

VIRGINIA DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT INFORMATION SYSTEMS
REPORT OF
COMBINED (REGULAR AND SUMMER) TERM GRADUATES
1999-2000 SCHOOL YEAR

REPORT OF GRADUATES 1999-2000 SCHOOL YEAR

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Schedule of Events

Date	Event
6/9/00	Report of Combined (Regular and Summer) Term Graduates mailed to Division Superintendents
9/8/00	Report of Combined (Regular and Summer) Term Graduate forms due to Department of Education (DOE) ***Divisions who will <u>not</u> have Summer Term Graduates may submit their forms to DOE after the Regular Term has been completed.
9/11/00	Late calls to Division Superintendents for reports not received as of 9/8
10/16/00	Final date for verification of data (Verification sign-off form) on Graduate reports from Division Superintendents
11/2/00	Graduate data available for distribution

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General Instructions for Preparing the Report of Combined Term Graduates

Racial/Ethnic Background

American Indian or Alaska Native - A person having origins (ancestry) in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander - A person having origins (ancestry) in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. Included, for example, are peoples of China, Japan, Korea, the Philippine Islands, Samoa, and India.

Black, not of Hispanic Origin - A person having origins (ancestry) in any of the black racial groups of Africa.

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (ancestry), regardless of race.

White, not of Hispanic Origin - A person having origins (ancestry) in any of the original peoples of Europe, North Africa, or the Middle East.

Number of Graduates by Degree

Enter the number of students by sex, by category, and by racial/ethnic background as defined below. If the school has no graduates, click to place a check in the box below the school number to indicate "This school has NO graduates."

References for requirements for graduation and for the categories of graduates for the 1999-2000 school year are listed below for your information.

Regulations Establishing Standards for Accrediting Public Schools in Virginia (1997)

Categories for Graduates

1. Graduates Receiving Standard Diplomas -

These students earned the standard diploma units of credit prescribed by the Board of Education, passed the Literacy Passport Test (LPT), and meet such other requirements as may be prescribed by the local school board and approved by the Board of Education.

2. Graduates Receiving Advanced Studies Diplomas -

These students earn the advanced studies diploma units of credit prescribed by the Board of Education, passed the Literacy Passport Test (LPT), and meet such other requirements as may be prescribed by the local school board and approved by the Board of Education. NOTE: Students earning the International Baccalaureate Diploma should be included in this count.

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3. Graduates Receiving Special Diplomas -

These are students with disabilities who complete the requirements of their individualized education programs (IEP).

4. Graduates Receiving Certificates of Program Completion -

These are students who do not qualify for a diploma but who complete a prescribed course of study as defined by the local school board.

5. Students Receiving GED Certificates -

These are high school students in attendance and enrolled in a General Educational Development program who have earned a General Educational Development Certificate. See item 6 for reporting students enrolled in Individual Alternative Education Program.

6. Students Receiving GED Certificates as a part of the ISAEP -

These are high school students in attendance and enrolled in a Individual Student Alternative Education Plan who have earned a General Educational Development Certificate as a part of the ISAEP program.

7. Total Graduates-

These cells are automatically calculated on the Excel spreadsheet, so ensure they match your record. Totals are not reported on the ASCII file.

8. No Award Received -

These are students who were slated to receive one of the above exit documents but **DID NOT DO SO** at the close of the regular school year and those students who **DID NOT DO SO** by August 31, 2000, the close of the Summer School. Students retained at the 12th grade who did not complete the requirements for the exit document for the regular and summer terms should be included in this count.

9. Grand Total - (the sum of Total Graduates and No Awards Received)-

These cells are automatically calculated on the Excel spreadsheet, so ensure they match your record. Totals are not reported on the ASCII file.

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Other Information Required For The School Performance Report Card (SPRC)

10. Graduates Receiving International Baccalaureate (IB) Diplomas -

These students have completed the International Baccalaureate Diploma program given by the International Baccalaureate Organization of Switzerland. NOTE: This count of students must be less than or equal to the number of students receiving Advanced Studies diplomas defined above.

11. Number of Seniors Enrolled in IB Program -

These students were classified as 12th graders for the 1999-00 regular school year or 1999-00 summer school and were enrolled in the IB Program.

Number of Graduates by Continuing Education Plan

Report each graduate by racial/ethnic background and gender in the category that corresponds to the graduate's continuing education plan.

Number of Graduates Not Continuing Education Who Have Completed a Vocational Program

For graduates with no continuing education plans, report the total number by sex, and by racial/ethnic background who have completed a vocational preparation program. The number of male/female graduates reported here by racial/ethnic category may not exceed the respective male/female graduates reported in No Continuing Education Plans under Number of Graduates by Continuing Education Plan.

