

**ANNUAL PERFORMANCE REPORT (2007–08)
 SECTION II-A -- RECORD STRUCTURE FOR PARTICIPANT LIST
 FOR UPWARD BOUND AND UPWARD BOUND MATH-SCIENCE PROJECTS**

Grantees must submit student files in Excel or CSV format. ASCII files will no longer be accepted; thus grantees need not identify field lengths, position start and end, and field type. Column names **must** still match the "Database Column Names" provided in column three below, and grantees must follow instructions in the "Valid Field Content" column. For additional information on how to submit data, please see "How May the Report be Submitted?" in the instructions for the APR.

Field No.	Field Name	Database Column Name	Valid Field Content
1	PR/Award Number	PR	Number in Block 5 of the project's Grant Award Notification. Include only the eleven character PR/Award Number that begins as follows: Upward Bound: P047A _ _ _ _ _ Upward Bound Math-Science: P047M _ _ _ _ _
2	Batch Year	BatchAY	2007 for project year 2007–08
3	Program Type	Type	1 = Upward Bound 2 = Upward Bound Math-Science
4	Social Security Number	SSN	001010001 to 999999999 000000000 = Unknown Please format the SSN in nine digits greater than 0 without using any characters (letters, hyphens) in the number (e.g., 123456789). Do not include any other forms of ID in this field and do not use SSNs of parents or siblings. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.

5	Student's Last Name	LastNM	<p>0 to 9 Uppercase A to Z . (period) '(apostrophe) - (hyphen)</p> <p>Last name will be justified with an uppercase A-Z in first position. Please do not use commas or quotation marks in this field. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data or to report a formal name change (e.g., marriage).</p>
6	Student's First Name	FirstNM	<p>0 to 9 Uppercase A to Z . (period) '(apostrophe) - (hyphen)</p> <p>Blank = Unknown</p> <p>If non-blank, will be justified with an uppercase A-Z in first position. Please do not use commas or quotation marks in this field. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
7	Student's Middle Initial	MI	<p>Uppercase A to Z; only one character Blank = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
8	Student's Date of Birth	DOB	<p>Format is MM/DD/CCYY, e.g. 01/01/1990 MM = 01 - 12 DD = 01 - 31 CC = 19-20 YY = 00-99 00/00/0000 = Unknown</p> <p>Please make every effort to identify the student's precise date of birth. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>

9	Gender	GenderCD	1 = Male 2 = Female 0 = Unknown The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.
10	Ethnicity--Hispanic	Ethnic	Participant is identified as Hispanic/Latino. 1 = Yes 2 = No Please see instructions for additional detail on this field.
11	Race--American Indian/Alaskan Native	Race1	Participant is identified as American Indian/Alaskan Native. 1 = Yes 2 = No Please see instructions for additional detail on this field.
12	Race--Asian	Race2	Participant is identified as Asian. 1 = Yes 2 = No Please see instructions for additional detail on this field.
13	Race--Black or African American	Race3	Participant is identified as Black or African American. 1 = Yes 2 = No Please see instructions for additional detail on this field.
14	Race--White	Race4	Participant is identified as White. 1 = Yes 2 = No Please see instructions for additional detail on this field.
15	Race--Native Hawaiian or Other Pacific Islander	Race5	Participant is identified as Native Hawaiian or Other Pacific Islander. 1 = Yes 2 = No Please see instructions for additional detail on this field.
16	Limited English Proficiency (at date of first participation in project)	LEPEntry	1 = Yes 2 = No 0 = Unknown The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.

17	Eligibility at first entry into project	EligibilityCD	<p>1 = Low-income and first-generation 2 = Low-income only 3 = First-generation only 4 = Other 0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
18	Academic Need	NeedCD1	<p>1 = Low grade point average 2 = Low achievement test scores 3 = Low educational aspirations 4 = Low grade point average and low educational aspirations 5 = Low grade point average and low achievement test scores 6 = Low achievement test scores and low educational aspirations 7 = Lack of opportunity, support, and/or guidance to take challenging college preparation courses 8 = Lack of career goals and/or need for accurate information on careers 9 = Limited English proficiency 10 = Lack of confidence, self esteem, and/or social skills 11 = Predominately low income community 12 = Rural isolation 13 = Interest in careers in math and science 14 = Other 15 = Diagnosed learning disability 0 = Unknown</p> <p>If needed, use “14” – “Other” for categories of academic need used by your project but not on the list of options. Please use the “other” category sparingly.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
19	Target School -- NCES Identification Numbers (upon entry into project)	NCESSchID	<p>Provide the 12-digit NCES school identification number for the secondary school the Upward Bound student attended at time of entry into the project. For “rising” 9th graders (those first served the summer between completing 8th</p>

			<p>grade and starting 9th grade), provide the NCES school identification number for the school the student attended (or will attend) as a 9th grader. The number can be obtained from the following Web site: http://nces.ed.gov/ccd/schoolsearch 666666666666 = Private school, non-parochial 777777777777 = Parochial school 888888888888 = Home school 999999999999 = Not applicable 000000000000 = Unknown</p>
20	UBMS Participant	UBMSPart	<p>UBMS student is a: 1 = Current or prior participant in a regular UB project 2 = Current or prior participant in another TRIO project (e.g., Talent Search) 3 = Current or prior participant in another TRIO-like program 4 = Participant only in UBMS program 9 = Not applicable, student is a participant in regular UB program only, not UBMS 0 = Unknown</p> <p>This field is intended to provide information on the participation of UBMS students in other TRIO and TRIO-like programs. Please provide data for new and continuing UBMS participants. For prior UBMS participants, provide data if available; otherwise select "0" for unknown.</p>
21	Date of First Project Service	ProjEntryDT	<p>Format is MM/DD/CCYY, e.g., 09/15/2006 MM = 01 – 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 00/00/0000 = Unknown</p> <p>For new students, use the date the student first received service from the Upward Bound project that is submitting this report. Do not use date of <i>acceptance</i> into project unless that is the same as the date of <i>first service</i>. So as to ensure their proper placement in an expected high school graduation cohort year (field #23), students first served in the summer program should</p>

