



Keycode Definition Guide

KEYCODE OPTIONS

The following is an alphabetical listing of keycode options including a definition for each. Keycoding on an order is indicated for each segment on the packing list. Keycodes appear on the first line of a mailing label, in the same sequence in which they appear on the packing list, and are separated by a slash (/). Some keycodes represent exact values while others reflect ranges. The number in parenthesis appearing after the "keycode" heading represents the character length of the keycode.

Affiliation Code – College

Keycode (2)	Definition
11	Federal
12	State
13	Local
14	State and Local
15	State Related
21	Private, Non-Profit
25	Private, Profit Making
30	Religious Affiliation
31	Roman Catholic
32	Jewish
33	Friends
34	Methodist
35	Episcopal
36	Baptist
37	Lutheran
38	Presbyterian
39	So Baptist
NC	Not Classified

AIM – All Instructional Materials Expenditures Code

Keycode (1)	Definition
A	\$1 - \$109
B	\$110 - \$129
C	\$130 - \$144
D	\$145 - \$159
E	\$160 - \$169
F	\$170 - \$179
G	\$180 - \$189
H	\$190 - \$209
I	\$210 - \$229
J	\$230 - \$259
K	\$260 - \$274
L	\$275 or more
Z	Unclassified (0)

Book Budget Code – Library

Keycode (1)	Definition
A	\$1 - \$999
B	\$1,000 - \$4,999
C	\$5,000 - \$9,999
D	\$10,000 - \$19,999
E	\$20,000 - \$39,999
F	\$40,000 - \$99,999
G	\$100,000 or more

Closing Date – Actual

Keycode (5)	Definition
MM-DD	Represents the actual closing date of the district.

Closing Date Code

Keycode (1)	Definition
E	Close before 6/1 (Early)
M	Close 6/1 through 6/15 (Middle)
L	Close after 6/15 (Late)

College Bound

Keycode (3)	Definition
{3 characters}	Three digits representing the percentage of twelfth grade students planning to attend a 2- or 4-year college.

College Type – Canadian College

Keycode (2)	Definition
1	University
7	Community College
8	Vocational College

Computer Intensity

(Ratio of Students to Computers) Code

Keycode (1)	Definition
A	1 - 3
B	4 - 6
C	7 - 9
D	10 - 14
E	15 - 19
F	20 - 29
G	30 or more
Y	Has micros
N	No micros

Computer Quantity – Actual (Districts)

Keycode (5)	Definition
[5 characters]	Five digits representing the exact number of computers in the district. Applies to PC, Macintosh, and Other computers.

Computer Quantity – Actual (Schools)

Keycode (3)	Definition
[3 characters]	Three digits representing the exact number of computers in the school. Applies to PC, Macintosh, and Other computers.

Computer Quantity Range Code

(District Quantities)

Keycode (1)	Definition
A	1 - 9
B	10 - 24
C	25 - 49
D	50 - 99
E	100 - 249
F	250 - 499
G	500 - 999
H	1,000 - 4,999
I	5,000 - 9,999
J	10,000 or more
Y	Has micros
N	No micros or unknown quantity

Computer Quantity Range Code

(School Quantities)

Keycode (1)	Definition
A	1 - 4
B	5 - 9
C	10 - 24
D	25 - 49
E	50 or more
Y	Has micros
N	No micros or unknown quantity

County Name

Keycode (23)	Definition
[23 characters]	23-digit field representing the actual name of the U.S. county.

Course Code – College

Keycode (6)	Definition
[6 characters]	Six digits representing the assigned value for a specific course, administrator, dean or coach. Refer to College Job Function Codes sheet (enclosed if appropriate). For expanded information on college faculty, refer to your MDR College Catalog or call your MDR Representative.

Current Expenditure Code

Keycode (1)	Definition Per Student Range
A	\$1 - \$4,499
B	\$4,500 - \$4,999
C	\$5,000 - \$5,499
D	\$5,500 - \$5,799
E	\$5,800 - \$5,999
F	\$6,000 - \$6,299
G	\$6,300 - \$6,599
H	\$6,600 - \$6,999
I	\$7,000 - \$7,499
J	\$7,500 - \$7,799
K	\$7,800 - \$8,199
L	\$8,200 or more
Z	Unclassified (0)

Daycare Capacity

Keycode (7)	Definition
[7 characters]	Seven digits representing the actual number of children accommodated at the day care center.

