Implementation Guide

to the

Postsecondary Electronic Standards Council

XML Standards Format

for the

College Academic Record (Transcript)

DRAFT

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Revision B

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**Introduction**

For the higher education community to achieve the timely, uniform, accurate and secure exchange of the academic records for students who are currently enrolled or have previously enrolled in postsecondary educational institutions, the Postsecondary Electronic Standards Council (PESC) has developed and approved a standard format in eXtensible Markup Language (XML) for the College Transcript. The schema was approved by PESC and this Implementation Guide is to assist the non-technical user in the implementation of the process for the exchange of postsecondary academic student records electronically using the approved format.

It is intended for use by postsecondary educational institutions, by software vendors, and by state and federal education agencies.

The student transcript is used by postsecondary educational institutions to transmit current and historical records of educational accomplishments and other significant information for students who are or have been enrolled at the sending institutions. When a student transfers (or intends to transfer) from one college or university to another, it is essential that the student's prior academic record be made available to the receiving school as quickly as possible so that a possible decision can be made about the admissibility of the student to the new school. In addition, the academic record must be made available to the new school so that an evaluation may be made and the student may be advised how his prior academic record will be used to satisfy course requirements at the new school for the student's program objective there.

The student transcript contains personal history and identifying information about the student, the current academic status, dates of attendance, courses completed with grades earned, degrees, diplomas and certificates awarded and selected test scores.

For the electronic exchange of these student records to be completely automated, it is essential that all users adhere strictly to the requirements of the schema. It is also important for all users to understand and comply with requirements outlined in this Implementation Guide. Although not required in the schema, this Implementation Guide makes recommendations for accepted practice based on the recommendations by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) in its Academic Record and Transcript Guide publication.

This Implementation Guide is based on the PESC XML College Transcript Schema version 1.0.0.

**Organization and Format**

The schema for the College Transcript is fundamentally made up of four main parts:

1. Transmission Data
2. Student
3. Note Message
4. User Defined Extensions

However, each of these main parts branch to other parts and then subsequently to further branching.

This Guide is organized so that each level of branching is documented in the order as follows:

Transmission Data Level 1
- Sub-level IA
  - Sub-level IA1
    - Sub-level IA1a
    - Sub-level IA1b
    - Sub-level IA1c
  - Sub-level IA2
In the heading for each level and sub-level, the position in the schema diagram about to be discussed is indicated.

The description of each new branching level is introduced with a diagram showing its relationship with the preceding branch. This diagram was copied from a representation of the College Transcript Schema from a software package from Altova Corporation called XMLSpy.

Example:

In these diagrams such as the one above, for schema validation purposes, a box with a solid border indicates that data element is a required element. A box with a dotted line indicates an optional data element. Likewise, a solid line indicates required fields and a dotted line indicates optional fields. A plus (+) sign to the right of a box (enclosing a data field) indicates there is further branching from this data field that is not shown on the diagram.

Under each box that indicates a field or data element representing a simple data element of actual data, then a representation of 0..4, for example, indicates that the field is optional and can be repeated an infinite number of times. 1..3 would indicate the field is mandatory (must be used) and may be repeated up to 3 times.

Under each diagram, a table will appear with five columns:

**Tag Name:** This is the name of data field that will appear in the schema and in the instance document. The instance document is the actual transcript with actual data for an actual student that is being exchanged. The format for the tag name is Upper Camel Case which takes the English name such as Transmission Data and eliminates the space between the two words and retains the capital letters of each word making up the tag name.

**Schema Use:** This column indicates if the data element or field is required or optional in the instance document (actual transcript for a student). If a field that is indicated as required in this column is not included in the instance document, the transcript will normally be rejected by receiving institution or agency's computer program (XML Parser). There will also usually be an indication in this column if the field can be sent multiple times.

**Description:** This is a brief description of the data included with that XML tag. This is normally taken from the description in the Core Main Schema for simple data elements.
**Recommended Use:** This is a recommendation from the developers of the College Transcript Schema and is based on good practice from the AACRAO Transcript Guide and general recommended implementation practices for exchanging electronic transcripts.

**Required:** If the schema use column indicates `required`, then this column will also indicate required. However, it is possible for the schema use column to show 'Optional', yet the developers of this Guide feel it is essential and therefore indicate it is required to include the data in keeping with good practices in the AACRAO community.

**Recommended:** If the information for a field is available at the sending school, then 'Recommended' indicates that the field should be sent. This notation means that the developers of this Guide strongly feel that the data should be sent if it is available.

**Optional:** This indicates that it is strictly up to the sender to include the data or not. If it is normally included on a paper transcript, then the user will probably try to include it. There may be cases in specific state exchanges of transcripts that items marked optional may be essential in that state. It may also be the case that all documents for the destination school might be received at a single location, sender may need to provide Optional elements to identify the specific intended recipient.

**Not Recommended:** This is a recommendation by the developers of this Guide that the data not be sent. In the case of comments or notes, it is normally recommended that they not be included, since notes cannot normally be automatically be processed by the receiving school. An exception may be in a particular state where the note field is standardized for use in that one state and that formatted note (by prior agreement in that state) may be processed automatically by the receiving computer. In other cases, common practice may be to include data that is not recommended by AACRAO.

