

Enclosure G
File Layout for Type 2 Renewal Application Data (RAD) Requests

Header Record Sent To/Received From The CPS

Note: For RAD requests sent to CPS, Field #s 9-17 will be blank
For Field #2 use value of 0109
For Field #3 use value of 7

Field #	Start Position	End Position	Length	Field Name	Valid Field Content	Justify / Signed
1	1	12	12	Header Record Identifier	CPS HEADER Left justified with one blank position after CPS, and one blank positions after TRAILER	Left
2	13	16	4	Data Record Length Indicates length of the data records	4-digit numeric Right justified, zero filled	Right
3	17	17	1	Sent To: Type of Data Transmitted Received From: Filler	A = Initial Applications R = Renewal Applications H = History corrections or Duplicate requests F = FDR Request 7 = RAD Request Blank	Left
4	18	24	7	Destination Number WAN assigned when initial Letter of Application was processed	"TGXXXXX" where XXXXX is the 5-digit code for your destination point	Left
5	25	25	1	Filler	Blank	Left
6	26	26	1	Filler	For ED Use Only	Left
7	27	34	8	Creation Date Date that batch was created.	Format is CCYYMMDD where CC = 19 or 20 YY = Year 98, 99 or 00 MM = Month 01-12 DD = Day 01-31	Right
8	35	40	6	Creation Time Time that batch was created.	Format is HHMMSS where HH = Hour 00-23 MM = Minute 00-59 SS = Second 00-59	Right
9	41	52	12	Filler	Blank	Left
10	53	56	4	Award Year	"9900" for 1999-2000	Right

Field #	Start Position	End Position	Length	Field Name	Valid Field Content	Justify / Signed
11	57	79	23	Sent To: Batch Number Received From: Batch Number Both Sent To/Received From: Both Sent To/Received From: Both Sent To/Received From: Both Sent To/Received From:	IF SENT, Batch Type: #A = Export Applications-Initial #B = Export Applications-Renewal #C = Export Corrections/Duplicates #F = Export FDR ----- IF RECEIVED, Batch Type: #A = Electronic App ISIRs #B = Renewal App ISIRs #C = Correction/Duplicate ISIRs #E = Automatic ISIRs #F = Federal Data Requests #K = State Agency Non Resident ISIRs #L = State Agency Resident ISIRs #O = ESOA Data #X = Invalid Batch Number #Y = Reprocessed Records #Z = CPS System generated ----- Cycle Year: 0 = 1999-2000 School Code: Use the Title IV Code of the Assumed Institution for all export types except Corrections and FDR. For Corrections and FDR, use the Institution entered for 'Institution:' from the dialog box. Date: Current date using the format CCYYMMDD Time: Current time using the format HHMMSS	Right
12	80	82	3	Filler	Blank	Left
13	83	83	1	Transaction Source Code	1 = Electronic App 2 = Electronic Renewal App 3 = Electronic History Correction 4 = FAFSA Express 5 = ACT 6 = FAFSA on the Web / Renewal App on the Web 7 = NCS 8 = PIC Blank = FDR	Right
14	84	84	1	Transaction Site Source Code	1 = Site 1 (All EDE Destination Points) 2 = Site 2 3 = Site 3 4 = Site 4 5 = Site 5 6 = Site 6	Right
15	85	85	1	Filler	Blank	Left
16	86	86	1	Filler	For ED Use Only	Left
17	87	87	1	Encryption Code	For ED Use Only	Right
18	88	N	N minus 87	Filler This filler space is appended to make the Header the same length as the longest record in the file.	Blank N = The length of the record found in the Data Record length field. (Field #2)	Left

RADD Request Address 1 Export Record Layout

(RADD00IN)

