College Prep File

2006/2007
(As of July 26, 2007)
MEMORANDUM

DATE: July 26, 2007

TO: Institutional Data Administrators

FROM: Ramon Padilla, Jr., Director

SUBJECT: College Prep File Documentation 2006-2007

The edit programs for use with the 2006-2007 College Prep File has been placed in production as of July 26, 2007. The due date for the submission of the 2006-2007 file is currently Thursday, September 6, 2007. The version for the associated software is V1-06. There are no substantive changes this year.


If you have any questions or problems please call Sarah Graham or Elsa Leslie at 245-0418 (SUNCOM 205-0418).

cc: BOG Data Committee
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DATA BASE INFORMATION

Database Name

COLLEGE PREP FILE

Definition

This base contains two types of information:

1) Information regarding the Mathematics, Reading and Writing remediation required for First-Time-In-College students who score below the established entry-level test scores.
2) Information concerning the high school attended, the test which determined remediation, and the particular method used in order for the student to complete the required course work or test, etc.

Purpose

The purpose of this data base is to collect the required data elements for an academic resources data base from the institutions.

Supportive Information

This data base is

1) to provide a record of the students requiring remediation before continuing college
2) to serve as the historical record for future planning and
3) to inform high schools of the readiness of their graduates.

The file should be sorted in ascending sequence on:
Person Identification Number (01029)

Each university shall determine the date of construction of its college prep file to allow submission of it by the date specified by the Chancellor.

The following data elements are obtained from the Student Data Course Files, (summer, fall, and spring of the academic year) and are used by the College Prep File edit procedure in the edit.

Data elements in numeric order:

7/18/2007
BOG/IRM Support Programs
College Prep File

Data Dictionary Items

******************************************************************************
* NOTE: *
* Additional detail concerning data dictionary items may be found in the File Information section *
******************************************************************************

Data Elements

College Prep File elements/objects in numeric order:

<table>
<thead>
<tr>
<th>Data Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Course Outside Indicator</td>
<td>01003</td>
</tr>
<tr>
<td>Person Identification Number</td>
<td>01029</td>
</tr>
<tr>
<td>Reporting Institution</td>
<td>01045</td>
</tr>
<tr>
<td>High School Code</td>
<td>01069</td>
</tr>
<tr>
<td>Remediation Area</td>
<td>01144</td>
</tr>
<tr>
<td>Test Determining Remediation</td>
<td>01145</td>
</tr>
<tr>
<td>Completion Method</td>
<td>01146</td>
</tr>
<tr>
<td>Community College FICE Code</td>
<td>01147</td>
</tr>
<tr>
<td>Reason for Incompletion</td>
<td>01148</td>
</tr>
<tr>
<td>Common Course Prefix</td>
<td>01195</td>
</tr>
<tr>
<td>Common Course Number</td>
<td>01196</td>
</tr>
<tr>
<td>Date of Most Recent Admission</td>
<td>01420</td>
</tr>
<tr>
<td>Year</td>
<td>01444</td>
</tr>
<tr>
<td>Month</td>
<td>01445</td>
</tr>
<tr>
<td>Key - College Prep</td>
<td>01449</td>
</tr>
<tr>
<td>Year - Academic</td>
<td>01522</td>
</tr>
</tbody>
</table>
SUBMISSION INFORMATION

Submission Due Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Due Date</th>
<th>Submission Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-2007</td>
<td>09/06/2007</td>
<td>Annual</td>
</tr>
</tbody>
</table>

1. The institution prepares a data file using appropriate software and procedures.

2. The edit procedure is executed by the submitting institution, following the instructions in the Technical section of this document. The file that is certified to the Board of Governors should contain no 9-level diagnostics. The final execution of the edit program should be run with the following options:
   a) The controls (either control card or parms field) should be set allowing all records to be written to the good file out (set the control card or parms field to indicate that the maximum level of errors to write out to the good file is “9”).
   b) The controls (either control card or parms) and the JCL should be set up to write out and catalog a good file out (set the indicator to yes for the good file out).

A copy of the good output file from this execution will be the file submitted to the BOG/IRM. For those institutions that use Northwest Regional Data Center the name is standard. For institutions using Northeast or Central Florida Regional Data Center the security attributes must ensure IRM access and prohibit unauthorized access.

3. IRM is notified in writing that their copy of the data file is available at the institution's host data center. The submission must include:
   The 'SUS Data File Submission Form' must be completed. A sample of this form is provided on page 3 of this section. The president or the Institutional Data Administrator, as representing the position of the institution for the term reported, must certify the file.

3a. Along with the written notification that the file is available, a submission letter to explain the use of the “OTHER” code in element (01146) Remediation Completion Method and element (01148) Remediation Incompletion Code is sent to IRM.

4. When IRM receives written notice that a copy of the data file is available, it is transmitted to NWRDC (if required), and is then edited by the IRM office. If IRM is unable to edit the file because of inaccessibility, I/O errors, or incorrect attributes, the submitting institution is notified in writing that the file is unacceptable. Problems with the file must be corrected and the submission process repeated.

5. The output from the IRM edit is evaluated by the IRM Data Administrator. The Institutional Data Administrator is notified in writing whether the file has been
accepted or rejected, based on the critical 9-level diagnostics, analysis of the summaries provided with the edit report and any additional required reports (see item 3).