**Format:** This gives some parameters of how the data in a field is restricted by number of occurrences or length of the field.

- `minOcc 1` indicates that this field is required and at least one occurrence must be included in the instance document. `MinOcc 0` indicates that the field is optional for schema validation purposes.
- `maxOcc 1` indicates that this field may only occur once in this position of the instance document; `maxOcc 5` would indicate that the field may occur no more than 5 times in this position of the instance document.
- `maxOcc 4` indicates that there is no limit to the number of occurrences of the field in the instance document.
- `minLength` indicates the minimum number of characters that must be included in this field if the field is included in the instance document.
- `maxLength` indicates the maximum length of the field if it is included in the instance document.

**Comments:** The Guide may include comments beneath the rows of the table, and also at the end of the last row of the table. These comments are provided to further explain something in the table row immediately above the comment row.

**Code Illustration:** Below the table of Tag Names, the Guide includes an illustration (snippet) of what that portion (described above) of a possible instance document might include and look like in XML format.

**Note Message:** You will find Note Message appearing throughout the schema and this Implementation Guide. This Guide almost always recommends against the routine use of note messages. Unless there is a prior agreed upon format for a note message between the sender and the receiver of the XML College Transcript, the note message cannot be interpreted and automatically processed by the receiver's computer. Therefore, the use of the note message is generally discouraged.
**UserDefinedExtensions**: The User-Defined Extension Design Pattern is intended to address situations where an XML Schema message specification may have to carry sender-specific data that cannot be defined at the time the message specification is designed. The Schema has to allow for additional elements to be defined and used at a later date. The User-Defined Extensions Pattern serves as a placeholder for these to-be-defined fields. However, it can require that these fields are defined in a Schema by the organization that wants to use the extensions area.

Care should be taken not to use the user-defined extensions as a fall-back for doing appropriate research and design. It should only be used when in actuality, the organization defining the base Schema cannot define the additional elements that other organizations may need, and furthermore, is not interested in the data these other organizations want to exchange in the user-defined area.

The use of User-defined Extensions is beneficial when agreed upon by both the sending and receiving institutions. For best work practice, it is recommended that User-defined Extensions be used in the following scope:

- Mutually defined sub-schemas: For the transmittal and receipt of data agreed upon by both sending and receiving institutions.
- State systems: In California CSU system, this would the General Education requirements; UC would be the UC requirements.
- Regional requirements

The benefit of using the User-defined Extensions is primarily the open nature of the xml design. Agreements may be designed to accommodate segments of data transmitted, which allows for the following:

- Allows strict standardization within system through design and implementation agreements.
- Users outside of the agreement may ignore the data defined in the User-defined Extensions as non-pertinent.
- No National standards must be agreed upon for use. Only the agreement between sending and receiving institutions.

**Example Code:**

```
<UserDefinedExtensions>
    <YearTerm>20042</YearTerm>
    <CourseAbbrev>ENG</CourseAbbrev>
    <CourseNumb>0114</CourseNumb>
    <SectNumb>02</SectNumb>
</UserDefinedExtensions>
```

Please reference Excerpt from PESC Guidelines for XML Architecture and Data Modeling page 46 (http://www.pesc.org/info/policies/PESC-Guidelines-for-XML-Architecture-and-Data-Modeling-v3-0.doc) for a full explanation on usage of this segment.

**Development History and Acknowledgments**

The AACRAO Committee on the Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) began working on a national standard format for the electronic exchange of postsecondary student records in 1989. Initially the work of the committee was funded by AACRAO. At about the same time, the US Department of Education’s National Center for Education Statistics (NCES) began developing a national standard format for the electronic exchange of student records for Kindergarten through high school students. The K12 community was primarily represented by the Council of Chief State School Officers (CCSSO). To gain more credibility in the creation and widespread adoption of the standards, the two groups (AACRAO and NCES) approached the American National Standards Institute’s (ANSI) Accredited Standards Committee (ASC) X12 for assistance in developing and approving the two standard formats.

ASC X12 reviewed the two proposals and insisted that only one standard be developed and approved. That standard would be the Kindergarten through Postsecondary Education Student Record. At that time, NCES decided to fund the work of the AACRAO SPEEDE Committee as well as those working on the K-12 standard. The ASC X12 standard was approved in the
early 1990's as ANSI ASC X12 Transaction Set 130 for the Student Educational Record (Transcript). This was a standard in the Electronic Data Interchange or EDI format.

During this time period (before the Internet was widely available), an emphasis on the format was to send as much data as possible, using the fewest characters. This was because transmission costs were based on the number of characters or bytes being sent over the Value Added Electronic Networks (VANs).

This standard is now in use by a significant number of postsecondary institutions in the United States and Canada. Approximately 700,000 postsecondary transcripts are exchanged electronically in this EDI format through the University of Texas at Austin Internet Server in the ASC X12 EDI format each year.

