

Data Dictionary

Special Collection

Workforce Pell Applicant Student File

Table of Contents

Table of Contents	2
Revisions	3
Data Specification	4
Summary	5
Data Elements	6
WPA001 - (College ID)	6
WPA002 - (Fiscal Year)	7
WPA003 - (Program Title)	8
WPA004 - (NC Program Identifier)	9
WPA005 - (Student's First Name)	10
WPA006 - (Student's Middle Initial)	11
WPA007 - (Student's Last Name)	12
WPA008 - (Student's Social Security Number)	13
WPA009 - (Student ID)	14
WPA010 - (NC Program Start Date)	15
WPA011 - (NC Program End Date)	16
WPA012 - (NC Program Enrollment Outcome)	17
WPA013 - (NC Program Completion Date)	18
WPA014 - (Exclusion Reason)	19
WPA015 - (Post Program Employment Status)	20
WPA016 - (Employment Status Observation Date)	21
WPA017 - (Employment Related to Field of Training)	22
WPA018 - (Permanent Zip Code)	23

Revisions

Version	Date	Author	Description
1	June 11, 2026	CGI	New data dictionary
1.1	June 16, 2026	CGI	Updated WPA012 with revision to Acceptable Value codes
1.2	June 29, 2026	Monika Patel - CGI	Updated data dictionary to address accessibility.
1.3	July 17, 2026	Lindsay Graham - DHE	Revised WPA014 Business Rule to change the mandatory condition from WPA012 = 6 to WPA012 = 4.
1.4	July 17, 2026	Lindsay Graham - DHE	Revised WPA017 Business Rule to require WPA017 be NULL when WPA015 = 4, 5, 6, 7, or 15.
1.5	July 21, 2026	Lindsay Graham - DHE	Updated WPA007 Business Rule to require a mandatory entry for all applicants and enrolled students.
1.6	July 21, 2026	Lindsay Graham - DHE	Updated WPA015 data type and format example for consistency with acceptable values.
1.7	July 21, 2026	Lindsay Graham - DHE	Updated WPA001 Dependency to clarify College ID requirements for private institutions and reference DHE as the source for obtaining or requesting a College ID.
1.8	July 23, 2026	Lindsay Graham - DHE	Added new field WPA018 (Permanent Zip Code)

Data Specification

Terms	Definitions
Data Element	Unique identifier or title of the data element.
Description	Name of the data element.
Definition	A definition of the data element collected.
Data Constraints	Rules or limitations that are applied to the data element.
Data type	Type of data to be entered e.g. alphanumeric, numeric.
Field size	The minimum and maximum number of characters the data item can take. (format: minimum maximum 1 2)
Format/Layout	The structure or pattern the data should follow.
Acceptable Values	The form in which the data is to be entered. Specific set of values that are permitted for a given data field.
Business Rule	Additional Comments or assistance on interpreting, applying or reporting the data item or code set.
Dependency	Refers to a relationship between different data elements where the value of one element is dependent on the value of another element.
Related Fields	List of related fields to the current data element.

Summary

This Workforce Pell Applicant (WPA) Student Data file supports the Commonwealth's implementation of the Workforce Pell program during the 2026–2027 initial adoption period. It defines the standardized, student-level data elements needed to collect, review, validate, and report information related to Workforce Pell program eligibility, student participation, credential attainment, program completion, placement, employment outcomes, and economic mobility.

The data collection is intended to help institutions, workforce training providers, workforce development partners, and state agencies assess Workforce Pell Eligibility (WPE) and prepare the systems, reporting processes, and administrative data linkages needed to support future eligibility determinations. Each student record is tied to a specific Workforce Pell program to support program-level evaluation against federal and state performance expectations, including Governor certification and subsequent U.S. Department of Education review and approval.

During the initial adoption period, the Commonwealth will use this information to guide program eligibility review, oversight, compliance monitoring, longitudinal analysis, and continuous improvement across higher education, workforce, and training partners. The collection is designed to support consistent reporting and reliable validation of federally required performance outcomes, including the ability to calculate and validate outcomes using administrative data sources over a 12-month lookback period.

This data dictionary is intended for use by institutional research staff, Workforce Pell program administrators, and state workforce and education partners to promote consistent interpretation, collection, and reporting of data related to student success, program performance, and workforce alignment under Workforce Pell. The data dictionary may be refined over time based on implementation experience, federal guidance, and findings from the initial period.