Vocational Program Completers by Degree

For graduates who are vocational completers, report the total number by sex, by racial/ethnic background and by diploma/certificate type.

Vocational Program Completer Definition

A student who has met the requirements for a vocational concentration or a vocational specialization and all requirements for high school graduation or an approved alternative education program. Refer to the *Guide to Vocational Program Planning in Virginia* for further details.

Tech Prep Completers

For graduates who are Tech Prep Completers, report the number by diploma/certificate type.

Tech Prep Completers Definition:

The term "tech prep program" means a program of study that is carried out under an articulation agreement between the participants in the consortium;

Combines at a minimum two years of secondary education (as determined under State law) with a

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minimum of two years of postsecondary education in a nonduplicative, sequential course of study; with a common core of required proficiency in mathematics, science, reading, writing, communications, and technologies designed to lead to an associate's degree or a postsecondary certificate in a specific career field;

Integrates academic, and vocational and technical, instruction, and utilizes work-based and worksite learning where appropriate and available;

Meets academic standards developed by the State;

Provides technical preparation in a career field such as engineering technology; applied science; a mechanical, industrial, or practical art or trade; agriculture; health occupations; business or applied economics;

Links secondary schools and 2-year postsecondary institutions, and if possible and practicable, 4-year institutions of higher education through nonduplicative sequences of courses in career fields;

Builds student competence in mathematics, science, reading, writing, communications, economics, and workplace skills through applied, contextual academics, and integrated instruction, in a coherent sequence of courses;

Leads to an associate or baccalaureate degree or a postsecondary certificate in a specific career field; and leads to placement in appropriate employment or to further education.

As defined in the Carl D. Perkins Vocational and Technical Education Act of 1998 and accepted by the Tech Prep in Virginia state executive committee as the official Virginia definition on May 3, 1999.

Frequently Asked Questions

Who must file a graduate report?

The Report of Graduates is to be completed for each school within a division that had high school graduates for the 1999-2000 school year. A graduate is a student who receives a diploma or certificate from a secondary school.

When must the Graduate Report form be submitted to the Department of Education?

The Report of Graduates must arrive at the Department of Education by the close of business on September 8, 2000. However, if you do not have summer school, the report can be submitted as soon as possible, before September 8, 2000. Early submission is encouraged.

How can we submit the graduate report to the Department?

The electronic graduate file (gradsxxx.txt) can be e-mailed to **grads@pen.k12.va.us** and should include all schools on one file. During the final "process," the file is saved as gradsxxx.txt (where xxx is the three-digit

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number shown for your school division in the drop-down list on the contact sheet).

How can we add worksheets for schools that were not provided?

You may copy a school worksheet before you add the graduate data and then change the school name and number on the copy to correspond to the new school. To copy a worksheet:

- (1) Highlight an existing school worksheet,
- (2) With the cursor pointer on the worksheet tab near the bottom of your screen, right click to bring up the menu, and click on the **Move or Copy...** command,
- (3) In the **Move or Copy** dialog box, choose (**move to end**) from the box below **Before sheet.**,
- (4) At the bottom of the dialog box, click in the box beside **Create a copy** and then click on the **OK** button.
- (5) The new sheet will be copied and will include the same school name on the tab as the one you copied from except it will include (2). Rename the sheet by doing the following:
 - Double click the tab to highlight the current name,
 - Type the name of the school for which there was no worksheet included, and
 - Click on the **OK** button.

What if a worksheet was created for a school that did not have high school graduates for the 1999-2000 school term?

The worksheet should be returned to the Department of Education along with other worksheets for schools that did have graduates. The totals will all include zero (0) because you did not add any numbers to indicate graduates. In cell **10B**, type "**NO GRADUATES**".

Whom should we notify when the Contact Person changes?

You may contact the Data Administration office at (804) 225-2099 whenever you want to change the name, telephone number, address, fax number or e-mail address (if available) of your division contact person.

Where can we find information about the Literacy Passport Test requirements for Standard and Advanced diplomas?

The requirements of the Literacy Passport Tests pertaining to advanced and standard diplomas can be found in the Standards of Quality at 22.1-253.13:4 C. of the Code of Virginia (1950), as amended.

Cross Table Edit Checks

___ Each of the cells by gender and racial/ethnic category (columns C-N in Excel spreadsheet) in "Total Graduates" (row 19 in Excel spreadsheet) must be equal to the "Total Graduates Continuing/Not Continuing Education" (row 33 in Excel spreadsheet).

___ Each of the cells by gender and racial/ethnic category (columns C-N in Excel spreadsheet) in "International Baccalaureate (IB) Diploma" (row 24 in Excel spreadsheet) must be less than or equal to the "Advanced Studies Diploma" (row 14 in Excel spreadsheet).