Provisional acceptance may require the resubmission of a corrected data file, following the same procedures as for the original submission. Rejection of a file always makes necessary the resubmission of a corrected data file.

6. When all files for the reported term are accepted, a master file is made available at both NWRDC and NERDC, using standard naming conventions.

7. Upon receipt of notification of acceptance or rejection of the data file, the copy of NWRDC file will be disposed of by the IRM office. Files at the CNS/NERDC are the responsibility of the institution.

All correspondence should be addressed to:

Director of Information Resource Management
Board of Governors, State University System of Florida
325 West Gaines Street, Suite 1614
Tallahassee, FL 32399-0400
FAX 850-245-0419 or (Suncom) 205-0419

Interactive Submission Form

The link above opens a browser session with an Adobe Acrobat form that is designed for easy typing entry. Simply print the document after typing in the fields and sign before faxing. The document may be printed without typing, then write in the information and sign before faxing.
TECHNICAL INFORMATION

System Overview

Edit the university-prepared file after merging with Student Sub Files. Prepare reports of record on the file more than once, record of head count by high schools codes, record of remediation completion method = other, and record of remediation completion method = not completed and remediation incompletion code = other.

System Flowchart
Data Center Information

CNS/NERDC
- Procedure library is: SUS.PROCLIB
- Procedure source library is: BOR.IEP.SOURCE
- Program link library is: BOR.LINKLIB
- Program source library is: BOR.PROD.SOURCE

NWRDC
- Procedure library is: BOR.PROCLIB
- Procedure source library is: BOR.IEP.SOURCE
- Program link library is: BOR.LINKLIB
- Program source library is: BOR.PROD.SOURCE
Edit Procedure (SUSCPED)

Edit the university-prepared file after merging with Student Sub Files. Prepare reports of record on the file more than once, record of head count by high schools codes, record of remediation completion method = other, and record of remediation completion method = not completed and remediation incompletion code = other.

Flowchart
Procedure and Program Descriptions

SORT

Program SORT is an IBM supplied utility which sorts and collapse three Student Data Course (SDC) Input Files for an academic year with the elements listed below prior to processing by the merge program CPMRgyr.

Data elements in numeric order:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01029</td>
<td>Person Identification Number</td>
</tr>
<tr>
<td>01033</td>
<td>Person Name - Last</td>
</tr>
<tr>
<td>01045</td>
<td>Reporting Institution</td>
</tr>
<tr>
<td>01051</td>
<td>Term Identifier</td>
</tr>
<tr>
<td>01069</td>
<td>High School Code</td>
</tr>
<tr>
<td>01091</td>
<td>Person Name - First</td>
</tr>
<tr>
<td>01092</td>
<td>Person Name - Middle Initial</td>
</tr>
<tr>
<td>01413</td>
<td>Type of Student at Time of Most Recent Admission</td>
</tr>
<tr>
<td>01419</td>
<td>Person Name</td>
</tr>
<tr>
<td>01420</td>
<td>Date of Most Recent Admission</td>
</tr>
</tbody>
</table>

SORT

Program SORT is an IBM supplied utility which sorts the College Prep Input File by the File keys prior to processing by the merge program CPMRgyr.

CPSMRgyr

Program CPSMRgyr is designed to merge the records from the Student Sub files for an academic year and the College Prep file together. The program merge the College Prep file with the Student Sub files in the following selection criteria order:

I. Each record reported on the College Prep File must match a record on the Student Sub. The first match key fields are as follows:

   Reporting Institution
   Person Identification Number
   Date of Most Recent Admission (CP File) match the SDCF Sub file
   Term Identifier.

II. If the Data of Most Recent Admission does not match a Term Identifier then the first Student record that appears within the academic year is used.

After matching has occurred, the College Prep File data fields are ready for editing. The yr in the program name indicates the version of the program that is being used.
Program SORT is an IBM supplied utility which sorts the combined College Prep and SDCF Input File by the File keys prior to processing by the edit program CPEDyr.

**CPEDyr**

CPEDyr is a COBOL program that provides a report to allow the user to monitor the validity of data contained on the College Prep File. Parameters are used to select output files which the user has chosen to generate. Once the parameters are determined to be valid, editing of the individual data fields is performed according to the prescribed edit criteria. The yr in the program name indication the version of the program that is being used.

When the edit program detects an error, a description of the error is generated for user reference. Included in this error description are a copy of the record, the name of the data element containing the error, the type of problem encountered, the field number, the diagnostic level, the data in the field, the number of the diagnostic, the length of the field and space in which to code the correct value.

In addition to the detailed error listing, CPEDyr generates a listing of output control card specifications (i.e., which diagnostics will cause entries to which output files) and summary statistics listing for error tabulations and frequency counts. A report that can be submitted with the explanation of the use of the “OTHER” code for elements (01146) Remediation Completion Method and element (01148) Remediation Incompletion is also generated.

**Library Members Referenced**

The Procedure Name is SUSSCDED
The Procedure Sort Source Members are: STUSUBFL (sort and collapse SDC file)
CPSRT1 (sort CP file)
CPSRTCMB (sort CP and SDC files)
The Merge program is CPSMGRGyr (CP and SDC files merge)
The Edit Program Name is CPEDyr

**File and Report Descriptions**

**CPSMGRGyr**

**Input Files**

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPIN</td>
<td>The unedited College Prep file</td>
</tr>
</tbody>
</table>

Fixed Format
Contains 125 characters.

