "NNNNNN" is the six-digit institution or district code.

For PASSWORD: Enter your password, case sensitive. Contact Jaclyn Bays at e-mail Jaclyn.Bays@thecb.state.tx.us for your password.

Each reporting institution or district has a unique password assigned to it. Guard it to prevent unauthorized access to transmission and retrieval of your data.

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. Detailed instructions are located at [Data Transfer Procedures for THECB Reports Using SFTP](#).

The data content of files will be as defined on the File Layout of each report. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

Pathways General Reporting Issues

FILE TRANSFER SYSTEM INPUT FILE FORMAT
FOR K-12 INSTITUTIONS, COMMUNITY COLLEGES, AND UNIVERSITIES

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID – Always ‘HY2K’	1	4
Item #2	Institution or District Code – Numeric	5	6
Item #3	Data Identifier, i.e., PATH01, PATH06, PATH09	11	6
Item #4	Reporting Period – ‘1’, ‘2’, ‘3’, ‘4’, or ‘5’ – Numeric 1. Fall Semester 2. Spring Semester 3. Summer or Summer I 4. Summer II 5. Annual (Note: This code is only to be used by K-12 Institutions)	17	1
Item #5	Year – Numeric – YYYY	18	4
Item #6	Record Type – C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., “0114”, “0067”, “0040”, “0110”, “0084”, “0109”, “0070”	23	4
Item #8	Name and e-mail address of person submitting file	27	As Required

NOTE: Use a space (not a special character) to separate the name and e-mail address. The length of the record may extend up to 400 characters in order to contain the name and e-mail address.

DATA RECORDS

For Pathways reports, data record formats must match the record formats specified in the documentation for each report.

TRAILER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID – Always ‘EOF1’	1	4
Item #2	Record Count – Numeric, leading zeros (Number of data records in file, not including “Header” and “Trailer” records)	5	5*

*If Record Count is great than 5 digits, please report “99999”.

Pathways General Reporting Issues

EDIT REPORT OUTPUT FILES

In processing the Pathways edits on the server, the following naming convention is used (the following is an example) for the edit report output files:

PATH01_ANNUAL_2008_K_015905_200805100136262.TXT

PATH01 – Pathways report type

_ - used as a separator

ANNUAL – the report semester

_ - used as a separator

2008 – Report Year

_ - used as a separator

K – Institution type

_ - used as a separator

015905 – Institution or district code

_ - used as a separator

200805100136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

Data Report Processing Schedule

Reports in by	Edit run begins	Edit reports posted
9:00 a.m.	9:20 a.m. (M-F)	11:00 a.m.
4:00 p.m.	4:20 p.m. (M-F)	6:00 p.m.

Pathways General Reporting Issues

CERTIFICATION STATEMENT – INSTRUCTIONS

When an edit for a Pathways report is returned to the reporting institution, one of two actions is required:

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items as necessary.
2. If all the information is correct, the reporting official should certify the report by a certification statement to the Assistant Commissioner of Planning and Accountability. This can be accomplished by the following methods:
 - a. The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement “I hereby certify ...” and identification of the name and institution code, the name and title of the reporting official, the date of certification, and the Pathways report ID, and year of each report being certified.
 - b. A certification statement on paper may be prepared and mailed or faxed to the Assistant Commissioner of Planning and Accountability at 512-427-6147. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

The example on the following page shows the certification of Lone Star High School’s 2008 annual reports.

Pathways General Reporting Issues

CERTIFICATION STATEMENT

INSTITUTION: Lone Star School District 015905

DATE: June 15, 2008

I hereby certify that the following report(s) is (are) correct and the data are usable in all output reports.

<u>REPORT NUMBER</u>	<u>YEAR</u>
PATH01	<u>Annual 2006</u>
PATH06	<u>Annual 2006</u>
PATH09	<u>Annual 2006</u>

Reporting Official

STUDENT REPORT – PATH01 FOR K-12 INSTITUTIONS

This report is to collect data to meet the requirements of the Local Vertical Curricula Alignment Pilot Project (called Pathways Project) among Bexar County secondary and postsecondary institutions.

This report will reflect all students enrolled at the reporting institution during the school year. The report will be due on November 10th of each year.

K-12 Student Report (PATH01)

INSTRUCTIONS FOR STUDENT REPORT (PATH01)
FOR K-12 INSTITUTIONS

Item #1 Record Code. Always enter '1'.

Item #2 Campus Code. Enter the nine-digit (County-District-Campus) number provided by the Texas Education Agency.

Item #3 Year. Enter the four-digit year. For example, school year 2007-2008 = 2008.

For **Items 4 and 5**, if the student has a Social Security Number on file and was ever given a state-assigned ID (that begins with "S"), please report both numbers below. Item 4 and Item 5 should not be the same number.

Item #4 Social Security Number. Enter the student's Social Security Number (if available) as reported for PEIMS E0001. Zero fill if not available.

Item #5 Alternative Student ID. Enter the state-assigned PEIMS Identification Number used by TEA when no Social Security Number was available (PEIMS E0001). Zero fill if not available.

Item #6 Last Name. Enter the student's last name, left-justified. Truncate if the name contains over 20 characters.

Item #7 First Name. Enter the student's first name, left-justified. Truncate if the name contains over 10 characters.

Item #8 Middle Name. Enter the student's middle name or initial, left-justified. Truncate if the name contains over 10 characters.

Item #9 Date of Birth. Enter all four digits of the year and both digits of the month and the day of birth for the student in the YYYYMMDD format.

Item #10 Gender. Enter the gender of the student.

M Male
F Female

Item #11 Cumulative GPA. Enter the cumulative GPA, if available, right-justified, zero filled with two assumed decimals.

Item #12 Classification. Enter the classification of the student.

- 06 Grade 6
- 07 Grade 7
- 08 Grade 8
- 09 Grade 9
- 10 Grade 10
- 11 Grade 11
- 12 Grade 12

Item #13 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

- 1 American Indian or Alaskan Native
- 2 Asian or Pacific Islander
- 3 Black-Non-Hispanic
- 4 Hispanic
- 5 White-Non-Hispanic
- 6 More than one race

Note: The crosswalk from PEIMS (2010-2011 and later) is:

<u>PEIMS</u>	<u>PATH01</u>	<u>NOTES</u>
American Indian-Alaska Native Code	1	Only AI/AN category is set to '1'
Asian Code	2	ASIAN or NH/PI is set to '1'
Black African American Code	3	Only BLACK/AA category is set to '1'
Native Hawaiian Pacific Islander Code	2	ASIAN or NH/PI is set to '1'
White Code	5	Only WHITE category is set to '1'
Hispanic Latino Code	4	Regardless of any "race" category
More than one race	6	If more than one RACE category is set to '1'

Item #14 Language (ESL). Indicate if the student has been coded as having Limited English Proficient (LEP). (Same as PEIMS E0799 using Code 061.)

- 0 Not Limited English Proficient
- 1 Identified as Limited English Proficient (LEP)

Item #15 Unused

Item #16 Unused

Item #17 Disability. Enter the student's Disability code. (Same as PEIMS Code C053.)

- 00 No disability
- 01 Orthopedic impairment
- 02 Other health impairment
- 03 Auditory impairment
- 04 Visual impairment
- 05 Deaf-Blind
- 06 Mental retardation
- 07 Emotional disturbance

K-12 Student Report (PATH01)

- 08 Learning disability
- 09 Speech impairment
- 10 Autism
- 12 Developmental delay
- 13 Traumatic brain injury
- 14 Non-categorical early childhood

Item #18 Economically Disadvantaged. Enter the Economically Disadvantaged code for which the student is eligible. (Same as PEIMS Code C054.)

- 00 Not identified as economically disadvantaged
- 01 Eligible for free meals under the National School Lunch and Child Nutrition Program
- 02 Eligible for reduced-price meals under the National School Lunch and Child Nutrition Program
- 99 Other economic disadvantage, including a) from a family with an annual income at or below the official federal poverty line, b) eligible for Temporary Assistance to Needy Families (TANF) or other public assistance, c) received a Pell Grant or comparable state program of need-based financial assistance, d) eligible for programs assisted under Title II of the Job Training Partnership Act (JTPA), or e) eligible for benefits under the Food Stamp Act of 1977.

For Items 19-28, a student's initial TAKS and most recent TAKS test can be the same value if the student has only taken one TAKS test or the student passed their initial TAKS test.

Item #19 Initial Exit Level TAKS English Language Arts (ELA) Score. Enter Exit Level TAKS ELA 4-digit Scale Score for the first time the student tested. Enter '0000' if the item is not applicable or null.

Item #20 Initial Exit Level TAKS English Language Arts (ELA) Writing Subscore. Enter Exit Level TAKS ELA Writing 1-digit Subscore for the first time the student tested. Enter '0' if the item is not applicable or null.

Item #21 Most Recent Exit Level TAKS English Language Arts (ELA) Score. Enter Exit Level TAKS ELA 4-digit Scale Score for the most recent time the student tested (enter only if different test administration than item #19). Enter '0000' if the item is not applicable or null.

Item #22 Most Recent Exit Level TAKS English Language Arts (ELA) Writing Subscore. Enter Exit Level TAKS ELA 1-digit Writing Subscore for the most recent time the student tested (enter only if different test administration than item #20). Enter '0' if the item is not applicable or null.

Item #23 Initial Exit Level TAKS Math Score. Enter Exit Level TAKS Math 4-digit Scale Score for the first time the student tested. Enter '0000' if the item is not applicable or null.