___ Each of the cells by gender and racial/ethnic category (columns C-N in Excel spreadsheet) in "Of the graduates with no continuing education plans, how many completed a Vocational Education program"

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(row 34 in Excel spreadsheet) must be less than or equal to both the number of graduates with "No Continuing Education Plans" (row 32 in Excel spreadsheet) and "Total Number of Graduates by Vocational Program Completer" (row 42 in Excel spreadsheet).

- ___ Each of the cells by gender and racial/ethnic category (columns C-N in Excel spreadsheet) in "Total Number of Graduate by Vocational Program Completers" (row 42 in Excel spreadsheet) must be less than or equal to the "Total Graduates" (row 19 in Excel spreadsheet).
- ___ The number of "Tech Prep Completers" awarded each type of degree (column O in Excel spreadsheet) must be less than or equal to the total male and female count of students who received each type of degree (sum of columns M and N in rows 13 through 18).
- ___ Checked against edits provided and all numbers balanced.
- ___ Graduate cells with no entries have been left blank.
- ___ School worksheets that contain no graduate data have been marked "NO GRADUATES" and are being returned to the Department of Education.
- ___ The Report of Graduates forms for the schools listed have been completed for submission to the Department of Education on or before **September 8, 2000.**

1999-2000 High School Graduates and the Literacy Passport Test (LPT)

1. Why should school divisions reporting high school graduates be concerned about the Literacy Passport Test (LPT)?

All students graduating in 2000 will need to have passed mathematics, reading and writing components of the LPT as well as the prescribed credit requirements to earn a standard or advanced studies diploma as a requirement for graduation as stated by the Board of Education.

2. Does this requirement apply to adult education students, students with disabilities, and limited English proficient students?

This requirement extends to any adult education student, including any adult education student participating in an external diploma program, who is to receive a standard or advanced studies diploma.

This requirement also applies to students with disabilities and limited English proficient students who are pursuing a standard or advanced studies diploma.

3. May a student not meeting the LPT requirements but having sufficient credits for a standard or advanced studies diploma graduate?

Students not meeting the LPT requirement, but having sufficient credits for a standard or advanced studies diploma, may graduate with a *Certificate of Program Completion* as stated in the Code of Virginia section 22.1-253.13:4E, a *Special Diploma* as stated in the Code of Virginia section 22.1-253.13:4 D, or a General Educational Development (GED) Certificate.

Students not qualifying for one of these three options would not graduate with an exit document.

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4. How may I find out more about the Literacy Passport Test?

You may contact your local Division Director of Testing to obtain more information about the Literacy Passport Test.

Excel Spreadsheet Instructions

Downloading the Graduate Excel File

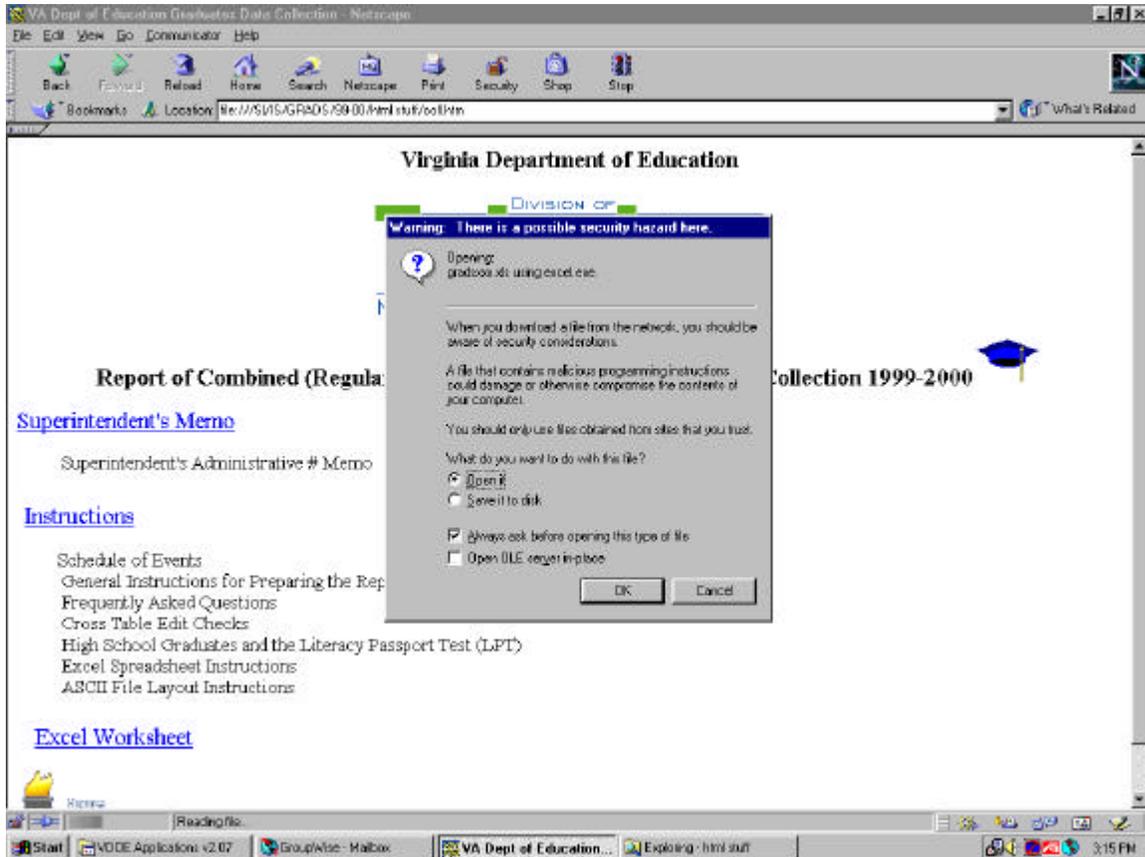
The graduate Excel spreadsheet can be downloaded from the Virginia Department of Education's web site at <http://www.pen.k12.va.us> by selecting "Reports" at the top of the homepage or "Data and Publications" at the bottom of the page. Then select "Collection of Combined (Regular and Summer) Term Graduates 1999-2000." The complete address for accessing the graduate spreadsheet is <http://www.pen.k12.va.us/VDOE/Publications/grads/datacoll/coll.htm>.

