

Perkins Database COMPLETERS Export File Format

This file will be run once each year by August 1st or as early as possible. The file will be temporarily entered into the completion table until employment and further postsecondary education matches can be made. After matches have been made, SSNs will be permanently stripped from the database.

Table/ Database	Field Name	Excel Column	Field Format	Format Specifics or Field Description
completers	student	a	20 char text field	Unique student ID from the college system
	college	c	8 char text field	college field must be formatted using the following abbreviations: BCC: (for Blackfeet Community College) DCC: (for Dawson Community College) FPCC: (for Fort Peck Community College) FVCC: (for Flathead Valley Community College) MCC: (for Miles Community College) MSUB: (for MSU Billings College of Technology) MSUGF: (for MSU Great Falls College of Technology) MSUN: (for MSU Northern College of Technology) MTCOT: (for UM Montana Tech College of Technology) UMH: (for UM Helena College of Technology) UMM: (for UM Missoula College of Technology)
	completion_ program	d	20 char text field	ID unique to this program for your system - can be CIP code, but include degree code as well. If using CIP and degree code, format it using the full 7 digit CIP, then a dash then degree code abbreviation. (For example 31.0891-AS) Use the last program the student was enrolled in for students who stop-out.
	completion_ year	e	2 char text field	Use the 2 digit year (07). The field should look as follows 07. For time frame, use the year the academic year ends, for example (Summer 07 - Spring 08 = 08)
	completion_ code	f	5 char text field	The following codes will be used for students for this file. GRAD: if the student has earned a degree, certificate or diploma MEETS: if the student meets graduation requirements but has not applied to graduate, this code may be used