Workforce Training and Education Coordinating Board

Code Sheet
Student Data Reporting

Use the codes below to report your student data on the Excel template:

Program data:

Location
Enter the physical location (city) where the training program is taught.

Program Title
Name of the program the student was enrolled in during the reporting year.

Award Type Earned by Graduates
Name of the award type given to students who graduate, such as bachelor's degree, certificate, diploma.

Location, Program Title and/or Award Type data in the uploaded file must match exactly the program information in the **Programs** area of the student data reporting system.

Student Data:

Who was enrolled in the training program **at any time** during the reporting period.

Student Last Name
Student First Name
Student Middle Initial (MI)

Student Address
First line of student's address, as reported to the school by the student.

City
Student's address city

State
Student's address state

Zip Code
Student's address zip code.

Phone
Enter the student's most current telephone number, including area code.

Social Security Number (SSN)
Enter each student's social security number, in text format. Please enter as 123456789, with no dashes or slashes. If this information is not available for a student, please leave blank. <u>Do not</u> enter question marks.

Note: Information you provide does **not** become public record. Individually identifiable information received by the Workforce Training and Education Coordinating Board for research or evaluation purposes are not subject to public disclosure under RCW 42.17.

BirthDate
Student's date of birth, entered as MM/DD/YYYY. If the birthdate is unknown, enter 01/01/9999.

Hispanic
Indicate whether or not the student is Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).

> 1 = Hispanic Origin
> 2 = Not of Hispanic Origin
> Blank = Unknown

Race
Use the following codes:
> 1 = White/Caucasian
> 2 = Black/African American
> 4 = American Indian or Alaska Native
> 5 = Asian
> 6 = Hawaiian Native or other Pacific Islander
> 7 = Multi-racial
> 8 = Other
> 9 = Unknown

Gender
Use the following codes:
> M = Male
> F = Female
> Blank = Unknown

Disability defined as a physical or mental impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, learning, and working. Use the following codes:
> 1 = Yes
> 2 = No
> Blank = Unknown

Veteran Status
Student served, but is not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, National Guard, or the Coast Guard.

> 1 = Yes
> 2 = No
> Blank = Unknown

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Prior Education

Enter the number that matches the student's highest education level <u>before</u> enrolling in the program.

      11 = Less than high school diploma
      12 = GED
      13 = High school graduate
      14 = Some post high school, no degree or certificate
      15 = Certificate (less than two years)
      16 = Associate's Degree
      17 = Bachelor's Degree
      18 = Master's Degree
      19 = Doctoral Degree or above
      90 = Other
      99 = Prior education unknown

Start Date

The date the student started training in the program. Use this format: MM/DD/YYYY.

Exit Date

If the student exited during the reporting period, enter the date the student withdrew from training, was terminated, or completed the program.
Use this format: MM/DD/YYYY.
If student was still enrolled in the program at the end of the reporting period, leave this field blank.

Enrollment Status

Student's enrollment status as of June 30. Use the following codes:

      1 = Graduated from the program.
      2 = Withdrew/terminated from the program.
      3 = Still enrolled in the program as of June 30.
      4 = Military leave of absence.

Earned Award Type

If the student completed the program, enter the credential type awarded, such as associate's degree, certificate, or diploma.

GPA

Student's final Grade Point Average. If GPA is unavailable or not used at your school/organization, please indicate whether or not the student passed (equivalent of a 2.0 GPA) or failed, on average, the classes taken.

Pass/Fail

      P = Passed
      F = Failed