

Perkins Database Export File Format

The following file will be exported to the Perkins Program Manager within 3 weeks after each term ends. The OCHE Accountability Specialist must be notified if this deadline cannot be met. The Perkins Grant Director will run the macro to import the data into the appropriate database and table. No identifiable information will be on the grant web database. The only student information on the grant web database will be aggregate data by college and program. OCHE will have limited access to SSN and name to pull employment, technical skill assessment results and postsecondary retention data from partner agencies. This information will not be available to college Perkins staff through the web database.

The file must be exported as an Excel file compatible with Office 2003. Please use the field names, as shown in the table below, in the first row of the export. Fields such as student and college are repeated. Please assure the file includes all the information in the order listed including repeated fields.

Controls will be in place during the exchange and use of this data to ensure confidentiality. The following information will be made available to OCHE via the secure server housed at MSU Bozeman during the month after each term ends. Address, phone and email address shown in purple below will **not be available to OCHE at any time. Information will be safeguarded while housed on OCHE servers through encrypted authentication of authorized individuals and processing is performed on the OCHE database server and never extracted to desktops.**

Table/ Database	Field Name	Excel Column	Field Format	Format Specifics or Field Description
Perkins database \	student	a	20 char text field	Unique student ID from the college system
	college	b	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)
	gender	c	1 char	M for Male, F for Female, X for unknown
	birthyear	d	4 digit number	Formatted as the 4 digit year
	ethnicity_code	e	up to 3 char	See Ethnicity Table worksheet below this table.
	program	f	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)
	enrolled_tribal_member	g	yes no field	Y for yes, N for no - for SKC and BCC only
Perkins database \ tbl_term_info	student	g	20 char text field	Unique student ID from the college system
	college	h	8 char text field	see above college field

	program	i	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)
	term_month_year	j	date field	Use the 4 digit year (2007) and format the month as 01 (for January), 02 (for February). The field should look as follows 2007/12, or 2008/06. For time frame, use the month the term ended.
	pell	k	number formatted as currency	Amount awarded for the term. Amount must be greater than zero and must have been accepted not just offered.
	bia	l	number formatted as currency	see above
	credits	m	will accept only whole numbers	Credits earned for the term. (DCC allows partial credit)
	cumulative_credits	n	will accept only whole numbers	Cumulative credits earned. (DCC allows partial credit)
	gpa	o	number with up to 3 decimals	GPA for the term.
	cumulative_gpa	p	number with up to 3 decimals	Cumulative GPA
Demographics Table - a secured database on the grant managers secure network drive or desktop. It will pull information from the Perkins database but no one outside of authorized college staff will have access to this information.	SSN	q	9 char text field	field self explanatory
	student	r	20 char text field	Unique student ID from the college system
	last_name	s	15 char text field	field self explanatory
	first_name	t	20 char text field	field self explanatory
	physical_address	u	30 char text field	field self explanatory
	mailing_address	v	30 char text field	field self explanatory
	mailing_city	w	20 char text field	field self explanatory
	mailing_st	x	2 char text field	field self explanatory
	mailing_zip	y	9 char text field	field self explanatory
	phone1	z	10 char text field	field self explanatory
phone2	aa	10 char text field	field self explanatory	
email	ab	50 char text field	field self explanatory	

ethn_code	Ethnic Code Description
1	Caucasian
2	Black
3	Hispanic
4	Asian/Pacific Islander
5	American Indian/Alaska Native
5A	Blackfeet - no reservation designation
5B	Blackfeet - Blackfeet reservation designated
5C	Crow - no reservation designation
5D	Crow - Crow reservation designated
5E	Salish - no reservation designation
5F	Salish - Flathead reservation designated
5G	Kootenai - no reservation designation
5H	Kootenai - Flathead reservation designated
5I	Assiniboine - no reservation designation
5J	Assiniboine - Fort Belknap reservation designated
5K	Gros Ventre - no reservation designated
5L	Gros Ventre - Fort Belknap reservation designated
5M	Assiniboine - Fort Peck reservation designated
5N	Sioux - no reservation designated

5O	Sioux - Fort Peck reservation designated
5P	Northern Cheyenne - no reservation designated
5Q	Northern Cheyenne - Northern Cheyenne reservation designated
5R	Chippewa - no reservation designated
5S	Chippewa - Rocky Boy reservation designated
5T	Chippewa - Little Shell Band designated
5U	Cree - no reservation designated
5V	Cree - Rocky Boy reservation designated
5W	Chippewa - Turtle Mountain reservation designated
5X	Other Tribal Affiliation
6	Other - Unknown (Foreign)
7	No Response