			<p>have a date of first project service no earlier than June 1. Use the original date of service at this project even if the student subsequently left and reentered. If the student transferred from another UB project, in this field give the date of first service at the project submitting the report. (For continuing and prior participants, use the date entered in the earlier APR, even if it was a date of entry that differed from the date of first service.) You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
22	Grade Level at First Service	EnterGradeLV	<p>8 = Rising 9th-grader (summer between 8th grade and 9th grade) 9 = 9th grade (not a valid option for students first receiving service in the summer program) 10 = 10th grade 11 = 11th grade 12 = Rising 12th-grader (summer between 11th grade and 12th grade) 13 = 12th-grader (only for students transferring from one project to the current project as a 12th-grader) 14 = Other 0 = Unknown</p> <p>For new students, enter the grade at the time he or she first received UB services from the project that is submitting the report. For students served first during the summer component, select “rising” 9th grader for those students who had completed 8th grade and would be entering 9th grade in the fall term. Select “rising” 12th grader for those students who had completed 11th grade and would be entering 12th grade in the fall term. For all other students first served during the summer component, enter the grade the student would enter for the fall academic term (i.e., for students first served in the summer between ninth and 10th grades, the correct code is 10; for those first served in the summer between 10th and 11th grades, the correct</p>

			code is 11). If the student transferred from another UB project, in this field give the grade level at first service in the project submitting the report. (For continuing and prior participants, use data entered in the earlier APR.) The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.
23	Expected High School Graduation Cohort Year	ExpHSGradCohort	<p>1 = Other (prior to 2002) 2 = 2002 3 = 2003 4 = 2004 5 = 2005 6 = 2006 7 = 2007 8 = 2008 9 = 2009 10 = 2010 11 = 2011 12 = 2012 0 = Unknown</p> <p>Please provide the expected high school graduation cohort year for all individuals who participated in UB for the first time in this reporting period (new and transfer). Projects should select the year in which the student is expected to graduate in spring or summer (e.g., June 2011), assuming that he or she would progress without delay from year to year and indeed graduate. The year should be chosen at time of first service and should not be adjusted in later years. Example: for a student entering UB for the first time in the ninth grade in fall 2007, expected graduation would be May or June 2011; the cohort year would thus be 2011 (option 11). A transfer's cohort year should agree with the expected high school graduation date established by his or her project of origin.</p> <p>For continuing, reentry, and prior participants, earlier years' expected high school graduation dates will need to be converted to cohort years (e.g., 06/15/2008 will be converted to option 8). The downloadable file that</p>

			TRIO's data processing contractor will produce from last year's APR will include cohort years derived from previously entered dates; grantees that decide not to use the downloadable file will need to do the conversion themselves. Do not change or update the year except to correct previously entered erroneous data.
24	Participant Status for reporting year (2007-08)	PartCD	<p>1 = New participant, for reporting period 2 = Continuing participant 3 = Reentry participant, previously served by project submitting report 4 = Prior-year participant 5 = Prior-year participant, deceased or permanently incapacitated 6 = Transfer participant in reporting year (participant served by another UB or UBMS project in a previous reporting year.) 7 = New participant served for the first time after the beginning of the 2008–09 academic year (only for projects with December 1, 2007, starts) 0 = Unknown</p> <p>For this report, please use the following definitions:</p> <p>A new participant is an individual who participated in the Upward Bound project for the first time in this reporting period and who meets the definition of participant in 34 CFR 645.6 of the program regulations. (Please refer to field #21, Date of First Project Service, on establishing the date of first service for new participants served initially in the summer program.)</p> <p>For Upward Bound Math-Science, a participant should be considered new if the reporting year is the first year the student has participated in the Upward Bound Math-Science project, even if the student has previously participated in a regular Upward Bound project.</p> <p>A continuing participant is an individual who participated in the program in both the current reporting period and the reporting period immediately preceding.</p>

			<p>A reentry participant is a former participant of the project submitting the APR who did not participate in the program during the previous 12-month reporting period but who has received services on a continual basis during this reporting period.</p> <p>A prior-year participant is an individual who participated in the Upward Bound program in a previous reporting period but who has not received services on a continual basis during the current reporting period. Do not include on the file individuals whose participation <i>ended</i> prior to the 1999-2000 project year.</p> <p>A transfer participant is a former participant of a UB or UBMS project other than that submitting the APR who joined the current project during the reporting period, either with or without a hiatus between projects.</p> <p>A new participant served for the first time after the beginning of the 2008–09 academic year should be identified only for projects with December 1, 2007, start dates.</p> <p>The sum of the number of new, continuing, reentry, transfer, and new after the beginning of the 2008–09 academic year participants should equal the total number of participants the projects served during the reporting period.</p>
25	Participation Level, for 2007-08 reporting period only	PartLV	<p>1 = Participated in academic year and summer components 2 = Participated in academic year and summer bridge 3 = Participated in academic year component only 4 = Participated in summer component only 5 = Participated in summer bridge only 6 = Prior-year participant 0 = Unknown</p> <p>For students identified as new, continuing, reentry or transfer in field #24 (Participant Status), select 1, 2, 3, 4, or 5 in this field. For students identified as prior-year in field #24, select 6.</p>