K-12 Student Report (PATH01)

- Item #24 Most Recent Exit Level TAKS Math Score. Enter Exit Level TAKS Math 4-digit Scale Score for the most recent time the student tested (enter only if different test administration than item #23). Enter '0000' if the item is not applicable or null.
- Item #25 Initial Exit Level TAKS Science Score. Enter Exit Level TAKS Science 4-digit Scale Score for the first time the student tested. Enter '0000' if the item is not applicable or null.
- Item #26 Most Recent Exit Level TAKS Science Score. Enter Exit Level TAKS Science 4-digit Scale Score for the most recent time the student tested (enter only if different test administration than item #25). Enter '0000' if the item is not applicable or null.
- Item #27 Initial Exit Level TAKS Social Science Score. Enter Exit Level TAKS Social Science 4-digit Scale Score for student. Enter '0000' if the item is not applicable or null.
- Item #28 Most Recent Exit Level TAKS Social Science Score. Enter the Exit Level TAKS Social Science 4-digit Scale Score for the most recent time the student tested (enter only if different test administration than item #27). Enter '0000' if the item is not applicable or null.

FILE LAYOUT FOR STUDENT REPORT (PATH01)
K-12 INSTITUTIONS

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always ‘1’	1	1
Item #2	Campus Code – Numeric	2	9
Item #3	Year – YYYY – Numeric	11	4
Item #4	Social Security Number – Alphanumeric	15	9
Item #5	Alternative Student ID – Alphanumeric	24	9
Item #6	Last Name – Alpha	33	20
Item #7	First Name – Alpha	53	10
Item #8	Middle Name – Alpha	63	10
Item #9	Date of Birth – YYYYMMDD – Numeric	73	8
Item #10	Gender – Alpha	81	1
Item #11	Cumulative GPA – Numeric – Right-justified, zero filled, 2 assumed decimal places	82	5
Item #12	Classification – Numeric	87	2
Item #13	Ethnic Origin – Numeric	89	1
Item #14	Language (ESL) – Numeric	90	1
Item #15	Unused (report blanks)	91	2
Item #16	Unused (report blanks)	93	9
Item #17	Disability – Numeric	102	2
Item #18	Economically Disadvantaged – Numeric	104	2
Item #19	Initial Exit Level TAKS ELA Score – Numeric	106	4
Item #20	Initial Exit Level TAKS ELA Writing Subscore – Numeric	110	1
Item #21	Most Recent Exit Level TAKS ELA Score – Numeric	111	4

Beginning

K-12 Student Report (PATH01)

		<u>Position</u>	<u>Length</u>
Item #22	Most Recent Exit Lev. TAKS ELA Writ. Subscore – Numeric	115	1
Item #23	Initial Exit Level TAKS Math Score – Numeric	116	4
Item #24	Most Recent Exit Level TAKS Math Score – Numeric	120	4
Item #25	Initial Exit Level TAKS Science Score – Numeric	124	4
Item #26	Most Recent Exit Level TAKS Science Score – Numeric	128	4
Item #27	Initial Exit Level TAKS Soc. Sci. Score – Numeric	132	4
Item #28	Most Recent Exit Level TAKS Soc. Sci. Score – Numeric	136	4

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Campus Code	N/A	First 6 digits not on header record and not on list of valid campus codes
3. Year	N/A	Does not match value on header record
4. Social Security Number	Alpha characters	Blank or special characters
5. Alternative Student ID	NA	Blank or special characters
6. Last Name	N/A	Blank or numeric
7. First Name	N/A	Blank or numeric
8. Middle Name	Numeric or special characters	N/A
9. Date of Birth	Age less than 10 or greater than 20	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
10. Gender	N/A	Any value except 'M' or 'F'
11. Cumulative GPA	N/A	Non-numeric
12. Classification	N/A	Any value except '06' thru '12'
13. Ethnic Origin	N/A	Any value except '1' thru '5'
14. Language (ESL)	N/A	Any value except '0' or '1'
15. Unused		
16. Unused		
17. Disability	N/A	Non-numeric; any value except '00' thru '10', '12', '13', or '14'

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
18. Economically Disadvantaged	N/A	Non-numeric; any value except '00', '01', '02', or '99'
19. Initial Exit Level TAKS ELA Score	N/A	Non-numeric
20. Initial Exit Level TAKS ELA Writing Subscore	N/A	Non-numeric
21. Most Recent Exit Level TAKS ELA Score	N/A	Non-numeric
22. Most Recent Exit Lev. TAKS ELA Writ. Subscore	N/A	Non-numeric
23. Initial Exit Level TAKS Math Score	N/A	Non-numeric
24. Most Recent Exit Level TAKS Math Score	N/A	Non-numeric
25. Initial Exit Level TAKS Science Score	N/A	Non-numeric
26. Most Recent Exit Level TAKS Science Score	N/A	Non-numeric
27. Initial Exit Level TAKS Social Science Score	N/A	Non-numeric
28. Most Recent Exit Level TAKS Social Sci. Score	N/A	Non-numeric

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

K-12 Student Report (PATH01)

Sample Edit Report

THE TEXAS HIGHER EDUCATION COORDINATING BOARD
K12-PATH01 SUMMARY OF STUDENT DATA FROM
LONE STAR HIGH SCHOOL 015905304

DATE: 06/08/08
ANNUAL 2008

AGE

UNDER 10		10
10-11		389
12-13		350
14-15		331
16-17		320
18		85
19-21		8
Over 21		0
AVERAGE-AGE	13.6	
TOTAL		1,493

GENDER

MALE		750
FEMALE		743
TOTAL		1,493

CLASSIFICATION

GRADE 6		218
GRADE 7		257
GRADE 8		221
GRADE 9		209
GRADE 10		189
GRADE 11		178
GRADE 12		158
TOTAL		1,493

ETHNIC ORIGIN

AM. INDIAN		21
ASIAN		89
BLACK		36
HISPANIC		437
WHITE		579
TOTAL		1,493

*** NOTE: TOTALS ARE NET ERRORS

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of PATH01 records.

AGE: The age distribution is calculated by subtracting the date of birth (Item #9) from the beginning date of the reporting year. For this report, the beginning date of the reporting year is September 1.

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #10.

CLASSIFICATION: The classification summary is based on the classification code in Item #12.

ETHNIC ORIGIN: The ethnic origin summary is based on the ethnic origin code in Item #13.

COURSE REPORT – PATH06
FOR K-12 INSTITUTIONS

This report will reflect the official enrollment (**those who have not withdrawn or dropped**) as of the final day each year. Report all courses that were offered during the reporting year. Course grade and credits earned should only reflect final annual values for any given student.

This report is due on November 10th each fiscal year.

K-12 Course Report (PATH06)

INSTRUCTIONS FOR COURSE REPORT (PATH06)
FOR K-12 INSTITUTIONS

- Item #1 Record Code. Always enter '6'.
- Item #2 Campus Code. Enter the nine-digit (County-District-Campus) number provided to you by the Texas Education Agency.
- Item #3 Year. Enter the four-digit year. For example, school year 2007-2008 = 2008.

For **Items 4 and 5**, if the student has a Social Security Number on file and was ever given a state-assigned ID (that begins with "S"), please report both numbers below. Item 4 and Item 5 should not be the same number.

- Item #4 Social Security Number. Enter the student's Social Security Number (if available) as reported for PEIMS E0001. Zero fill if not available.
- Item #5 Alternative Student ID. Enter the state-assigned PEIMS Identification Number used by TEA when no Social Security Number was available (PEIMS E0001). Zero fill if not available.
- Item #6 Course Number. Enter the Course Identification Number as used by the institution. Use the Texas Education Agency codes located at <http://www.tea.state.tx.us/peims/standards/weds/index.html> under Service-ID (C022).
- Item #7 Course Grade. Enter the final numeric grade for the course for the year. For example, 90 or 100 as reported on the Academic Achievement Record (AAR), right justified, leading zeros.
- Item #8 Maximum Course Credit. Enter the maximum credit(s) obtainable for the student's course, right justified, zero filled. Leave blank if unknown.
- Item #9 Credit Earned for Course. Enter the credit(s) the student earned for the course, right justified, zero filled. Examples: ½ credit course or 0.5 credits = 05; 1 credit course = 10

Special Course Consideration. Enter the Special Course Consideration code. Any one course may use up to five codes. Space fill unused positions.

- Item #10.1 Tech Prep Course. Enter 'A'.
- Item #10.2 Correspondence Course. Enter 'C'.
- Item #10.3 Dual Credit Course. Enter 'D'.
- Item #10.4 Credit by Examination. Enter 'E'.
- Item #10.5 Gifted/Talented Course. Enter 'G'.
- Item #10.6 Honors Course. Enter 'H'.
- Item #10.7 International Baccalaureate Course. Enter 'I'.
- Item #10.8 High School Course Completed prior to Grade 9. Enter 'J'.

K-12 Course Report (PATH06)

- Item #10.9 Pre-International Baccalaureate Course. Enter 'K'.
- Item #10.10 Local Credit Course. Enter 'L'.
- Item #10.11 Magnet School or Course. Enter 'M'.
- Item #10.12 Advanced Placement Course. Enter 'P'.
- Item #10.13 Pre-Advanced Placement (AP) Course. Enter 'Q'.
- Item #10.14 Summer School Course. Enter 'R'.
- Item #10.15 Credit Verification. Enter 'T'.
- Item #10.16 Course Taken with Modified Content. Enter 'V'.
- Item #10.17 Innovative Course. Enter 'X'.
- Item #10.18 Distance Learning Course including, but not limited to, television instruction, electronic transmission, or satellite broadcast. Enter 'Z'.
- Item #10.19 Locally Assigned Letter 1. Enter local course consideration code, if applicable (one letter per code).
- Item #10.20 Locally Assigned Letter 2. Enter local course consideration code, if applicable (one letter per code).

