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**MEMORANDUM 30-2019-07**

**TO:** Florida College System Reports Coordinators  
**FROM:** Juan Mestre  
**DATE:** October 24, 2018  
**SUBJECT:** Graduation Rate Survey– Two Year Institution Exclusions for the 2018-2019 Reporting Year  
**DUE DATE:** **November 16, 2018**

This memorandum is requesting exclusions data for the *2018-2019 Graduation Rate Survey (GRS)*. This survey includes a three year look at completions and graduation rates. In preparation, colleges provide a file containing deceased students from the Fall 2015-16 cohort. The format and instructions for the deceased exclusions file are attached.

Please return the deceased exclusions file with the student identification number of the deceased students using the filename CCxx.STU.EXCLUDE2.T2B2016.PROD.txt (where xx is the institution number). If your college has no deceased students in the cohort, only submit the certification form and indicate “No” on the form. File processing will only occur in the server environment.

The deceased exclusions file data submission is due Friday, November 16, 2018. Certification forms are available on the [CCTCMIS website](#) and should be submitted through TIBCO® using the specified certification file name listed within the form by Monday, November 19, 2018.

If you have any questions, please email the appropriate staff below:

Data Processing Manager: [Kimberly Pippin](#)  
Personnel Database: [Linda Wheatcraft-Smith](#)

JM/lws

cc: Florida College Executive Assistant to the President  
Florida College Chief Information Officer

**Florida College System**  
**IPEDS 2018-19 Two Year Institution Graduation Rate Survey**  
**Exclusions for Deceased Instructions**

**Due: November 16, 2018**

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Read the instructions below and email any questions to [Linda.Wheatcraft-Smith@fldoe.org](mailto:Linda.Wheatcraft-Smith@fldoe.org) and [Kimberly.Pippin@fldoe.org](mailto:Kimberly.Pippin@fldoe.org).

**Two Year Cohort**

The Fall 2015-16 cohort file, CCxx.STU.EF2IPFIL.T2B2016 (where xx is the institution number), has already been sent to your college via TIBCO by the Bureau of PK-20 Education Reporting and Accessibility (PERA). Download the file to a secure area. The file format will be sent to all colleges by PERA via email.

Select records where:

Line = 1 Full-Time\First-Time Degree\Certificate Seeking and  
Gender not equal to 'X' (unknown gender is not reported to IPEDS)

**Deceased Exclusions**

Include all deceased exclusions from Fall 2015-16 through, and including, Summer 2018-19.

Return the Deceased Exclusions file to CCTCMIS, via TIBCO, with the student identification number of the deceased students, if any, using the following file naming convention:

CCxx.STU.EXCLUDE2.T2B2016.PROD.txt (where xx is the institution number)

***NOTE:** Files with invalid filenames will be rejected by the server and deleted.*

Deceased Exclusions files are due by Friday, November 16, 2018 and the completed certification form is due by Monday, November 19, 2018.

Include **ONLY** those records of students in the cohort who are deceased. If your college has no deceased students in the cohort, please send the certification form only and indicate "No" on the form.

**Records not in the original cohort will not be loaded.**

**Florida College System**  
**IPEDS 2018-2019 Two Year Institution Graduation Rate Survey**  
**2015-16 Fall Enrollment**  
**Deceased Exclusions Record Format**

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					PERA has already sent through TIBCO file: CCxx.STU.EF2IPFIL.T2B2016  College will submit VIA TIBCO to CCTCMIS file: CCxx.STU.EXCLUDE2.T2B2016.PROD.txt (where xx is the institution number)
<b>Item No.</b>	<b>From- to</b>	<b>Size</b>	<b>Field char</b>	<b>Field Name</b>	<b>Field Description</b>
1	1-2	2	N	CCNUM	Two digit college number ( <b>01-28</b> )
2	3-8	6	A/N	TrmYear	Term/Year T2B2016 (Beginning of Fall 2015-16)
3	9-18	10	A/N	PSNID	Ten character student identifier