Note: These instructions have been developed using Excel 97; some messages may be displayed slightly different if you are using a different version.

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Netscape

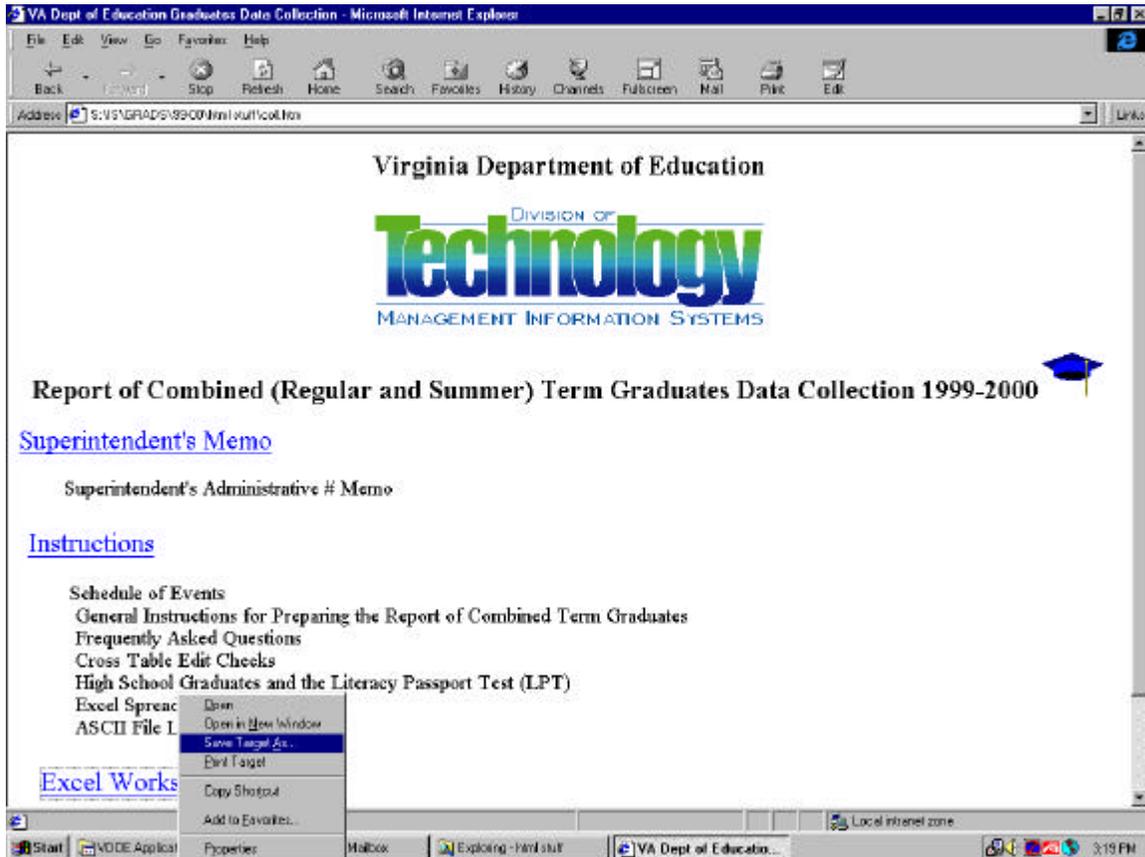
When you click on **Excel Worksheet** you will get a message notifying you that you have chosen to download a file. Choose the option that allows you to save the file. In the "Save As" dialog box choose the directory and subdirectory (folder) where you want the graduate Excel file saved on your computer. Then click on the **Save** button to save the file to your computer. Close the web browser. The file name is gradsxxx.xls, and you should not change the file name.