K-12 Course Report (PATH06)

FILE LAYOUT FOR COURSE REPORT (PATH06)
K-12 INSTITUTIONS

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '6'	1	1
Item #2	Campus Code – Numeric	2	9
Item #3	Year – YYYY – Numeric	11	4
Item #4	Social Security Number – Alphanumeric	15	9
Item #5	Alternative Student ID – Alphanumeric	24	9
Item #6	Course Number – Alphanumeric	33	8
Item #7	Course Grade – Numeric, zero filled	41	3
Item #8	Maximum Course Credit – Numeric, zero filled, 1 assumed decimal place	44	2
Item #9	Credit Earned for Course – Numeric, zero filled, 1 assumed decimal place	46	2
	Special Course Consideration Items – Alpha		
Item #10.1	Tech Prep Course	48	1
Item #10.2	Correspondence Course	49	1
Item #10.3	Dual Credit Course	50	1
Item #10.4	Credit by Examination	51	1
Item #10.5	Gifted/Talented Course	52	1
Item #10.6	Honors Course	53	1
Item #10.7	International Baccalaureate Course	54	1
Item #10.8	High School Course Completed prior to Grade 9	55	1
Item #10.9	Pre-International Baccalaureate Course	56	1
Item #10.10	Local Credit Course	57	1
Item #10.11	Magnet School or Course	58	1
Item #10.12	Advanced Placement Course	59	1
Item #10.13	Pre-Advanced Placement (AP) Course	60	1
Item #10.14	Summer School Course	61	1
Item #10.15	Credit Verification	62	1
Item #10.16	Course Taken with Modified Content	63	1
Item #10.17	Innovative Course	64	1
Item #10.18	Distance Learning Course	65	1
Item #10.19	Locally Assigned Letter 1	66	1
Item #10.20	Locally Assigned Letter 2	67	1

K-12 Course Report (PATH06)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '6'
2. Campus Code	N/A	First 6 digits not on header record and not on list of valid campus codes
3. Year	N/A	Does not match value on header record
4. Social Security Number	Alpha characters	Blank or special characters
5. Alternative Student ID	NA	Blank or special characters
6. Course Number	N/A	Blank; not on list of TEA course codes
7. Course Grade	N/A	Blank or non-numerical
8. Maximum Course Credit	Value over 2	Non-numerical or not blank
9. Credit Earned for Course	N/A	Blank or non-numerical
10.1. Tech Prep Course	N/A	Value except 'A' or space
10.2. Correspondence Course	N/A	Value except 'C' or space
10.3. Dual Credit Course	N/A	Value except 'D' or space
10.4. Credit by Examination	N/A	Value except 'E' or space
10.5. Gifted/Talented Course	N/A	Value except 'G' or space
10.6. Honors Course	N/A	Value except 'H' or space
10.7. International Baccalaureate Course	N/A	Value except 'I' or space
10.8. HS Course Completed prior to Grade 9	N/A	Value except 'J' or space
10.9. Pre-International Bacc Course	N/A	Value except 'K' or space
10.10. Local Credit Course	N/A	Value except 'L' or space
10.11. Magnet School or Course	N/A	Value except 'M' or space
10.12. Advanced Placement Course	NA	Value except 'P' or space
10.13. Pre-Advanced Placement Course	NA	Value except 'Q' or space
10.14. Summer School Course	N/A	Value except 'R' or space

K-12 Course Report (PATH06)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
10.15. Credit Verification	N/A	Value except 'T' or space
10.16. Course Taken with Modified Content	N/A	Value except 'V' or space
10.17. Innovative Course	N/A	Value except 'X' or space
10.18. Distance Learning Course	N/A	Value except 'Z' or space
10.19. Locally Assigned Letter 1	N/A	Value except 'B', 'F', 'N', 'O', 'S', 'U', 'W', or 'Y' or space
10.20. Locally Assigned Letter 2	N/A	Value except 'B', 'F', 'N', 'O', 'S', 'U', 'W', or 'Y' or space

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

K-12 Course Report (PATH06)

Sample Edit Report

THE TEXAS HIGHER EDUCATION COORDINATING BOARD
K12-PATH06 SUMMARY OF COURSE DATA FROM
LONE STAR HIGH SCHOOL 015905304

DATE: 06/08/08
ANNUAL 2008

SPECIAL COURSE CONSIDERATION	
Tech Prep Course	100
Correspondence Course	
Dual Credit Course	
Credit by Examination	20
Gifted/Talented Course	
Honors Course	
International Bacc Course	
HS Course comp prior Grade 9	
Pre-Internat'l Bacc Course	56
Local Credit Course	
Magnet School or Course	
Advanced Placement Course	33
Pre-Advanced Placement Course	
Summer School Course	
Credit Verification	
Course taken with mod content	
Innovative Course	
Distance Learning Course	
Locally Assigned Letter 1	
Locally Assigned Letter 2	

*** NOTE: TOTALS ARE NET ERRORS

GRADUATION REPORT – PATH09
FOR K-12 INSTITUTIONS

The yearly reports will be due on November 10th for graduations during the fiscal year immediately preceding the November 10th due date.

K12 Graduation Report (PATH09)

INSTRUCTIONS FOR GRADUATION REPORT (PATH09)
FOR K-12 INSTITUTIONS

Item #1 Record Code. Always enter '9'.

Item #2 Campus Code. Enter the nine-digit (County-District-Campus) number provided to you by the Texas Education Agency.

Item #3 Year. Enter the four-digit year. (Example, school year 2007-2008 = 2008)

For **Items 4 and 5**, if the student has a Social Security Number on file and was ever given a state-assigned ID (that begins with "S"), please report both numbers below. Item 4 and Item 5 should not be the same number.

Item #4 Social Security Number. Enter the student's Social Security Number (if available) as reported for PEIMS E0001. Zero fill if not available.

Item #5 Alternative Student ID. Enter the state-assigned PEIMS Identification Number used by TEA when no Social Security Number was available (PEIMS E0001). Zero fill if not available.

Item #6 Graduation Type Code. K-12 Institutions will use the Texas Education Agency codes located at <http://www.tea.state.tx.us/peims/standards/weds/index.html> under Graduation Codes (C062).

04 Completion of IEP and full-time employment with sufficient self-help skills to maintain employment without public school services – TAC §89.1070©(1), revised August 1, 2002. [26 Tex. Reg. 1837]

05 Completion of IEP and demonstrated mastery of specific employability and self-help skills – TAC §89.1070©(2), revised August 1, 2002. [26 Tex. Reg. 1837]

06 Completion of IEP and access to services, employment, or education outside of public education – TAC §89.1070©(3), revised August 1, 2002. [26 Tex. Reg. 1837]

07 Completion of IEP and reached age 22 – TAC §89.1070(d), revised August 1, 2002. [26 Tex. Reg. 1837]

K12 Graduation Report (PATH09)

The following codes will apply only to students entering grade 9 in 1998-1999, 1999-2000, and 2000-2001. These students will graduate under TAC Chapter 74.

- 13 Minimum High School Program – TAC Chapter 74, revised May, 1998; for all students who entered grade 9 in 1998-99, 1999-00, and 2000-01 (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002. [26 Tex. Reg. 1837])
- 15 Recommended High School Program – TAC Chapter 74, revised May, 1998; for students who entered grade 9 in 1998-99, 1999-00, and 2000-01 (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002. [26 Tex. Reg. 1837])
- 17 Distinguished Achievement Program – TAC Chapter 74, revised May, 1998; for students who entered grade 9 in 1998-99, 1999-00, and 2000-01 (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002. [26 Tex. Reg. 1837])

The following codes will apply only to students receiving special education and related services.

- 18 Minimum High School Program: Completion of minimum curriculum and credit requirements for graduation applicable to students in general education and exempted from the exit-level assessment – TAC §89.1070(b)(2), revised August 1, 2002. [26 Tex. Reg. 1837] (for students who entered grade 9 in 1998-99 and thereafter)
- 19 Recommended High School Program: Completion of minimum curriculum and credit requirements for graduation applicable to students in general education and exempted from the exit-level assessment – TAC §89.1070(b)(2), revised August 1, 2002. [26 Tex. Reg. 1837] (for students who entered grade 9 in 1998-99 and thereafter)
- 20 Distinguished Achievement Program: Completion of minimum curriculum and credit requirements for graduation applicable to students in general education and exempted from the exit-level assessment – TAC §89.1070(b)(2), revised August 1, 2002. [26 Tex. Reg. 1837] (for students who entered grade 9 in 1998-99 and thereafter)

The following codes will apply only to students entering grade 9 in 2001-2002, 2002-2003, and 2003-2004. These students will graduate under TAC Chapter 74.

- 21 Minimum High School Program – TAC Chapter 74, revised June 2000; for students who entered grade 9 in 2001-02, 2002-03, and 2003-04 (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002. [26 Tex. Reg. 1837])

K12 Graduation Report (PATH09)

- 22 Recommended High School Program – TAC Chapter 74, revised June 2000; for students who entered grade 9 in 2001-02, 2002-03, and 2003-04 (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002. [26 Tex. Reg. 1837])
- 23 Distinguished Achievement Program – TAC Chapter 74, revised June 2000; for students who entered grade 9 in 2001-02, 2002-03, and 2003-04 (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002. [26 Tex. Reg. 1837])

The following codes will apply only to students entering grade 9 in 2004-2005, 2005-2006, 2006-2007. These students will graduate under TAC Chapter 74.