This is the unedited College Prep file.

SDCFIN  The Student Data Course Files. Three for the academic year.  
Variable Format, Sequential  
Contains 2334 Characters

The three student files (summer, fall, spring) for an academic year collapsed as a single file in the sort process are input for this step.

Output Files

CPSTOUT  Merged College Prep and Student Data Course files.  
Fixed Format  
Contains 176 characters

This is the temporary merged College Prep and Student Data Course file passed on to the edit program.

Report

SASLIST  Report of records more than once in the CP file.  
Fixed Format  
Contains 133 characters

This is the report of duplicate records with same university and SSN on the College Prep file.

CPEDyr

Input Files

CTLINPUT  Control Card File  
Sequential  
Fixed Format, 80 Characters  
Indicates the job control and output format specifications of the user.

DIAGPREV  Prior Submission Diagnostic Data File  
Key Indexed, VSAM  
Fixed Format, 144 Characters

Contains counts of messages on all elements as generated by the Edit Summary Report of the previous submission. If used, will print in this Edit Summary Report and
generate and print a difference count. This may help illuminate unexpected variance in data reported.

### Output Files

**CPGOOD**  
The edited College Prep Good Output File  
Sequential, Optional  
Fixed Format, 125 characters

Contains all records from the input CP File which have generated errors with diagnostic levels less than or equal to the value supplied on the control card.

**CPBAD**  
Rejected CP Records Bad Output File  
Sequential, Optional  
Fixed Format, 125 Characters

Contains all records from the input CP File, which have generated errors with diagnostic levels greater than the value supplied on the control card.

### Report

**DETRPT**  
Processing Information File  
Sequential  
Fixed Format, 133 Characters

Contains all job processing information such as control card specifications, abnormal termination messages, and program statistics.

**ERRRPT**  
Detailed Error List  
Sequential  
Fixed Format, 133 Characters

Contains a detailed listing of errors encountered on the input file.

**STATRP**  
Summary Statistics  
Sequential  
Fixed Format, 133 Characters

Contains a set of summary statistics based on the editing of the CP File.

**STATRP**  
Headcount by High school code.  
Sequential  
Fixed Format, 133 Characters
This is a report of headcounts in each remediation area, completion methods used in each remediation area and a total unduplicated headcount by High School codes.

METHOD Remediation Completion Method (01146) Report
Sequential
Fixed Format, 133 Characters

This report provides a list of records that have a Remediation Completion Method (01146) coded with the code ‘O’ for OTHER. This report list the SSN, student name and the remediation area that has to be explained. The Explanation area of this report can be used for the explanation.

INCOMP Report of Record of Remediation Completion Method = Not Completed and Remediation Incompletion Code = Other
Sequential
Fixed Format, 133 Characters

This report provides a list of records that have a Remediation Completion Method (01146) coded with the code ‘N’ for NOT COMPLETED and the Remediation Incompletion Code is code ‘O’ for OTHER. This report list the SSN, student name and the remediation area that has to be explained. The Explanation area of this report can be used for the explanation.
Diagnostic Level Definition

All diagnostics, both those referencing errors and frequency counts have been assigned a diagnostic level between 0 and 9 indicating the severity of the error.

<table>
<thead>
<tr>
<th>Diagnostic Level</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Indicates a frequency distribution; not an indication of an error.</td>
</tr>
<tr>
<td>1</td>
<td>Indicates a situation in which data has been generated in a particular field by the edit program.</td>
</tr>
<tr>
<td>5</td>
<td>Indicates a possible error has been detected and the data should be checked.</td>
</tr>
<tr>
<td>8</td>
<td>Indicates an error has been detected on an element that has an allowable tolerance. A 9-level critical error will be generated if the error occurs at a rate above the allowable level.</td>
</tr>
<tr>
<td>9</td>
<td>Indicates a critical error has been detected that will make the file unacceptable.</td>
</tr>
</tbody>
</table>
Edit Criteria

010 01449 BOG Key - College Prep

The set of values that make the record unique.

041 FILE SEQUENCE ERROR 9

020 01522 BOG Year – Academic

Code indicating the academic year for a file which is submitted annually.

008 MISSING OR INVALID 9

030 01045 BOG Reporting Institution

The university within the SUS reporting this information

516 FORCED AGREEMENT WITH CONTROL CARD 1

040 01029 BOG Person Identification Number

A nine digit number assigned to an individual for identification purposes.

012 NON-NUMERIC 9

042 ZERO 9

529 NOT ON STUDENT SUB FILE 9

530 TOTAL STUDENTS - COLLEGE PREP FILE 0

060 01420 BOG Date of Most Recent Admission

The year and month of the student’s most recent admission or readmission to the institution.

008 MISSING OR INVALID 9

528 NOT ON STUDENT SUB FILE FOR TERM 9

061 01444 BOG Year

The fiscal or academic year.

062 01445 BOG Month

The two digit representation of month.

070 01069 BOG High School Code
**Edit Criteria**

A code by which the high school, if in Florida, can be identified for those students who at their first entry to the institution were coming from a high school. The code is that used by ACT/ETS/CEEB.

- 008 MISSING OR INVALID 9
- 531 NO MATCH ON STUDENT FILE 5

**110 01144BOG Remediation Area**

An indicator of the area in which a student requires preparation in attaining college level proficiency, based on the required entry level test.

