# REFERENCE FILE SPECIFICATIONS

Reference NCES

*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* |
|---|---|
| Reference NCES | #####_reference_NCES_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.

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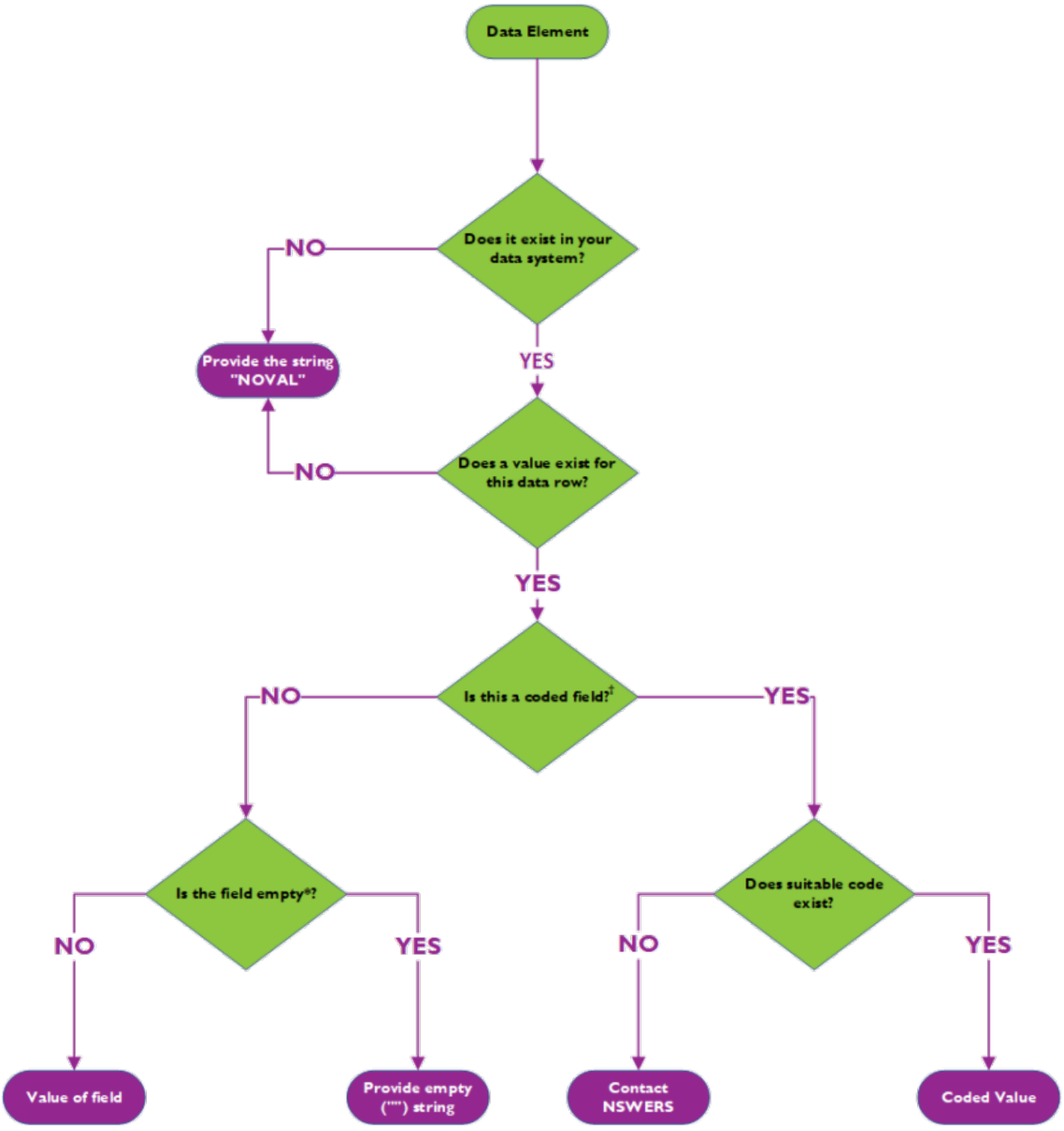
To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected 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 NCES

Crosswalk that maps Nebraska Department of Education school and district identifiers to NCES identifiers.

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

## Agencyid [Reference NCES:AGENCYID (1)]

Nebraska agency identifier used as the source crosswalk key for the county, district, and school components.

**Format**
##-####-###

## County [Reference NCES:COUNTY (2)]

Two-digit county component extracted from or associated with AGENCYID.

**Format**
##

## District [Reference NCES:DISTRICT (3)]

Four-digit district component extracted from or associated with AGENCYID.

**Format**
####

## School [Reference NCES:SCHOOL (4)]

Three-digit school component extracted from or associated with AGENCYID.

**Format**
###

## Nces [Reference NCES:NCES (5)]

Full NCES school identifier associated with the Nebraska agency record and data-year span.

**Format**
############

## Leaid [Reference NCES:LEAID (6)]

Seven-digit NCES local education agency identifier.

**Format**
#######

## Schno [Reference NCES:SCHNO (7)]

Five-digit NCES school number within the local education agency.

**Format**
#####

## Datayears [Reference NCES:DATAYEARS (8)]

Eight-digit start-year and end-year pair indicating the school year for which the crosswalk record applies.

**Format**
YYYYYYYY

## Reference NCES

| *Key* | *Position* | *Name* | *Type* | *Length* | *Format* |
|---|---|---|---|---|---|
| | 1 | Agencyid | String | | ##-####-### |
| | 2 | County | String | | ## |
| | 3 | District | String | | #### |
| | 4 | School | String | | ### |
| | 5 | Nces | String | | ########### |
| | 6 | Leaid | String | | ######## |
| | 7 | Schno | String | | ##### |
| | 8 | Datayears | String | | YYYYYYYY |