- 24 Minimum High School Program – TAC Chapter 74, revised November 2003; for students who entered grade 9 in 2004-05 and thereafter (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002.)
- 25 Recommended High School Program – TAC Chapter 74, revised November 2003; for students who entered grade 9 in 2004-05 and thereafter (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002.)
- 26 Distinguished Achievement Program – TAC Chapter 74, revised November 2003; for students who entered grade 9 in 2004-05 and thereafter (including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002.)

The following codes will apply only to students entering grade 9 in 2007-2008 and thereafter. These students will graduate under TAC Chapter 74.

- 27 Minimum High School Program – TAC Chapter 74, revised September 1, 2005; including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002.
- 28 Recommended High School Program – TAC Chapter 74, revised September 1, 2005; including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002.
- 29 Distinguished Achievement Program – TAC Chapter 74, revised September 1, 2005; including TAC §89.1070(b)(1) for students receiving special education services, revised August 1, 2002.

Use the following codes for reporting the 2002-2003 year:

K12 Graduation Report (PATH09)

The following code will apply only to students entering grade 9 in 1995-96 and before. These students will graduate under the old TAC § 75.151.

- 01 Regular Graduation Program – includes TAC §89.1070(b)(1) for students receiving special education services, revised March 6, 2001. [26 Tex. Reg. 1837] (for students who entered grade 9 in 1995-96 and before)

The following codes will apply only to students entering grade 9 in 1994-95, 1995-96, and 1996-97. These students will graduate under TAC Chapter 74.

- 09 Distinguished Achievement Program - TAC §74.1 (for students who entered grade 9 in 1994-95, 1995-96, and 1996-97)
- 10 Recommended High School Program - TAC §74.12 (for students who entered grade 9 in 1994-95, 1995-96, and 1996-97)
- 11 Minimum High School Program - TAC §74.11(d); includes TAC §89.1070(b)(1) for students receiving special education services, revised March 6, 2001. [26 Tex. Reg. 1837] (for students who entered grade 9 in 1994-95, 1995-96, and 1996-97)

The following codes will apply only to students entering grade 9 in 1997-98. These students will graduate under TAC Chapter 74.

- 12 Minimum High School Program - TAC §74.11(d); includes TAC §89.1070(b)(1) for students receiving special education services, revised March 6, 2001. [26 Tex. Reg. 1837] (for students who entered grade 9 in 1997-98)
- 14 Recommended High School Program - TAC §74.12 (for students who entered grade 9 in 1997-98)
- 16 Distinguished Achievement Program - TAC §74.13 (for students who entered grade 9 in 1997-98)

Item #7 Graduation/Award Date. Enter the month and year of graduation in MMYYYY format.

K12 Graduation Report (PATH09)

FILE LAYOUT FOR GRADUATION REPORT (PATH09)
K-12 INSTITUTIONS

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '9'.	1	1
Item #2	Campus Code – Numeric	2	9
Item #3	Year – YYYY – Numeric	11	4
Item #4	Social Security Number – Alphanumeric	15	9
Item #5	Alternative Student ID – Alphanumeric	24	9
Item #6	Graduation Type Code – Numeric	33	2
Item #7	Graduation/Award Date – MMYYYY – Numeric	35	6

K12 Graduation Report (PATH09)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '9'
2. Campus Code	N/A	First 6 digits not on header record and not on list of valid campus codes
3. Year	N/A	Does not match value on header record
4. Social Security Number	Alpha characters	Blank or special characters
5. Alternative Student ID	NA	Blank or special characters
6. Graduation Type Code	Values '01', '09', '10', '11', '12', '14', or '16'	Any value except '04' thru '07', '13', '15', or '17' thru '29'
7. Graduation/Award Date	Month and year prior to or after month and year in fiscal year	Blank or non-numerical; month greater than '12' or less than '01'

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

K12 Graduation Report (PATH09)

Sample Edit Report

THE TEXAS HIGHER EDUCATION COORDINATING BOARD
K12-PATH09 SUMMARY OF GRADUATION DATA FROM
LONE STAR HIGH SCHOOL 015905304

DATE: 06/08/08
ANNUAL 2008

GRADUATION TYPES

IEP and full-time employment
IEP w/ demonstrated mastery
IEP and access to services
IEP and age 22

Entering Grade 9 in 1998-99, 1999-00, 2000-01
Minimum HS Program
Recommended HS Program
Distinguished Achievement

Special education students
Minimum HS Program
Recommended HS Program 5
Distinguished Achievement

Entering Grade 9 in 2001-02, 2002-03, 2003-04
Minimum HS Program 10
Recommended HS Program 130
Distinguished Achievement 23

Entering Grade 9 in 2004-05, 2005-06, 2006-07
Minimum HS Program
Recommended HS Program
Distinguished Achievement

Entering Grade 9 in 2007-08 and after
Minimum HS Program
Recommended HS Program
Distinguished Achievement

TOTAL 168

STUDENT REPORT – PATH01 FOR COMMUNITY COLLEGES

Data previously reported as PATH01 can now be pulled from CBM001. Pathways submissions from institutions of higher education are no longer needed, beginning summer 2011. However, participating institutions may still be asked to submit historic data using these manuals (2003-2011).

For historic reporting, this report is an end of semester report. It should include all students enrolled at the reporting institution in courses (for which semester credit hours or quarter credit hours are awarded) that ended during a semester. All students enrolled in these classes after the 20th class day in the fall and spring semesters, or equivalent day for summer semester, should be reported.

CTC Student Report (PATH01)

INSTRUCTIONS FOR STUDENT REPORT
FOR COMMUNITY COLLEGES

- Item #1 Record Code. Always enter '1'.
- Item #2 Institutional Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Semester. Enter the semester that this report covers. If reporting a combined summer report use a code of '3'.
- 1 Fall 2 Spring 3 Summer I 4 Summer II
- Item #4 Year. Enter all four digits of the calendar year in which the semester occurs.
- Item #5 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to students without Social Security numbers.
- Item #6 Alternative Student ID. Enter the PEIMS Identification Number used by TEA. If not available, leave blank.
- Item #7 Last Name. Enter the student's last name, left-justified. Truncate if the name contains over 20 characters.
- Item #8 First Name. Enter the student's first name, left-justified. Truncate if the name contains over 10 characters.
- Item #9 Middle Name. Enter the student's middle name or initial, left-justified. Truncate if the name contains over 10 characters.
- Item #10 Date of Birth. Enter all four digits of the year and both digits of the month and day of birth of the student in the YYYYMMDD format.
- Item #11 Gender. Enter the gender of the student.
- M Male
F Female
- Item #12 Cumulative GPA. Enter the total institutional GPA using the 4-point system at the end of the reporting term, right justified, zero filled with 2 assumed decimals.
- Item #13 Term GPA. Enter the institutional GPA for the current reporting term's coursework using the 4-point system, right justified, zero filled with 2 assumed decimals.
- Item #14 Residency Location. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B.

CTC Student Report (PATH01)

- a. Enter the Texas county code for students who are Texas residents
- b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states
- c. Enter the foreign country code for foreign country citizens who are not Texas residents

Item #15 Transfer Student or First-Time-in-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. Enter 999999 for institutions not having a FICE code or designated identifying number. A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level. This does not include an institution's own graduates who re-enter for further education.

If the student has never attended college or other postsecondary institution, enter a '000001' to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

If not applicable, leave blank.

NOTE: The FICE codes in Item #15 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #16 Pell Flag. Enter if the student is receiving a Pell Grant.

- 0 No Pell Grant
- 1 Pell Grant

Item #17 Financial Aid Code. Enter the form of financial aid the student is receiving.

- 0 No Financial aid
- 1 Need-based Financial Aid
- 2 Merit-based Financial Aid
- 3 Both Need and Merit-based Financial Aid

Item #18 Classification. Enter the classification of the student using the following guidelines:

- 1 Freshman First year student, or less than 30 semester credit hours
- 2 Sophomore A second year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours

CTC Student Report (PATH01)

3	Unclassified	More than 72 semester hours; no associate degree or above earned
4	Associate Degree	Previously earned an associate degree
5	Baccalaureate or above	Previously earned a degree of baccalaureate or above
6	Third Year BAT	A student in the third year of a Bachelor of Applied Technology program
7	Fourth Year BAT	A student in the fourth year of a Bachelor of Applied Technology program

Item #19 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

- 1 White, Non-Hispanic
- 2 Black, Non-Hispanic
- 3 Hispanic
- 4 Asian or Pacific Islander
- 5 American Indian or Alaskan Native
- 6 International
- 7 Unknown or Not Reported

NOTES:

International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

- a) Even though foreign students are allowed to pay the “Resident Tuition” rate due to a tuition waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of tuition exemptions through TEC 54.207 (Good Neighbor Scholarship), report with the international code. If out-of-state students are allowed to pay the “Resident Tuition” rate due to this same tuition waiver, report the ethnicity of the student. (See Item #7, CBM001 Report.)
- b) Report the ethnicity of students classified as residents in TEC 54.052(a)(3) who are not U.S. citizens or permanent residents but are allowed to pay in-district or out-of-district resident tuition.
- c) Continue to report students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S. as international students.