Daycare Capacity Code

Keycode (1)	Definition
A	1 - 10
B	11 - 30
C	31 - 50
D	51 - 75
E	76 - 99
F 1	00 or more
Blank	Unknown

Daycare Type Code

Keycode (1)	Definition
A	American Child Care
Q	Bright Horizons
R	Childtime Learning Center
D	Children's Discovery
W	Children's World
C	Church Related (religious affiliated)
U	College/University based
B	Corporate (employer) Sponsored
F	Family Day Care (home based)
E	Federal
Z	Goddard
H	Head Start
I	Hospital Centered
T	Independent
0	Kiddie Academy
2	Kids R Us
K	Kindercare
L	La Petite Academy
G	Military
M	Montessori

Daycare Type Code (continued)

Keycode (1)	Definition
N	New Horizon
O	Other Chain
3	Primrose
1	Rainbow Child
V	Salvation Army
P	Stepping Stones
X	Sunshine House
J	Tutor Time
Y	YMCA/YWCA

Degree Level Code: Highest Degree Offered – College

Keycode (1)	Definition
1	Post Sec 1 yr
2	Post Sec 2 yr
3	Associates
4	Post Sec 4 yr
5	Bachelors
6	Masters
8	Post Masters
9	Doctorate
0	Other

District Technology Budgets – Hardware

Keycode (1)	Definition
A	\$1 - \$4,999
B	\$5,000 - \$9,999
C	\$10,000 - \$14,999
D	\$15,000 - \$19,999
E	\$20,000 - \$29,999
F	\$30,000 - \$39,999
G	\$40,000 - \$49,999
H	\$50,000 - \$59,999
I	\$60,000 - \$79,999
J	\$80,000 - \$99,999
K	\$100,000 - \$119,999
L	\$120,000 - \$149,999
M	\$150,000 - \$189,999
N	\$190,000 - \$249,999
O	\$250,000 - \$349,999
P	\$350,000 - \$749,999
Q	\$750,000 - \$1,499,999
R	\$1,500,000 or more
Z	Unclassified

District Technology Budgets – Software

Keycode (1)	Definition
A	\$1 - \$4,999
B	\$5,000 - \$9,999
C	\$10,000 - \$14,999
D	\$15,000 - \$19,999
E	\$20,000 - \$29,999
F	\$30,000 - \$39,999
G	\$40,000 - \$49,999
H	\$50,000 - \$59,999
I	\$60,000 - \$79,999
J	\$80,000 - \$99,999
K	\$100,000 - \$149,999
L	\$150,000 - \$299,999
M	\$300,000 - \$999,999
N	\$1,000,000 or more
Z	Unclassified

District Technology Budgets – Total IT

Keycode (1)	Definition
A	\$1 - \$9,999
B	\$10,000 - \$19,999
C	\$20,000 - \$29,999
D	\$30,000 - \$39,999
E	\$40,000 - \$49,999
F	\$50,000 - \$59,999
G	\$60,000 - \$69,999
H	\$70,000 - \$89,999
I	\$90,000 - \$109,999
J	\$110,000 - \$129,999
K	\$130,000 - \$149,999
L	\$150,000 - \$169,999
M	\$170,000 - \$189,999
N	\$190,000 - \$219,999
O	\$220,000 - \$249,999
P	\$250,000 - \$289,999
Q	\$290,000 - \$339,999
R	\$340,000 - \$419,999
S	\$420,000 - \$549,999
T	\$550,000 - \$749,999
U	\$750,000 - \$1,499,999
V	\$1,500,000 - \$3,499,999
W	\$3,500,000 or more
Z	Unclassified

District Technology Budgets – Training

Keycode (1)	Definition
A	\$1 - \$3,999
B	\$4,000 - \$6,999
C	\$7,000 - \$9,999
D	\$10,000 - \$14,999
E	\$15,000 - \$19,999
F	\$20,000 - \$29,999
G	\$30,000 - \$49,999
H	\$50,000 - \$79,999
I	\$80,000 - \$174,999
J	\$175,000 or more
Z	Unclassified