- 005 INVALID 9
- 532 MATH 0
- 533 READING 0
- 534 WRITTING 0

**120 01145BOG Test Determining Remediation**

An indicator of the test taken by a student that indicated preparation in attaining college level proficiency was required.

- 008 MISSING OR INVALID 9
- 520 AMERICAN COLLEGE TEST (ACT) 0
- 506 SCHOLASTIC APTITUDE TEST (SAT) 0
- 538 ASSET TEST 0
- 539 MAPS TEST 0
- 540 COMPUTERIZED PLACEMENT TEST (CPT) 0
- 541 BOTH ACT/SAT TEST 0
- 542 FLA COLLEGE ENTRY-LEVEL PLACEMENT (FCELPT) 0
- 548 OPTIONAL PLACEMENT TEST 0

**130 01146BOG Remediation Completion Method**

An indicator of the method a student used to show college level proficiency was attained.

- 008 MISSING OR INVALID 9
- 546 OTHER COMPLETION METHOD 9
- 543 ANALOGOUS NORM/CRITERION REFERENCED TEST 0
- 544 COMPLETION BY APPROPRIATED REMEDIAL COURSE 0
- 545 PASSED RETEST 0
Edit Criteria

547 NOT COMPLETED 0

140 01147 BOG Community College FICE Code

Community college FICE code

548 MISSING OR INVALID, COMPLETION = C 9

160 01195 BOG Common Course Prefix

The alpha abbreviation which is assigned to a course, by Common Course Numbering.

549 MUST BE CODED, COMPLETION = C 9

170 01196 BOG Common Course Number

A code which includes the level of a course and which is assigned to identify the course in a systematic manner.

550 NON-NUMERIC, COMPLETION = C 9

180 01003 BOG Common Course Outside Indicator

An alpha code developed by the Common Course Number System to be used to indicate laboratories and provide a method for equating laboratory courses.

548 MISSING OR INVALID, COMPLETION = C 9

190 01148 BOG Remediation Incompletion Code

A code to indicate why a student did not obtain college level proficiency.

552 MUST BE SPACE, 01146 NOT=N 9
553 MISSING OR INVALID, 01146=N 9
547 OTHER 9
554 COURSE HAS NOT BEEN OFFERED 0
555 PART-TIME (NOT COMPLETED 12 CREDIT HOURS) 0
556 WITHDREW FROM THE COURSE 0
557 WITHDREW FROM THE UNIVERSITY 0
558 DID NOT PASS THE COURSE 0
559 CURRENTLY ENROLLED IN REMEDIAL PROCESS 0
**Procedure Execution Instructions**

In order to execute the College Prep File Edit Program, complete the steps listed below.

**Step 1:** Code the Control Card according to the options specified below.

**Step 2:** Execute catalogued procedure SUSSCPED.

**Sample JCL**

```bash
//BEGIN EXEC SUSCPED,
//    PAGEMX='62',
//    INST='UNIV',
//    CPFILE='CPFILE DSN',
//    SDCFLSU='SDCF FILE FOR SUMMER', OR SDCFLSU=NULLFILE,
//    SDCFLFL='SDCF FILE FOR FALL', OR SDCFLFL=NULLFILE,
//    SDCFLSP='SDCF FILE FOR SPRING', OR SDCFLSP=NULLFILE,
//    CPBAD='BAD CP FILE DSN',
//    CPGOOD='GOOD EDITED CP FILE DSN',
//    SDCSRT='STU SUB FILE ',
//    CPGDSP='(,CATLG,DELETE)',
//    CPBDSP='(,CATLG,DELETE)',
//CPEDIT.CTLCCARD DD *
CPCONTRL UNIV 0607 YY9 Y50005
```

**Explanation of Sample**

The above jobstream will create a good file out which will include records containing errors equal to or less than level 9. A detailed error report of errors greater than level 5 will also be generated. Up to 5 occurrences of each error may appear on the report. NOTE: To run a preliminary file there must be a P in the 31 position of the control card. The default will be for a final run.

**CPCONTRL UNIV 0607 YY9 Y50005 P**

**NOTE:** After the first run of the edit, a STUDENT SUB file will be CATALOGED, a “RESTART” statement can be used to run the edit without having to rebuild the file. Adding the “RESTART” statement listed below to the job card will cause the edit to bypass the student sort and collapse step of the procedure.

```bash
restart(begin.step2) *add to the job card.
```
## Control and Override Card Formats