Unknown or Not Reported. The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Item #20 Major Area of Concentration. Enter the 2000 CIP code (see Appendix C) of the

CTC Student Report (PATH01)

major area of concentration and the appropriate code in Item #21 for the Type of Major. All Technical majors, including Tech-Prep, must match the Coordinating Board approved programs in the Education and Training Clearinghouse Technical Programs Inventory for the institution (district). For an undeclared academic or technical major (non Tech-Prep), a value of '99999999' may be reported. A BAT major should be reported with a CB-approved CIP for your institution.

Item #21 Type of Major. Enter the code which represents the primary major:

- 1 Academic
- 2 Technical
- 3 Tech-Prep

NOTE: The Tech-Prep declared major definition requires that students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors.

A student in a BAT program is to be reported as an academic major.

Item #22 TSI Certified for Mathematics. Enter whether the student has met state TSI Standards in mathematics as of the beginning of the semester.

- 0 TSI Standards not met in mathematics
- 1 TSI Standards met in mathematics
- 2 Exempt

Item #23 TSI Certified for Reading. Enter whether the student has met state TSI Standards in reading as of the beginning of the semester.

- 0 TSI Standards not met in reading
- 1 TSI Standards met in reading
- 2 Exempt

Item #24 TSI Certified for Writing. Enter whether the student has met state TSI Standards in writing as of the beginning of the semester.

- 0 TSI Standards not met in writing
- 1 TSI Standards met in writing
- 2 Exempt

CTC Student Report (PATH01)

FILE LAYOUT FOR STUDENT REPORT (PATH01)
FOR COMMUNITY COLLEGES

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 1'	1	1
Item #2	Institutional Code – Numeric	2	6
Item #3	Semester – Numeric	8	1
Item #4	Year – YYYY – Numeric	9	4
Item #5	Student Identification Number – Alphanumeric	13	9
Item #6	Alternative Student ID – Alphanumeric or blank	22	9
Item #7	Last Name – Alpha	31	20
Item #8	First Name – Alpha	51	10
Item #9	Middle Name – Alpha	61	10
Item #10	Date of Birth – YYYYMMDD – Numeric	71	8
Item #11	Gender – Alpha	79	1
Item #12	Cumulative GPA – Numeric – Right-justified, zero filled, 2 assumed decimal places	80	3
Item #13	Term GPA – Numeric – Right-justified, zero filled, 2 assumed decimal places	83	3
Item #14	Residency Location – Numeric	86	3
Item #15	Transfer Student/First-Time-In-College – Numeric or blank	89	6
Item #16	Pell Flag – Numeric	95	1
Item #17	Financial Aid Code – Numeric	96	1
Item #18	Classification – Numeric	97	1
Item #19	Ethnic Origin – Numeric	98	1
Item #20	Major Area of Concentration – Numeric	99	8
Item #21	Type of Major – Numeric	107	1
Item #22	TSI Certified for Mathematics – Numeric	108	1
Item #23	TSI Certified for Reading – Numeric	109	1
Item #24	TSI Certified for Writing – Numeric	110	1

CTC Student Report (PATH01)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institutional Code	N/A	Does not match value in header record and not on list of valid FICE codes
3. Semester	N/A	Does not match header record
4. Year	N/A	Does not match header record
5. Student ID Number	Alpha characters	Blank or special characters
6. Alternative Student ID	N/A	Special characters
7. Last Name	N/A	Blank or numerical
8. First Name	N/A	Blank or numerical
9. Middle Name	N/A	N/A
10. Date of Birth	Age less than 13 or more than 75	Any non-numerical data; month less than '01' or greater than '12'
11. Gender	N/A	Any value except 'M' or 'F'
12. Cumulative GPA	N/A	Non-numeric
13. Term GPA	N/A	Non-numeric
14. Residency Location	N/A	Any value except '001' thru '254', '310' thru '369' or '402' thru '799'; not on residence file
15. Transfer Student/First-Time-in-College	Zero students coded '000001' in spring or summer	Non-numerical characters except all blanks; zero students coded '000001' in fall

CTC Student Report (PATH01)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
16. Pell Flag	N/A	Any value except '0' or '1'
17. Financial Aid Code	N/A	Any value except '0', '1', '2', or '3'
18. Classification	N/A	Any value except '1' thru '5' or '6' and '7' when FICE = 007857, 009797, or 031034
19. Ethnic Origin	N/A	Value other than '1' thru '7'
20. Major	N/A	Non-numeric or invalid CIP code; BAT major not equal to approved CIP
21. Type of Major	N/A	Value except '1', '2', or '3'
22. TSI Certified-Mathematics	N/A	Value except '0', '1', or '2'
23. TSI Certified-Reading	N/A	Value except '0', '1', or '2'
24. TSI Certified-Writing	N/A	Value except '0', '1', or '2'

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

CTC Student Report (PATH01)

Sample Edit Report

TEXAS HIGHER EDUCATION COORDINATING BOARD
CTC-PATH01 Data From
TEXAS COMMUNITY COLLEGE

Page 1
RunDate: 06/08/08 Time: 18:35:31
111111 Annual 2008

Age

Under 17	9
17	75
18	606
19-21	2,361
22-24	1,288
25-30	962
31-35	417
36-50	569
51-64	50
65 and Older	4
Unreported (not in avg)	0
Average Age	24.3
Total	6,341

Gender

Male	2,570
Female	3,771
Total	6,341

Residence

Texas Counties	6,298
Other States	8
Foreign Countries	35
Total	6,341

First-Time Students

First-Time-In-College	557
First-Time Transfer	263
Total	820

Pell Grant

No Pell Grant	4,283
Pell Grant	2,058
Total	6,341

Financial Aid

No Financial Aid	3,989
Need-Based	2,067
Merit-Based	42
Need & Merit-Based	243
Total	6,341

Classification

Freshman	3,358
Sophomore	1,755
Unclassified	799
Associate	321
Bacc or above	108
BAT Third Year	0
BAT Fourth Year	0
Total	6,341

CTC Student Report (PATH01)

Ethnic Origin	
White, Non-Hispanic	504
Black, Non-Hispanic	5
Hispanic	5,636
Asian/Pacific Islander	27
American Indian/Alaskan Native	7
International	162
Unknown or Not Reported	0
Total	6,341
Majors	
Academic Declared Majors	3,273
Academic Undeclared	1,715
Tech Declared Majors	1,192
Tech Undeclared	161
Tech Prep Declared Major	0
Total	6,341
TSI Certified-Math	
TSI Standards Not Met	2,294
TSI Standards Met	4,047
Exempt	45
Total	6,341
TSI Certified-Reading	
TSI Standards Not Met	1,663
TSI Standards Met	4,678
Exempt	45
Total	6,341
TSI Certified-Writing	
TSI Standards Not Met	2,018
TSI Standards Met	4,323
Exempt	48
Total	6,341

CTC Student Report (PATH01)

SUMMARY OF STUDENT DATA METHODOLOGY

1. TOTAL HEADCOUNT – Total headcount is a summation of all PATH01 records.
2. AGE – Each student’s age, for the purpose of the summary report, is calculated by comparing each student’s date of birth to the beginning date of the semester. For this purpose, the beginning date of each semester is:
Fall - September 1; Spring - January 1; Summer - June 1
3. GENDER – The gender summary is determined by the gender code in Item #11.
4. RESIDENCE – The residence is summarized according to the residence codes in Item #14.
5. FIRST-TIME STUDENTS – This item is summarized using the transfer codes and the first-time-entering code of 000001 in Item #15.
6. PELL GRANT – This item summarizes Item #16.
7. FINANCIAL AID – This item summarizes Item #17.
8. CLASSIFICATION – The classification codes in Item #18 are used for this summary.
9. ETHNIC ORIGIN – The ethnic codes in Item #19 are used.
10. MAJORS – Item #21 Summarizes the “Declared Majors” as follows:
Academic Declared Majors – Type major equal ‘1’
Academic Undeclared – ‘24999999’ or ‘99999999’; type major equal ‘1’
Technical Declared Majors – Type major equal ‘2’
Technical Undeclared – value of ‘99999999’; type major equal ‘2’
Tech-Prep Declared Majors – Type major equal ‘3’
11. TSI CERTIFIED
Math is summarized using Item #22.
Reading is summarized using Item #23.
Writing is summarized using Item #24.

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values.

CLASS REPORT – PATH06 FOR COMMUNITY COLLEGES

Data previously reported as PATH06 can now be pulled from CBM00S. Pathways submissions from institutions of higher education are no longer needed, beginning summer 2011. However, participating institutions may still be asked to submit historic data using these manuals (2003-2011).

For historic reporting, this report contains enrollment data for all classes in Coordinating Board-approved (academic and technical) courses for which semester credit hours or quarter credit hours are awarded, and includes those students who were enrolled in the course on the 20th class day or equivalent day in the summer sessions. Students who audit courses are not included, but students who dropped or withdrew from courses are included. This report will contain enrollments for the fall, spring, and summer semesters and will be reported to the Coordinating Board annually.

Instructional Telecommunications

- (a) “Distance Learning” refers to instruction delivered by any means to any single or multiple location(s) (1) other than the “main campus” of a senior institution (or “on campus”), where the primary office of the chief executive officer of the campus is located; (2) outside the boundaries of the taxing authority of a community/junior college district; or (3) via instructional telecommunications to any other distance location.
- (b) The term “Instructional Telecommunications” (IT) refers to distance instruction delivered primarily by telecommunication technology. Delivery systems may include, but are not limited to, one or more of the following: internet, interactive video, open-channel television, cable television, closed-circuit television, low-power television, communication and/or direct broadcast satellite, satellite master antenna system, microwave, video tape, video disc, computer software, computer networks, and telephone lines.

