



Code Sheet  
Student Data Reporting

Use the codes below to report your student data on the Excel template:  
Required data is marked with an \*

Program data:\*

Location

Enter the physical location (city) where the training program is taught.

Program Title

Name of the program the student was enrolled in during the reporting year.

Award Type Earned by Graduates

Name of the award type given to students who graduate, such as bachelor's degree, certificate, diploma.

Location, Program Title and/or Award Type data in the uploaded file must match exactly the program information in the Programs area of the student data reporting system

Student Data:

Who was enrolled in the training program at any time during the reporting period.

Student Last Name\*

Student First Name\*

Student Middle Initial (MI)

Student Address

First line of student's address, as reported to the school by the student.

City

Student's address city

State

Student's address state

Zip Code

Student's address zip code.

Phone

Enter the student's most current telephone number, including area code.

**Social Security Number (SSN)\***

Enter each student's social security number, in text format. Please enter as 123456789, with no dashes or slashes. If this information is not available for a student, please leave blank. Do not enter question marks. Do not make up a SSN if you do not have one. Dashes/slashes, incomplete SSNs, or fake numbers will cause an error when you try to load your report.

**BirthDate\***

Student's date of birth, entered as MM/DD/YYYY. If the birthdate is unknown, enter 01/01/9999.

**Hispanic**

Indicate whether or not the student is Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).

- 1 = Hispanic Origin
- 2 = Not of Hispanic Origin
- Blank = Unknown

**Race\***

Use the following codes:

- 1 = White/Caucasian
- 2 = Black/African American
- 4 = American Indian or Alaska Native
- 5 = Asian
- 6 = Hawaiian Native or other Pacific Islander
- 7 = Multi-racial
- 8 = Other
- 9 = Unknown

**Gender**

Use the following codes:

- M = Male
- F = Female
- Blank = Unknown

Disability defined as a physical or mental impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, learning, and working. Use the following codes:

- 1 = Yes
- 2 = No
- Blank = Unknown

**Veteran Status**

Student served, but is not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, National Guard, or the Coast Guard.

- 1 = Yes
- 2 = No
- Blank = Unknown

**Prior Education\***

Enter the number that matches the student's highest education level before enrolling in the program.

- 11 = Less than high school diploma
- 12 = GED
- 13 = High school graduate
- 14 = Some post high school, no degree or certificate
- 15 = Certificate (less than two years)
- 16 = Associate's Degree
- 17 = Bachelor's Degree
- 18 = Master's Degree
- 19 = Doctoral Degree or above
- 90 = Other
- 99 = Prior education unknown

**Start Date\***

The date the student started training in the program. Use this format: MM/DD/YYYY.

**Exit Date\***

If the student exited during the reporting period, enter the date the student withdrew from training, was terminated, or completed the program.

Use this format: MM/DD/YYYY.

If student was still enrolled in the program at the end of the reporting period, leave this field blank. If the student dropped out and you do not have the exact date, give your best estimate. Make sure the date is within the time frame of the report period.

**Enrollment Status\***

Student's enrollment status as of June 30. Use the following codes:

- 1 = Graduated from the program.
- 2 = Withdrew/terminated from the program.
- 3 = Still enrolled in the program as of June 30.
- 4 = Military leave of absence.

**Earned Award Type**

If the student completed the program, enter the credential type awarded, such as associate's degree, certificate, or diploma.

**GPA**

Student's final Grade Point Average. If GPA is unavailable or not used at your school/organization, please indicate whether or not the student passed (equivalent of a 2.0 GPA) or failed the classes taken.

**Pass/Fail**

P = Pass

F = Fail

Note: Information you provide does not become public record. Individually identifiable information received by the Workforce Training and Education Coordinating Board for research or evaluation purposes are not subject to public disclosure under RCW 42.17.