26	Grade Level at the beginning of academic year being reported (2007–08)	StartGradeLV	8 = 8th grade 9 = 9th grade 10 = 10th grade 11 = 11th grade 12 = 12th grade 13 = Other 99 = Not applicable, not enrolled in high school 0 = Unknown
27	Secondary Grade Level or Postsecondary Status at the beginning of academic year following year being reported (2008–09)	EndGradeLV	9 = 9th grade 10 = 10th grade 11 = 11th grade 12 = 12th grade 13 = Enrolled in a program of postsecondary education 14 = Other 99 = Not applicable, not enrolled in high school or in a program of postsecondary education 0 = Unknown
28	High School Cumulative Grade Point Average (GPA), at date of first service	CumGPAEntry	0.001 to 4.000 (with exceptions noted below) 8.888 = Grading scale could not be converted to a four-point scale. 9.999 = Not applicable (participant entered the project prior to availability of a high school GPA) 0.000 = Unknown Report only the high school GPA if available at time of first service. If participant entered the project prior to getting a high school GPA (e.g., if participant was a rising ninth-grader or a ninth-grader selected during the first term), select 9.999. Please report the GPA based on a four-point scale. If the participant's school used a four-point scale, enter the GPA provided by the school; if not, convert other scales to four-point to the extent possible. If a student's GPA on a four-point scale exceeded 4.000 for such a reason as completing honors or Advanced Placement courses, the project may enter a score that exceeds 4.000; the allowable scale, however, remains four-point. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.

29	High School Cumulative Grade Point Average (GPA), at beginning of academic year being reported (2007-08)	HSGPA1	<p>0.001 to 4.000 (with exceptions noted in field #28) 8.888 = Grading scale could not be converted to a four-point scale. 9.999 = Not applicable, the academic year began prior to the participant completing the first year of high school (usually ninth grade) 0.000 = Unknown GPA or prior-year participant who has completed high school</p> <p>Information on middle school grade point average (GPA) should not be reported in this field. Only the GPA established as of the end of the first year of high school (usually ninth grade) and subsequently is requested. Please report the GPA based on a four-point scale. If the participant's school used a four-point scale, enter the GPA provided by the school; if not, convert other scales to four-point to the extent possible.</p>
30	High School Cumulative Grade Point Average (GPA), at end of academic year being reported (2007-08)	HSGPA2	<p>0.001 to 4.000 (with exceptions noted in field #28) 8.888 = Grading scale could not be converted to a four-point scale. 9.999 = Not applicable, the academic year ended before the participant had completed the first year of high school (usually ninth grade) 0.000 = Unknown GPA or prior-year participant who has completed high school</p>
31	High School Graduation Status, at end of academic year being reported (2007-08)	HsGRAD	<p>1 = Currently enrolled in high school 2 = High school dropout 3 = Received high school diploma 4 = Received high school equivalency certificate (e.g., GED) 5 = Other 0 = Unknown</p> <p>Students should be reported as high school graduates only if they met state or local requirements to graduate.</p>

32	Actual Date of High School Graduation (or completion of high school equivalency certificate)	HsgradDT	<p>Format is MM/DD/CCYY, e.g., 05/15/2006 MM = 01 – 12 DD = 01 - 31 CC = 19 – 20 YY = 00 – 99 99/99/9999 = Not applicable (e.g., high school dropout or still enrolled in high school) 00/00/0000 = Unknown</p> <p>Report only graduations and awards of GED that have actually occurred. Students should be reported as high school graduates only if they met state or local requirements to graduate.</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>
33	Participant Retention in Project, at beginning of academic year following the year being reported (2008-09)	ProjRetain	<p>1 = Ninth-, 10th-, or 11th-grade participant in 2007–08 who continued to participate in 2008–09 in the project that is reporting 2 = Ninth-, 10th-, or 11th-grader in 2007–08 who did not continue to participate in 2008–09 in the project that is reporting 3 = Transferred to another UB or UBMS project 8 = Not applicable, participant served for the first time after the beginning of the 2008–09 academic year (used only by projects with December 1, 2007, start dates) 9 = Not applicable, was not a ninth-, 10th-, or 11th-grade participant in the 2007-08 academic year 0 = Unknown</p> <p>This field provides the data needed to determine, on an annual basis, the extent to which the grantee has met its approved project retention objective for the reporting period. Thus, it is necessary to know if the ninth, 10th, and 11th grade participants that the project served during the 2007-08 reporting year continued to participate in that same UB (or UBMS) project during the</p>