<table>
<thead>
<tr>
<th>Field</th>
<th>Position</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Identifier</td>
<td>1 - 8</td>
<td>Indicates to the program that the control card has been submitted. Value must be ‘CPCONTRL’</td>
</tr>
<tr>
<td>Reporting Institution</td>
<td>10-13</td>
<td>Code University abbreviation. It is required. The field can also be used to generate this data in the Reporting Institution (01045) field on the input file if the data is missing.</td>
</tr>
<tr>
<td>Academic Year</td>
<td>15-18</td>
<td>Year identifier in the form of ‘YYYY’ i.e. 0607 for Academic Year 2006-07.</td>
</tr>
<tr>
<td>Good Output File Selection Switch</td>
<td>20</td>
<td>Indicates whether a Good Output File is desired. Value ‘Y’ for YES or ‘N’ for NO. If left blank the default is ‘N’.</td>
</tr>
<tr>
<td>Bad Output File Selection Switch</td>
<td>21</td>
<td>Indicates whether a Bad Output File is desired. Value ‘Y’ for YES or ‘N’ for NO. If left blank the default value ‘N' is used.</td>
</tr>
<tr>
<td>Good/Bad Output File Diagnostic</td>
<td>22</td>
<td>Should be used to indicate the records that will be written to the 'Good' and 'Bad' output files and the Detailed Error List. The number between 0 and 9 coded here will direct the records to each of these optional files. If a record has an error which is less than or equal to the value coded here it will be written to the 'Good' output file. If a record has an error which is above the value coded here, it will be written to the 'Bad' output file and the Detailed Error List report. The value which should be coded here for the submission file should be ‘9’. The default value is ‘9’.</td>
</tr>
<tr>
<td>Detailed Error List Selection Switch</td>
<td>24</td>
<td>Specifies whether or not a detailed error list is desired. Value should be 'Y' if a detailed error list is desired or 'N' if report is to be omitted. If left blank the default value of 'N'.</td>
</tr>
<tr>
<td>Detail Level</td>
<td>25</td>
<td>0-9; default=8. Minimum error level which will appear on detail error list.</td>
</tr>
<tr>
<td>Maximum Diagnostic Indicator</td>
<td>26-29</td>
<td>Should indicate the Maximum Number of Errors to be displayed for each diagnostic.</td>
</tr>
<tr>
<td>Field</td>
<td>Position</td>
<td>Function</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Final-Preliminary Flag</td>
<td>31</td>
<td>F=Final, P=Preliminary, default=F</td>
</tr>
</tbody>
</table>
Complete Procedure Listing

//SUSCPED PROC CPED=CPED, ** EDIT PROGRAM NAME
// YEAR=06, ** ACADEMIC YEAR
// DIAGYR=0506, ** PREV ACADEMIC YEAR
// PAGEMX=65, ** MAX PAGE SIZE
// WKSPC='''8000,1200''', ** MERGE PRGR WORK SPACE
// OPTIONS='MEMSIZE=48M S=72 SORTPGM=BEST', // OPTIONS='MEMSIZE=48M S=72 SORTPGM=BEST NOSOURCE NONOTES', // INST=, // PRTPARM='SYSOUT=A', ** OUTPUT PRINTER DEFLTS
/*
// CPFILE=, ** CP DSN
// SORTCPSP='(TRK,(68,19),RLSE)', ** SPACE FOR CP FILE
// SORTCPUN='SYSDA', ** UNIT FOR CP SORT
// SDCSRT='&SDCSRT', ** STUSUB FILE NAME
// CPTEMP='(NEW,PASS)', ** CP TEM FILE DSP
// CPUN='SYSDA', ** CP UNIT
// CPVOL=, ** CP VOL
// CPSPACE='(TRK,(50,25),RLSE)', ** CP SPACE
/*
// MERG='CPSMRG', ** CP & ST TEM FILE DSP
// CPSTEMP='(NEW,PASS)', ** CP & ST TEM FILE DSP
// CPSUN='SYSDA', ** CP & ST UNIT
// CPSVOL=, ** CP & ST VOL
// CPSSPACE='(TRK,(50,25),RLSE)', ** CP & ST SPACE
// CPSBLKS=, ** CP BLKSIZE
/*
// SDCFLSU=, ** SDCF DSN FOR SUMMER
// SDCFLFL=, ** SDCF DSN FOR FALL
// SDCFLSP=, ** SDCF DSN FOR SPRING
// SORTSDSP='(TRK,(68,19),RLSE)', ** SPACE FOR STUD FILE
// SORTSDUN='SYSDA', ** UNIT FOR SD SORT
// SDCTEMP='(,CATLG,DELETE)', ** STUD TEM FILE DSP
// SDUN='SYSDA', ** SD UNIT
// SDVOL=, ** SD VOL
// SDSPACE='(TRK,(50,25),RLSE)', ** SD SPACE
// SDCBLKS=27962, ** SDCSUB BLKSIZE
/*
// OBJLIB='BOR.LINKLIB', ** STEPLIB DSN
// DIAGFL='BORV.XREF.DIAG.CP.Y', ** DIAG FILE
/*
// SORT='SORT', ** SORT PROGRAM
// SLIB='BOR.IEP.SOURCE', ** LIB FOR SORT RANNGE
// FLIB='BOR.SAS.FD.SOURCE', ** LIB FOR SORT RANNGE
/*
// HIGHSCH='BOR.XREF.HIGHSCHL', ** HIGH SCHOOL FILE
/*
// CPFDIAG='&CPFDIAG', ** DIAG FILE DSN
// CPFDDSP='(NEW,CATLG)', ** DIAG FILE DISP
// CPFDUNT=SYSDA, ** DIAG FILE UNIT
// CPFDSPC='(TRK,(150,50),RLSE)', ** DIAG FILE SPACE
Complete Procedure Listing (Continued)

```plaintext
// CPFDBLK=19872,** DIAG FILE BLKSIZE
// CPFDBUF=1,** DIAG FILE BUFNO
// CPFDEVOL=,** DIAG FILE VOLUME
// CPFDELBL=,** DIAG FILE LABEL
//
// CPFGOOD='&CPGOOD',** GOOD FILE DSN
// CPGDSP='(,PASS)',** GOOD FILE DISP
// CPGUN='SYSDA',** CP GOOD FILE UNIT
// CPGVOL=,** CP GOOD FILE VOL
// CPGSPACE='(TRK,(10,5),RLSE)',** CP GOOD FILE SPACE
// CPBLKS=27875,** CP BLKSIZE
//
// CPBAD='&CPBAD',** BAD FILE DSN
// CPBDSP='(,PASS)',** BAD FILE DISP
// CPBUN='SYSDA',** CP BAD FILE UNIT
// CPBVOL=,** CP BAD FILE VOL
// CPBSPACE='(TRK,(10,5),RLSE)',** CP BAD FILE SPACE
//
//* END OF PROC SYMBOLIC PARAMETERS
//* SORT AND CLAPES THE SDCF
//*
//STEP1 EXEC PGM=&SORT,PARM='MSG=AP'
//SORTLIB DD DSN=SYS1.SORTLIB,DISP=SHR
//SYSOUT DD &PRTPARM
//SORTWK01 DD UNIT=&SORTSDUN,SPACE=&SORTSDSP
//SORTWK02 DD UNIT=&SORTSDUN,SPACE=&SORTSDSP
//SORTWK03 DD UNIT=&SORTSDUN,SPACE=&SORTSDSP
//SORTIN DD DSN=&SDCFLSU,DISP=SHR
//   DD DSN=&SDCFLSU,DISP=SHR
//   DD DSN=&SDCFLSU,DISP=SHR
//SORTOUT DD DSN=&SDCFLSU,DISP=SHR
//   DD DSN=&SDCFLSU,DISP=SHR
//   DD DSN=&SDCFLSU,DISP=SHR
//SYSIN DD DSN=&SLIB(STUSUBFL),DISP=SHR
//*
//* SORT THE CP FILE
//*
//STEP2 EXEC PGM=&SORT,PARM='MSG=AP'
//SORTLIB DD DSN=SYS1.SORTLIB,DISP=SHR
//SYSOUT DD &PRTPARM
//SORTWK01 DD UNIT=&SORTCPUN,SPACE=&SORTCPSP
//SORTWK02 DD UNIT=&SORTCPUN,SPACE=&SORTCPSP
//SORTWK03 DD UNIT=&SORTCPUN,SPACE=&SORTCPSP
//SORTIN DD DSN=&CPFILE,DISP=(OLD,KEEP)
//SORTOUT DD DSN=&CPFILE,DISP=(OLD,KEEP)
//SYSIN DD DSN=&SLIB(CPSRT1),DISP=SHR
```