Although the number of transcripts exchanged electronically in this ASC X12 EDI format is growing significantly each year, it was felt by the community that an alternative format should be explored.

PESC commissioned this exploration by creating the XML Forum to determine if an XML standard format might result in significantly increased use of an electronic exchange of student educational records.

It was felt that the perceived complexity of the process of implementation of the EDI standards was one of the reasons that the EDI format was not being used by many schools. The wide and inexpensive availability of XML software tools and the already existing and pervasive use of XML by many schools' information technology staffs made the XML process appear to have a much better chance of rapid acceptance and implementation by postsecondary educational institutions.

The early efforts of the XML Forum emphasized the creation of standard core components. Once this work was significantly accomplished, PESC agreed to develop an XML Standard Format for the College Transcript to demonstrate that this could be done.

Bruce Marton from the University of Texas at Austin headed this effort and was largely supported by the AACRAO SPEEDE Committee that had developed the earlier EDI standard.

PESC approved the XML standard for the College Transcript in the summer of 2004.
### College Transcript

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>TransmissionData</td>
<td>Required</td>
<td>Routing and header information</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>Student</td>
<td>Required</td>
<td>Body of document. One segment per student</td>
<td>Required</td>
<td>minOcc 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional, Repeated</td>
<td>Additional information about transcript</td>
<td>Not recommended</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc =</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxLength 60</td>
</tr>
<tr>
<td>UserDefinedExtensions</td>
<td>Optional</td>
<td>Additional structured information. Requires mutually defined XML schema.</td>
<td>Optional</td>
<td>minOcc 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>maxOcc 1</td>
</tr>
</tbody>
</table>

Comment: UserDefinedExtensions are described in the Introduction, page viii.

#### Code Illustration:

```xml
<ColTrn:CollegeTranscript xmlns:ColTrn="urn:org:pesc:message:CollegeTranscript:v1.0.0"
 XMLns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
 XMLns:core="urn:org:pesc:core:CoreMain:v1.0.0"
 XMLns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:org:pesc:message:CollegeTranscript:v1.0.0
 /CollegeTranscript_v1.0.0.xsd">
  <TransmissionData>
    ...
  </TransmissionData>
  <Student>
    ...
  </Student>
  <NoteMessage/>
  <UserDefinedExtensions/>
</ColTrn:CollegeTranscript>
```
**TransmissionData**

- **DocumentID**
- **CreatedDateTime**
- **DocumentTypeCode**
- **TransmissionType**
- **Source**
- **Destination**
- **DocumentProcessCode**
- **DocumentOfficialCode**
- **DocumentCompleteCode**
- **RequestTrackingID**
- **NoteMessage**

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
</table>
| DocumentID             | Required   | The File Transmission Date and Time stamp with additional unique qualifying characters | Required                 | minLength 1
|                        |            |                                                                              |                          | maxLength 35                                |
| CreatedDateTime        | Required   | The Date and Time stamp when the document was created                        | Required                 | xs:dateTime yyy-mm-ddThh:mm:ssz(±GMT)         |
| DocumentTypeCode       | Required   | Type and purpose of document being transmitted                               | Required                 | Enumeration:
|                        |            |                                                                              |                          | Change
|                        |            |                                                                              |                          | TermEnroll
|                        |            |                                                                              |                          | TermGrade
|                        |            |                                                                              |                          | StudentRequest
|                        |            |                                                                              |                          | RequestedRecord
|                        |            |                                                                              |                          | InstitutionRequest
|                        |            |                                                                              |                          | ThirdPartyRequest
| TransmissionType       | Required   | The nature of the Transmission                                               | Required                 | Enumeration:
|                        |            |                                                                              |                          | Original
|                        |            |                                                                              |                          | Replace
|                        |            |                                                                              |                          | Duplicate
|                        |            |                                                                              |                          | Resubmission
|                        |            |                                                                              |                          | Reissue
|                        |            |                                                                              |                          | MutuallyDefined
| Source                 | Required   | This field is required and essential to indicate the source of the transcript being sent. It is normally the sending institution where the student applied or enrolled for courses. | Required                 | minOcc 1
|                        |            |                                                                              |                          | maxOcc 1

2
<table>
<thead>
<tr>
<th><strong>Destination</strong></th>
<th><strong>Required</strong></th>
<th><strong>This field is mandatory and essential to indicate the destination or recipient of the transcript being sent.</strong></th>
<th><strong>Required</strong></th>
<th><strong>minOcc 1</strong></th>
<th><strong>maxOcc 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DocumentProcessCode</strong></td>
<td><strong>Optional</strong></td>
<td><strong>This element indicates a TEST or PRODUCTION document</strong></td>
<td><strong>Required if &quot;TEST&quot;; &quot;PRODUCTION&quot; implied, not recommended</strong></td>
<td><strong>minOcc 0</strong></td>
<td><strong>maxOcc 1</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Enumeration:</strong> TEST PRODUCTION</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DocumentOfficialCode</strong></td>
<td><strong>Optional</strong></td>
<td><strong>This element indicates if the document is unofficial. Unofficial documents may be produced for reference purpose but may not be binding.</strong></td>
<td><strong>Required if Unofficial; &quot;Official&quot; implied, not recommended</strong></td>
<td><strong>minOcc 0</strong></td>
<td><strong>maxOcc 1</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Enumeration:</strong> Official Unofficial</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comment:** With paper transcripts, it is normal practice for the recipient to decide if the transcript received is to be considered official or unofficial. With electronic transcripts exchanged through a secure process such as the Austin, Texas Internet Server, most recipients would consider them official.

