REFERENCE FILE SPECIFICATIONS

Version 1.5.0

Reference InstitutionCampus

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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*
Reference InstitutionCampus	#####_reference_InstitutionCampus_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”.

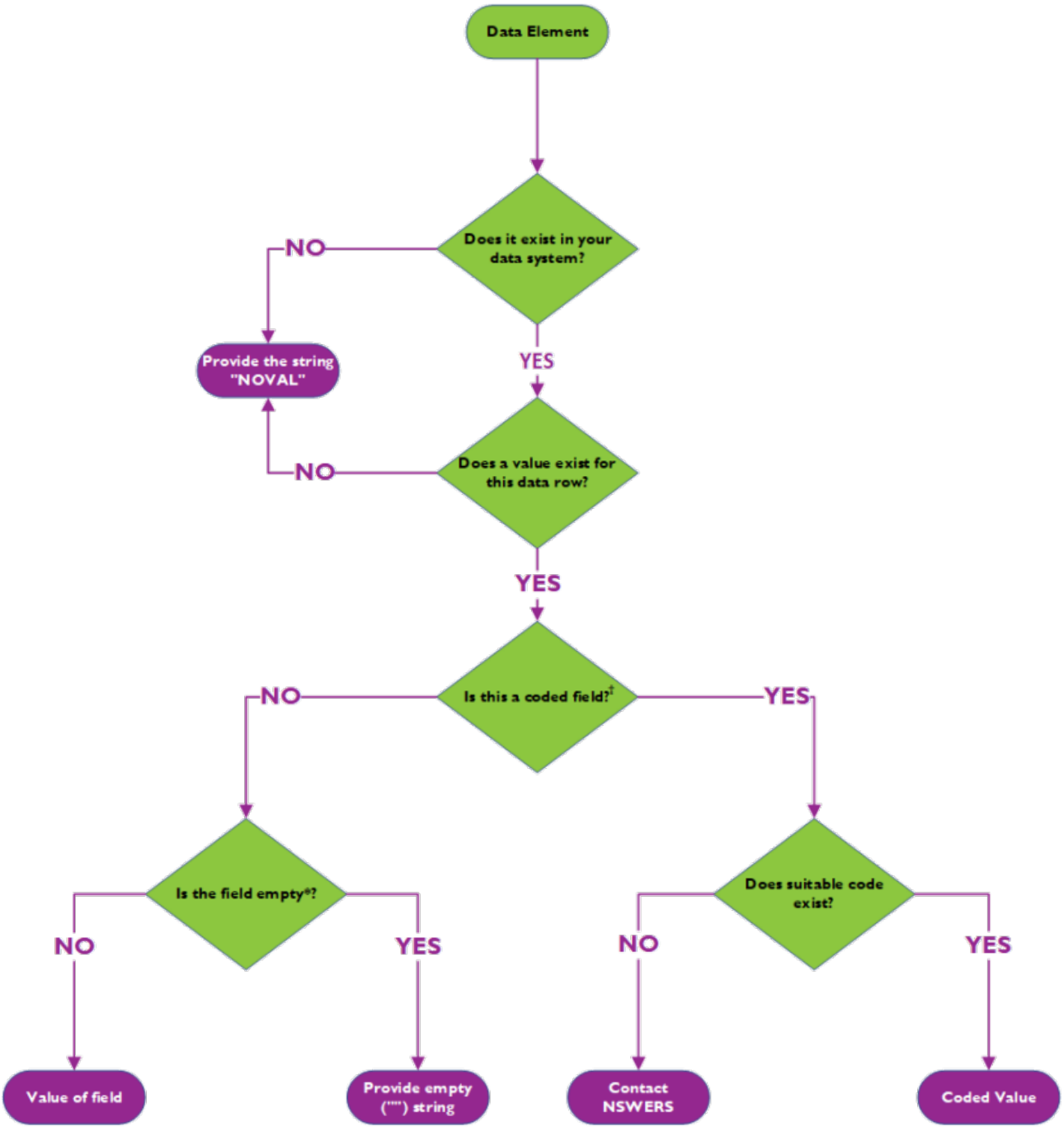
Notes of Importance

- 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

Reference InstitutionCampus

National directory of accredited postsecondary institutions and their campuses or additional locations, from the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs (DAPIP). It has the same structure as the DAPIP table [note how the two differ, for example a newer snapshot].

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

Dapipid [Reference InstitutionCampus:dapipId (1)]

DAPIP identifier for the normalized institution-campus record.

Format
or

Opeid [Reference InstitutionCampus:opeId (2)]

Office of Postsecondary Education identifier associated with the campus.

Format
########

Ipedsunitids [Reference InstitutionCampus:ipedsUnitIds (3)]

IPEDS unit identifier or identifiers associated with the campus, retained as text.

Locationname [Reference InstitutionCampus:locationName (4)]

Institution or campus location name from the DAPIP-derived source.

Parentname [Reference InstitutionCampus:parentName (5)]

Parent institution name from the DAPIP-derived record; a source sentinel may indicate no parent.

Parentdapipid [Reference InstitutionCampus:parentDapipId (6)]

DAPIP identifier of the parent institution; a source sentinel may indicate no parent.

Format
or #########; '-' when not applicable

Locationtype [Reference InstitutionCampus:locationType (7)]

Normalized location classification, such as Institution or Site.

Address [Reference InstitutionCampus:address (8)]

Mailing or street address for the institution-campus record.

Generalphone [Reference InstitutionCampus:generalPhone (9)]

General telephone number for the campus, retained as text to preserve formatting and extensions.

Adminname [Reference InstitutionCampus:adminName (10)]

Administrative contact name for the campus, when available.

Adminphone [Reference InstitutionCampus:adminPhone (11)]

Administrative contact telephone number for the campus, when available.

Adminemail [Reference InstitutionCampus:adminEmail (12)]

Administrative contact email address for the campus, when available.

Fax [Reference InstitutionCampus:fax (13)]

Fax number associated with the campus. Although physically stored as bigint, it is an identifier rather than a measure.

Format
Up to 19 numeric digits

Updatedate [Reference InstitutionCampus:updateDate (14)]

Date and time the normalized campus source record was updated.

Reference InstitutionCampus

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	Dapipid	String		###### or #########
	2	Opeid	String		########
	3	Ipedsunitids	String		
	4	Locationname	String		
	5	Parentname	String		
	6	Parentdapipid	String		###### or #########; '-' when not applic
	7	Locationtype	String		
	8	Address	String		
	9	Generalphone	String		
	10	Adminname	String		
	11	Adminphone	String		
	12	Adminemail	String		
	13	Fax	String		Up to 19 numeric digits
	14	Updatedate	Date		