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Complete Procedure Listing (Continued)

/**
/* MERGE PROGRAM - STEP THREE
/**
/**
//MERG EXEC SAS, WORK=&WKSPC,
// PARM='&OPTIONS, SYSPARM="&INST"
//SASLIST DD &PRTPARM,
// DCL=(LRECL=133,RECFM=FBA,BLKSIZE=133)
//SLIB DD DSN=&SLIB, DISP=SHR
//FLIB DD DSN=&FLIB, DISP=SHR
//LIBRARY DD DSN=BOR.SAS.FORMATS, DISP=SHR
//CPIN DD DSN=&CPSRT, DISP=SHR
//SDCFIN DD DSN=&SDCSRT, DISP=SHR
//CPSTOUT DD DSN=&CPSTOUT, DISP=&CPSTEMP,
// UNIT=&CPSUN, SPACE=&CPSSPACE,
// DCB=(LRECL=176, RECFM=FB)
//SYSIN DD DSN=&SLIB(&MERG&YEAR), DISP=SHR
/**
/**
//--STEP4 EXEC PGM=&SORT, PARM='MSG=AP'
//--SORTLIB DD DSN=SYS1.SORTLIB, DISP=SHR
//--SYSOUT DD &PRTPARM
//--SORTWK01 DD UNIT=&SORTCPUN, SPACE=&SORTCPSP
//--SORTWK02 DD UNIT=&SORTCPUN, SPACE=&SORTCPSP
//--SORTWK03 DD UNIT=&SORTCPUN, SPACE=&SORTCPSP
//--SORTIN DD DSN=&CPSTOUT, DISP=(OLD, KEEP)
//--SORTOUT DD DSN=&CPSTU, DISP=&CPSTEMP,
// UNIT=&CPSUN, SPACE=&CPSSPACE,
// VOL=SER=&CPSVOL,
// DCB=(LRECL=176, BLKSIZE=&CPSBLKS, RECFM=FB)
//--SYSIN DD DSN=&SLIB(CPSRTCMB), DISP=SHR
/**
/** EDIT PROGRAM - STEP THREE
/**
//--CPEDIT EXEC PGM=&CPED&YEAR, PARM='&PAGEMX'
/**
//--EDIT THE CP FILE
/**
//--STEPLIB DD DSN=&OBJLIB, DISP=SHR
//--SYSOUT DD &PRTPARM
//--CPIN DD DSN=&CPSTU, DISP=(OLD, DELETE)
//--HIGHSCCH DD DSN=&HIGHSCCH, DISP=SHR
//--DETRPT DD &PRTPARM
//--STATRP DD &PRTPARM
//--ERRRPT DD &PRTPARM
//--METHOD DD &PRTPARM
//--INCOMP DD &PRTPARM
//--CPGOOD DD DSN=&CPGOOD, DISP=&CPGDSP,
// UNIT=&CPGUN, VOL=SER=&CPGVOL,
// SPACE=&CPGSPACE,
// DCB=(RECFM=FB, LRECL=125, BLKSIZE=&CPBLKS)
//--CPBAD DD DSN=&CPBAD, DISP=&CPBDSP,
// UNIT=&CPBUN, VOL=SER=&CPBVOL,
Complete Procedure Listing (Continued)