Data Elements

WPA001 - (College ID)

Data Element	WPA001		
Description	College ID		
Definition	An institutional identification code, as assigned by DHE. Code used to identify each college or university in the Commonwealth of Massachusetts.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	3 3	Format/Layout	000
Acceptable Values	See Data Dictionary Appendix A: Institution Codes		
Business Rule	Mandatory entry		
Dependency	Public Institutions: Must match the College ID specified in Data Dictionary Appendix A – Institution Codes. Private Institutions: Contact DHE to obtain or request a College ID. Must be the same for the entire submission.		

WPA002 - (Fiscal Year)

Data Element	WPA002		
Description	Fiscal Year		
Definition	The fiscal year (July 1st - June 30th) that is being reported.		
Data Constraints	Must not be a future date	Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	YYYY
Acceptable Values	For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015.		
Business Rule	Mandatory entry		
Dependency	Must be the correct year as chosen when the file is submitted. Must not be a year previously submitted. Must be the same for the entire submission.		

WPA003 - (Program Title)

Data Element	WPA003		
Description	Program Title		
Definition	Title applied to the program by the institution. The title applied by the institution to the program i.e. a recognized noncredit business-industry certification program (e.g. CISCO Certification, Oracle DBA, Microsoft Office User).		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 80	Format/Layout	Text
Acceptable Values	Title will vary by institution		
Business Rule	Mandatory entry		
Dependency			

WPA004 - (NC Program Identifier)

Data Element	WPA004		
Description	NC Program Identifier		
Definition	The unique program identification code assigned to the noncredit program by the institution. Institutionally specific program code assigned by the college that identifies the noncredit program in the college's student record system.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	Varies
Acceptable Values	Each College has its own unique program coding schematic; this field requires the institutionally specific program code.		
Business Rule	Mandatory entry		
Dependency			

WPA005 - (Student's First Name)

Data Element	WPA005		
Description	Student's First Name		
Definition	The student's first name.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 32	Format/Layout	JAMES
Acceptable Values			
Business Rule	Mandatory entry for all applicants and enrolled students Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')		
Dependency			

WPA006 - (Student's Middle Initial)

Data Element	WPA006		
Description	Student's Middle Initial		
Definition	The student's middle initial.		
Data Constraints		Data type	Letter
Field size (Min Max)	1 1	Format/Layout	E
Acceptable Values			
Business Rule	Not mandatory but preferred in order to differentiate between students with the same first and last names Middle Initial should only contains letters from A to Z		
Dependency			

WPA007 - (Student's Last Name)

Data Element	WPA007		
Description	Student's Last Name		
Definition	The student's last name.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 50	Format/Layout	JONES
Acceptable Values	Can be either upper case or mixed case.		
Business Rule	Mandatory entry for all applicants and enrolled students Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')		
Dependency			

WPA008 - (Student's Social Security Number)

Data Element	WPA008		
Description	Student's Social Security Number		
Definition	The student's social security number. Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States.		
Data Constraints	Campuses enter '000000000' if there is no SSN for a student	Data type	Numeric
Field size (Min Max)	9 9	Format/Layout	000000000
Acceptable Values			
Business Rule	Mandatory entry If the student does not have a Social Security number, enter 000000000. DO NOT enter an identification code assigned by the institution for this item. Institutionally assigned identifiers should be reported in the Student ID data element.		
Dependency	Must have leading zeros. First three digits must be between 001 and 899 (excluding 666), middle two digits must be between 01 and 99, and last four digits must be 0001 and 9999.		

WPA009 - (Student ID)

Data Element	WPA009		
Description	Student ID		
Definition	An identification code assigned to the student by the institution. Unique code used by the institution to identify students.		
Data Constraints	Must be unique for combination of Institution, Year, Term	Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	0000000000000000
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Each student's unique ID as assigned by the institution for the duration of a student's enrollment.		