			subsequent reporting year (2008-09). The data reported should reflect information available to the project as of the date on which the APR is submitted.
34	Met High School State Academic Achievement Standard at Proficient Level— Reading/language arts	HSProficientRL A	<p>3 = Yes, student met standard at the proficient level 4 = No, student did not meet standard at the proficient level 9 = Not applicable, student has not taken the state assessment to determine whether he or she met standard 0 = Unknown</p> <p>Fields #34 and #35 provide data needed to determine the extent to which the grantee has met its approved academic improvement objective for the current and prior project participants in the 2008 expected high school graduation cohort (i.e., with an expected graduation date during spring/summer 2008). To be counted toward meeting this objective for 2007-08, a participant must achieve the proficient level on state high school assessments. Projects must use only assessments that specifically indicate whether the student achieved at the proficient level.</p> <p>Important note: In the 2007 and earlier data collections, the APR's field for state academic achievement standards did not refer to meeting the standard <i>at the proficient level</i>. If a student with an expected high school graduation date during 2007–08 was entered in the 2007 or earlier data collection as having met the standard, he or she will be counted as a success for the standardized test objective and for corresponding prior experience (PE) points only if the project now reenters the student as having met the standard <i>at the proficient level</i> (assuming the student did indeed achieve at that level).</p>
35	Met High School State Academic Achievement Standard at Proficient Level--Math	HSProficientMA TH	<p>3 = Yes, student met standard at the proficient level 4 = No, student did not meet standard at the proficient level 9 = Not applicable, student has not taken the state assessment to determine whether he or she met standard 0 = Unknown</p>

36	Date of Last Project Service	LastSerDT	<p>Format is MM/DD/CCYY, e.g. 03/15/2006 MM = 01 – 12 DD = 01 - 31 CC = 19 - 21 YY = 00 - 99 99/99/9999 = Not applicable, participant is still in the program 00/00/0000 = Unknown</p> <p>Report date of last service for all participants no longer being served by end of reporting year. You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>
37	Reason for Leaving Project	Reason	<p>1 = Need or desire for employment 2 = Moved out of target area 3 = Dropped out of high school 4 = Other extra curricular activities 5 = Participating in another academic program (not UB or UBMS) 6 = No longer interested in the program 7 = Family responsibilities 8 = Graduated from high school 9 = Other 10 = Obtained high school equivalency credential (GED) 11 = Deceased or permanently incapacitated 12 = Dismissed for not meeting program's academic standards 13 = Dismissed for not meeting program's conduct standards 14 = Transferred to another UB or UBMS project 99 = Not applicable, participant is still in program 0 = Unknown</p>

38	Work Study Position, for project year being reported (2007-08)	WorkStd	<p>1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown</p> <p>Work study (as the term is used in the <i>Higher Education Act of 1965</i>) means internships and/or employment provided or arranged for by the project for the purpose of exposing participants to careers requiring a postsecondary degree.</p>
39	Employment, for project year being reported (2007-08)	Employ	<p>1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown</p> <p>Employment means jobs of at least 10 hours per week arranged either by the project or by the Upward Bound participant that are separate from the Upward Bound program. In contrast to "work study" positions, these jobs are primarily to allow students to earn some income while participating in the program.</p>
40	Cultural Activities, for project year being reported (2007-08)	CultAct	<p>1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown</p> <p>Please see "Definitions That Apply" in instructions.</p>
41	Community Service, for project year being reported (2007-08)	CmtySer	<p>1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown</p> <p>Please see "Definitions That Apply" in instructions.</p>

42	Instruction/tutorial for Students with Limited English Proficiency (LEP), for project year being reported (2007-08)	LEPInstruct	1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown Please see "Definitions That Apply" in instructions.
43	Mathematics Instruction/tutorials, for project year being reported (2007-08)	MathAcad	1 = Pre-Algebra 2 = Algebra I 3 = Algebra II 4 = Geometry 5 = Trigonometry 6 = Pre-Calculus 7 = Calculus 8 = Integrated Math 9 = Other 10 = Not enrolled in math instruction for reporting year 99 = Not applicable, prior-year participant If student received instruction in more than one area, report the highest level only. For Integrated Math, please see "Definitions That Apply" in instructions.

In fields #44-49, enter "7" or a series of "7s," where requested, for students who have left a program of postsecondary education without completing it. Enter "8" or a series of "8s" as specified for participants who have not yet completed a program of secondary education. Students in dual enrollment programs should not be reported as enrolled in postsecondary education until after their high school graduation. Enter "9" or a series of "9s" for high school graduates who have not yet enrolled in a program of postsecondary education. Remember that data in these fields should reflect information available to the project as of the date on which the APR is submitted. A participant is considered enrolled if he or she has completed registration requirements (excluding payment of tuition and fees) at the institution he or she is attending.

44	Source of Postsecondary Education Information	SelfTranCD	<p>1 = Official college transcript 2 = Institutional data other than an official transcript 3 = Self-reported by participant 4 = Other third-party verification (e.g., National Student Clearinghouse) 8 = Not applicable, not yet completed high school 9 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 0 = Unknown</p>
45	Date of First Postsecondary School Enrollment	FirstEnrollDT	<p>Format is MM/DD/CCYY, e.g., 09/15/2005 MM = 01 – 12 DD = 01 - 31 CC = 19 – 20 YY = 00 – 99 88/88/8888 = Not applicable, not yet completed high school 99/99/9999 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 00/00/0000 = Unknown</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>

