

2012|2013

STUDENT RECORD LAYOUT



PLAN[®]



Effective Fall 2012

Record Length = 1,129 characters

All alphabetical characters in
upper case only.

Data provided in both fixed-length
and comma-separated text formats.

ACT[®]

ACT PLAN Customer Services (70)
P.O. Box 1008
Iowa City, Iowa 52243-1008
877.789.292



STUDENT RECORD LAYOUT

Effective Fall 2012

DATA	PROCESS NUMBER	STUDENT SITE CODE	DISTRICT CODE	STATE CODE	GROUP CODE	SORT CODE	CYCLE	EQUATING FLAG	TEST SITE CODE	BLANK	STUDENT NAME	BLANK	BLANK
LOCATION 1-100											LAST	FIRST	MIDDLE

DATA	BLANK	DOC. ID	DATE OF BIRTH	GENDER	RACE/ETHNICITY	BLANK	REPORTING GRADE	TEST DATE	SCHOOL HEADER	PUB./PRIV	STUDENT GRADE	BLANK	TEST SCALE SCORES	SCALE SUBSCORES	NATIONAL NORMS	BLANK
LOCATION 101-200																

DATA	BLANK	SCHOOL NORMS	DISTRICT NORMS	EST. COMP. RANGE	PLANS AND BACK-GROUND	ACTIVITIES DURING HIGH SCHOOL
LOCATION 301-400						

DATA	ACTIVITIES (COND)	VOID SCORING CODES	NEEDS ASSESSMENT	UNIACT INTEREST INVENTORY ITEMS
LOCATION 501-600				

DATA	INTEREST INVENTORY ITEMS (Continued)	WORLD-OF-WORK MAP REGIONS	UNIACT STANNINES	UNIACT STANDARD SCORES	UNIACT PERCENTILES	COURSE/GRADE INFORMATION
LOCATION 401-500						

DATA	TRIG. (continued)	PRE-CALCULUS	CALCULUS	OTHER ADV. MATH	OTHER ADV. MATH	US HISTORY	WORLD HIST.	GOV./CIVICS	GLOBAL STUD.	GEOGRAPHY	ECONOMICS	PSYCHOLOGY	SOCIOLOGY	OTHER S.S.	OTHER S.S.	TOTAL S.S.	PHYSICAL SCI.	BIOLOGY 1	BIOLOGY 2	CHEMISTRY 1	CHEMISTRY 2	PHYSICS	AMATOMY/PHYS.	OTHER NAT. SCI.	OTHER NAT. SCI.	TOTAL NAT. SCI.	SPANISH	FRENCH	GERMAN	OTHER LANG.	BLANK	CALC. HS GPA	
LOCATION 601-700																																	



STUDENT RECORD LAYOUT (continued)

Effective Fall 2012

DATA	CALC. HS GPA		SUPPLEMENTAL LOCAL ITEMS		TEST FORM#	SPECIAL STATUS	TEST ITEM RESPONSES											
	ENGLISH	MATH	ENGLISH	MATH			ENGLISH	MATH										
LOCATION 701-700	8095	8100	8095	8100	8025	8335	8400	8450	8550	8600	8650	8700	8750	8800	8850	8900	8950	9000

TEST ITEMS (continued)																			
MATH (continued)					READING					SCIENCE					ENGLISH				
LOCATION 801-800	7100	7150	7200	7250	7300	7350	7400	7450	7500	7550	7600	7650	7700	7750	7800	7850	7900	7950	8000

0/1 VECTORS (continued)																			
ENGLISH (continued)					MATH					READING									
LOCATION 901-900	8100	8150	8200	8250	8300	8350	8400	8450	8500	8550	8600	8650	8700	8750	8800	8850	8900	8950	9000

DATA		0/1 VECTORS (continued)										STUDENT ADDRESS												
SCIENCE					STATE NORMS					TEST RAW SCORES					MAILING ADDRESS					CITY				
LOCATION 901-1000	9050	9100	9150	9200	9250	9300	9350	9400	9450	9500	9550	9600	9650	9700	9750	9800	9850	9900	9950	10000				