Field #	Start Position	End Position	Length	Field Name	Valid Field Content	Justify
1	1	12	12	Address 1 Record Identifier	ADDRESS 1 Left justified with one blank position after the word address and with three blank positions after the number 1	Left
2	13	47	35	Institution Name Name of the Institution to be printed on each Renewal Application	Any valid keyboard character Cannot be blank A to Z must be all caps	Left
3	48	63	16	Contact Last name Last name of the contact person at the above institution	Any valid keyboard character Cannot be blank A to Z must be all caps	Left
4	64	73	10	Contact First Name First name of the contact person at the above institution	Any valid keyboard character Cannot be blank A to Z must be all caps	Left
5	74	N	N minus 73	Filler This filler space is appended to make the Address 1 Record the same length as the longest record in the file.	Blank N = The length of the longest data record. (Same as Field #2 on the Header Record) .	Left

RAD Request Address 2 Export Record Layout

(RADD00IN)

Field #	Start Position	End Position	Length	Field Name	Valid Field Content	Justify
1	1	12	12	Address 2 Record Identifier	ADDRESS 2 Left justified with one blank position after the word address and three blank positions after the number 2	Left
2	13	40	28	Institution's Permanent Address Address of the Institution to be printed on each Renewal Application and to be used when mailing printed applications to the institution	Must contain only: 0 to 9 Upper case A to Z Space(s) , (period) ' (apostrophe) , (comma) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash)	Left
3	41	57	17	Institution's City City of the Institution to be printed on each Renewal Application and to be used when mailing printed applications to the institution	Must contain only: 0 to 9 Upper case A to Z Space(s) , (period) ' (apostrophe) , (comma) - (dash) # (number) @ (at) % (percent or care of) & (ampersand) / (slash)	Left
4	58	59	2	Institution's State State of the Institution to be printed on each Renewal Application and to be used when mailing printed applications to the institution	Valid two letter postal code Cannot be blank	Left
5	60	64	5	Institution's Zip code Zip code of the Institution to be printed on each Renewal Application and to be used when mailing printed applications to the institution	00000 to 99999	Right
6	65	N	N minus 64	Filler This filler space is appended to make the Address 2 Record the same length as the longest record in the file.	Blank N = The length of the longest data record. (Same as Field #2 on the Header Record)	Left

Type 2 Individual RAD Request Export Record Layout

(RADD00IN)

Field #	Start Position	End Position	Length	Field Name	Valid Field Content	Justify
1	1	7	7	DESTINATION POINT ID	TGXXXXXX, WHERE "XXXXXX" = DESTINATION ID	LEFT
2	8	8	1	YEAR INDICATOR	ALWAYS '0' FOR 1999-2000	LEFT
3	9	9	1	RAD REQUEST TYPE	ALWAYS '2' FOR SELECTED INDIVIDUAL REQUESTS	LEFT
4	10	10	1	ERROR CODE	1 = INVALID TITLE IV WAN DESTINATION POINT 2 = DESTINATION NOT VALID FOR PARTICIPATION 3 = INVALID YEAR INDICATOR 4 = MISMATCH OF TYPE AND RECORD FORMAT 5 = NO RECORDS FOUND ON RENEWAL APPLICATION DATABASE 6 = NON-TYPE 2 REQUEST SENT ELECTRONICALLY BLANK NOTE: IF RECORD MEETS MULTIPLE ERROR CODES, THE LOWEST NUMBER WILL BE REPORTED.	LEFT
5	11	21	11	ID FIELD 1	ORIGINAL SSN AND NAME CODE	LEFT
6	22	22	1	ID ERROR CODE 1	1 = ID NOT FLAGGED FOR RAPP 2 = ID AND INSTITUTION CODE MISMATCH 4 = DUPLICATE REQUEST, RECORD PREVIOUSLY SENT BLANK	LEFT
7	23	33	11	ID FIELD 2	ORIGINAL SSN AND NAME CODE	LEFT
8	34	34	1	ID ERROR CODE 2	SAME AS ID ERROR CODE 1	LEFT
9	35	45	11	ID FIELD 3	ORIGINAL SSN AND NAME CODE	LEFT
10	46	46	1	ID ERROR CODE 3	SAME AS ID ERROR CODE 1	LEFT
11	47	57	11	ID FIELD 4	ORIGINAL SSN AND NAME CODE	LEFT
12	58	58	1	ID ERROR CODE 4	SAME AS ID ERROR CODE 1	LEFT
13	59	69	11	ID FIELD 5	ORIGINAL SSN AND NAME CODE	LEFT
14	70	70	1	ID ERROR CODE 5	SAME AS ID ERROR CODE 1	LEFT
15	71	76	6	TITLE IV INSTITUTION ID NUMBER	6-CHARACTER NUMBER OF PARTICIPATING INSTITUTION	RIGHT
16	77	77	1	INSTITUTION ERROR CODE	3 = INSTITUTION CODE INVALID OR NOT UNDER THIS DESTINATION POINT BLANK	LEFT
17	78	78	1	TRANSMISSION TYPE	1 = NETWORK	LEFT
18	79	79	1	PRINT INDICATOR	BLANK = DO NOT WANT CPS TO PRINT Y = REQUEST CPS TO PRINT	LEFT
19	80	109	30	FILLER	BLANK	LEFT
	Total Bytes	109				