District Technology Budgets Per Pupil – Hardware

Keycode (1)	Definition
A	\$1 - \$19
B	\$20 - \$24
C	\$25 - \$29
D	\$30 - \$34
E	\$35 - \$39
F	\$40 - \$44
G	\$45 - \$49
H	\$50 - \$54
I	\$55 - \$74
J	\$75 or more
Z	Unclassified

District Technology Budgets Per Pupil – Software

Keycode (1)	Definition
A	\$1 - \$4
B	\$5 - \$9
C	\$10 - \$14
D	\$15 - \$19
E	\$20 - \$24
F	\$25 - \$29
G	\$30 - \$39
H	\$40 or more
Z	Unclassified

District Technology Budgets Per Pupil – Total IT

Keycode (1)	Definition
A	\$1 - \$29
B	\$30 - \$49
C	\$50 - \$69
D	\$70 - \$74
E	\$75 - \$79
F	\$80 - \$84
G	\$85 - \$89
H	\$90 - \$94
I	\$95 - \$99
J	\$100 - \$104
K	\$105 - \$109
L	\$110 - \$119
M	\$120 - \$139
N	\$140 - \$199
O	\$200 - \$399
P	\$400 or more
Z	Unclassified

District Technology Budgets Per Pupil – Training

Keycode (1)	Definition
A	\$1 - \$4
B	\$5 - \$6
C	\$7 - \$8
D	\$9 - \$10
E	\$11 - \$13
F	\$14 - \$16
G	\$17 - \$24
H	\$25 or more
Z	Unclassified

District Type Code

Keycode (1)	Definition
F	Military District
L	Local Education Agency
M	Main District
P	Special Ed District
R	Regular District
S	Sub District
U	Supervisory Union
V	Vocational Ed District

DMA Code

Keycode (3)	Definition
[3 characters]	Three digits representing the actual DMA (television viewing market area) code. Refer to DMA Code Descriptions sheet for complete listing (enclosed if appropriate).

Enrollment – Actual at School

Keycode (7)	Definition
[7 characters]	Seven digits representing the exact enrollment of the institution.

Enrollment Range Code – College

Keycode (1)	Definition
1	1 - 500
2	501 - 1,000
3	1,001 - 2,500
4	2,501 - 5,000
5	5,001 - 7,500
6	7,501 - 10,000
7	10,001 - 16,000
8	16,001 - 25,000
9	Over 25,001
0	Not Classified

Enrollment Range Code – District

Keycode (1)	Definition
A	1 - 599
B	600 - 1,199
C	1,200 - 2,499
D	2,500 - 4,999
E	5,000 - 9,999
F	10,000 - 24,999
G	25,000 or more
H	Unclassified

Enrollment Range Code – School

Keycode (1)	Definition
A	1 - 99
B	100 - 199
C	200 - 299
D	300 - 499
E	500 - 999
F	1,000 - 2,499
G	2,500 or more
H	Unclassified

Faculty Size Code – College

Keycode (1)	Definition
1	0 - 50
2	51 - 100
3	101 - 300
4	301 - 500
5	501 - 700
6	701 - 1,000
7	1,001 or more
0	Not Classified

Fax Number

Keycode (13)	Definition
[13 characters]	Actual fax number represented by 13 digits when printed.

Warning: FCC rules ban unsolicited advertisements to fax machines.

In 1992 the Federal Communications Commission (FCC) implemented the Telephone Consumer Protection Act (TCPA) of 1991. The TCPA is a federal statute that addresses the use of facsimile machines. It prohibits the use of a telephone facsimile machine, computer, or other electronic device to send unsolicited advertisements. An "unsolicited advertisement" is defined as a transmission advertising the commercial availability or quality of property, goods, or services without the prior express invitation or permission of the person or entity receiving the transmission. If the sender and the recipient have an established business relationship, an invitation or permission to receive unsolicited facsimile advertisements is presumed to exist. MDR provides information for lawful purposes only and expressly prohibits the use of its business data in any unlawful manner.

Fax Number on Tape

Keycode (10)	Definition
[10 characters]	Actual fax number represented by 10 digits.