DATA		STUDENT ADDRESS (continued)										STATE NORMS										STUDENT ID NUMBER										USER DEFINED FIELD 1										USER DEFINED FIELD 2										USER DEFINED FIELD 3																	
CITY (continued)					STATE					ZIP					COMPOSITE					SCIENCE					READING					MATH					ENGLISH					MATH					ENGLISH					SCIENCE					READING					MATH					ENGLISH				
LOCATION 1001-1100	1005	1010	1015	1020	1025	1030	1035	1040	1045	1050	1055	1060	1065	1070	1075	1080	1085	1090	1095	1100	1105	1110	1115	1120	1125	1130	1135	1140	1145	1150	1155	1160	1165	1170	1175	1180	1185	1190	1195	1200																													

DATA		USER DEFINED FIELD 3 (continued)																			
BLANK																					
LOCATION 1101-1109	1105	1110	1115	1120	1125	1130	1135	1140	1145	1150	1155	1160	1165	1170	1175	1180	1185	1190	1195	1200	

PLAN Student Record Layout Description

Please note: A single asterisk "*" indicates a double grid

LOCATION	FIELD NAME	FIELD CONTENT
1-8	Process Number	ACT scoring batch number
9-14	Student Attended Site Code	6-digit ACT-SAT code; from School Header if testing at own school; from block L if not testing at own school
15-20	District Code	Unique code assigned by ACT
21-22	State Code	2-digit state code assigned by ACT
23-25	Group Code	
26-28	Sort Code	Optional local code entered in block M of answer folder
29-31	Cycle	Processing cycle assigned by ACT
32	Equating Flag	1 if administered in equating study; otherwise blank
33-33	Testing at Your Own School	Y/N
34-39	Test Site Code	6-digit ACT-SAT code; from School Header
44-85	Student Name	
44-68	Last Name	
69-84	First Name	
85	Middle Initial	
107-109	Doc ID	Document type assigned by ACT
110-117	Date of Birth	yyyymmdd
118	Gender	M/F
119	Race/Ethnicity	1 = Black/African American 2 = American Indian/Alaska Native 3 = White 4 = Hispanic/Latino 5 = Asian 6 = Native Hawaiian/Other Pacific Islander 7 = Two or more races 8 = I prefer not to respond
130-131	Reporting Grade	08/below-12/other, system derived grade used in reporting
132-139	Test Date	yyyymmdd
140-141	School Header Grade	08/below-12/other, as recorded by test supervisor in Block D of school header
145	Public/Private	Type of school: 1 = Public; 2 = Private
146-147	Student Grade	08/below-12/other, as recorded by student in Block J of answer folder or Pre-ID
150-159	Test Scale Scores	01-32 *** = test voided by administrator -- = test not attempted
150-151	English	
152-153	Mathematics	
154-155	Reading	
156-157	Science	
158-159	Composite	
160-167	Scale Subscores	01-16 *** = test voided by administrator -- = test not attempted
160-161	Usage/Mechanics	
162-163	Rhetorical Skills	
164-165	Pre-algebra/Algebra	
166-167	Geometry	
168-194	National Norms	01-100 -- = test not attempted
168-170	English	
171-173	Mathematics	
174-176	Reading	
177-179	Science	
180-182	Composite	
183-185	Usage/Mechanics	
186-188	Rhetorical Skills	
189-191	Pre-algebra/Algebra	
192-194	Geometry	

