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MEMORANDUM 30-2019-08

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: October 24, 2018

SUBJECT: Graduation Rate Survey – Four-Year Institution Exclusions for the 2018-2019 Reporting Year

DUE DATE: Files: November 16, 2018
Form: November 19, 2018

This memorandum is requesting exclusions data for the *2018-2019 Graduation Rate Survey*. This survey includes a six-year look at completions and graduation rates. In preparation, colleges provide a file containing deceased students from the Fall 2012-2013 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.EXCLUDE4.T2B2013.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 files are 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/lis

Attachments

cc: Florida College System Executive Assistants to the Presidents
Florida College System Chief Information Officers

Florida College System
IPEDS 2018-2019 Four Year Institution Graduation Rate Survey
Exclusions for Deceased Instructions

Due: November 16, 2018

Read the instructions below and email any questions to Linda.Wheatcraft-Smith@fldoe.org and/or Kimberly.Pippin@fldoe.org.

Four Year Cohort

The Fall 2012-13 cohort file, CCxx.STU.EF2IPFIL.T2B2013 (where xx is the institution number), has 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 2012-13 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 file naming convention below:

CCxx.STU.EXCLUDE4.T2B2013.PROD.txt (where xx is your institution number)

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

Deceased Exclusions files are due by Tuesday, October 30, 2018 and the completed certification form is due by November 16, 2018.

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

Records not in the original cohort will not be loaded.

Florida College System
IPEDS 2018-2019 Four Year Institution Graduation Rate Survey
2012-13 Fall Enrollment
Deceased Exclusions Record Format

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					PERA already sent through TIBCO file : CCxx.STU.EF2IPFIL.T2B2013 College will submit via TIBCO to CCTCMIS file: CCxx.STU.EXCLUDE4.T2B2013.PROD.txt (where xx is the institution number)
Item No.	From-to	Size	Field char	Field Name	Field Description
1	1-2	2	N	CCNUM	Two digit college number (01-28)
2	3-8	6	A/N	TrmYear	Term/Year T2B2013 (Beginning of Fall 2012-13)
3	9-18	10	A/N	PSNID	Ten character student identifier