FICE Number

Keycode (6)	Definition
[6 characters]	Six digits representing the FICE number, which is used by the U.S. DOE to identify accredited higher education institutions.

File Type Number

Keycode (3)	Definition
001	BIA
002	Canadian Districts
003	Can Pub Schools
004	Can Priv Schools
006	Catholic Diocese
007	Public Districts
008	Public Libraries
009	Regional Centers
010	Public Schools
011	Private Cath Schools
012	Pvt Non-Cath Schools
013	County Centers
014	State Dept.
015	State Schools
016	County Schools
017	Day Care Centers
018	Colleges
019	Canadian Colleges
021	Canadian Day Care Centers
022	Canadian Libraries
052	Head Start
053	Special Libraries
054	Overseas English-Speaking Schools (DOD)
056	Prisons
059	Seed
062	U.S. Territory Schools
068	College Coaches

FIPS State & County Code

Keycode (5)	Definition
SSNNN	Five-digit code where the first two digits represent the FIPS state number (SS) and the next three digits represent the FIPS county number (NNN). See MDR County Code Book for complete listings of counties within states.

Gender

Keycode (1)	Definition
M	Male
F	Female
Space	Unknown

Grade Range Code

Keycode (2)	Definition
01	K - 12
02	K - 6
03	K - 8
05	7 - 9
06	7 - 12
07	9 - 12
08	10 - 12
09	Voc/Tech
10	Spec Ed
11	Adult Ed
12	PK/K
16	K - 3
17	4 - 6
18	5 - 8
19	K - 5

Interest Level

Keycode (1)	Definition
	Level of product purchased.
2	Elementary
3	Secondary
4	College

IPEDS Number

Keycode (6)	Definition
[6 characters]	Six digits representing the IPEDS number, the college or university ID number assigned by the U.S. DOE.

Job Code

Keycode (3)	Definition
[3 characters]	Three digits representing assigned code for specific job functions. Refer to Job Function Codes sheet for complete list of job code descriptions (enclosed if appropriate).

Library Type Code

Keycode (1)	Definition
M	Main
B	Branch
S	System
L	State
N	Cooperative
O	Other

List (Segment) Number

Keycode (2)	Definition
[2 characters]	Two-digit code representing the MDR list (segment) number.

Locale Code

Keycode (1)	Definition
1	Large city
2	Mid-size city
3	Urban fringe of large city
4	Urban fringe of mid-size city
5	Large town
6	Small town
7	Rural, inside MSA
8	Rural, outside MSA

Metro Classification Code

Keycode (1)	Definition
R	Rural/Non-Metro
S	Suburban
U	Urban

Name ID

Keycode (5)	Definition
[5 characters]	Five digits representing unique NID (Name Identification Number) within institution.

Number of Classrooms

Keycode (5)	Definition
[5 characters]	Five-digit field representing the actual number of classrooms in the school.

Number of Schools

Keycode (9)	Definition
[9 characters]	Nine-digit field representing the actual number of schools in a district.

Number of Teachers

Keycode (6)	Definition
[6 characters]	Six-digit field representing the actual number of full-time teachers in a district or school.

Opening Date – Actual

Keycode (1)	Definition
MM-DD	Represents the actual opening date of the district.

Opening Date Code

Keycode (1)	Definition
E	Open before 8/16 (Early)
M	Open 8/16 through 8/31 (Middle)
L	Open after 8/31 (Late)

Overseas School Type

Keycode (1)	Definition
1	Elementary
2	Secondary
3	Combined

Parent Institution Name

Keycode (30)	Definition
[30 characters]	Name of the district the school reports to.

Parent PID Number

Keycode (8)	Definition
[8 characters]	PID number of the district the school reports to.

Phone Number

Keycode (13)	Definition
[13 characters]	Actual telephone number represented by 13 digits when printed.

Phone Number on Tape

Keycode (10)	Definition
[10 characters]	Actual telephone number represented by 10 digits.

PID Number – MDR's Unique Permanent Identification Number for the Institution

Keycode (8)	Definition
[8 characters]	Eight digits representing actual PID.