// SPACE=&CPBSPACE,
// DCB=(RECFM=FB,LRECL=125,BLKSIZE=&CPBLKS)
// DIAGOUT DD DSN=&CPFDIAG,DISP=&CPFDDSP,
// UNIT=&CPFDUNT,SPACE=&CPFDSPC,
// DCB=(LRECL=144,BLKSIZE=&CPFDBLK,RECFM=FB,BUFNO=&CPFDBUF),
// VOL=SER=&CPFDVOL,LABEL=&CPFDLBL
// DIAGPREV DD DSN=&DIAGFL&DIAGYR,DISP=SHR
// CTLCCARD DD DUMMY
/*
Report Surveys and Examples

Program Name: **CPSMRGyr**

Output File Name: **SASLIST**

Report Title: Record on the file more then once

Source Data: College Prep and Academe Year of Student Data Course Files

Report Description:

This report provides a list of records that are on the College Prep file multiple times by Person Identification Number or SSN.

Key Field elements used by this report are as follows:

01029-Person Identification Number
01045-Reporting Institution
**BOG/IRM Support Programs**  
**College Prep File**

PROGRAM CPSMRG06-V1-06  
**EDIT PROCEDURE**  

**THESE ARE RECORDS ON THE FILE MORE THEN ONCE**  
**PLEASE CHECK THE RECORDS**  

07:40 Thursday, March 23, 2006

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**Technical**

UNIV 111111111 200608 DANIELS THOMAS R 100942 R M
UNIV 111111111 200608 DANIELS THOMAS R 100942 M R
UNIV 666666666 200608 JONES CAMERON N 101140 M R
UNIV 666666666 200608 JONES CAMERON N 101140 R M

7/18/2007 25
Program Name: CPEDyr
Output File Name: DETRPT
Report Title: Control Card Information
Source Data: User Input Control Card

Report Description:

This report provides a description of the options selected on the control card supplied to the program. Total records read as well as total records written to each optional output file are provided.
DATE PROGRAM COMPILED--03/22/06  15:48:59

RUN DATE: 03/23/06  RUN TIME: 07:41:14

CPCONTRL UNIV  0607 YY9 Y50005

THIS IS THE COLLEGE PREP EDIT PROGRAM FOR UNIV

THIS EDIT PROGRAM IS FOR THE 0001 ACADEMIC YEAR

A DETAIL ERROR LIST HAS BEEN SELECTED

ERRORS WITH LEVEL = TO OR > 4 WILL BE PRINTED ON THE DETAIL
ERROR LIST

NO MORE THAN 0002 DETAIL ERRORS WILL BE PRINTED FOR EACH
DIAGNOSTIC

ALL COLLEGE PREP RECORDS WILL BE WRITTEN TO ONE FILE WITH THE
ERROR LEVEL
EQUAL TO OR LESS THEN 9

ALL RECORDS WITH A ERROR LEVEL GREATER THAN 9 WILL BE WRITTEN TO
A FILE

THIS IS A FINAL RUN OF THE EDIT.
A DIAGNOSTIC ERROR FILE HAS BEEN CREATED.

PREVIOUS DIAGNOSTIC ERROR COMPARISON CREATED.

INPUT FILE STATISTICS:

TOTAL CP RECORDS READ 000451
TOTAL STUDENT RECORDS READ 000451

OUTPUT FILE STATISTICS:

TOTAL CP GOOD RECORDS WRITTEN 000451
TOTAL CP BAD RECORDS WRITTEN
Program Name: **CPEDyr**

Output File Name: ERRRPT

Report Title: Detail Error List

Source Data: College Prep File

Report Description:

This report is used to provide a detailed listing of fields in the user's College Prep Input File. In addition to file sequence key elements, this report contains a description of the data field that is in error. Included in this description are the name of the data element containing the error, the type of problem encountered, the field number, the diagnostic number, the data in the field, the level of the diagnostic, and the length of the field.

Key Field elements used by this report are as follows:

01029-Person Identification Number
01045-Reporting Institution
01051-Term Identifier
01069-High School Code
01420-Date of Most Recent Admission
01522-Year - Academic
<table>
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<tr>
<th>RECORD KEY</th>
<th>FIELD IN ERROR/ERROR MESSAGE</th>
<th>OCCUR</th>
<th>DIAG/LEV</th>
<th>DATA ON FILE</th>
<th>CORRECTION AREA</th>
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</table>
Program Name: CPEDyr

Output File Name: STATRP

Report Title: Summary Statistics

Source Data: College Prep File

Report Description:

This report is an edit instrument used for monitoring the elements of the College Prep Input File. This report provides summary information messages for all fields which are validated or generated by the edit program. The statistics are presented by element and provide a summary of the errors encountered by the edit program, as well as program generated, warning and frequency statistics.
## BOG/IRM Support Programs
### College Prep File

**Edit Procedure**

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<th>FLD ID</th>
<th>ELEMENT NUMBER</th>
<th>NAME</th>
<th>DIAG</th>
<th>TEXT</th>
<th>LEVEL</th>
<th>CURRENT COUNTS</th>
<th>PREVIOUS COUNTS</th>
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**RUN DATE:** 07/13/06  **RUN TIME:** 12:04:21  **ACADEMIC YEAR:** 0506  **INSTITUTION:** UNIV

**COLLEGE PREP STATISTICS:**

**TOTAL STUDENTS - COLLEGE PREP FILE:** 89 89

**7/18/2007**
BOG/IRM Support Programs                              Technical
College Prep File                                      Edit Procedure

Program Name: **CPEDyr**

Output File Name: **STATRP**

Report Title: Record of Head count by High Schools Codes

Source Data: College Prep File

Report Description:

This report provides a count for each Remediation Area, Completion Methods used in each Remediation Area and a Total Unduplicated Head Count by High School Code.

