

Carl D. Perkins Record Layout

Records must be fixed format ASCII, not variable or delimited.

Data Element	Length	Position	Valid Data	Fill/Justification	Notes
School Year	2	1-2	Numeric	Right Justify, leading zero fill	2015-2016 = (FY) '16' in the first two spots of code
School District	4	3 - 6	Numeric	Right Justify, leading zero fill	District number from MDE-Org
District Type	2	7 - 8	Numeric	Right Justify, leading zero fill	District type from MDE-Org/Organizational Type
School Number	3	9 - 11	Numeric	Right Justify, leading zero fill	School number from MDE-Org
MARSS ID Number	13	12 - 24	Numeric	Right Justify, leading zero fill	Student ID
Program Code	6	25 - 30	Numeric	Right Justify, leading zero fill	Six-digit Program Code from Table C (column B)
Course Code	2	31 - 32	Numeric	Right Justify, leading zero fill	Two-digit Course code from Table C (column D)
Course Length in Minutes	5	33 - 37	Numeric	Right Justify, leading zero fill	Total number of minutes for the entire course for the term. Ex: trimester, semester, quarter, block, skinny, or year.
Grade Received	1	38	P or N		Proficient / Non-Proficient
Teen (single) Parent	1	39	Y or N	Default to N	
Displaced Homemaker	1	40	Y or N	Default to N	
Technical Skill Assessment	1	41	Y or N	(If yes see #42)	State Approved Assessment given in this class
TSA Proficiency	1	42	P or N	Default is "N." If line 41 was "Y" and the student was Proficient, this code will need to be manually updated to "P."	TSA results are sent directly from the testing company to CTE teachers. Cut scores for proficiency are based on the specific assessment given. Please verify TSA results with appropriately licensed secondary CTE teachers.
Last Name	40	43 – 82	Alpha	Left justify, fill with spaces to end	
First Name	40	83 - 122	Alpha	Left justify, fill with spaces to end	
Middle Name	40	123 - 162	Alpha	Left justify, fill with spaces to end	
Suffix	04	163 - 166	Alpha/Numeric	Left justify, fill with spaces to end	
Gender	01	167	M or F		
Date of Birth	08	168 - 175	Numeric	YYYYMMDD	

Data Record Example: 162853010400000000000001407101504840PNNYPLASTNAME FIRSTNAME MIDDLENAME SUFX G YYYYMMDD

Navigation to the Carl Perkins Collection System

1. Open the [Minnesota Department of Education website](#)
 - a. Select Districts, Schools and Educators from top menu bar.
 - b. Select Data Submissions from options at top of page.
 - c. Select Carl Perkins from left menu; list is alphabetical.
2. Or, use the following shortcut to [Log into the Carl Perkins Data Collection](#).