Poverty Code

Keycode (1)	Definition
A	0.0% - 5.9%
B	6.0% - 15.9%
C	16.0% - 29.9%
D	30.0% or more
E	Unclassified

Predominant Computer Brand Code

Keycode (1)	Definition
I	PC Compatible
M	Macintosh
Y	Has micros
N	No micros

Prison Level Code

Keycode (1)	Definition
A	Adult
J	Juvenile

Prison Type Code

Keycode (1)	Definition
F	Federal
M	Military
S	State

Product Types

Keycode (2)	Definition
01	Video
03	Software
04	Book Buyer
06	Other Print

Relational Number

Keycode (16)	Definition
UU-GGGGGSS-II-FF	A component number used to relate institutions without geographic considerations. It consists of:

MDR Universe Code (UU)

This two-digit code identifies the type of universe of which the institution is a part:

05	U.S. State Education
06	U.S. County Education
10	U.S. Public Education
13	U.S. Regional Education
14	Bureau of Indian Affairs
30	U.S. Parochial Education
31	U.S. Private Education
40	U.S. Public Libraries
50	U.S. College Education
55	U.S. Day Care Centers
80	Canadian Public Education
85	Canadian Private Education
90	Canadian College Education

MDR Group Number (GGGGG)

This is a number that defines a relative group of institutions within a specific universe.

MDR Sub-Group Number (SS) This two-digit number applies only to the Public Education and Public Library. In the Public Education Universe it distinguishes an LEA (Local Education Agency) that reports to a Supervisory Union or a Sub-District that reports to a Main District. This allows public schools to be linked to the sub-district or main district. It distinguishes Main Libraries from Branch Libraries in the Public Library Universe.

MDR Institution Type (II)

This two-digit code identifies the type of institution within a specific universe. The values are:

Universe	Institution Type
05 (U.S. State Education)	14 - State Department 15 - State School
06 (U.S. County Education)	13 - County Superintendent 16 - County School
10 (U.S. Public Education)	07 - District 10 - Public School
13 (U.S. Regional Education)	09 - Regional Center 20 - Regional School (Future Consideration)
14 (Bureau of Indian Affairs)	01 - BIA School
30 (U.S. Parochial Education)	06 - Diocese 11 - Catholic School
31 (U.S. Private Education)	12 - Private School
40 (U.S. Public Libraries)	08 - Public Library
50 (U.S. College Education)	18 - College
55 (U.S. Day Care Centers)	17 - Day Care Center
80 (Canadian Public Education)	02 - Canadian District 03 - Canadian Public School
85 (Canadian Private Education)	04 - Canadian Private School
90 (Canadian College Education)	19 - Canadian College

MDR Institution Specific Code (FF)

This two-digit code identifies the specific characteristics of some institutions. This code is pertinent to the public education, college, and public library universes. The values are:

Public Education (10)

01	Regular District
05	Vocational
07	Military
09	Special Education
10	Main District
15	Supervisory Union
20	Sub-District
30	LEA
00	Public School

Public Library (40)

01	COOP
03	Other
05	System
07	State
10	Main
20	Main Branch
23	State Branch
26	System Branch

College (50)

01	Stand Alone
10	System Office
15	System Member
20	Primary with Divisions
25	Division of a Primary

School Type Code

Keycode (1)	Definition
E	Elementary
M	Middle
J	JHS
S	SHS
C	Combined
A	Adult Ed
P	Special Ed
V	Voc/Tech Ed

Sequential Number

Keycode (7)	Definition
[7 characters]	Seven digits representing the sequential reference number within the list for a record.

Special Library Code

Keycode (1)	Definition
1	Law Library
2	Medical Library
3	Music Library
4	Corporate Library

Teacher Quantity – U.S. Territory Schools

Keycode (5)	Definition
[5 characters]	Five digits representing the exact number of teachers.

