

## *SCARF File Name and Header Record Description*

**SCARF File Name.** All records in the NEW SCARF should be sent to us in one big file. The file name of the SCARF data file should be:

scarfXX-SS-YYYYNN-TC.dat (example: scarf10-24-200506-1Q.dat)

**Header Record.** Include a special header record as the first record in the file formatted like this:

<AA>|XX|SS|YYYY|NN|T|C|</AA>

Explanation:

XX is the institution ID:

10 = EOU  
 18 = OIT  
 20 = WOU  
 30 = OSU  
 31 = OSU Cascades  
 40 = SOU  
 50 = UO  
 90 = PSU

SS is the submission type:

24 = 4<sup>th</sup> week  
 50 = End of Term  
 60 = Degrees – 1<sup>st</sup> submission  
 61 = Degrees – supplemental submission  
 99 = Special submission

YYYY|NN is the academic year. 2004-05 academic year => 2004|05

T is the term code:

0 = summer  
 1 = fall  
 2 = winter  
 3 = spring

C is the calendar type (Note: UO will submit two files, one for the quarter term and one for the semester term).

Q = quarter  
 S = semester