CTC Class Report (PATH06)

INSTRUCTIONS FOR CLASS REPORT (PATH06)
FOR COMMUNITY COLLEGES

- Item #1 Record Code. Always enter '6'.
- Item #2 Institutional Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Semester. Enter the semester that this report covers. If reporting a combined summer report, use a code of '3'.
- 1 Fall 2 Spring 3 Summer I 4 Summer II
- Item #4 Year. Enter all four digits of the calendar year in which the semester occurs.
- Item #5 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to students without Social Security numbers.
- Item #6 Alternative Student ID. Enter the PEIMS Identification Number used by TEA. If not available, leave blank.

Class Identification. The subject prefix, course number, and section number uniquely identify each class taught. All courses (as identified by the subject prefix, course number, and course approval code) must appear as "active" in one of the inventory files of Coordinating Board-approved courses maintained by the Academic Affairs and Research Division.

- Item #7 Subject Prefix. Enter the subject abbreviation of the course as established by the institution.
- Item #8 Course Number. Enter the course identification number as used by the institution.
- Item #9 Section Number. Enter the section number assigned to the class.
- Item #10 Semester Credit Hour Value. Enter the semester credit hour value for this section. If no credit is given, e.g., non-credit laboratory section, enter '00'. Only whole numbers, no fractions, can be accepted. Right justify with leading zeros.
- Item #11 Contact Hours. Enter the number of contact hours for which the course is actually scheduled. The contact hours reported on the PATH06 cannot be greater than the contact hours approved on the course inventory. Only whole numbers can be accepted. Right justify with leading zeros.
- Item #12 Approval Number. Enter the ten-digit approval number assigned to academic courses or the six-digit CIP code for the technical program area (left-justified with trailing zeros). For technical courses, the Coordinating Board will insert zeros in positions 7 and 8. For both academic and technical courses the Coordinating Board will insert the associated funding code in positions 9 and 10 of the CIP code during the edit process.

CTC Class Report (PATH06)

Item #13 Developmental Course. Indicate if the course is a developmental course.

- 0 Not a Developmental Course
- 1 Math Developmental Course
- 2 Reading Developmental Course
- 3 Writing Developmental Course

Item #14 Dual Credit. Indicate if this is a dual credit course for which the student receives credit at a high school and your institution. Also indicate where the course is taken.

- 0 Course is not taken as dual credit
- 1 Course is taken as dual credit on a secondary school campus
- 2 Course is taken as dual credit on a college campus

Item #15 Course Type. Enter the code of the type of course for this section.

- 1 General Academic
- 2 Local Need
- 4 Technical (in Workforce Education Course Manual)
- 7 Third and Fourth Year Bachelor of Applied Technology Programs

Item #16 Type of Instruction. Enter the code of primary type(s) of instruction used in this section. If multiple types of instruction are used, e.g., section entails lecture and clinical, see CBM004 Notes on multiple entries.

- 1 Lecture
- 2 Laboratory
- 3 Clinical
- 4 Electronic (Optional)
- 5 Co-op
- 6 Internship
- 7 Practicum

NOTE: Courses that were formerly called “Instructional Telecommunications” (code 4) are now called “Electronic” and should be coded according to their type of instruction rather than the mode of instruction which will now be identified in Item #18. However, if you consider the “Electronic” medium a type of instruction, you may use the optional code ‘4’ in Item #16 and you must identify the course mode in Item #18. For example, a two-way interactive video class that is a lecture should be coded a ‘1’ in Item #16 and a ‘4’ in Item #18. Lecture and laboratory instruction can be combined and reported in the same record.

Item #17 Course Grade. Report the code for the grade based on a 4-point scale.

- 1 A
- 2 B
- 3 C
- 4 D
- 5 Fail (No Credit)
- 6 E for Effort or In Progress (No Credit)

CTC Class Report (PATH06)

- 7 Incomplete
- 8 W (Withdrawn)
- 9 Credit/Passed

Item #18 Course Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

- 1 Face-to-Face – The instructor and the students are in the same physical location at the same time
- 2 Internet
- 3 Video Tape/DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)

Item #19 Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', or 'A' should be reported even if they are taught in-district.

- 1 In-District
- 2 Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, will be coded a '2'.

- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution – Courses taught in a correctional institution in Texas by a public institution of higher education.
- 6 Inter-institutional – Course taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition in the introductory section of the CBM004. The assigned FICE code of the institution must also be included in Item #21.
- 7 Military Bases – Courses taught on a military base.
- 8 Primary or Secondary School – Courses taught on the campus of a public or private primary or secondary school out of the institution's taxing district.
- 9 Individual Instructional – Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in "individual instruction classes" which are located out of district. See definition in the introductory section.
- A Auxiliary Location – Courses approved to be taught at one of the multi-institution teaching center or system centers. See the discussion about multi-institution teaching centers in the introductory section of the CBM004. The assigned FICE code of the center must also be included in Item #21.
- B Business, Government, or Other Work Location – Courses taught at such entities out of the institution's taxing district.

CTC Class Report (PATH06)

- Item #20 Zip Code Where Classes Taught. Enter the zip code of the specific site for all classes taught at the locations identified by codes '2', '5', '7', '8', and 'B' in Item #19. For locations identified by codes '3' and '4' in Item #19, enter the three-digit state or foreign country code (see Appendix B) right-justified with two leading zeros. Leave this item blank for location codes '1', '6', '9', and 'A' in Item #19. Classes taught at an out-of-district branch campus, recognized by the Coordinating Board as such, must also be identified separately with a specific zip code.
- Item #21 Inter-institutional FICE. Enter the six-digit FICE code that identifies the provider institution of the faculty of record if Item #19 is coded a '6' (see Appendix A). If the course is taught at a multi-institution teaching center or system center identified in Item #19 with a code 'A', enter the assigned FICE of the MITC.
- Item #22 Flexible Entry. Enter a '1' if the course is a Flexible Entry class that is being reported for this semester. Include courses that were formed after the 20th census date. Leave blank if not.

CTC Class Report (PATH06)

FILE LAYOUT FOR CLASS REPORT (PATH06)
FOR COMMUNITY COLLEGES

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '6'	1	1
Item #2	Institutional Code – FICE Code – Numeric	2	6
Item #3	Semester – Numeric	8	1
Item #4	Year - YYYY – Numeric	9	4
Item #5	Student Identification Number – Alphanumeric	13	9
Item #6	Alternative Student ID – Alphanumeric or blank	22	9
Item #7	Subject Prefix – Alpha	31	7
Item #8	Course Number – Alphanumeric	38	7
Item #9	Section Number – Alphanumeric	45	5
Item #10	Semester Hour Value – Numeric – Right-justified, leading zeros	50	2
Item #11	Contact Hours – Numeric – Right-justified, leading zeros	52	4
Item #12	Approval Number – Numeric	56	10
Item #13	Developmental Course – Numeric	66	1
Item #14	Dual Credit – Numeric	67	1
Item #15	Course Type – Numeric	68	1
Item #16	Type of Instruction – Numeric	69	1
Item #17	Course Grade – Numeric	70	1
Item #18	Course Mode – Numeric	71	1
Item #19	Location Code – Alphanumeric	72	1
Item #20	Zip Code Where Class Taught – Alphanumeric or blank	73	5
Item #21	Inter-institutional FICE – Numeric or blank	78	6
Item #22	Flexible Entry – Numeric or blank	84	1

CTC Class Report (PATH06)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '6'
2. Institution Code	N/A	Does not match value in header record and not on list of valid FICE codes
3. Semester	N/A	Does not match header record
4. Year	N/A	Does not match header record
5. Student ID Number	Alpha characters	Blank or special characters
6. Alternative Student ID		Special characters
7. Subject Prefix	N/A	Blank or not on inventory
8. Course Number	N/A	Blank or not on inventory
9. Section Number	N/A	Blank
10. SCH Value	Less than '01'; greater than '15'; '00' if Item #16 not = '2'	Non-numerical
11. Contact Hours	Less than '0008', greater than '0640'; CH less than minimum	Any non-numerical value; CH greater than maximum
12. Approval Number	N/A	Blank or not numeric; not on inventory
13. Developmental Course	N/A	Any value except '0', '1', '2', or '3'
14. Dual Credit	N/A	Any value except '0', '1', or '2'
15. Course Type	N/A	Any value except '1', '2', '4', or '7'
16. Type Instruction	N/A	Any value except '1' thru '7'

CTC Class Report (PATH06)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
17. Course Grade	N/A	Any value except '1' thru '9'
18. Course Mode	N/A	Any value except '1' thru '5'
19. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
20. Zip Code Where Class Taught	N/A	Non-numeric or not on zip code file if Item #19 coded '2', '5', '7', '8', or 'B'; invalid state or foreign country code if Item #19 coded '3' or '4'; not blank if Item #19 is coded '1', '6', '9', or 'A'
21. Inter-institutional FICE	N/A	Not on list of valid FICE codes
22. Flexible Entry	N/A	Not '1' or blank

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

STUDENT REPORT – PATH01 FOR UNIVERSITIES

Data previously reported as PATH01 can now be pulled from CBM001. Pathways submissions from institutions of higher education are no longer needed, beginning summer 2011. However, participating institutions may still be asked to submit historic data using these manuals (2003-2011).