Key Field elements used by this report are as follows:

01045-Reporting Institution
01069-High School Code
01144-Remediation Area
01146-Completion Method
<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>REMEDIATION IN</th>
<th>COMPLETION METHODS</th>
<th>HEAD COUNT FOR</th>
<th>HEAD COUNT FOR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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HEAD COUNT FOR

(* = FLORIDA PUBLIC HIGH SCHOOL)
Program Name:  CPEDyr

Output File Name:  METHOD

Report Title:  Record of Remediation Completion Method = Other

Source Data:  College Prep File

Report Description:

This report provides a list of records that have a Remediation Completion Method (01146) coded with the code ‘O’ for OTHER. This report lists the SSN, student name and the remediation area that has to be explained. The Explanation area of this report can be used for the explanation.

Key Field elements used by this report are as follows:

  01026-Person Identification Number
  01045-Reporting Institution
  01144-Remediation Area
  01419-Person Name
**Technical**

<table>
<thead>
<tr>
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<th>REMED. AREA</th>
<th>EXPLANATION</th>
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<tr>
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<td>C</td>
<td>READING</td>
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<tr>
<td>DANIELLA</td>
<td>C</td>
<td>READING</td>
</tr>
<tr>
<td>MICHELLE</td>
<td>D</td>
<td>MATH</td>
</tr>
<tr>
<td>BOND</td>
<td>T</td>
<td>WRITING</td>
</tr>
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SSN          | STUDENT NAME | REMED. AREA | EXPLANATION |
--------------|--------------|-------------|-------------|
777777777    | DEAN         | C           | READING     |
888888888    | DANIELLA     | C           | READING     |
999999999    | 0003         |             |             |

TOTAL = 0003

**REMEDIATION COMPLETION METHOD (01146) = OTHER**

A SUBMISSION LETTER TO EXPLAIN THE USE OF THE "OTHER" CODES MUST BE INCLUDED WITH THE SUBMISSION FORM
Program Name: **CPEDyr**

Output File Name: **INCOMP**

Report Title: Record of Remediation Completion Method = Not Completed and Remediation Incompletion Code = Other

Source Data: College Prep File

Report Description:

This report provides a list of records that have a Remediation Completion Method (01146) coded with the code ‘N’ for NOT COMPLETED and the Remediation Incompletion Code is code ‘O’ for OTHER. This report lists the SSN, student name and the remediation area that has to be explained. The Explanation area of this report can be used for the explanation.

Key Field elements used by this report are as follows:

- 01026-Person Identification Number
- 01045-Reporting Institution
- 01144-Remediation Area
- 01419-Person Name
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<td>SMITH</td>
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SSN: 111222333 444555666 777888999
TOTAL = 0003

REMEDIATION COMPLETION METHOD (01146) = NOT COMPLETED AND REMEDIATION INCOMPLETION CODE (01148) = OTHER
CODES MUST BE INCLUDED WITH THE SUBMISSION FORM
FILE INFORMATION

College Prep File

Dataset Name

College Prep File 2006-2007

PHYSICAL ATTRIBUTES

Sort Sequence:

1. 01029 Person Identification Number

Internal Description:

Logical Record Length 125
Block Size 27875
Record Format FB
College Prep File

2006-2007

File Attributes: LRECL=125, RECFM=FB, BLKSIZE=27875  
Sort Sequence: 01029

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<th>PICTURE</th>
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**REMEDICATION SEGMENTS**

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College Prep File

2006-2007

File Attributes: LRECL=125, RECFM=FB, BLKSIZE=27875
Sort Sequence: 01029

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Student Sub File

Dataset Name

Student Sub File 2006-2007

PHYSICAL ATTRIBUTES

Sort Sequence:

1. 01029 Person Identification Number

Internal Description:

Logical Record Length 62
Block Size 27962
Record Format FB
## Student Sub File

### 2006-2007

File Attributes: LRECL=62, RECFM=FB, BLKSIZE=27962  
Sort Sequence: 01029

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Student and College Prep Combined File

Dataset Name

Student and College Prep Combined File 2006-2007

PHYSICAL ATTRIBUTES

Sort Sequence:

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#### 2006-2007

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7/18/2007
## Student and College Prep Combined File

### 2006-2007

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Sort Sequence: 01029

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High School File

Dataset Name

High School File 2006-2007

PHYSICAL ATTRIBUTES

Sort Sequence:

1. 01069 High School Code

Internal Description:

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**2006-2007**

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Sort Sequence: 01069

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# DATA ELEMENTS

## Alphabetical Listing of Data Elements

**College Prep File**

**2006-2007**

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