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Internet Explorer

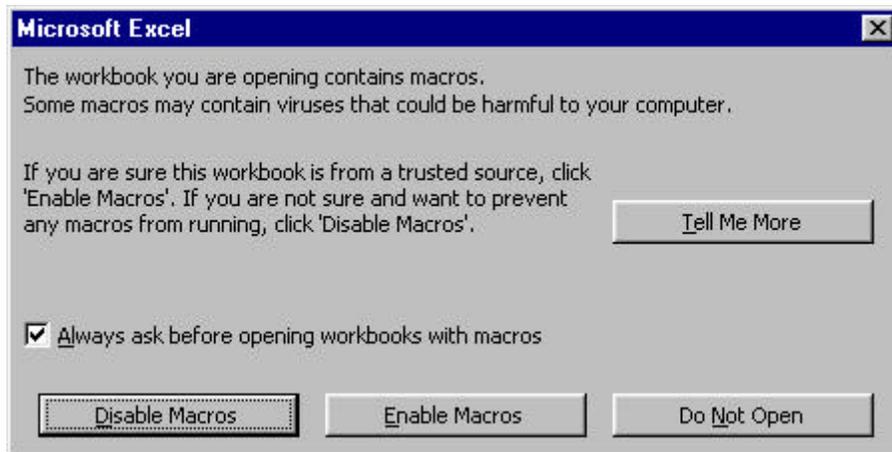
Place your mouse over the Excel Worksheet and ***RIGHT CLICK*** your mouse. A small window will open giving you several options, choose "**Save target as**". Follow the prompts to save the Excel spreadsheet to the local drive of your Computer. The file name is gradsxxx.xls, and you should not change the file name.



Opening the Excel Workbook

Once the Excel spreadsheet file is saved to your computer, open the Excel application. Open the graduate spreadsheet file (gradsxxx.xls) that you downloaded from the web site. Since this file contains macros to design the spreadsheet specific to your school division, you will need to choose to "**Enable Macros**" if you get any warning about the macros.

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The graduate spreadsheet will now open to the **contact** worksheet. When the file opens make sure you are on the **contact** sheet as noted by the highlighted tab at the bottom of the worksheet. An example of the contact worksheet is illustrated on the next page of this document.

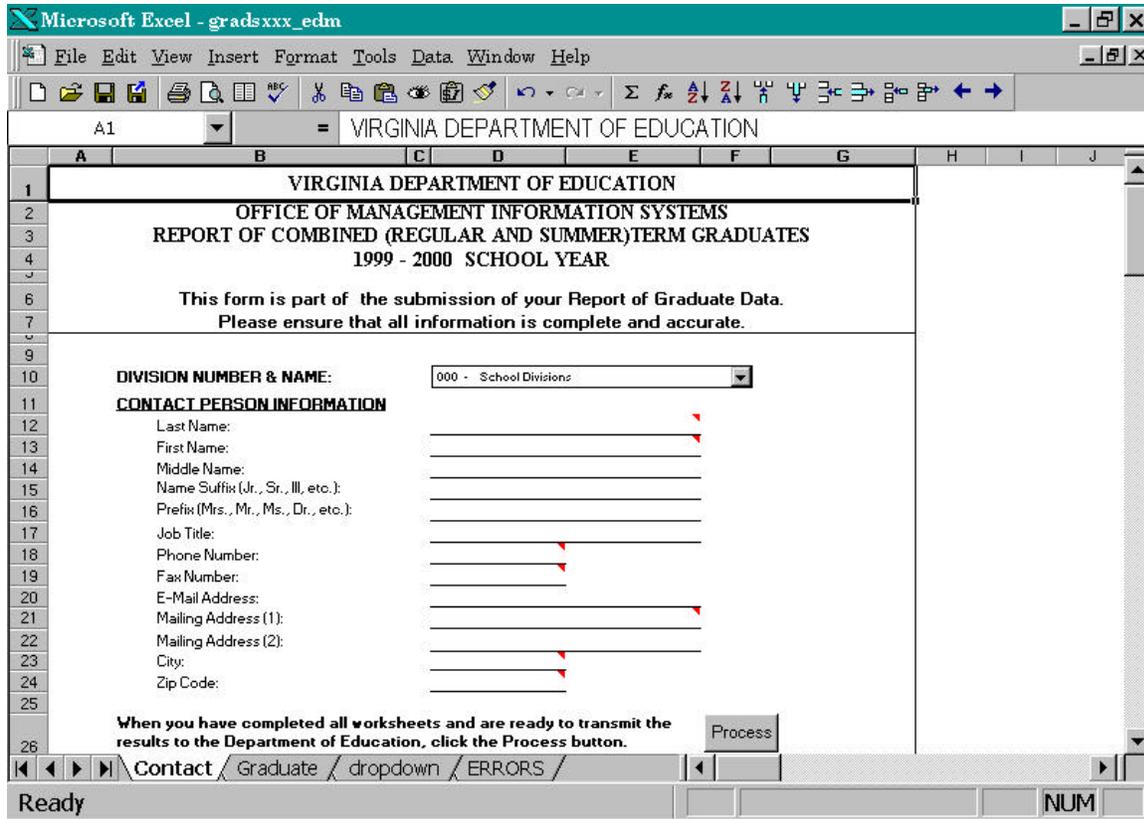
To avoid losing any of your work on this spreadsheet, be sure to SAVE the file periodically as you work.

