4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Addresses

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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*
4-Year Postsecondary Addresses	#####_ps4_addresses_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”.

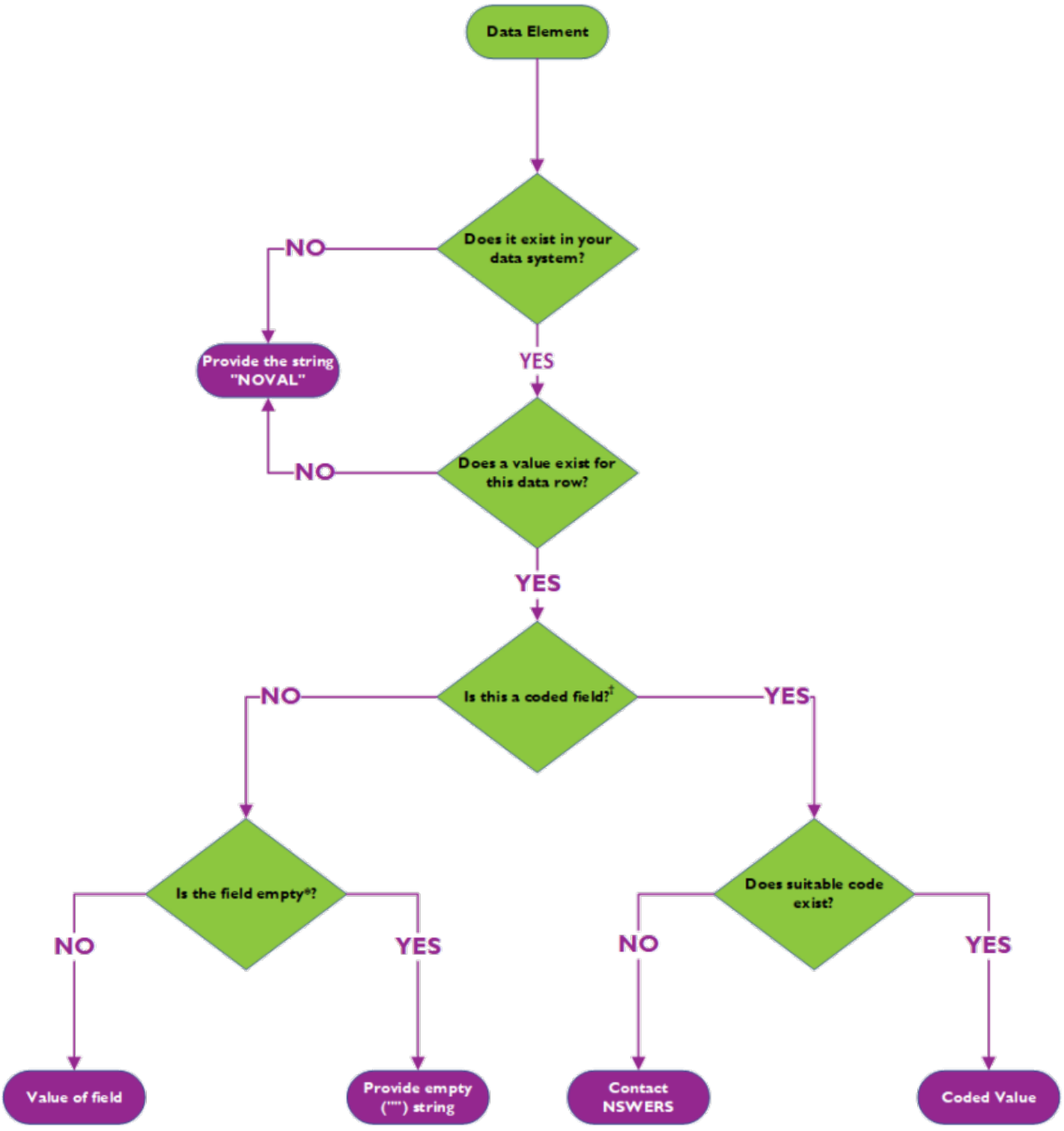
Notes of Importance

- 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

4-Year Postsecondary Addresses

The 4-Year Postsecondary Addresses file collects data on the addresses for enrolled students. Entries are not required for students without address records within institutional data systems.

Submissions will include records beginning with the 2012 academic year until the current recent academic year. Data for future academic 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/

*Institution ID [4-Year Postsecondary Addresses:Institution ID (1)]

Provide the institution identifier (IPEDS Institution ID) in the format "######".

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

Format
######

*Postsecondary Student ID [4-Year Postsecondary Addresses:Postsecondary Student ID (2)]

Provide the unique number used to identify an individual student at the institution.

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

Verification Details
The Postsecondary Student ID will be included in verification reports to assist institution staff research and resolve data issues.

Address Line 1 [4-Year Postsecondary Addresses:Address Line 1 (3)]

This field captures the primary address information, including the street number, street name, and any other relevant location information that is essential for identifying the main location of a residence or business.

Address Line 2 [4-Year Postsecondary Addresses:Address Line 2

(4)]

This optional field captures additional address information that complements the data provided in Address Line 1. Examples include apartment numbers, building names, or other secondary location.

Address City [4-Year Postsecondary Addresses:City (5)]

Provide the address city name.

Address State Abbreviation/Province [4-Year Postsecondary Addresses:State Abbreviation/Province (6)]

Provide the abbreviation for the state (within the United States), outlying area, or province in which an address is located.

Address Postal Code [4-Year Postsecondary Addresses:Postal Code (7)]

The five- or nine-digit zip code or overseas postal code portion of an address.

Address Country [4-Year Postsecondary Addresses:Country (8)]

This optional field contains the full country name or abbreviation of the student's country for the address being provided.

Address Date [4-Year Postsecondary Addresses:Address Date (9)]

Provide the first date that the address was provided.

Use the ISO date format (YYYY-MM-DD)

Format

yyyy-MM-dd

Address Type [4-Year Postsecondary Addresses:Address Type (10)]

Provide the code that best corresponds to the type of address provided.

Code	*Description*	*Explanation of Use*
01	Application	The source of the address is the student's application information.
02	Permanent	Student has listed an off-campus address corresponding to a permanent address, such as that of a parent or guardian.

Code	*Description*	*Explanation of Use*
03	Local	Student has provided an address local to the institution for official correspondence.
04	Mailing	
05	Other	Student has provided an address for correspondence and institutional data systems do not distinguish between address types.

4-Year Postsecondary Addresses

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	Institution ID	String	6	######
	2	Postsecondary Student ID	String	20	
	3	Address Line 1	String	500	
	4	Address Line 2	String	500	
	5	Address City	String	25	
	6	Address State Abbreviation/Province	String	25	
	7	Address Postal Code	String	25	
	8	Address Country	String	50	
	9	Address Date	Date	10	yyyy-MM-dd
	10	Address Type	String	2	(one of set)