WPA010 - (NC Program Start Date)

Data Element	WPA010		
Description	NC Program Start Date		
Definition	The calendar date on which the noncredit program cohort begins its first required instructional activity.		
Data Constraints		Data type	Date
Field size (Min Max)	8 8	Format/Layout	20260213
Acceptable Values	Date in YYYYMMDD format. Must not be a date in the future.		
Business Rule	Mandatory entry		
Dependency			

WPA011 - (NC Program End Date)

Data Element	WPA011		
Description	NC Program End Date		
Definition	The calendar date on which the noncredit program cohort completes its final required instructional activity.		
Data Constraints		Data type	Date
Field size (Min Max)	8 8	Format/Layout	20260213
Acceptable Values	Date in YYYYMMDD format. Must not be a date in the future.		
Business Rule	Mandatory entry Program End Date must be within the Fiscal Year that is being reported. Program must complete prior to end of fiscal year.		
Dependency			

WPA012 - (NC Program Enrollment Outcome)

Data Element	WPA012		
Description	NC Program Enrollment Outcome		
Definition	The status describing a student's enrollment result in a noncredit program at the end of the enrollment or participation period, indicating whether the student completed, withdrew, or otherwise did not complete the program.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Completed - Student completed all required instructional components of the program. 2 Failed - Student completed the program period but did not meet one or more required academic, competency, or assessment standards for completion 3 Withdrew - Student voluntarily withdrew or was administratively withdrawn before completing the program. 4 Exited due to death, medical condition preventing employment, active military service, or incarceration 5 Incomplete - Student began the program but did not complete within the scheduled cohort period and has not formally withdrawn		
Business Rule	Mandatory entry		
Dependency			

WPA013 - (NC Program Completion Date)

Data Element	WPA013		
Description	NC Program Completion Date		
Definition	The date the student successfully completed the reported program (WPA004)		
Data Constraints		Data type	Date
Field size (Min Max)	8 8	Format/Layout	20260213
Acceptable Values	Date in YYYYMMDD format. Must not be a date in the future.		
Business Rule	Mandatory if WPA012 = 1		
Dependency			

WPA014 - (Exclusion Reason)

Data Element	WPA014		
Description	Exclusion Reason		
Definition	Identifies the primary reason a student/program record is excluded from Workforce Pell reporting, eligibility review, completion calculation, employment outcome reporting, earnings outcome reporting, or another required performance measure.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	0
Acceptable Values	0 Death 1 Medical Conditions preventing Employment 2 Active Military Service 3 Incarceration		
Business Rule	Mandatory if WPA012 = 4 or WPA015 = 7		
Dependency			

WPA015 - (Post Program Employment Status)

Data Element	WPA015		
Description	Post Program Employment Status		
Definition	Student's employment status during the second calendar quarter after program exit. For example, if a student exits the program in February, their employment outcome should be measured at any point between July and September. For reference: Q1: Jan–Mar Q2: Apr–Jun Q3: Jul–Sep Q4: Oct–Dec		
Data Constraints		Data type	Numeric
Field size (Min Max)	2 2	Format/Layout	2
Acceptable Values	1 – Employed Full-Time 2 – Employed Part-Time 3 – Self-Employed 4 – Unemployed 5 – Not in Workforce 6 – Never Employed 7 – Excluded due to death, medical condition preventing employment, active military service, or incarceration 15 – Unknown / Not Reported		
Business Rule	Mandatory entry		
Dependency			

WPA016 - (Employment Status Observation Date)

Data Element	WPA016		
Description	Employment Status Observation Date		
Definition	The date on which the completer's employment status was determined or verified by the institution. This date represents the point in time at which the reported employment status reflects the individual's workforce status.		
Data Constraints		Data type	Date
Field size (Min Max)	8 8	Format/Layout	20260213
Acceptable Values	Date in YYYYMMDD format. Must not be a date in the future.		
Business Rule	If WPA015 = 15 then value is set to Null Otherwise Mandatory entry		
Dependency			

WPA017 - (Employment Related to Field of Training)

Data Element	WPA017		
Description	Employment Related to Field of Training		
Definition	Indicates whether the student's post-program employment is related to the field of training associated with the Workforce Pell program completed.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	Y
Acceptable Values	Y Yes N No		
Business Rule	Optional entry. WPA017 may only be populated when WPA015 = 1 (Employed Full-Time), 2 (Employed Part-Time), or 3 (Self-Employed). Otherwise, WPA017 must be NULL.		
Dependency			

WPA018 - (Permanent Zip Code)

Data Element	WPA018		
Description	Permanent Zip Code		
Definition	Five-digit zip code of the student's permanent city/town. The permanent zip code for the student's address. This should not be the dormitory address zip code.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	5 9	Format/Layout	0
Acceptable Values	Missing or Unknown Zip Codes ZZZZZ Foreign Zip Codes XXXXX		
Business Rule	Null values default to ZZZZZ.		
Dependency	Must be a valid Zip Code. Will validate with US Postal Service www.USPS.com .		