NATIONAL STUDENT CLEARINGHOUSE FILE SPECIFICATIONS

National Student Clearinghouse Highschool Request

Version 1.5.0

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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*
National Student Clearinghouse Highschool Request	#####_nsc_hsrequest_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”.

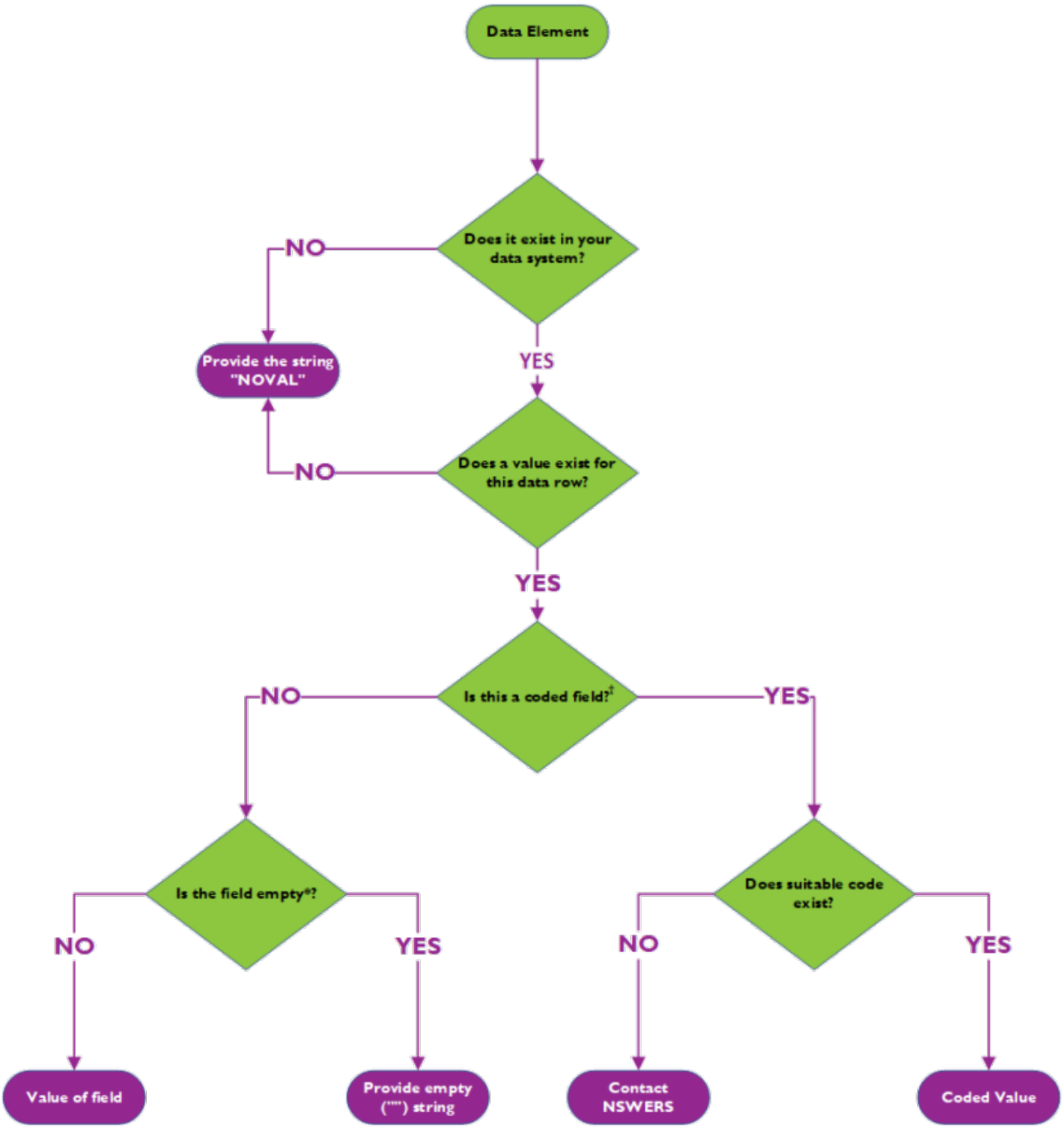
Notes of Importance

- 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

National Student Clearinghouse Highschool Request

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

*NSC Unique ID [National Student Clearinghouse Highschool Request:NSC Unique ID (1)]

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

*NSC First [National Student Clearinghouse Highschool Request:NSC First (2)]

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

*NSC Middle [National Student Clearinghouse Highschool Request:Middle (3)]

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

*NSC Last [National Student Clearinghouse Highschool Request:Last (4)]

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

*NSC Suffix [National Student Clearinghouse Highschool Request:Suffix (5)]

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

National Student Clearinghouse Highschool Request

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	NSC Unique ID	String		
	2	NSC First	String		
	3	NSC Middle	String		
	4	NSC Last	String		
	5	NSC Suffix	String		