Trailer Record Sent To/Received From The CPS

**Note: For RADD requests sent to CPS, Field #s 10-17 will be blank
 For Field #2 use value of 0109
 For Field #3 use value of 7
 Ignore Field #18, the last byte for the RADD trailer is 109**

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify / Signed
1	1	12	12	Trailer Record Identifier	CPS TRAILER Left justified with one blank position after CPS and two blank positions after TRAILER	Left
2	13	16	4	Data Record Length Indicates length of the data records	4-digit numeric	Right
3	17	17	1	Sent To: Type of Data Transmitted Received From: Filler	A = Initial Applications R = Renewal Applications H = Corrections or Duplicates F = FDR Request 7 = RAD Request Blank	Left
4	18	24	7	Destination Number WAN assigned when initial Letter of Application was processed	"TGXXXXXX" where XXXXX is the 5-digit code for your destination point	Left
5	25	32	8	Creation Date Date that batch was created by CPS	Format is CCYYMMDD where CC = 19 or 20 YY = Year 98, 99 or 00 MM = Month 01-12 DD = Day 01-31	Right
6	33	38	6	Creation Time Time that batch was created by CPS	Format is HHMMSS where HH = Hour 00-23 MM = Minute 00-59 SS = Second 00-59	Right
7	39	52	14	Filler	Blank	Left
8	53	56	4	Award Year	"9900" for 1999-2000	Right
9	57	61	5	Total Number of Detail Records in this batch	00000 – 99999 This count includes all records within this batch, including those imported as error files.	Right
10	62	84	23	Batch Number	Same as in the Header Record	Right
11	85	85	1	Filler	Blank	Left
12	86	86	1	Transaction Source Code	1 = Electronic App 2 = Electronic Renewal App 3 = Electronic History Correction 4 = FAFSA Express 5 = ACT 6 = FAFSA on the Web / Renewal App on the Web 7 = NCS 8 = PIC Blank = FDR	Right

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify / Signed
13	87	87	1	Transaction Site Source Code	1 = Site 1 (All EDE Destination Points) 2 = Site 2 3 = Site 3 4 = Site 4 5 = Site 5 6 = Site 6	Right
14	88	94	7	Sent To: Filler Received From: Accepted Record Count (Count of Records within this batch being added to the database)	Blank ----- 0000001 to 9999999	Right
15	95	101	7	Sent To: Filler Received From: Error Record Count (Count of records within this batch which are in Error and will be imported as error files)	Blank ----- 0000001 to 9999999	Right
16	102	108	7	Sent To: Filler Received From: Not On Database Count (Count of records not on CPS database)	Blank ----- 0000001 to 9999999	Right
17	109	109	1	Sent To: Filler Received From: Batch Indicator	Blank ----- Y = Accepted N = Rejected Must be non-blank	Left
18	110	N	N minus 109	Filler This filler space is appended to make the Trailer the same length as the longest record in the file.	Blank N = The length of the record found in the Data Record length field. (Field #2)	Left