For historic reporting, this report will reflect the official enrollment as of the 20th class day during fall and spring semesters and equivalent dates during summer semesters or for flexible entry classes in Coordinating Board approved courses.

This report will include all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (including instructional telecommunications). The reports will contain enrollments for the fall, spring and summer semesters and will be reported to the Coordinating Board annually.

Univ Student Report (PATH01)

INSTRUCTIONS FOR STUDENT REPORT
FOR UNIVERSITIES

- Item #1 Record Code. Always enter '1'.
- Item #2 Institutional Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Semester. Enter the semester that this report covers.
1 Fall 2 Spring 3 Summer
- Item #4 Year. Enter the four-digits of the calendar year in which the semester occurs.
- Item #5 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to students without Social Security numbers.
- Item #6 Alternative Student ID. Enter the PEIMS Identification Number used by TEA. If not available, leave blank.
- Item #7 Last Name. Enter student's last name, left-justified. Truncate if the name contains over 20 characters.
- Item #8 First Name. Enter student's first name, left-justified. Truncate if the name contains over 10 characters.
- Item #9 Middle Name. Enter student's middle name or initial, left-justified. Truncate if the name contains over 10 characters.
- Item #10 Date of Birth. Enter all four digits of the year and both digits of the month and day of birth of the student in the YYYYMMDD format.
- Item #11 Gender. Enter the gender of the student.
M Male
F Female
- Item #12 Cumulative GPA. Enter the total institutional GPA using the 4-point system at the end of the reporting term, right-justified, zero filled with 2 assumed decimal places.
- Item #13 Term GPA. Enter the institutional GPA for the current reporting term's coursework using the 4-point system, right-justified, zero filled with 2 assumed decimal places.
- Item #14 Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B.
a. Enter the Texas county code for students who are Texas residents

Univ Student Report (PATH01)

- b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states
- c. Enter the foreign country code for foreign country citizens who are not Texas residents

Item #15 Transfer Student or First-Time-in-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. Enter 999999 for institutions not having a FICE code or designated identifying number. A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to undergraduate or graduate to graduate; not undergraduate to graduate.) This does not include an institution's own graduates who re-enter for further education.

If the student has never attended college or other postsecondary institution, enter a '000001' to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

If not applicable, leave blank.

NOTE: The FICE codes in Item #15 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #16 Pell Flag. Enter if the student is receiving a Pell Grant.

- 0 No Pell Grant
- 1 Pell Grant

Item #17 Financial Aid Code. Enter the form of financial aid the student is receiving.

- 0 No Financial aid
- 1 Need-based Financial Aid
- 2 Merit-based Financial Aid
- 3 Both Need and Merit-based Financial Aid

Item #18 Classification. Enter the classification of the student.

- | | | | |
|---|-----------|---|--------------------|
| 1 | Freshman | 5 | Post-Baccalaureate |
| 2 | Sophomore | 6 | Master's |
| 3 | Junior | 7 | Doctoral |
| 4 | Senior | 8 | Professional |

Use the following guidelines to classify students:

- | | | |
|---|-----------|---|
| 1 | Freshman | Institutions will use their guidelines for categories 1 – 4 |
| 2 | Sophomore | |

Univ Student Report (PATH01)

- 3 Junior
- 4 Senior
- 5 Post-Baccalaureate - a student possessing a baccalaureate degree but who has not been admitted to a graduate program
- 6 Master's Level - a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution
- 7 Doctoral Level - a student admitted to an approved doctoral degree program at the institution. Such students are those who a) have been officially admitted to a doctoral program, and b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree
- 8 Special-Professional - a student admitted to an approved special-professional program at the institution

Item #19 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

- 1 White, Non-Hispanic
- 2 Black, Non-Hispanic
- 3 Hispanic
- 4 Asian or Pacific Islander
- 5 American Indian or Alaskan Native
- 6 International
- 7 Unknown or Not Reported

NOTES:

International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

- a) Even though foreign students are allowed to pay the "Resident Tuition" rate due to a tuition waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of tuition exemptions through TEC 54.207 (Good Neighbor Scholarship), report with the international code. If out-of-state students are allowed to pay the "Resident Tuition" rate due to this same tuition waiver, report the ethnicity of the student. (See Item #7, CBM001 Report.)
- b) Report the ethnicity of students classified as residents in TEC 54.052(a)(3) who are not U.S. citizens or permanent residents but are allowed to pay resident tuition.
- c) Continue to report students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S. as international students.

Unknown or Not Reported. The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Univ Student Report (PATH01)

Item #20 Major Area of Concentration. Enter the 2000 CIP code (Appendix C) of the major area of concentration. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '99999999'.

Item #21 TSI Certified for Mathematics. Enter whether the student has met state TSI Standards in mathematics as of the beginning of the semester.

- 0 TSI Standards not met in mathematics
- 1 TSI Standards met in mathematics
- 2 Exempt

Item #22 TSI Certified for Reading. Enter whether the student has met state TSI Standards in reading as of the beginning of the semester.

- 0 TSI Standards not met in reading
- 1 TSI Standards met in reading
- 2 Exempt

Item #23 TSI Certified for Writing. Enter whether the student has met state TSI Standards in writing as of the beginning of the semester.

- 0 TSI Standards not met in writing
- 1 TSI Standards met in writing
- 2 Exempt

Univ Student Report (PATH01)

FILE LAYOUT FOR STUDENT REPORT (PATH01)
FOR UNIVERSITIES

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 1'	1	1
Item #2	Institutional Code – Numeric	2	6
Item #3	Semester – Numeric	8	1
Item #4	Year – YYYY – Numeric	9	4
Item #5	Student Identification Number – Alphanumeric	13	9
Item #6	Alternative Student ID – Alphanumeric or blank	22	9
Item #7	Last Name – Alpha	31	20
Item #8	First Name – Alpha	51	10
Item #9	Middle Name – Alpha	61	10
Item #10	Date of Birth - YYYYMMDD – Numeric	71	8
Item #11	Gender – Alpha	79	1
Item #12	Cumulative GPA – Numeric – Right-justified, zero filled, 2 assumed decimal places	80	3
Item #13	Term GPA – Numeric – Right-justified, zero filled, 2 assumed decimal places	83	3
Item #14	Residence – Numeric	86	3
Item #15	Transfer Student/First-Time-In-College – Numeric or blank	89	6
Item #16	Pell Flag – Numeric	95	1
Item #17	Financial Aid Code – Numeric	96	1
Item #18	Classification – Numeric	97	1
Item #19	Ethnic Origin – Numeric	98	1
Item #20	Major Area of Concentration – Numeric	99	8
Item #21	TSI Certified for Mathematics – Numeric	107	1
Item #22	TSI Certified for Reading – Numeric	108	1
Item #23	TSI Certified for Writing – Numeric	109	1

Univ Student Report (PATH01)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institutional Code	N/A	Does not match value in header record and not on list of valid FICE codes
3. Semester	N/A	Does not match header record
4. Year	N/A	Does not match header record
5. Student ID Number	Alpha characters	Blank or special characters
6. Alternative Student ID	N/A	Special characters
7. Last Name	N/A	Blank or numerical
8. First Name	N/A	Blank or numerical
9. Middle Name	N/A	N/A
10. Date of Birth	Age less than 13 or more than 75	Any non-numerical data; month less than '01' or greater than '12'
11. Gender	N/A	Any value except 'M' or 'F'
12. Cumulative GPA	N/A	Non-numeric
13. Term GPA	N/A	Non-numeric
14. Residence	N/A	Any value except '001' thru '254', '310' thru '369' or '402' thru '799'; must be on residence file
15. Transfer Student/First-Time-in-College	Zero students coded '000001' in spring or summer	Non-numerical characters except all blanks; zero students coded '000001' in fall

Univ Student Report (PATH01)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
16. Pell Flag	N/A	Any value except '0' or '1'
17. Financial Aid Code	N/A	Any value except '0', '1', '2', or '3'
18. Classification	N/A	Any value except '1' thru '8'
19. Ethnic Origin	N/A	Value except '1' thru '7'
20. Major	N/A	Non-numeric or invalid CIP code
21. TSI Certified-Mathematics	N/A	Value except '0', '1', or '2'
22. TSI Certified-Reading	N/A	Value except '0', '1', or '2'
23. TSI Certified-Writing	N/A	Value except '0', '1', or '2'

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

Univ Student Report (PATH01)

Sample Edit Report

TEXAS HIGHER EDUCATION COORDINATING BOARD
SR-PATH01 Data From
LONE STAR UNIVERSITY

Page 1
RunDate: 06/08/08 Time: 18:35:31
111111 Annual 2008

Age

Under 17	9
17	75
18	606
19-21	2,361
22-24	1,288
25-30	962
31-35	417
36-50	569
51-64	50
65 and Older	4
Unreported (not in avg)	0
Average Age	24.3
Total	6,341

Gender

Male	2,570
Female	3,771
Total	6,341

Residence

Texas Counties	6,298
Other States	8
Foreign Countries	35
Total	6,341

First-Time Students

First-Time-In-College	557
First-Time Transfer	263
Total	820

Pell Grant

No Pell Grant	4,283
Pell Grant	2,058
Total	6,341

Financial Aid

No Financial Aid	4,067
Need-Based	2,001
Merit-Based	216
Need & Merit-Based	57
Total	6,341