Contact Sheet

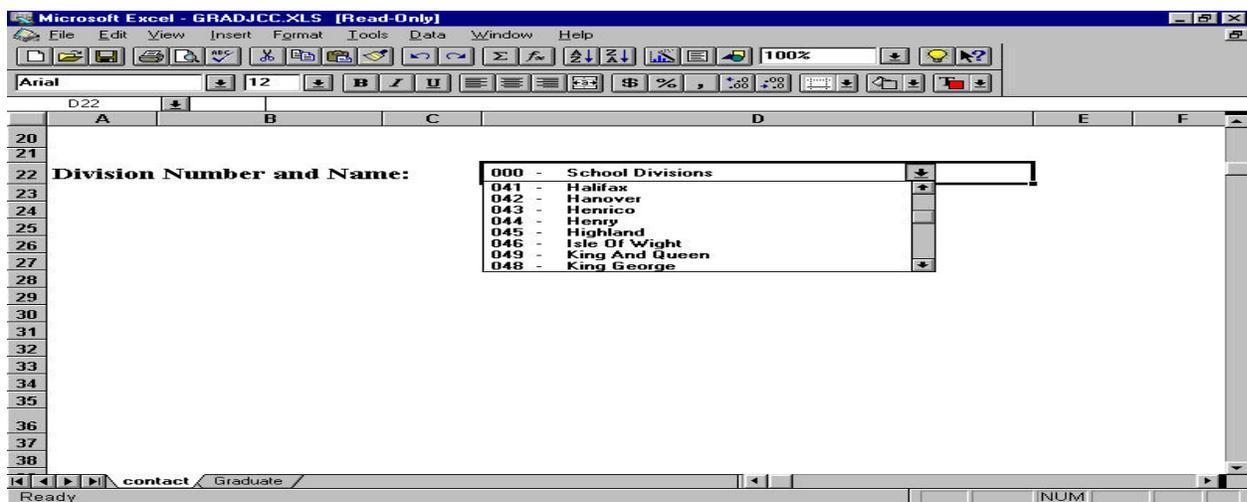
The contact worksheet must include information for the contact person who can answer questions regarding the data submitted for your school division. Specific contact data are required as indicated in the listing below. Please provide all information that is available for the contact person.

- Last Name - Enter your last name **(required)**
- First Name - Enter your First name **(required)**
- Middle Name - Enter your middle name or middle initial (optional)
- Name Suffix - i.e. Jr., Sr. (optional)
- Title - Mr., Mrs. (optional)
- Position Title - the title of your position (optional)
- Phone Number - Include your area code and seven-digit number **(required)**
- Fax Number - Include your area code and seven-digit number **(required)**
- E-mail Address - Enter your e-mail address (optional)
- Mailing Address **(required)**
- City **(required)**
- Zip Code **(required)**

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Just above the contact data is a drop-down list that includes the name and number of all school divisions in Virginia. Click on the down arrow and scroll down the listing to locate the name and number for your school division. When you locate your school division name, click on it to highlight it.



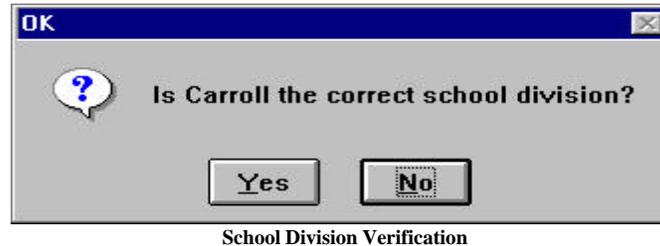
School Division Number and Name Drop-Down List

After you have selected your division name and number, you will see a message box asking

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if this is the correct division. If the school division in the message box is correct, click on the **Yes** button.