			Do not use the date of the Summer Bridge program as the first postsecondary school enrollment date if the Bridge program is part of the services offered by the Upward Bound project. Also, a student in a dual enrollment program should not be reported as enrolled in postsecondary education until after high school graduation. The date of postsecondary enrollment reported in this field should be the date the student enrolled in postsecondary education following graduation from high school or completion of an alternative secondary education program.
46	School Code for Postsecondary Institution last attended during the reporting year (2007-08)	PSECDFE	<p>E00000 – E99999 000000 – 999999 555555 = Enrolled in a postsecondary institution not found in the Title IV School Code Directory 888888 = Not applicable, not yet completed high school 999999 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 000000 = Unknown</p> <p>Provide the six-digit school code for the postsecondary institution the Upward Bound participant last attended during the reporting period. If the participant attended more than one institution during the reporting year, provide the code for the institution last attended. The six-digit codes can be obtained from the following Web site: http://www.fafsa.ed.gov/FOTWWebApp/FSLookupServlet</p>
47	College Status at beginning of academic year 2008–09	PSEGradeLV	<p>1 = Accepted into postsecondary education program but not yet enrolled 2 = First year student in postsecondary education following completion of high school 3 = Postsecondary student continuing beyond first year 4 = Enrolled, completed a program of postsecondary education but continuing in postsecondary 5 = Not enrolled, completed a program of postsecondary education prior to beginning of academic year reported 7 = Prior to beginning of academic year reported, left program of postsecondary education without completing it</p>

			<p>8 = Not applicable, not yet completed high school 9 = Not applicable, completed high school but has not enrolled in a program of postsecondary education 0 = Unknown</p> <p>A student in a dual enrollment program should not be reported as enrolled in a program of postsecondary education until after high school graduation. If you select option 4 or 5, both of which indicate that the participant completed a program of postsecondary education, you must also complete field #48 (Undergraduate Degree/Certificate Completed) and field #49 (Undergraduate Degree Date).</p>
48	Undergraduate Degree/Certificate Completed	DegreeCD	<p>1 = Certificate/Diploma for occupational, educational program (less than two-year program) 2 = Certificate/Diploma for occupational, technical, or educational program (at least two-year program) 3 = Associate Degree (two years) 4 = 1st Bachelor's Degree 5 = 2nd Bachelor's Degree 6 = Equivalent of Bachelor's Degree 7 = Still enrolled in an undergraduate postsecondary program 77 = Left a program of postsecondary education without completing it 88 = Not applicable, not yet completed high school 99 = Not applicable, completed high school but has not yet enrolled in a program of postsecondary education 0 = Unknown</p> <p>Indicate highest undergraduate degree completed. For a student enrolled in a dual degree program who has completed four years of instruction, use option 06 to indicate that the student has accomplished the equivalent of a bachelor's degree, though a degree was not awarded.</p>

49	Date of Undergraduate Degree	DegreeDT	<p>Format is MM/DD/CCYY, e.g., 06/15/2008 MM = 01 –12 DD = 01 - 31 CC = 19 – 20 YY = 00 – 99 66/66/6666 = Not applicable, still enrolled in an undergraduate PSE program 77/77/7777 = Not applicable, left a program of postsecondary education without completing it) 88/88/8888 = Not applicable, not yet completed high school 99/99/9999 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 00/00/0000 = Unknown</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>
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Please read the instructions carefully before completing fields #50–52.

50	Postsecondary enrollment objective for 2007–08 reporting year	PSEEnrollObj	<p>1 = Participant in 2008 cohort who enrolled in postsecondary education by fall term 2008 2 = Participant in 2008 cohort who <i>did not</i> enroll in postsecondary education by fall term 2008 8 = Not applicable, participant had an expected high school graduation cohort year after 2008 10 = Not applicable, participant had an expected high school graduation cohort year prior to 2008 0 = Unknown</p> <p>Note: For participants in the 2008 expected high school graduation cohort (i.e., those who had an expected high school graduation date in the spring/summer of 2008), select option 1, 2, or 0; for all other participants (those not in the 2008 cohort), select either 8,10, or 0.</p>
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51	Postsecondary persistence objective--denominator for 2007–08 reporting year	PSEPersistDenom	<p>1 = Participant graduating high school in spring/summer 2007 who enrolled in postsecondary education for fall term 2007</p> <p>2 = Participant graduating high school in spring/summer 2007 who <i>did not</i> enroll in postsecondary education for fall term 2007</p> <p>8 = Not applicable, participant had not completed high school by spring/summer 2007</p> <p>10 = Not applicable, participant graduated from high school prior to 2006–07 academic year</p> <p>0 = Unknown</p> <p>Note: For participants graduating high school in spring/summer 2007, choose 1, 2, or 0. For all other participants, select either 8, 10, or 0.</p>
52	Postsecondary persistence objective--numerator for 2007–08 reporting year	PSEPersistNum	<p>1 = Participant coded 1 in field #51 who was enrolled in postsecondary education for fall term 2008</p> <p>2 = Participant coded 1 in field #51 who <i>was not</i> enrolled in postsecondary education for fall term 2008</p> <p>3 = Not applicable, participant not coded 1 in field #51</p> <p>0 = Unknown</p> <p>Note: For participants coded 1 in field #51 (postsecondary persistence objective denominator), select option 1, 2, or 0 in field #52. For all other participants, select option 3.</p>

Privacy Act

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U. S.C. 552A), you are hereby notified that the Department of Education is authorized to collect information to implement the Upward Bound program under Title IV of the Higher Education Act of 1965, as amended (Pub. Law 102-325, sec. 402C). In accordance with this authority, the Department receives and maintains personal information on participants in the Upward Bound program. The principle purpose for collecting this information is to administer the program, including tracking and evaluating participants' academic progress. Providing the information on this form, including a social security number (SSN), is voluntary; failure to disclose a SSN will not result in denial of any right, benefit, or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files and may be released to other Department officials in the performance of official duties.