Classification

Freshman	3,358
Sophomore	1,755
Junior	799
Senior	321
Post-Baccalaureate	108
Master's	0
Doctoral	0
Professional	0
Total	6,341

Univ Student Report (PATH01)

Ethnic Origin	
White, Non-Hispanic	504
Black, Non-Hispanic	5
Hispanic	5,636
Asian/Pacific Islander	27
American Indian/Alaskan Native	7
International	162
Unknown or Not Reported	0
Total	6,341
TSI Certified-Math	
TSI Standards Not Met	2,294
TSI Standards Met	4,047
Exempt	45
Total	6,341
TSI Certified-Reading	
TSI Standards Not Met	1,663
TSI Standards Met	4,678
Exempt	45
Total	6,341
TSI Certified-Writing	
TSI Standards Not Met	2,018
TSI Standards Met	4,323
Exempt	48
Total	6,341

Univ Student Report (PATH01)

SUMMARY OF STUDENT DATA METHODOLOGY

1. TOTAL HEADCOUNT – Total headcount is a summation of all PATH01 records.
2. AGE – Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the semester. For this purpose, the beginning date of each semester is:
Fall – September 1; Spring – January 1; Summer – June 1
3. GENDER – The gender summary is determined by the gender code in Item #11.
4. RESIDENCE – The residence is summarized according to the residence codes in Item #14.
5. FIRST-TIME STUDENTS – This item is summarized using the transfer codes and the first-time-entering code of 000001 in Item #15.
6. PELL GRANT – This item summarizes Item #16.
7. FINANCIAL AID – This item summarizes Item #17.
8. CLASSIFICATION – The classification codes in Item #18 are used for this summary.
9. ETHNIC ORIGIN – The ethnic codes in Item #19 are used.
10. TSI CERTIFIED
Math is summarized using Item #21.
Reading is summarized using Item #22.
Writing is summarized using Item #23.

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values.

CLASS REPORT (PATH06) FOR UNIVERSITIES

Data previously reported as PATH06 can now be pulled from CBM00S. Pathways submissions from institutions of higher education are no longer needed, beginning summer 2011. However, participating institutions may still be asked to submit historic data using these manuals (2003-2011).

For historic reporting, this report will reflect the official enrollment (those who have not withdrawn or dropped) as of the final day for each semester in Coordinating Board approved courses. This report will contain enrollments for the fall, spring, and summer semesters and will be reported to the Coordinating Board annually.

Distance Education and Off-Campus Instruction

Chapter 4, Subchapter E of the CB Rules and Regulations, provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs. CB Rule 5, Subchapter D describes operations of off-campus educational units. Courses offered at the teaching center MUST be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

MITC or University System Center:

000844	Alamo University Center
000842	Collin Higher Education Center
000811	East Williamson County Multi-Institution Teaching Center
000820	Lone Star College – University Center
000802	Round Rock Higher Education Center
000840	The University of Texas at Arlington Fort Worth Center
000818	Universities Center at Dallas
000800	University of Houston System at Sugar Land
000826	University of Houston System Center at Cinco Ranch

Other specific sites:

000804	Prairie View A&M University College of Nursing, Houston Center
000806	Sul Ross State University - Rio Grande Campus at Del Rio
000808	Sul Ross State University - Rio Grande Campus at Eagle Pass
000812	Texas A&M University-Commerce Metroplex Center, Mesquite
000830	Texas Tech University Abilene Engineering Center
000832	Texas Tech University Amarillo Engineering Center
000838	Texas Tech University Center at Junction
000833	Texas Tech University Higher Education Teaching Site at El Paso
000834	Texas Tech University Higher Education Teaching Site at Fredericksburg
000836	Texas Tech University Higher Education Teaching Site at Highland Lakes
000816	Texas Woman's University, College of Nursing, Dallas Educational Activities
000814	Texas Woman's University, College of Nursing, Houston Center
000822	The University of Texas at San Antonio, Downtown

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3	Practicum	9	Dissertation
4	Seminar	0	Individualized
5	Independent Study		

Organized classes include types of instruction referred to in codes '1', '2', and '4'.

Individual Instruction Classes include the modes of instruction referred to in codes '3', '5', '6', '8', '9', and '0'. Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other private instruction. Practicum (3) refers to student teaching, internships, work-study, cooperative education, and similar activities. Individualized (0) includes asynchronous Internet, videotape, audio-tutorial, and similar types of individualized instruction.

Item #13 Course Grade. Report the code for the grade based on a 4-point scale.

- 1 A
- 2 B
- 3 C
- 4 D
- 5 Fail (No Credit)
- 7 Incomplete
- 8 W (Withdrawn)
- 9 Credit/Passed

Item #14 Course Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

- 1 Face-to-Face – The instructor and the students are in the same physical location at the same time
- 2 Internet
- 3 Video Tape/DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)

Item #15 Course Location. This is the physical location where the course is taught.

- 0 On-Campus
- 1 Off-Campus (regular); other locations not listed below
- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution – Courses taught in a correctional institution in Texas by a public institution of higher education
- 6 Institution of Higher Education – Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the introductory section)

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- 7 Military Bases – Courses taught on a military base
- 8 Primary or Secondary School – Courses taught on the campus of a public or private primary or secondary school
- 9 Individual Instructional – Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in “individual instruction classes” which are located off-campus. See definition in the introductory section.
- B Business, Government, or Other Work Location – Courses taught at such entities

Item #16 Other Higher Education Site. Enter the FICE code of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #15 is coded a ‘6’. If this record is to identify students taught by an inter-institutional partner, enter the FICE code of the institution that provides the faculty. If Item #15 is not coded ‘6’, leave this Item blank. The special location FICE codes are listed in the MITC discussion in the introductory section.

Item #17 Off-Campus Location/Electronic Telecommunications Site. Enter the zip code, state, or foreign country code applicable to Item #15, except for classes where Item #15 is coded ‘6’ or ‘9’.

- 1 Enter ZIP code of city or town
- 3 Enter state code from Appendix B, right-justified, with two leading zeros
- 4 Enter foreign country code from Appendix B, right-justified, with two leading zeros
- 5 Enter ZIP code of correctional institution
- 6 Leave blank
- 7 Enter ZIP code of military base
- 8 Enter ZIP code of primary or secondary school
- 9 Leave blank
- B Enter the ZIP code of the business, government, or other work entity

Item #18 Dual Credit. Indicate if the student receives both credit at a high school and your institution.

- 0 Course is not taken as dual credit
- 1 Course is taken as dual credit

Item #19 Composite Classes. Enter a unique two-digit, alphabetic code to identify each cross-listed class. Use composite classes or multiple class records for reporting all sections where teaching responsibility is distributed among two or more persons. Leave blank if inapplicable.

Item #20 Flexible Entry. Enter a ‘1’ if the course is a Flexible Entry (FE) class that is being reported for this semester. Include only courses that cross semesters. Leave blank if not.

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FILE LAYOUT FOR CLASS REPORT (PATH06)
FOR UNIVERSITIES

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '6'	1	1
Item #2	Institutional Code – Numeric	2	6
Item #3	Semester – Numeric	8	1
Item #4	Year – YYYY – Numeric	9	4
Item #5	Student Identification Number – Alphanumeric	13	9
Item #6	Alternative Student ID – Alphanumeric or blank	22	9
Item #7	Subject Prefix – Alpha	31	7
Item #8	Course Number – Alphanumeric	38	7
Item #9	Section Number – Alphanumeric	45	5
Item #10	Semester Hour Value – Numeric – Leading zeros	50	2
Item #11	Developmental Course – Numeric	52	1
Item #12	Type of Instruction – Numeric	53	1
Item #13	Course Grade – Numeric	54	1
Item #14	Course Mode – Numeric	55	1
Item #15	Course Location – Alphanumeric	56	1
Item #16	Other Higher Education Site – Numeric or blank	57	6
Item #17	Off-Campus Location/Electronic Telecommunications Site – Alphanumeric or blank	63	5
Item #18	Dual Credit – Numeric	68	1
Item #19	Composite Classes – Alpha or blank	69	2
Item #20	Flexible Entry – Numeric or blank	71	1

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QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '6'
2. Institution Code	N/A	Does not match value in header record and not on list of valid FICE codes
3. Semester	N/A	Does not match header record
4. Year	N/A	Does not match header record
5. Student ID Number	Alpha characters	Blank or special characters
6. Alternative Student ID	N/A	Special characters
7. Subject Prefix	N/A	Blank or not on inventory
8. Course Number	N/A	Blank or not on inventory
9. Section Number	N/A	Blank
10. SCH Value	Less than '01'; greater than '15'; '00' if Item #12 not = '2'	Non-numerical
11. Developmental Course	N/A	Value except '0', '1', '2', or '3'
12. Type of Instruction	N/A	Any value except '0' thru '6', '8', or '9'
13. Course Grade	N/A	Value except '1' thru '5' or '7' thru '9'
14. Course Mode	N/A	Any value except '1' thru '5'
15. Course Location	N/A	Any value except '0', '1', '3' thru '9', or 'B'
16. Other Higher Ed Site	N/A	FICE not on institution file if Item #15 is coded '6'

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
17. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value; invalid zip code if Item #15 is coded as '1', '5', '7', '8', or 'B'; invalid state or foreign country code if Item #15 is coded '3' or '4'; not blank if Item #15 is coded '0', '6', or '9'
18. Dual Credit	N/A	Value except '0' or '1'
19. Composite Classes	N/A	N/A
20. Flexible Entry	N/A	Not '1' or blank

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