If the school division listed in the message box is not the correct school division name, then click on the **No** button. Return to the drop-down listing of school divisions, and repeat the selection process.



When you click on “Yes” to indicate that the division name is correct, the workbook will automatically build a worksheet for each of the schools in your division that would have graduate data to report. You will see the names of the schools on the sheet tabs at the bottom of your screen. The contact sheet will update with the contact information we have on file. Review the contact information and if it is incorrect, make the necessary changes.

NOTE: The contact information is for the Division Level contact only, not the school level contacts.

School Graduate Report Worksheets

Complete the graduate information for each school according to the General Instructions for preparing the Report of Combined (Regular and Summer) Term Graduates (see pages 2-6). Formulas are built into the spreadsheet to calculate all totals, and these cells have been locked to protect formulas and assist you in completing the form. When you have completed entering all data for a school, click on the sheet for the next school and continue entering data for all schools. The school sheets are sorted in school number order, and they are indexed to open in the sequence in which they are ordered within the workbook.

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completed a **Vocational Education program, but had no continuing education plans** (row 34) must be less than or equal to **the number of graduates with no continuing education plans** (row 32). If the number of vocational completers with no education plans in any column is greater than the number of graduates with no continuing education plans, you will get an error.

In each column of racial/ethnic categories by gender, the **number of graduates by Vocational Program Completer** (row 42) must be less than or equal to **the number of graduates** (row 19) and less than or equal to **number of graduates who completed a Vocational Education program, but had no continuing education plans** (row 34). If the number of vocational program Completers with no education plans in any column is greater than the number of graduates by Vocational Program Completer, you will get an error.

The number of graduates who completed a vocational program cannot be greater than the total number of graduates. For "**Tech Prep Completers**" (column O) the number receiving each type of diploma cannot exceed the **Total (Male and Female)** number of graduates awarded each type of diploma (columns M and N). If the number reported for Tech Prep Completers is greater than the number reported for all graduates, you will get an error.

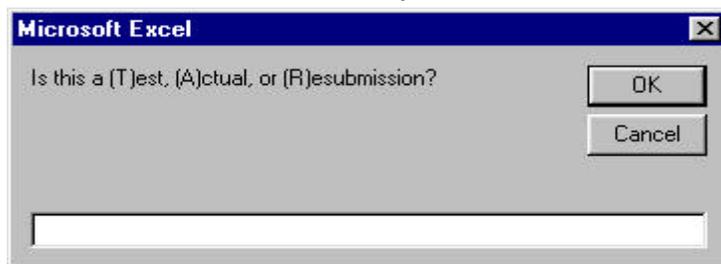
Processing the Workbook

When you have finished entering data for all schools in your division, return to the Contact Sheet to process the workbook. Click on the **Process** button located just below the contact information. Processing includes functions to check for errors and to write out an ASCII file once all errors have been corrected.

Macros have been incorporated into the spreadsheet to edit cells that must contain numeric data and to edit totals/cells that must be equal or within specific ranges of other totals/cells as noted below. If any errors are found, an **Errors** worksheet is created. This worksheet will include a listing of the errors found, including the name of the worksheet where the error was found, the cell location, and a message to assist you in identifying the error. Review the errors and make corrections as indicated and then go back and process the workbook again.

Once you have completed all revisions, you should click on the "**Process**" button again. If you have no errors, then the worksheet will create an ASCII text file that will need to be sent to us. A window will appear asking you if this is a "TEST", "RESUBMISSION" or "ACTUAL". Enter the appropriate letter for your data.

The ASCII text file is saved in the same directory as the original excel file, which should be C:\doe_data\, with the file name gradXXX.txt (where XXX is your division number). The Excel file (gradxxx.xls) will also be saved in the same directory.



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Submitting the Graduate Report

E-mail the graduate ASCII text file (gradXXX.txt) which can be found in the directory C:\doe_data on your local drive, to grads@pen.k12.va.us after you have completed and reviewed all information. Retain the Excel file (gradxxx.xls) at your site for future reference if needed.

ASCII File Layout

All records for the regular and summer term graduate ASCII file must be entered per the attached file layout. The file must be submitted by e-mail to grads@pen.k12.va.us by September 8, 2000, in the following format:

File Name -- The name of the file must include the Locality/Division number, including leading zeroes. The naming convention is GRADSxxx.TXT (where xxx is your 3-digit division number).

Test Data -- Test data may be submitted prior to August 15, 2000. If you are submitting test data, in the "A" record for the report type field, put a "T" to indicate that this is a test submission. After processing, the graduate coordinator will fax the results to you. The actual data must be submitted by September 8, 2000.