STATE CODES		
	NUM.	ALPHA
Alab.	01	AL
Alaska	02	AK
Ariz.	03	AZ
Ark.	04	AR
Calif.	05	CA
Colo.	06	CO
Conn.	07	CT
Del.	08	DE
D.C.	09	DC
Fla.	10	FL
Ga.	11	GA
Hawaii	12	HI
Idaho	13	ID
Ill.	14	IL
Ind.	15	IN
Iowa	16	IA
Kans.	17	KS
Ky.	18	KY
La.	19	LA
Maine	20	ME
Md.	21	MD
Mass.	22	MA
Mich.	23	MI
Minn.	24	MN
Miss.	25	MS
Mo.	26	MO
Mont.	27	MT
Nebr.	28	NE
Nev.	29	NV
N.H.	30	NH
N.J.	31	NJ
N.Mex.	32	NM
N.Y.	33	NY
N.C.	34	NC
N.Dak.	35	ND
Ohio	36	OH
Okla.	37	OK
Oreg.	38	OR
Pa.	39	PA
R.I.	40	RI
S.C.	41	SC
S.Dak.	42	SD
Tenn.	43	TN
Tex.	44	TX
Utah	45	UT
Vt.	46	VT
Va.	47	VA
Wash.	48	WA
W.Va.	49	WV
Wis.	50	WI
Wyo.	51	WY
Puerto Rico	52	PR
Canada	53	CN
Marshall Isl.	57	MH
N. Mariana	58	MP
Micronesia	60	FM
Am. Samoa	61	AS
Palau	62	PW
Guam	63	GU
Virgin Isl.	66	VI
U.S. Military		
Europe	85	AE
U.S. Military		
Stateside	86	AA
U.S. Military		
Pacific	87	AP
All Other	55	

(continued on next page)

PLAN Student Record Layout Description *(continued)*

LOCATION	FIELD NAME	FIELD CONTENT
222–248	School Norms	01–100 “--” = test not attempted
222–224	English	
225–227	Mathematics	
228–230	Reading	
231–233	Science	
234–236	Composite	
237–239	Usage/Mechanics	
240–242	Rhetorical Skills	
243–245	Pre-algebra/Algebra	
246–248	Geometry	
249–275	District Norms	01–100 “--” = test not attempted
249–251	English	
252–254	Mathematics	
255–257	Reading	
258–260	Science	
261–263	Composite	
264–266	Usage/Mechanics	
267–269	Rhetorical Skills	
270–272	Pre-algebra/Algebra	
273–275	Geometry	
276–279	Estimated ACT Composite Score Range	01–36 “--” = test not attempted
276–277	Est. ACT Comp Low	
278–279	Est. ACT Comp High	
280–283	Plans and Background	
280	Language	A = English B = A language other than English C = English and another language about the same D = Prefer not to respond From previous edition of answer document: Y = English most frequently spoken in my home N = Another language most frequently spoken in my home
281	High School Study	A = College prep B = Other (career/technical, other)
282–283	Highest Ed Level of Parent/Guardian	A = Did not complete high school B = High school diploma or equivalent C = Career/technical training such as military, apprenticeship, certificate program, etc. D = Some college, but no degree E = 2-year college degree (associate’s) F = 4-year college degree (bachelor’s) G = Some education or degree above a 4-year college degree H = I don’t know
282	Highest Ed Level of Mother/Guardian 1	
283	Highest Ed Level of Father/Guardian 2	
284–303	Activity Participation During High School	
284	Instrumental music	
285	Vocal music	
286	Publications	
287	Speech/public speaking/debate	
288	Art-related	
289	Dramatics, theater	
290	Varsity athletic	
291	Science-related	
292	Academic honors organizations	
293	Cheerleading/school spirit	
294	Community service/involvement	
295	Ethnic organization	
296	Foreign exchange or study abroad	
297	Political organization	
298	Radio/TV	
299	Religious organization	
300	ROTC	
301	Social club or fraternity/sorority	
302	Student government	
303	Not currently participating in any of these activities	
304	Participation in College Outreach	Y/N

(continued on next page)