| **DocumentCompleteCode** | **Optional** | **This element indicates whether the document conveys a complete record. Partial documents may be produced for information that is recorded in multiple media or formats. A value of Partial generally means that the remainder will be sent in hard copy.** | **Required if not complete: "Complete" is implied, not recommended** | **minOcc 0** | **maxOcc 1** |
|                         |              |                                                                                                 | **Enumeration:** Partial Complete |             |             |
| **RequestTrackingID**    | **Optional** | **The unique ID associated with a request action that is returned to the requestor for document matching and tracking.** | **Optional** | **minOcc 0** | **maxOcc 1** |
|                         |              |                                                                                                 | **minLength 1** |             |             |
| **NoteMessage**          | **Optional** | **Additional information about transmission** | **Not recommended** | **minOcc 0** | **maxOcc ^** |
|                           | **Repeatable** |                                                                                                 | |             |             |

**Comment:**

**Code illustration:**

```
<TransmissionData>
  <DocumentID>050330001</DocumentID>
  <DateTime>2005-02-02T10:04:29-05:00</DateTime>
  <DocumentTypeCode>RequestedRecord</DocumentTypeCode>
  <TransmissionType>Original</TransmissionType>
  <Source>
    *
    *
    *
    *
  </Source>
  <Destination>
    *
    *
    *
  </Destination>
  <DocumentProcessCode/>
  <DocumentOfficialCode/>
  <DocumentCompleteCode/>
  <RequestTrackingID/>
  <NoteMessage/>
</TransmissionData>
```
TransmissionData.Source

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Required</td>
<td>Non-person entity such as Organization, Institution, Agency or Business.</td>
<td>Required</td>
<td>minOcc:1, maxOcc:1</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional Repeateable</td>
<td>Additional information about Organization</td>
<td>Not recommended</td>
<td>minLength:1, maxLength:80</td>
</tr>
</tbody>
</table>

Comment:

Code illustration:

```xml
<Source>
  <Organization/>
  ...
  </Organization>
  <NoteMessage/>
</Source>
```
### Student

![Diagram of Student structure]

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>Required</td>
<td>Biographical and demographic information about the student.</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>AcademicRecord</td>
<td>Required</td>
<td>Information concerning the academic achievement or status of the student.</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>Optional</td>
<td>Immunization, vaccinations and health screenings</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Tests</td>
<td>Optional</td>
<td>Academic and achievement test data</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the student</td>
<td>Not Recommended</td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td>maxLength 80</td>
</tr>
<tr>
<td>UserDefinedExtensions</td>
<td>Optional</td>
<td>Additional structured information. Requires mutually defined XML schema.</td>
<td>Optional</td>
<td></td>
</tr>
</tbody>
</table>

**Comment:** AcademicRecord element may be repeated. There must be at least one occurrence which normally represents the record from the sending institution; additional occurrences may be included for transferred work or secondary school data.

**Comment:** Tests administered by national testing agencies are recommended to come directly from the agency and should not be listed here. Use this section for state and local test data as required.
Code illustration:

```xml
<Student>
  <Person>
  </Person>
  <AcademicRecord>
  </AcademicRecord>
  <Health>
  </Health>
  <Tests>
  </Tests>
  <NoteMessage/>
  <UserDefinedExtensions/>
</Student>
```
**Student.Person**

- **SchoolAssignedPersonID**
- **SIN**
- **NSN**
- **AgencyAssignedID**
- **RecipientAssignedID**
- **SSN**
- **Birth**
- **Name**
- **AlternateName**
  - **AcRec:PersonType**
  - **HighSchool**
    - This is the secondary school (high school) from which the person graduated or the last high school the party attended.
- **Contacts**
  - **Gender**
- **Residency**
- **Deceased**
- **NoteMessage**

