PSEO Record Layout (revised 16-17)

The following is the record layout for Post-Secondary Institutions to

submit registration information to the Minnesota Department of Education

COLUMNS DESCRIPTION Validation

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1- 1 ALWAYS “P” Must be “P”

2- 5 POST SECONDARY DISTRICT NUMBER Must be an active institution on MDE-ORG

6- 7 POST SECONDARY DISTRICT TYPE Must be an active institution on MDE-ORG

8- 20 COLLEGE'S STUDENT ID NUMBER (right justified) Must be greater than Zero.

21- 33 MARSS STUDENT NUMBER Spaces/zeros or a valid MARSS student ID

34- 63 STUDENT'S LAST NAME (cannot be spaces) Cannot be spaces

64- 78 STUDENT'S FIRST NAME (cannot be spaces) Cannot be spaces

79- 79 STUDENT'S MIDDLE INITIAL

80-114 STUDENT'S FIRST ADDRESS LINE

115-149 STUDENT'S SECOND ADDRESS LINE

150-159 STUDENT'S TELEPHONE NUMBER

160-160 STUDENT'S GENDER (M OR F) M or F

161-162 STUDENT'S GRADE LEVEL 10, 11, or 12

163-166 STUDENT'S DISTRICT NUMBER Must be an active district(MDE-ORG) or 0000 for home school

167-168 STUDENT'S DISTRICT TYPE Must be an active district(MDE-ORG) of 00 for home school

169-171 STUDENT'S SCHOOL NUMBER 000 otherwise 799 or 999 for home school

172-172 OVER 21 (Y OR N) Y or N

173-180 BIRTH DATE (MMDDYYYY) Valid Date.

181-200 COURSE #1 - NAME Greater than spaces

201-202 COURSE #1 - NUMBER OF CREDITS 6 or less

203-203 COURSE #1 - PROGRAM CODE\* 0, 1, or 2

204-223 COURSE #2 - NAME

224-225 COURSE #2 - NUMBER OF CREDITS

226-226 COURSE #2 - PROGRAM CODE\*

227-246 COURSE #3 - NAME

247-248 COURSE #3 - NUMBER OF CREDITS

249-249 COURSE #3 - PROGRAM CODE \*

250-269 COURSE #4 - NAME

270-271 COURSE #4 - NUMBER OF CREDITS

272-272 COURSE #4 - PROGRAM CODE \*

273-292 COURSE #5 - NAME

293-294 COURSE #5 - NUMBER OF CREDITS

295-295 COURSE #5 - PROGRAM CODE\*

296-315 COURSE #6 - NAME

316-317 COURSE #6 - NUMBER OF CREDITS

318-318 COURSE #6 - PROGRAM CODE\*

319-338 COURSE #7 - NAME

339-340 COURSE #7 - NUMBER OF CREDITS

341-341 COURSE #7 - PROGRAM CODE\*

342-361 COURSE #8 - NAME

362-363 COURSE #8 - NUMBER OF CREDITS

364-364 COURSE #8 - PROGRAM CODE\*

365-384 COURSE #9 - NAME

385-386 COURSE #9 - NUMBER OF CREDITS

387-387 COURSE #9 - PROGRAM CODE\*

388-407 COURSE #10 - NAME

* 1. COURSE #10 - NUMBER OF CREDITS

410-410 COURSE #10 - PROGRAM CODE\*

(\*) 0 = Regular PSEO

1 = Regular PSEO and in Middle/Early College Program

2 = Developmental course and Middle Early/College Program