Data Elements Formatting Guidelines

ELEMENT 1 - SOCIAL SECURITY NUMBER

- Student social security numbers should appear WITHOUT dash marks/hyphens, i.e. 341967422. See instructions for removing hyphens on page 27. The SSN column on the template will only allow for a maximum of 9 characters and they must all be numeric.
- In your CSV file of your report, the SSN field must be formatted as a text field in order to preserve the leading zeros in some cases. For example, the SSN 023456789 will be saved as 23456789 if the format is not converted from Number to String. In this case your report will not validate, because the SSN does not contain 9 digits. If the field is saved as a string variable, the SSN will be recorded properly.

ELEMENT 2 - RACE

- All responses for the "Race" variable must adhere to the formatted coding scheme.

Formatted Coding Scheme: ALL CAPITAL letters

Race:	C = Caucasian
	A = African-American
	H = Hispanic
	O = Other
	U = Unknown

*NOTE: "U" is not a valid option for WIA funding recipients. Also, if the race field is left blank, your report will not clear Level 1 Validation.

ELEMENT 3 - GENDER

- All responses for the "Gender" variable must adhere to the formatted coding scheme.

Formatted Coding Scheme: ALL CAPITAL letters

Gender:	M = Male
	F = Female

ELEMENT 4 - TYPE

- Under the column for "Type" the words **WIOA** or **NON** (in ALL CAPITAL letters) are the **only** characters that should appear in this column. Only those students with WIOA funding (for any amount) are counted as WIOA. This excludes students with other federal funding sources such as TAA.

ELEMENT 5 - PROGRAM NAME

- The program name must be entered **exactly** as it appears on the ETPL which may be found at jobs4tn.gov: https://www.jobs4tn.gov/vosnet/drills/provider/provdrill.aspx?session=provdetail&geo=4701000000&zip=&radius=
- Non-TBR providers should type all program names in **ALL CAPITAL** letters.
- TBR providers must type the 10 digit major field codes WITHOUT periods, i.e. 3095672215.

ELEMENT 6 - DATE ENTERED

- The date must be reported in the following form: mm/dd/yyyy
  - There must be a forward slash (/) between the date indicators
  - All of the date variables must have a month, day, and year indicator
  - Do not enter a future date that has not yet occurred

ELEMENT 7 - DATE COMPLETED

- Follow the guidelines for the DATE ENTERED
  - DO NOT enter completion dates that will occur after the report deadline, i.e. if the fourth quarter report ends at 06/30/2015, DO NOT enter as a completion date for a fourth quarter report 08/15/15. The actual completion should be reported after it occurs.

ELEMENT 8 - DATE WITHDREW

- Follow the guidelines for the DATE ENTERED
- When does the failure to re-register become a drop out?
  - For the TBR schools if a student fails to re-register after completing a particular term, but does not officially withdraw from the program, continue to count the student as "Still Enrolled". After the student has failed to re-register for two consecutive semesters or trimesters (TCATs), excluding the summer term, the student should then be counted as a drop out. *Their withdrawal date should be the last day of the second consecutive quarter of absence.*
  - For non TBR schools you should count a student who fails to re-register as a dropout according to the time frame stipulated by your accrediting body or by THEC.

Special Circumstance Withdrawal – In some cases, individual have life events occur that restrict their ability to complete a program of study or to become gainfully employed immediately upon completion.

If a student is prohibited from completing a program at your institution because of one or more of the following life events, then you can apply for a performance exemption to have them removed from the calculation of your completion rates (see page 36 for additional detail on this process):

- Death, Incarceration, Called to Active Military Duty, Medical Leave

ADDITIONAL FORMATTING GUIDELINES

- The eight elements detailed above must be the ONLY fields included in the report.
- The fields must appear in the order listed on the quarterly report form.
- Do not enter additional spaces in any of the element fields.

REMOVING STUDENTS FROM YOUR REPORT

Every student remains in your quarterly report until either complete or withdraw from their program (as a drop out or a Special Circumstance Withdrawal). Students may reappear in your report if they withdraw and later re-enroll in their previous program or if they complete or withdraw from one program and re-enroll in a new program that is also obligated to report information to the TDLWD.