PLAN Student Record Layout Description *(continued)*

LOCATION	FIELD NAME	FIELD CONTENT
305	Hours Worked	A = None B = 1–5 hours per week C = 6–10 hours per week D = 11–15 hours per week E = 16–20 hours per week F = more than 20 hours per week
306	Educational Plans after High School	A = Not planning to complete high school B = No education or other training planned for after high school C = Job-related training offered through military service D = Apprenticeship or other on-the-job training E = Career/technical school F = 2-year community college or junior college G = 4-year college or university H = Graduate or professional studies after a 4-year degree I = Undecided about future educational plans J = Other
307	Career Choice	See Career Clusters and Career Areas, page 10
308–309	Religious Preference	See <i>PLAN Instructions for Completing Your Answer Folder</i>
310	EOS Release	Y/N
311–314	Void Scoring Codes	1 = test voided by administrator
311	English	
312	Mathematics	
313	Reading	
314	Science	
315–321	Needs Assessment	Y/N (See Needs Assessment, page 10)
315	Post High School Plans	
316	Writing	
317	Reading	
318	Study	
319	Mathematics	
320	Computer	
321	Public Speaking	
322–411	UNIACT Interest Inventory Items	1 = Dislike 2 = Indifferent 3 = Like
412–430	World-of-Work Map Regions	
412–413	Region 1	0 = Region 99; 1–12 (see World-of-Work Map)
414–415	Region 2	1–12
416–417	Region 3	1–12
420–422	% L responses	000–100
423–425	% I responses	000–100
426–428	% D responses	000–100
429	II IOK	For ACT use
430	II Shading Flag	For ACT use
431–436	UNIACT Stanines	1–9
431	Technical	
432	Science & Technology	
433	Arts	
434	Social Service	
435	Administration & Sales	
436	Business Operations	
437–448	UNIACT Standard Scores	20–80
437–438	Technical	
439–440	Science & Technology	
441–442	Arts	
443–444	Social Service	
445–446	Administration & Sales	
447–448	Business Operations	
449–466	UNIACT Percentiles	0–100
449–451	Technical	
452–454	Science & Technology	
455–457	Arts	
458–460	Social Service	
461–463	Administration & Sales	
464–466	Business Operations	

(continued on next page)

PLAN Student Record Layout Description *(continued)*

LOCATION	FIELD NAME	FIELD CONTENT
467–596	Course/Grade Information	For each course listed; if no value, reported as blank. 1st byte: 1 = Responded: Completed or currently taking for 1/2 year 2 = Responded: Completed or currently taking for 1 year 3 = Responded: Plan to take for 1/2 year 4 = Responded: Plan to take for 1 year 5 = Assumed: Completed or currently taking for 1/2 year 6 = Assumed: Completed or currently taking for 1 year 7 = Assumed: Plan to take for 1/2 year 8 = Assumed: Plan to take for 1 year 0 = No Response 2nd byte: grade each for full term 4 = A; 3 = B; 2 = C; 1 = D; 0 = F 3rd byte: 1 = Honors, AP or IB
467–469	English 9	
470–472	English 10	
473–475	English 11	
476–478	English 12	
479–481	Other English	
482–484	Other English	
485–487	Other English	
488–490	Total Years of English Taken or Planned	
491–493	Algebra 1	
494–496	Geometry	
497–499	Algebra 2	
500–502	Trigonometry	
503–505	Pre-Calculus	
506–508	Calculus	
509–511	Other Advanced Math	
512–514	Other Advanced Math	
515–517	Integrated Math 9	
518–520	Integrated Math 10	
521–523	Integrated Math 11	
524–526	Integrated Math 12	
527–529	Total Years of Math Taken or Planned	
530–532	US History	
533–535	World History	
536–538	Government/Civics	
539–541	Global Studies	
542–544	Geography	
545–547	Economics	
548–550	Psychology	
551–553	Sociology	
554–556	Other Social Studies	
557–559	Other Social Studies	
560–562	Total Years of Social Studies Taken or Planned	
563–565	Physical Science	
566–568	Biology 1	
569–571	Biology 2	
572–574	Chemistry 1	
575–577	Chemistry 2	
578–580	Physics	
581–583	Anatomy/Physiology	
584–586	Other Natural Science	
587–589	Other Natural Science	
590–592	Total Years of Natural Sciences Taken or Planned	
593–596	Foreign Languages	1 = 1–1.5 years
593	Spanish	2 = 2–2.5 years
594	French	3 = 3–3.5 years
595	German	4 = 4–4.5 years
596	Other Language (not English)	5 = 5 or more years
598–600	Calculated HS GPA Overall	0.0–4.0, or blank
601–612	Calculated HS GPA by Subject	0.0–4.0, or blank
601–603	Calculated English GPA	
604–606	Calculated Math GPA	
607–609	Calculated Social Studies GPA	
610–612	Calculated Natural Sciences GPA	