ANNUAL PERFORMANCE REPORT (2007–08)
SECTION II B -- RECORD STRUCTURE FOR PARTICIPANT LIST
FOR VETERANS UPWARD BOUND PROJECTS

Grantees must submit student files in Excel or CSV format. ASCII files will no longer be accepted; thus grantees need not identify field lengths, position start and end, and field type. Column names **must** still match the "Database Column Names" provided in column three below, and grantees must follow instructions in the "Valid Field Content" column. For additional information on how to submit data, please see "How May the Report be Submitted?" in the instructions for the APR.

Field No.	Field Name	Database Column Name	Valid Field Content
1	PR/Award Number	VetPR	Number in Block 5 of the project's Grant Award Notification. Include only the eleven character PR/award Number that begins as follows: P047A _ _ _ _ _
2	Batch Year	VetBatchAY	2007 for project year 2007–08
3	Program Type	VetType	3 =Veterans Upward Bound
4	Social Security Number	VetSSN	001010001 to 999999999 000000000 = Unknown Please format the SSN in nine digits greater than 0 without using any characters (letters, hyphens) in the number (e.g., 123456789). Do not include any other forms of ID in this field. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.
5	Student's Last Name	VetLastNM	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (hyphen)

			<p>Last name will be justified with an uppercase A-Z in first position. Please do not use commas or quotation marks in this field.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data or to report a formal name change (e.g., marriage).</p>
6	Student's First Name	VetFirstNM	<p>0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (hyphen) Blank = Unknown</p> <p>If non-blank, will be justified with an uppercase A-Z in first position. Please do not use commas or quotation marks in this field.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
7	Student's Middle Initial	VetMI	<p>Uppercase A to Z; only one character Blank = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
8	Student's Date of Birth	VetDOB	<p>Format is MM/DD/CCYY, e.g. 01/01/1990 MM = 01 - 12 DD = 01 - 31 CC = 19-20 YY = 00-99 00/00/0000 = Unknown</p> <p>Please make every effort to identify the student's precise date of birth. The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>

9	Gender	VetGenderCD	1 = Male 2 = Female 0 = Unknown The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.
10	Ethnicity--Hispanic	VetEthnic	Participant is identified as Hispanic/Latino. 1 = Yes 2 = No Please see instructions for additional detail on this field.
11	Race--American Indian/Alaskan Native	VetRace1	Participant is identified as American Indian/Alaskan Native. 1 = Yes 2 = No Please see instructions for additional detail on this field.
12	Race--Asian	VetRace2	Participant is identified as Asian. 1 = Yes 2 = No Please see instructions for additional detail on this field.
13	Race--Black or African American	VetRace3	Participant is identified as Black or African American. 1 = Yes 2 = No Please see instructions for additional detail on this field.
14	Race--White	VetRace4	Participant is identified as White. 1 = Yes 2 = No Please see instructions for additional detail on this field.
15	Race--Native Hawaiian or Other Pacific Islander	VetRace5	Participant is identified as Native Hawaiian or Other Pacific Islander. 1 = Yes 2 = No Please see instructions for additional detail on this field.

16	Eligibility at first entry into project	VetEligCD	<p>1 = Low-income and first-generation 2 = Low-income only 3 = First-generation only 0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
17	Recruitment	VetRecruit	<p>1 = Referral from community agency 2 = Referral from veterans' agency (e.g., Veterans Administration, veterans' center) 3 = Advertisement 4 = Project's Web site 5 = Referral from educational institution 6 = Word of mouth/walk-in 7 = Referral from another TRIO project (e.g., Talent Search, Student Support Services, Educational Opportunity Centers, other VUB project) 8 = Referral from non-TRIO program 10 = Other 00 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
18	Educational Status (at date of first project service)	VetGradeLV1	<p>1 = High school dropout 2 = High school graduate 3 = GED/high school equivalency credential recipient 4 = High school graduate with some college 5 = GED/high school equivalency with some college 0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>

19	Scheduled Completion Year	VetSchedule	<p>1 = 2007–08 budget year 2 = 2008–09 budget year 3 = 2009–10 budget year 4 = 2010–11 budget year 9 = Not applicable, prior participant 0 = Unknown</p> <p>At the outset of service to a participant, the project must schedule a completion year for the veteran's prescribed VUB program; please provide this year for all participants (including continuing participants) served during the budget period with completions scheduled to occur during the 2007–08 budget period or later.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
20	Revised Scheduled Completion Year	VetRevSchedule	<p>1 = 2008–09 budget year 2 = 2009–10 budget year 3 = 2010–11 budget year 4 = 2011–12 budget year 8 = Not applicable, scheduled completion year (field #19) is unchanged 9 = Not applicable, prior participant 0 = Unknown</p> <p>Use this field for a participant whose compelling circumstances necessitate a revised scheduled completion year. Rescheduling should be considered and should occur only when the student is either in continuous active participation or when the student has left and returned to active participation. Thus, if a student has left the project, the correct choice for field #20 is option 8, "Not applicable, scheduled completion year is unchanged"; a new completion year should be established only if the student returns.</p> <p>Do not alter the original scheduled completion date in field #19 if you enter a revised date in this field.</p>