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>SchoolAssignedPersonID</td>
<td>Optional</td>
<td>School Assigned Identifier Type</td>
<td>Recommended</td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Comment:</strong> This is the student's ID at the source or sending school.</td>
<td></td>
<td>maxi.length 20</td>
</tr>
<tr>
<td>SIN</td>
<td>Optional</td>
<td>The person's Canadian Social Insurance Number</td>
<td>Optional</td>
<td>min.length 9</td>
</tr>
<tr>
<td>NSN</td>
<td>Optional</td>
<td>Canadian National Student Number Identifier Type</td>
<td>Optional</td>
<td>max.length 9</td>
</tr>
<tr>
<td>Field</td>
<td>Type</td>
<td>Description</td>
<td>Optional/Required</td>
<td>minLength</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>AgencyAssignedID</td>
<td>Optional</td>
<td>The ID assigned by the state or an agency, to the person (student)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RecipientAssignedID</td>
<td>Optional</td>
<td>RecipientAssigned Identifier Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td>Optional</td>
<td>The person's U.S. Social Security Number</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Birth</td>
<td>Optional</td>
<td>Identifying information related to a person's birth</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Required</td>
<td>The name of record at the sending institution</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>AlternateName</td>
<td>Optional</td>
<td>Any other names by which the person may be known</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>HighSchool</td>
<td>Optional</td>
<td>This is the secondary school (high school) from which the person graduated or the last high school the person attended.</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Contacts</td>
<td>Optional</td>
<td>Contact information for the student as recorded by the sending institution</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Optional</td>
<td>Gender of the student</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Residency</td>
<td>Optional</td>
<td>The student's official residency classification for fee purposes</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Deceased</td>
<td>Optional</td>
<td>Information related to a student's death</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the person</td>
<td>Not Recommended</td>
<td>minLength</td>
</tr>
</tbody>
</table>

**Comment:**
- If this transcript is being sent in response to a request for the transcript from another institution, then this is the student's ID number at the school that requested the record.
- This should be the full legal name of the student as recorded at the sending institution.
- Includes former name(s) or other names by which the student may be known.
- This is useful for matching; it does not contain any academic information for the student.
- This is helpful for creating a record when the receiving institution has not previously been contacted by the student.
- Useful for matching. Although AACRAO does not recommend including this information on the paper transcript, it is recommended to be included on the XML electronic transcript if the destination is to another college or university.
- This may be helpful for receiving institution to make a determination of residency.
- Recommended if the student is deceased; useful for fraud prevention.
Code illustration:

```xml
<Person>
  <SchoolAssignedPersonID/>
  <SSN>
  <NSN>
  <AgencyAssignedID/>
  <RecipientAssignedID/>
  <SSN>100000000</SSN>
  <Birth>
    *
    *
    */Birth>
  <Name>
    *
    *
    */Name>
  <AlternateName>
    *
    *
    */AlternateName>
  <HighSchool>
    *
    *
    */HighSchool>
  <Contacts>
    *
    *
    */Contacts>
  <Gender>
    *
    *
    */Gender>
  <Residency>
    *
    *
    */Residency>
  <Deceased>
    *
    *
    */Deceased>
  <NoteMessage/>
</Person>
```
### Student.Person.Birth

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>BirthDate</td>
<td>Optional</td>
<td>Date of Birth</td>
<td>Recommended</td>
<td>xs:date</td>
</tr>
<tr>
<td>Birthday</td>
<td>Optional</td>
<td>Month and day of Birth</td>
<td>Optional</td>
<td>xs:gMonthDay</td>
</tr>
</tbody>
</table>

**Comment:** Use instead of BirthDate when it is desirable to withhold the student's age.

<table>
<thead>
<tr>
<th>NoteMessage</th>
<th>Optional</th>
<th>Repeatable</th>
<th>Additional information about Birth</th>
<th>Not Recommended</th>
<th>minLength 1</th>
<th>maxLength 80</th>
</tr>
</thead>
</table>