(continued on next page)

PLAN Student Record Layout Description (continued)

LOCATION	FIELD NAME	FIELD CONTENT
613	Core Indicator	1 = Meets core 2 = Does not meet core 3 = Incomplete CGIS Information 0 = Blank CGIS Information
614-625	Supplemental Local Items	A-E, locally defined
626-628	Test Form	
629	Assumed Form Indicator	Blank = valid test form provided 1 = Test form missing or double gridded, default form code assigned 2 = Test form missing or double gridded, assumed form logic used to assign a form code
630	Accommodation	1 = Extended time/standard materials 2 = Large-print test/standard time 3 = Large-print test/extended time 4 = Audio CD test/extended time 5 = Reader script/extended time 6 = Braille test/extended time 7 = Scribe/standard time 8 = Scribe/extended time 9 = Assistive communication device/extended time 0 = Cassette test/extended time
631-640	Special Status	All Y or blank
631	HB	Homebound
632	SE	Special Education
633	LEP	Limited English Proficiency
634	FL	Eligible for free/reduced price lunch
635	ME	Migrant Education
636	M	Title I Math
637	R	Title I Reading
638	X	Locally defined
639	Y	Locally defined
640	Z	Locally defined
641-785	Test Item Responses	1 = A or F 2 = B or G 3 = C or H 4 = D or J 5 = E or K (math only) “*” = Double Grid
641-690	English	
691-730	Math	
731-755	Reading	
756-785	Science	
786-930	0/1 Vectors	1 = correct response 0 = incorrect response
786-835	English	
836-875	Math	
876-900	Reading	
901-930	Science	
931-946	Test Raw Scores	
931-932	English	0-50
933-934	Math	0-40
935-936	Reading	0-25
937-938	Science	0-30
939-940	Usage/Mechanics	0-30
941-942	Rhetorical Skills	0-20
943-944	Pre-algebra/Algebra	0-22
945-946	Geometry	0-18
947-1022	Student Address	
947-986	Mailing Address	
987-1011	City	
1012-1013	State	State postal abbreviation
1014-1022	ZIP	ZIP plus 4
1023-1049	State Norms	01-100 “- -” = test not attempted
1023-1025	English	
1026-1028	Math	
1029-1031	Reading	
1032-1034	Science	
1035-1037	Composite	

(continued on next page)

PLAN Student Record Layout Description *(continued)*

LOCATION	FIELD NAME	FIELD CONTENT
1038-1040	Usage/Mechanics	
1041-1043	Rhetorical Skills	
1044-1046	Pre-algebra/Algebra	
1047-1049	Geometry	
1050-1064	Student ID Number	Assigned by school or district
1065-1079	User Defined Field 1	Pass through fields from Pre-ID file
1080-1094	User Defined Field 2	Pass through fields from Pre-ID file
1095-1109	User Defined Field 3	Pass through fields from Pre-ID file

Needs Assessment

(Areas in which the student indicated they needed additional help)

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Making plans for my education, career, and work after high school 2. Improving my writing skills 3. Improving my reading speed or comprehension | <ol style="list-style-type: none"> 4. Improving my study skills 5. Improving my mathematical skills 6. Improving my computer skills 7. Improving my public speaking skills |
|--|--|

Career Clusters and Career Areas

ADMINISTRATION & SALES CAREER CLUSTER

- A. Employment-Related Services**
Managers (Human Resources, Training/Education, Employee Benefits, etc.); Recruiter; Interviewer; Job Analyst
- B. Marketing & Sales**
Agents (Insurance, Real Estate, Travel, etc.); Buyer; Sales/Manufacturers' Representatives; Retail Salesworker; Telemarketer
- C. Management**
Executive; Purchaser; General Managers (Financial, Office, Property, etc.); Specialty Managers (Retail Store, Hotel/Motel, Food Service, etc.). Other managers are in Career Areas related to their work. For example, see Career Area X.
- D. Regulation & Protection**
Inspectors (Customs, Food/Drug, etc.); Police Officer; Detective; Park Ranger; Security Manager; Guard