21	Circumstances of Rescheduling	VetRescheduleCircs	<p>1 = Participant has not had a hiatus in participation from one year to another and was active in the VUB program when rescheduling occurred 2 = Participant returned from active duty military service 3 = Reentry participant whose hiatus in participation from one year to another was not due to active duty 9 = Not applicable, scheduled completion year (field #19) is unchanged 0 = Unknown</p> <p>Please see instructions for circumstances under which TRIO will use a revised scheduled completion year to calculate the project's success in reaching its target for the postsecondary enrollment objective.</p>
22	Reason for Rescheduling	VetReasonReschedule	<p>1 = Change in educational plan 2 = Health concerns of participant or spouse 3 = Return after active duty military service 4 = Lost or gained employment 5 = Financial instability 6 = Family responsibilities 7 = Other 8 = Not applicable, scheduled completion year (field #19) is unchanged 9 = Not applicable, prior participant 0 = Unknown</p>
23	Date of First Project Service	VetProjEntDT	<p>Format is MM/DD/CCYY, e.g. 09/15/2005 MM = 01 - 12 DD = 01 - 31 CC = 19 - 21 YY = 00 - 99 00/00/0000 = Unknown</p> <p>For new students, use the date the student first received service from the Veterans Upward Bound project that is submitting this report. Do not use date of <i>acceptance</i> into project unless that is the same as the date of <i>first service</i>. Use the very first date of service at this project even if the student</p>

			<p>subsequently left and reentered. Even if the student transferred from another project, in this field give the date of first service at the project now submitting the report. (For continuing and prior participants, use the date entered in the earlier APR, even if it was a date of entry that differed from the date of first service.)</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
24	Employment Status (at date of first project service)	VetJob	<p>1 = Unemployed 2 = Employed part time 3 = Employed full time 4 = Retired 0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>
25	Participant Had One or More Disabilities (at date of first project service)	VetDis	<p>1 = Yes 2 = No 0 = Unknown</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>

26	Participant Status for reporting year (2007–08)	VetPartCD	<p>1 = New participant (for reporting period) 2 = Continuing participant (from immediately preceding reporting period) 3 = Reentry participant 4 = Prior-year participant 5 = Prior-year participant, deceased or permanently incapacitated 0 = Unknown</p> <p>For this report, please use the following definitions: A new participant is an individual who participated in the Veterans Upward Bound project for the first time in this reporting period.</p> <p>A continuing participant is an individual who participated in the project in both the current reporting period and the reporting period immediately preceding.</p> <p>A reentry participant is an individual who attended the educational program offered by the project in a previous reporting year, suspended his or her participation, and reentered the program during the current reporting year. Also include in this category persons who completed the program, then returned to take it again.</p> <p>A prior-year participant is an individual who participated in the Veterans Upward Bound program in a previous reporting period but who has not received services on a continual basis during the current reporting period. Do not include on the file individuals whose participation ended prior to the 1999-2000 academic year. The sum of the new, continuing, and reentry participants should equal the total number of participants the projects served during the reporting period.</p>
27	Called to Active Duty During Reporting Period 2007–08	VetCall	<p>1 = Yes, current participant 2 = Yes, prior participant 3 = No 0 = Unknown</p>

28	Improved Score on Standardized Test	VetTest	<p>Participant served during the 2007–08 budget period improved his or her academic skills as measured by a pre and post standardized test.</p> <p>1 = Yes, participant took the tests and improved 2 = No, participant took the tests and did not improve 8 = Not applicable, posttest not yet completed 9 = Not applicable, prior-year participant 0 = Unknown</p>
29	Date of Last Project Service in VUB	VetLastSerDate	<p>Format is MM/DD/CCYY, e.g., 03/31/2006 MM = 01 - 12 DD = 01 - 31 CC = 20 YY = 00 - 99 99/99/9999 = Not applicable, participant is still in program 00/00/0000 = Unknown</p> <p>Report date of last service for all participants who are no longer being served by end of budget period and who the project assumes will not return.</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>
30	Reason for Leaving VUB Program	VetLeave	<p>1 = Successfully completed program 2 = Did not complete program due to current need or desire for employment 3 = Did not complete program; moved out of project's service area 4 = Did not complete program; no longer interested 5 = Did not complete program due to difficulties with academics 6 = Did not complete program due to family responsibilities 7 = Did not complete program; left after call to active duty 8 = Did not complete program due to medical reasons 9 = Did not complete program due to death or permanent incapacity of</p>

			participant 10 = Did not complete program due to other reasons 99 = Not applicable, participant is still in program 00 = Did not complete program for unknown reasons
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For fields #31–36, enter "7" or a series of "7s," where requested, for students who have left a program of postsecondary education without completing it. Enter "8" or a series of "8s" as specified for participants who have not yet completed the educational program offered by the project. Enter "9s" or a series of "9s" for those participants who have completed the educational requirements to be eligible for a program of postsecondary education, but who have not yet enrolled in such a program. Enter "6" or a series of "6s" for participants who have died or are permanently incapacitated. Remember that data for these fields should reflect information available to the project as of the date on which the APR is submitted.

31	Source of Postsecondary Education Information	VetSelfTranCD	1 = Official college transcript 2 = Institutional data but not an official transcript 3 = Self-reported by participant 4 = Other third-party verification, e.g., National Student Clearinghouse 6 = Not applicable, deceased or permanently incapacitated 8 = Not applicable, not yet completed the educational program offered by the project 9 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program 0 = Unknown
32	Date of First Postsecondary School Enrollment	VetFirstEnrollDT	Format is MM/DD/CCYY, e.g., 09/15/2008 MM = 01 – 12 DD = 01 - 31 CC = 19 – 20 YY = 00 – 99 66/66/6666 = Not applicable, deceased or permanently incapacitated 88/88/8888 = Not applicable, not yet completed the educational program offered by the project 99/99/9999 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program