**Comment:**

**Code Illustration:**

```xml
<Birth>
  <BirthDate>1967-07-14</BirthDate>
  <Birthday/>
  <NoteMessage/>
</Birth>
```
**Student.AcademicRecord**

```
AcRec:AcademicRecordType
  +-------------------+-------------------+
  | School            | AcademicAward     |
  +-------------------+-------------------+
  |                  +-------------------+-------------------+
  |                  | AcademicSummary   | AcademicSession   |
  |                  +-------------------+-------------------+
  |                  |                   +-------------------+-------------------+
  |                  | AdditionalStudentAchievements | NoteMessage |
  |                  +-------------------+-------------------+
  +-------------------+-------------------+
  +-------------------+-------------------+

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>Optional</td>
<td>Override school</td>
<td>Conditional</td>
<td></td>
</tr>
<tr>
<td>AcademicAward</td>
<td>Optional</td>
<td>Academic awards, degrees, diplomas, certifications, etc.</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AcademicSummary</td>
<td>Optional</td>
<td>Used to send summary totals for all work taken at a certain academic level</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AcademicSession</td>
<td>Optional</td>
<td>Course, award and summary information related to a specific time period</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td>Typically arranged into successive quarters or semesters and is the preferred method for conveying academic coursework.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Optional</td>
<td>Academic coursework not related to a specific academic session.</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Comment: Recommended when the school for this repetition of AcademicRecord differs from the sending institution. Not recommended when this AcademicRecord belongs to the sending institution.

Comment: AcademicAward in this position is not tied to an AcademicSession. Some institutions may wish to indicate AcademicAward in the AcademicSession in which it was earned.

Comment: AcademicSummary in this position is not tied to an AcademicSession. Some institutions may wish to indicate AcademicSummary in the AcademicSession in which it was earned.

Comment: Course in this position is not tied to an AcademicSession. It is appropriate here when session information is not known or course is not related to a specific academic session. It is recommended to include coursework within academic session whenever possible.
<table>
<thead>
<tr>
<th>AdditionalStudentAchievements</th>
<th>Optional</th>
<th>Achievements not tied to a specific course, session or award.</th>
<th>Optional</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the student's academic record.</td>
<td>Not</td>
<td>minLength 1</td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td>Recommended</td>
<td>maxLength 80</td>
</tr>
<tr>
<td>UserDefinedExtensions</td>
<td>Optional</td>
<td>Additional structured information. Requires mutually defined XML schema.</td>
<td>Optional</td>
<td></td>
</tr>
</tbody>
</table>
Student.AcademicRecord.AcademicAward

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>AcademicAwardLevel</td>
<td>Optional</td>
<td>The level of the degree, certificate, or award granted for the successful completion of requirements of an academic program.</td>
<td>Recommended</td>
<td>1.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.1 - Certificate of completion,</td>
<td></td>
<td>1.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.2 - Certificate of proficiency</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.0 – Certificate</td>
<td></td>
<td>2.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.1 Postsecondary Certificate Or Diploma (less than one year)</td>
<td></td>
<td>2.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.2 Postsecondary Certificate Or Diploma (one year or more but less than four years)</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.3 Associate Degree (e.g., Associate In Arts, Associate In Science)</td>
<td></td>
<td>2.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.4 Baccalaureate Degree</td>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5 Baccalaureate (Honors) Degree</td>
<td></td>
<td>2.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.6 Postsecondary Certificate Or Diploma (one year or more but less than two years)</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.7 Postsecondary Certificate Or Diploma (two years or more but less than four years)</td>
<td></td>
<td>3.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.1 First Professional Degree</td>
<td></td>
<td>4.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.2 Post-Professional Degree</td>
<td></td>
<td>4.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.1 Graduate Certificate</td>
<td></td>
<td>4.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>Field</td>
<td>Type</td>
<td>Description</td>
<td>Recommendation</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>AcademicAwardDate</td>
<td>Optional</td>
<td>The date on which the academic award was conferred.</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>AcademicAwardTitle</td>
<td>Optional</td>
<td>The descriptive title for the academic award.</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>AcademicHonors</td>
<td>Optional</td>
<td>Honors information for the academic award.</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>AcademicCompletionIndicator</td>
<td>Optional</td>
<td>An indication that the degree-seeking student completed all of the</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>requirements for his or her academic program. Not used for Non-Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>programs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AcademicCompletionDate</td>
<td>Optional</td>
<td>The date on which the student's requirements for the degree were met or</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AcademicAwardProgram</td>
<td>Optional</td>
<td>Information related to the specific area of study (e.g. major) under which</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td>the award was granted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AcademicDegreeRequirement</td>
<td>Optional</td>
<td>Thesis or dissertation information if required for the award.</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AcademicSummary</td>
<td>Optional</td>
<td>Academic summary information pertaining to the award.</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the academic award</td>
<td>Not Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comment:** This is the nominal date when the award was granted. It might not be the same as the actual date of completion of the award requirements.

**Comment:** This is the actual date when all requirements for the award were completed. It might not be the same as the nominal date of the award.

**Comment:** While academic award programs and summaries can be communicated in several different elements, it is recommended that they be reported at the highest appropriate level. E.g., use AcademicAward.AcademicAwardProgram to indicate degree major; AcademicAward.AcademicAwardProgram.ProgramSummary for degree major GPA and honors; AcademicAward.AcademicSummary for degree GPA and honors.
Code illustration:

```xml
<AcademicAward>
    <AcademicAwardLevel>2.4</AcademicAwardLevel>
    <AcademicAwardDate>1990-05-09</AcademicAwardDate>
    <AcademicAwardTitle>BACHELOR OF ARTS</AcademicAwardTitle>
    <AcademicHonors>
    </AcademicHonors>
    <AcademicCompletionIndicator/>
    <AcademicCompletionDate/>
    <AcademicAwardProgram>
    </AcademicAwardProgram>
    <AcademicDegreeRequirement>
    </AcademicDegreeRequirement>
    <AcademicSummary>
    </AcademicSummary>
    <NoteMessage/>
</AcademicAward>
```
**Student.AcademicRecord.AcademicAward.AcademicHonors**

<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>HonorsTitle</td>
<td>Optional</td>
<td>The descriptive title for the honors received.</td>
<td>Recommended</td>
<td>minLength 1 maxHeight 30</td>
</tr>
<tr>
<td>HonorsLevel</td>
<td>Optional</td>
<td>A code value representing 1st highest honor, 2nd highest and 3rd highest</td>
<td>Recommended</td>
<td>Examination: FirstHighest SecondHighest ThirdHighest</td>
</tr>
<tr>
<td>NoteMessage</td>
<td>Optional</td>
<td>Additional information about the academic honors</td>
<td>Not recommended</td>
<td>minLength 1 maxHeight 80</td>
</tr>
</tbody>
</table>

Comment: Honors Level is critical to understanding the context of Honors Title.

Code illustration:

```xml
<AcademicHonors>
  <HonorsTitle/>
  <HonorsLevel>ThirdHighest</HonorsLevel>
</AcademicHonors>
```
Student.AcademicRecord.AcademicSession.Course
<table>
<thead>
<tr>
<th>Tag Name</th>
<th>Schema Use</th>
<th>Description</th>
<th>Recommended Use</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>CourseCreditBasis</td>
<td>Required</td>
<td>The type of enrollment associated with the credit hours for the course.</td>
<td>Required</td>
<td>Enumeration: Regular, Major, AcademicRenewal, AdultBasic, AdvancedPlacement, AdvancedStanding, ContinuingEducation, Exemption, Equivalence, InternationalBaccalaureate, Military, Remedial, CreditByExam, HighSchoolTransferCredit, HighSchoolCreditOnly, HighSchoolDualCredit</td>
</tr>
<tr>
<td>CourseCreditUnits</td>
<td>Optional</td>
<td>The type of credit (unit, semester, or quarter) associated with the credit hours earned for the course.</td>
<td>Recommended</td>
<td>Enumeration: NoCredit, Quarter, Semester, Units, ClockHours, CarnegieUnits, ContinuingEducationUnits, Unreported, Other</td>
</tr>
<tr>
<td>CourseCreditLevel</td>
<td>Optional</td>
<td>The level of credit associated with the credit hours earned for the course.</td>
<td>Recommended</td>
<td>Enumeration: Undergraduate, LowerDivision, UpperDivision, Vocational, TechnicalPreparatory, Graduate, Professional, Dual, GraduateProfessional</td>
</tr>
<tr>
<td>Comment: Usually the same as CourseLevel, differs when the student uses the credit at a level different from the CourseLevel, e.g., when the student uses an UpperDivision course (CourseLevel) for Graduate credit (CourseCreditLevel).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CourseCreditValue</td>
<td>Optional</td>
<td>Number indicating the credit hours that may be earned in the course.</td>
<td>Recommended</td>
<td>xs:decimal</td>
</tr>
<tr>
<td>CourseCreditEarned</td>
<td>Optional</td>
<td>The number of credits a student earns by the successful completion of a course.</td>
<td>Recommended</td>
<td>xs:decimal</td>
</tr>
<tr>
<td>CourseAcademicGradeScaleCode</td>
<td>Optional</td>
<td>The grading scale used by an academic educational institution for an academic course.</td>
<td>Recommended</td>
<td>minLength 1, maxLength 3, See Appendix E</td>
</tr>
<tr>
<td>Comment: Grade scale is based on the American Medical Colleges Admissions Services (AMCAS) grade scale, values 001 through 499 and from the American Association of Collegiate Registrars and Admissions Officers grade scale for miscellaneous grades, values 500 through 999. See Appendix E for a complete list of code values.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CourseAcademicGrade</td>
<td>Optional</td>
<td>The final grade awarded for participation in the course.</td>
<td>Recommended</td>
<td>minLength 1, maxLength 10</td>
</tr>
<tr>
<td>CourseNarrativeExplainationGrade</td>
<td>Optional</td>
<td>The narrative of the grade awarded to a student in an academic course in those cases where a course does not receive a letter or numeric grade included in the grading scale of the Course Academic Grade Qualifier.</td>
<td>Recommended</td>
<td>minLength 1, maxLength 200</td>
</tr>
<tr>
<td><strong>Course Repeat Code</strong></td>
<td>Optional</td>
<td>Indicates that an academic course has been repeated by a student and how that repeat is to be computed in the student's academic grade average.</td>
<td>Recommended</td>
<td>Enumeration: RepeatCounted, RepeatNotCounted, ReplacementCounted, ReplacedNotCounted, RepeatOtherInstitution, NotCountedOther</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Course CIP Code</strong></td>
<td>Optional</td>
<td>The Classification of Instructional Programs (CIP) code to describe the area of study for the course.</td>
<td>Optional (use one)</td>
<td>minOccurs 1, maxOccurs 10</td>
</tr>
<tr>
<td><strong>Course CIS Code</strong></td>
<td>Optional</td>
<td>The Statistics Canada Canadian College Student Information System (CCSIS) code to describe the area of study for the course.</td>
<td>Optional (use one)</td>
<td>minOccurs 1, maxOccurs 10</td>
</tr>
<tr>
<td><strong>Course USIS Code</strong></td>
<td>Optional</td>
<td>The Statistics Canada University Student Information System (USIS) code to describe the area of study for the course.</td>
<td>Optional (use one)</td>
<td>minOccurs 1, maxOccurs 10</td>
</tr>
<tr>
<td><strong>Course Quality Points Earned</strong></td>
<td>Optional</td>
<td>The numerical value assigned to a letter grade to provide a basis of quantitative determination of an average.</td>
<td>Recommended</td>
<td>xs:decimal</td>
</tr>
<tr>
<td><strong>Course Level</strong></td>
<td>Optional</td>
<td>The level of work which is reflected in the credits associated with the academic course being described or the level of the typical student taking the academic course.</td>
<td>Recommended</td>
<td>Enumeration: LowerDivision, UpperDivision, Dual, Graduate, Professional, Remedial</td>
</tr>
<tr>
<td><strong>Course Subject Abbreviation</strong></td>
<td>Optional</td>
<td>The alphabetic abbreviation of the academic department or discipline offering the course. It is one part of the total course identifier number.</td>