Resubmission -- In instances of severe errors, you may be asked to resubmit the entire graduate file.

Description of the File -- The file contains the following four different record types:

"A" Record – Header Record. This record is the first record in the file. It identifies the data collection, school year, school division, and contact information for the person in the school division who is responsible for the report. Each school division will have only one "A" record.

"B" Record – Graduates by Diploma Type, Plans, and School Performance Report Card (SPRC) Information. These records will include number of graduates by racial/ethnic category for each gender and diploma type, educational plan, and SPRC information breakdowns.

"C" Record – Diploma Type Earned by Tech Prep Completers. These records will include the number of tech prep completers who were graduates, broken down by their diploma type.

"Z" Record – Trailer Record. This record is the last record in the file.

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“A” Record				
(Header Record)				
Position	Position	Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = A
2	2	1	Report Type	T= Test, R= Resubmit, A=Actual
3	10	8	Data Collection Name	Uppercase; constant = GRADUATE
11	14	4	Beginning School Year	Four-digit year for beginning of school
15	17	3	Division Number	Leading zeroes must be included, i.e. 005
18	37	20	Division Name	Uppercase, i.e. ACCOMACK COUNTY
38	57	20	Division Contact Last Name	Last name of division contact for graduate report
58	77	20	Division Contact First Name	First name of division contact for graduate report
78	97	20	Division Contact Middle Name	Middle name of division contact for graduate report
98	102	5	Division Contact Name Suffix	Name suffix, i.e. Jr., Sr., III
103	107	5	Division Contact Name Title	Name title, i.e. Dr. Mr. Ms.
108	157	50	Division Contact Position Title	Position title, i.e. Director, Coordinator, etc.
158	167	10	Division Contact Phone Number	Area code plus 7-digit number, i.e. 8042252099
168	177	10	Division Contact Fax Number	Area code plus 7-digit number, i.e. 8042252099
178	217	40	Division Contact E-mail Address	E-mail address of division contact for graduate report, i.e. jchristo@mail.vak12ed.edu
218	247	30	Mailing Address (1)	First line of address
248	277	30	Mailing Address (2)	Second Line if there is one
278	302	25	City	City, County or Town
303	304	2	State	VA
305	309	5	Zip Code (1)	First 5 numbers of the Zip Code
310	313	4	Zip Code (2)	Second 4 numbers of Zip Code if available

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"B" Record				
Graduates by Diploma Type, Plan, SPRC Information and Vocational Program Completer				
Position	Position	Field	Field Name	Contents
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = B
2	5	4	Graduation Type	DEGR = Graduate by degree PLAN = Graduate by plan SPRC = School Performance Report Card information DVPC = Vocational Program Completer
6	9	4	School Number	Leading zeroes must be included, i.e. 0080
10	10	1	Gender	M = Male F = Female
11	13	3	Graduation Type Classification	STD = Standard diploma ADV = Advanced diploma SPE = Special diploma CER = Certificate of completion GED = General Educational Development certificate ISA = GED, Individual Student Alternative Plan 4YR = Four-year college 2YR = Two-year college OTH = Other continuing education plans NON = No continuing education plans VEP = No continuing education plans--completed vocational program NAW = No award IBD = International Bacculaureate diploma IBE = International Bacculaureate enrollment
14	18	5	American Indian Count	Leading zeroes must be included, i.e. 00050
19	23	5	Asian Count	Leading zeroes must be included, i.e. 00513
24	28	5	Black Count	Leading zeroes must be included, i.e. 00080
29	33	5	Hispanic Count	Leading zeroes must be included, i.e. 00580
34	38	5	White Count	Leading zeroes must be included, i.e. 00112

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"C" Record				
Diploma Type Earned by Tech Prep Completers				
Position	Position	Field		
First	Last	Length	Field Name	Details
1	1	1	Record Type	Constant = C
2	5	4	School Number	Leading zeroes must be included, i.e. 0080
6	6	1	Vocational Type	Constant = T
7	11	5	Standard Diploma Count	Leading zeroes must be included, i.e. 00050
12	16	5	Advanced Diploma Count	Leading zeroes must be included, i.e. 00513
17	21	5	Special Diploma Count	Leading zeroes must be included, i.e. 00080
22	26	5	Certificate of Program Completion	Leading zeroes must be included, i.e. 00580
27	31	5	GED Certificate	Leading zeroes must be included, i.e. 00112
32	36	5	GED-ISAEP	Leading zeroes must be included, I.e. 00123

"Z" Record				
Trailer Record				
Position	Position	Field		
First	Last	Length	Field Name	Details
1	5	5	Record Type	Constant = ZZZZZ