			<p>00/00/0000 = Unknown</p> <p>Include only the enrollment date after leaving the VUB program (either successfully completing or not). Do not use dates of any postsecondary enrollment prior to participation in VUB. If a student has begun taking postsecondary courses but is still participating in VUB, the student should not be considered enrolled in postsecondary education.</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>
33	School Code for Postsecondary Institution Last Attended During Reporting Year (2007–08)	VetPSECode	<p>E00000 – E99999</p> <p>000000 – 999999</p> <p>555555 = Enrolled in a postsecondary institution not found in the Title IV School Code Directory</p> <p>666666 = Not applicable, deceased or permanently incapacitated</p> <p>888888 = Not applicable, not yet completed the educational program offered by the project</p> <p>999999 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program</p> <p>000000 = Unknown</p> <p>Provide the six-digit school code for the postsecondary institution the student attended after participating in the Veterans Upward Bound program. If the participant attended more than one institution during the reporting year, provide the code for the institution last attended. The six-digit codes can be obtained from the following Web site: http://www.fafsa.ed.gov/FOTWebApp/FSLookupServlet</p>
34	College Status at beginning of academic year being reported (2007–08)	VetPSEGrLV	<p>1 = Accepted into postsecondary education program but not yet enrolled</p> <p>2 = First year student in postsecondary education</p> <p>3 = Postsecondary student continuing beyond first year</p> <p>4 = Enrolled, completed a program of postsecondary education but</p>

			<p>continuing in postsecondary</p> <p>5 = Not enrolled, completed a program of postsecondary education prior to beginning of academic year reported</p> <p>6 = Deceased or permanently incapacitated</p> <p>7 = Prior to beginning of academic year reported, left a program of postsecondary education without completing it</p> <p>8 = Not applicable, not completed the educational program offered by the project</p> <p>9 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program</p> <p>0 = Unknown</p> <p>If you choose option 4 or 5, both of which indicate that the participant completed a program of postsecondary education, you must also complete field #35, Undergraduate Degree/Certificate Completed, and #36, Date of Undergraduate Degree.</p>
35	Undergraduate Degree/Certificate Completed	VetDegreeCD	<p>1 = Certificate/Diploma for occupational, educational program (less than two-year program)</p> <p>2 = Certificate/Diploma for occupational, technical, or educational program (at least two-year program)</p> <p>3 = Associate Degree (two years)</p> <p>4 = 1st Bachelor's Degree</p> <p>5 = 2nd Bachelor's Degree</p> <p>6 = Equivalent of Bachelor's Degree</p> <p>7 = Still enrolled in an undergraduate postsecondary program</p> <p>66 = Not applicable, deceased or permanently incapacitated</p> <p>77 = Left a program of postsecondary education without completing it</p> <p>88 = Not applicable, not yet completed the educational program offered by the project</p> <p>99 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program</p> <p>0 = Unknown</p> <p>Indicate highest degree completed.</p>

			For a student enrolled in a dual degree program who has completed four years of instruction, use option 06 to indicate that the student has accomplished the equivalent of a bachelor's degree, though a degree was not awarded.
36	Date of Undergraduate Degree	VetDegreeDT	<p>Format is MM/DD/CCYY, e.g., 05/15/2007 MM = 01 - 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99</p> <p>66/66/6666 = Not applicable, deceased or permanently incapacitated 77/77/7777 = No degree earned, still enrolled in an undergraduate postsecondary program or left a program of postsecondary education without completing it 88/88/8888 = Not applicable, not completed the educational program offered by the project 99/99/9999 = Not applicable, completed educational requirements for postsecondary education but has not yet enrolled in such a program 00/00/0000 = Unknown</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2007). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p>

Please see instructions before completing fields 37–39.			
37	Postsecondary Enrollment Objective for 2007–08 reporting year	VetPSEEnrollObj	<p>1 = Participant with original 2007–08 scheduled completion year (field #19) who enrolled in postsecondary education by fall 2008</p> <p>2 = Participant with original 2007–08 scheduled completion year (field #19) who <i>did not</i> enroll in postsecondary education by fall 2008</p> <p>3 = Participant with original 2007–08 scheduled completion year (field #19) whom the project rescheduled to a later year (field #20) AND for whom option 1 or 2 was chosen for field #21</p> <p>6 = Deceased or permanently incapacitated</p> <p>8 = Not applicable, participant with original scheduled completion year (field 19) after the 2007–08 budget period</p> <p>10 = Not applicable, prior year participant during 2007–08</p> <p>11 = Not applicable, current-year participant called to active duty</p> <p>0 = Unknown</p>
38	Postsecondary persistence objective--denominator for 2007–08 reporting year	VetPSEPersistDenom	<p>1 = Student enrolled in postsecondary education for at least some part of 2007–08 and for the first time since participating in VUB</p> <p>2 = Not applicable, all other participants</p> <p>0 = Unknown</p>
39	Postsecondary persistence objective--numerator for 2007–08 reporting year	VetPSEPersistNum	<p>1 = Participant coded 1 in field #38 who enrolled in postsecondary education for the fall term 2008</p> <p>2 = Participant coded 1 in field #38 who <i>did not</i> enroll in postsecondary education for the fall term 2008</p> <p>3 = Not applicable, participant not coded 1 in field #38</p> <p>0 = Unknown</p> <p>For all of a grantee's participants, sum of 1, 2, and 0 should equal all students enrolled in postsecondary education for at least some part of 2007–08 and for the first time since participating in VUB (field #38, option 1).</p>

Privacy Act

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