<td>Recommended</td>
<td>minOccurs 1, maxOccurs 10</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td>Optional</td>
<td>The official reference number portion of a course identifier. This number generally designates the level of the course as well as the level of the student expected to enroll in the course.</td>
<td>Recommended</td>
<td>minOccurs 1, maxOccurs 15</td>
</tr>
<tr>
<td><strong>Course Section Number</strong></td>
<td>Optional</td>
<td>The number assigned to differentiate among distinct occurrences of courses that have the same course abbreviation and number but are considered to be different courses.</td>
<td>Optional</td>
<td>minOccurs 1, maxOccurs 10</td>
</tr>
<tr>
<td><strong>Original Course ID</strong></td>
<td>Optional</td>
<td>The course ID as it was listed when the credit was earned (e.g. before a system conversion) to show consistency between present transcripts and older ones.</td>
<td>Recommended</td>
<td>minOccurs 1, maxOccurs 30</td>
</tr>
<tr>
<td><strong>Course Title</strong></td>
<td>Optional</td>
<td>The name or title of the course taken by a student at an academic institution.</td>
<td>Recommended</td>
<td>minOccurs 1, maxOccurs 60</td>
</tr>
<tr>
<td><strong>Course Add Date</strong></td>
<td>Optional</td>
<td>The date a student was added to an academic course at a school.</td>
<td>Optional</td>
<td>xs:dateTime</td>
</tr>
<tr>
<td><strong>Course Drop Date</strong></td>
<td>Optional</td>
<td>The date on which the student drops or withdraws from the course.</td>
<td>Optional</td>
<td>xs:dateTime</td>
</tr>
<tr>
<td><strong>Course Override School</strong></td>
<td>Optional</td>
<td>The school where the credit was earned if different from the Academic Session School</td>
<td>Conditional</td>
<td></td>
</tr>
</tbody>
</table>
| **OverrideSchoolCourseNumber** | Optional | The course ID as it was listed at the school where the credit was earned | Conditional | minLength | maxLen
|-------------------------------|----------|-------------------------------------------------------------------------|------------|----------|---------|

**Comment:** CourseOverrideSchool and OverrideSchoolCourseNumber are normally used for situations like consortiums, concurrent enrollment or transfer courses, although transfer work is recommended to be reported in a separate session with an override school.

<table>
<thead>
<tr>
<th><strong>CourseApplicability</strong></th>
<th>Optional</th>
<th>The academic program to which this academic course applies toward graduation.</th>
<th>Not Recommended</th>
<th>Enumeration:</th>
<th>NotApplicable FirstProgram SecondProgram BothPrograms</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>CourseBeginDate</strong></th>
<th>Optional</th>
<th>Begin date</th>
<th>Optional</th>
<th>xs:dateTime</th>
</tr>
</thead>
</table>

**Comment:** CourseBeginDate and CourseEndDate are recommended when the dates differ from the session begin and end dates.

<table>
<thead>
<tr>
<th><strong>CourseInstructionSite</strong></th>
<th>Optional</th>
<th>An indication of the type of location at which the course is taught.</th>
<th>Optional</th>
<th>Enumeration:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>OnCampus</td>
<td>OffCampus</td>
<td>Extension</td>
</tr>
</tbody>
</table>

| **CourseInstructionSiteName** | Optional | The name of the location at which the course is taught. | Optional | minLength | maxLen
|-----------------------------|----------|-----------------------------------------------------|----------|----------|---------|

| **Requirement** | Optional | Repeattable | Curriculum requirements satisfied by successful completion of this course | Optional |

| **Attribute** | Optional | Repeattable | Attributes of this course which may require special handling by the receiving institution | Optional |

| **Proficiency** | Optional | Repeattable | Proficiency level signified by successful completion of this course | Optional |

| **Licensure** | Optional | Repeattable | Licensure requirements satisfied by successful completion of this course | Optional |

| **LanguageOfInstruction** | Optional | Repeattable | Language associated with one or more aspects of the course | Optional |

| **NoteMessage** | Optional | Repeattable | Additional information about the course | Not Recommended | minLength | maxLen
|-----------------|----------|-----------|------------------------------------|----------------|----------|---------|

**Comment:**

| **UserDefinedExtensions** | Optional | Additional structured information. Requires mutually defined XML schema. | Optional |

**Comment:**
Code illustration:

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Appendix F – Sample XML College Transcript

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<!- Sample XML file generated by XMLSPY v5 rel. 4 U (http://www.xmlspy.com) ->
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xmlns:AoRec="urn:org:pesc:sector:AcademicRecord:v1.0.0" xmlns:core="urn:org:pesc:core:CoreMain:v1.0.0"
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