Territory Code

Keycode (4)	Definition
2001	American Samoa
2002	Federated States Micronesia
2003	Guam
2004	Marshall Islands
2005	Northern Mariana Islands
2006	Palau
2007	Puerto Rico
2008	Virgin Islands

Territory Level – Level of Education at U.S. Territory Schools

Keycode (1)	Definition
0	Unknown
1	Elementary
2	Secondary
3	Combined
4	Ungraded
5	PK
6	KN

Test Scores

Keycode (3)	Definition
A-N-X	<p>A component keycode indicates the percentage variance between the school average and state average score in either Math or Reading by grade.</p> <p>A = Test Type</p> <ul style="list-style-type: none">M = Math ScoreR = Reading Score <p>N = Grade Level</p> <ul style="list-style-type: none">Grades 3-8 <p>X = Performance Level</p> <ul style="list-style-type: none">1 = Top Performer (Above 20%)2 = Above-Average Performer (1% to 20%)3 = Average Performer (0%)4 = Below-Average Performer (-1% to -20%)5 = Bottom Performer (Below -20%)

Test Scores – Overall

Keycode (2)	Definition
A-N	<p>A component keycode used to identify schools by their overall performance in either Math or Reading standardized tests in Grades 3 through 8. If a school is at or above average in all grades tested, the school is designated as At or Above Average for that test. If a school is below average in all grades tested, the school is designated as Below Average for that test.</p> <p>A = Test Type</p> <ul style="list-style-type: none">M = Math ScoreR = Reading Score <p>N = Performance Level</p> <ul style="list-style-type: none">1 = At or Above Average2 = Below Average

Test Scores – ACT® Composite

Keycode (1)	Definition
[1 character]	<p>This one-digit code indicates the percentage variance between the school average and national average ACT Composite scores.</p> <ul style="list-style-type: none">A = (>5%)B = (0% to 5%)C = (-1% to -5%)D = (less than -5%)

Test Scores – ACT® % Students

Keycode (1)	Definition
[1 character]	<p>This one-digit code indicates the percentage range of students that took the ACT test.</p> <ul style="list-style-type: none">A = (1% to 25%)B = (26% to 50%)C = (51% to 75%)D = (76% to 100%)

Test Scores – SAT® Composite

Keycode (1)	Definition
[1 character]	<p>This one-digit code indicates the percentage variance between the school average and national average SAT Composite scores.</p> <ul style="list-style-type: none">A = (>5%)B = (0% to 5%)C = (-1% to -5%)D = (less than -5%)

Test Scores – SAT® Math

Keycode (1)	Definition
[1 character]	<p>This one-digit code indicates the percentage variance between the school average and national average on the SAT Math test.</p> <ul style="list-style-type: none">A = (>5%)B = (0% to 5%)C = (-1% to -5%)D = (less than -5%)

Test Scores – SAT® Verbal

Keycode (1)	Definition
[1 character]	<p>This one-digit code indicates the percentage variance between the school average and national average on the SAT Verbal test.</p> <ul style="list-style-type: none">A = (>5%)B = (0% to 5%)C = (-1% to -5%)D = (less than -5%)

Test Scores – SAT® % Students

Keycode (1)	Definition
[1 character]	<p>This one-digit code indicates the percentage range of students that took the SAT test.</p> <ul style="list-style-type: none">A = (1% to 25%)B = (26% to 50%)C = (51% to 75%)D = (76% to 100%)

Ultimate Parent Institution Name

Keycode (30)	Definition
[30 characters]	Name of the main district or Supervisory Union the school reports to.

Ultimate Parent PID Number

Keycode (8)	Definition
[8 characters]	PID number of the main district or Supervisory Union the school reports to.

VCR Presence (at District)

Keycode (1)	Definition
Y	At least one school in the district has VCRs.

VCR Presence (at School)

Keycode (1)	Definition
Y	School has VCRs.

VCR Quantity Code (at District)

Keycode (1)	Definition
A	1 - 9
B	10 - 24
C	25 - 49
D	50 - 99
E	100 - 249
F	250 - 499
G	500 - 999
H	1,000 - 4,999
I	5,000 - 9,999
J	10,000 or more

VCR Quantity Code (at School)

Keycode (1)	Definition
A	1 - 4
B	5 - 9
C	10 - 24
D	25 - 49
E	50 or more

Volumes (# of) Code – Library

Keycode (1)	Definition
A	1 - 9,999
B	10,000 - 24,999
C	25,000 - 49,999
D	50,000 - 99,999
E	100,000 - 249,999
F	250,000 - 499,999
G	500,000 - 999,999
H	1,000,000 or more