BUSINESS OPERATIONS CAREER CLUSTER

- E. Communications & Records**
Receptionist; Secretary (including Legal and Medical); Court Reporter; Clerks (Order, Billing, Hotel, etc.)
- F. Financial Transactions**
Accountant/Auditor; Cashier; Bank Teller; Budget/Credit Analysts; Tax Preparer; Ticket Agent
- G. Distribution & Dispatching**
Shipping/Receiving Clerks; Warehouse Supervisor; Mail Carrier; Dispatchers (Flight, Cab, etc.); Air Traffic Controller

TECHNICAL CAREER CLUSTER

- H. Transport Operation & Related**
Truck/Bus/Cab Drivers; Locomotive Engineer; Ship Captain; Aircraft Pilot; Sailor; Chauffeur
- I. Agriculture, Forestry & Related**
Farmer; Nursery Manager; Pest Controller; Forester; Logger; Groundskeeper; Animal Caretaker
- J. Computer & Information Specialties**
Programmer; Systems Analyst; Information Systems Manager; Computer Repairer; Desktop Publisher; Actuary
- K. Construction & Maintenance**
Carpenter; Electrician; Bricklayer; Tile Setter; Painter; Plumber; Roofer; Firefighter; Custodian
- L. Crafts & Related**
Cabinetmaker; Tailor; Chef/Cook; Baker; Butcher; Jeweler; Silversmith; Hand Crafter
- M. Manufacturing & Processing**
Tool & Die Maker; Machinist; Welder; Bookbinder; Printing Press Operator; Photo Process Worker; Dry Cleaner
- N. Mechanical & Electrical Specialties**
Mechanics/Technicians (Auto, Aircraft, Heating & Air Conditioning, Electronics, etc.); Repairers (Office Machine, Appliance, TV/DVD, etc.)

SCIENCE & TECHNOLOGY CAREER CLUSTER

- O. Engineering & Technologies**
Engineers (Aerospace, Agriculture, Nuclear, Civil, Computer, etc.); Technicians (Electronics, Mechanical, Laser, etc.); Surveyor; Drafter; Architect; Technical Illustrator
- P. Natural Science & Technologies**
Physicist; Astronomer; Biologist; Statistician; Soil Conservationist; Food Technologist; Crime Lab Technician
- Q. Medical Technologies (Also see Area W)**
Pharmacist; Optician; Prosthetist; Technologists (Surgical, Medical Lab, EEG, etc.); Dietitian
- R. Medical Diagnosis & Treatment (Also see Area W)**
Physician; Psychiatrist; Pathologist; Dentist; Optometrist; Veterinarian; Nurse Anesthetist; Audiologist; Physician Assistant
- S. Social Science**
Sociologist; Experimental Psychologist; Political Scientist; Economist; Criminologist; Urban Planner

ARTS CAREER CLUSTER

- T. Applied Arts (Visual)**
Artist; Graphic Artist; Photographer; Illustrator; Floral/Fashion/ Interior Designers; Merchandise Displayer
- U. Creative & Performing Arts**
Writer/Author; Musician; Singer; Dancer; Music Composer; Movie/TV Directors; Fashion Model
- V. Applied Arts (Written & Spoken)**
Reporter; Columnist; Editor; Advertising Copywriter; Public Relations Specialist; TV Announcer; Librarian; Interpreter

SOCIAL SERVICE CAREER CLUSTER

- W. Health Care (Also see Areas Q and R)**
Administrator; Recreational Therapist; Psychiatric Technician; Dental Hygienist/Assistant; Geriatric Aide; Licensed Practical Nurse
- X. Education**
Administrator; Teachers & Aides (Preschool, Elementary & Secondary, Special Education, PE, etc.). Other teachers are in Career Areas related to their specialty. For example, Physics Teacher is in Career Area P.
- Y. Community Services**
Social Service Director; Social Worker; Lawyer; Paralegal; Home Economist; Career Counselor; Clergy
- Z. Personal Services**
Waiter/Waitress; Barber; Cosmetologist; Flight Attendant; Household Worker; Home Health and Care Aide; Travel Guide