K12 FILE SPECIFICATIONS

K12 Career Education Programs

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General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

High-Level Data Collection Workflow

Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

File Names

File Specification	*File Name*
K12 Career Education Programs	#####_k12_programs_YYYY_##.csv

Where	Represents
#####	IPEDS Institution ID
YYYY	Academic Year Ending
##	Optional sequence Number

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: *NSWERS Field Name [File Specification: Field Name (Field Number)] where:

- An asterisk (*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will

be organized by academic year using Academic Year Ending. For example, the Academic Year Ending field for 2020 – 2021 will simply read: “2021”.

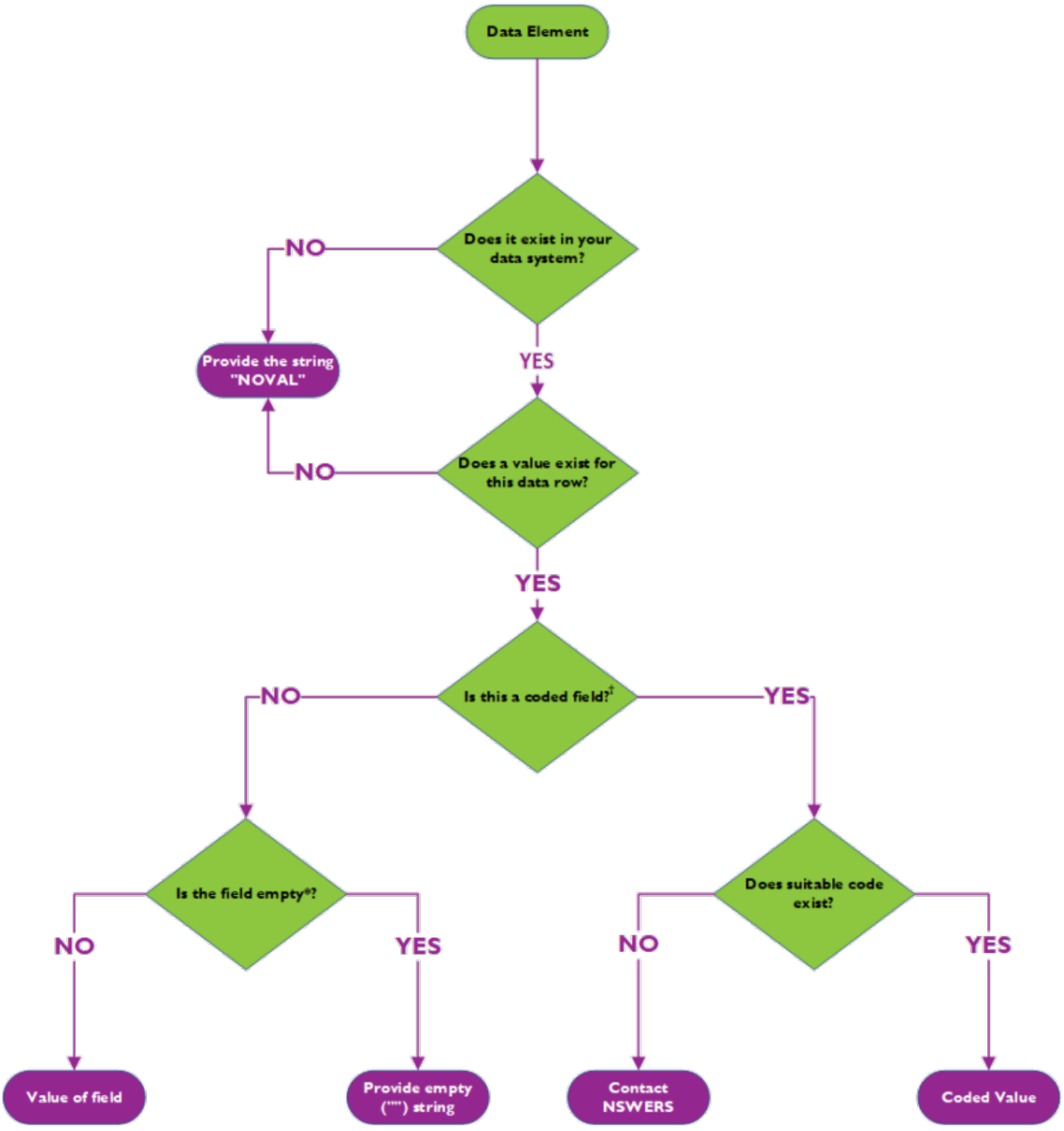
Notes of Importance

- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

Decision Tree: Reporting for Nonmandatory Data Elements



†The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

*The field is blank or represented by a blank placeholder in your data system

K12 Career Education Programs

The K12 Programs file is used to collect data about student program participation in Career Education. A K12 Student record must be submitted for each student appearing in the K12 Career Education Programs file or the data loading process will reject the record.

Submissions will include records beginning with the 2012 school year ending until the most recently completed school year. Data for future school years will be submitted on an annual basis in alignment with the NSWERS data submission cycle.

Additional details can be found on our website at https://nswers.orgs/insights/data-dictionary-and-elements/

*County District Number [K12 Career Education Programs: District Code (1)]

Provide the number assigned to the school district/system by NDE and should include a hyphen (“-“) between county number and district number. The number is based on the county in which the district/system headquarters is located and an assigned district number.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
##-####

*School Number [K12 Career Education Programs:Location Code (2)]

Provide the primary school number for the student or staff.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
###

*School Year Ending [K12 Career Education Programs:School Year Ending (3)]

Provide the literal school year ending in the format “YYYY”. The school year is understood as July 1 - June 30. For example, the value of the School Year Ending field for July 1, 2020 – June 30, 2021, would simply read: “2021”.

This is a mandatory field; a value must be supplied for each record or the data

loading process will reject the record.

Format
yyyy

*NDE Student ID [K12 Career Education Programs:Student ID (4)]

Provide the 10-digit Nebraska Department of Education Student Identifier.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
##########

*Career Education Programs Code [K12 Career Education Programs:Career Education Programs Code (5)]

Provide the code indicating the Program from the list below. There may be multiple records if a student participates in more than one Program.

Code	*Description*
CEAGFNRS	Career Education: Agriculture, Food, and Natural Resources Systems
CEARCCON	Career Education: Architecture and Construction
CEAVCOMM	Career Education: Arts, Audio/Visual, and Communication
CEBUSMGT	Career Education: Business Management and Administration
CEEDUCAT	Career Education: Education and Training
CEENEG	Career Education: Energy and Engineering
CEFINANC	Career Education: Finance

Code	*Description*
CEFOUND	Career Education: Foundational, Exploratory, Career Development, or Other
CEGOVTPA	Career Education: Government and Public Administration
CEHEALTH	Career Education: Health Sciences
CEHSPTOR	Career Education: Hospitality and Tourism
CEHUMAN	Career Education: Human Services
CEINFOTE	Career Education: Information Technology
CELPSSC	Career Education: Law, Public Safety, Security, and Corrections
CEMANUFA	Career Education: Manufacturing
CEMARKET	Career Education: Marketing
CETDWL	Career Education: Transportation, Distribution, Warehousing, and Logistics

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Career Education Participation Info Code [K12 Career Education Programs:Career Education Participation Info Code (6)]

Provide the code indicating additional information regarding the student's level of participation in the program.

Code	*Description*
CE0001	Career Education Participant

Code	*Description*
CE0003	Career Education Concentrator

K12 Career Education Programs

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
Yes	4	NDE Student ID	String	10	##########
	5	Career Education Programs Code	String	8	(one of set)
	6	Career Education Participation Info Code	String	6	(one of set)