

Nebraska Statewide Workforce & Educational Reporting System (NSWERS)
Executive Council Business Meeting Notification and Agenda
April 26, 2023 – 1:30 p.m.
Varner Hall Boardroom, 3832 Holdrege Street, Lincoln, NE 68583

AGENDA

CALL TO ORDER

Roll Call

Announcement of the placement of the Open Meetings Act information

1. APPROVAL OF MEETING AGENDA

1.1 PUBLIC COMMENT PERIOD (5 minutes)

1.2 APPROVAL OF MEETING AGENDA

1.3 APPROVAL OF MINUTES

- January 25, 2023 Meeting

2. SPECIAL PRESENTATIONS AND DISCUSSIONS

2.1 Insights+ Secure Web Portal Review (NSWERS Staff)

3. ITEMS FOR DISCUSSION AND/OR ACTION

3.1 Discuss, consider, and take all necessary action with respect to the proposed NSWERS Data Management Policy and Procedures.

3.2 Discuss, consider, and take all necessary action with respect to the proposed revisions to the NSWERS data specifications.

3.3 Discuss, consider, and take all necessary action with respect to the proposed budget for NSWERS for the fiscal year 2023-2024.

3.4 Discuss, consider, and take all necessary action regarding contracting for technical consulting services and support for the enhancement of NSWERS' insights+ web portal and the delegation of authority to negotiate terms and execute an agreement.

4. EXECUTIVE DIRECTOR'S REPORT

4.1 Executive Director's Report (Dr. Matt Hastings)

5. INFORMATION ITEMS AND REPORTS

5.1 Treasurer's Report (Dr. Deborah Frison and Dr. Matt Hastings)

5.2 Central Community College Data Sharing Agreement

6. ADJOURNMENT

**Nebraska Statewide Workforce & Educational Reporting System (NSWERS)
Executive Council Business Meeting Notification and Agenda**

January 25, 2023, 1:30 p.m.

Varner Hall Board Room, 3832 Holdrege Street, Lincoln, NE 68583

Publicized notice of the Executive Council meeting was given by posting the date, time, and location on the NSWERS.org website.

1. CALL TO ORDER – President Paul Turman called the meeting to order at 1:30 p.m.

Roll Call

Roll Call showed the following Executive Council members in **attendance**:

Chancellor Paul Turman, NSWERS President
President Paul Illich, NSWERS Vice-President
Deputy Commissioner Deborah Frison, NSWERS Secretary/Treasurer
Chief of Staff/Corporation Secretary Phil Bakken, NSWERS Member

Roll Call showed no NSWERS member **absent**.

Announcement of the placement of the Open Meetings Act information

Dr. Turman announced that information regarding the Open Meetings Act is posted on the wall of the Varner Hall Board Room and is available on the NSWERS.org website.

1.1 PUBLIC COMMENT PERIOD

No public comment.

1.2 APPROVAL OF MEETING AGENDA

No agenda items were removed, added, or corrected.

Approval of the agenda as presented passed with a motion by Dr. Paul Turman.

Dr. Paul Illich	Yea
Dr. Deborah Frison	Yea
Dr. Paul Turman	Yea
Mr. Phil Bakken	Yea

1.3 Approve Minutes of NSWERS business meeting, November 2, 2022

Motion to approve the minutes of the November 2, 2022 NSWERS Executive Council Business meeting passed with a motion by Dr. Deborah Frison, second by Dr. Paul Illich.

Dr. Paul Illich	Yea
Dr. Paul Turman	Yea
Mr. Phil Bakken	Abstain
Dr. Deborah Frison	Yea

1.4 PRESIDENT'S REPORT

No new items from the president.

2. ITEMS FOR CONSENT AGENDA

No items for the consent agenda.

3. ITEMS FOR DISCUSSION AND/OR ACTION

- 3.1** Discuss, consider, and take all necessary action with respect to the delegation of authority to the Executive Director of the Nebraska Statewide Workforce and Educational Reporting System ("NSWERS") to execute all contracts and other documents related to the operations of NSWERS below \$200,000 and all other contracts upon approval of such action or actions by the Executive Council of NSWERS.

Motion to delegate to the Executive Director of NSWERS the authority to execute all contracts and other documents related to the operations of NSWERS below \$200,000 and all other contracts upon approval of such action or actions by the Executive Council of NSWERS unless the Executive Council specifically provides otherwise in its approval of such contracts or other documents. Such approval shall be reevaluated in three years. The motion was made by Mr. Phil Bakken and seconded by Dr. Paul Illich.

DISCUSSION: Dr. Hastings described items 3.1 and 3.2, as policies previously approved by the NSWERS Executive Council and that have been in place for two years, and these items ask the Council to extend the approval. Specifically want to ensure that there are no concerns with the thresholds and for the Council to review the delegation.

Mr. Phil Bakken	Yea
Dr. Paul Illich	Yea
Dr. Deborah Frison	Yea
Dr. Paul Turman	Yea

- 3.2** Discuss, consider, and take all necessary action with respect to the delegation of authority to the President of the Nebraska Statewide Workforce and Educational Reporting System ("NSWERS") Executive Council to execute all contracts and other documents related to the operations of NSWERS below \$200,000 and all other contracts upon approval of such action or actions by the Executive Council of NSWERS.

Motion to delegate to the President of the NSWERS Executive Council the authority to execute all contracts and other documents related to the operations of NSWERS below \$200,000 and all other contracts upon approval of such action or actions by the Executive Council of NSWERS unless the Executive Council specifically provides otherwise in its approval of such contracts or other documents. Such approval shall be reevaluated in three years. The motion was made by Dr. Deborah Frison and seconded by Dr. Paul Illich.

Dr. Paul Illich	Yea
Dr. Paul Turman	Yea
Dr. Deborah Frison	Yea
Mr. Phil Bakken	Yea

3.3 Discuss, consider, and take all necessary action with respect to the NU-NSWERS Core Services Agreement.

DISCUSSION: The NU-NSWERS Core Services Agreement has been in place for one year and has an automatic renewal for one additional year after the initial year of the agreement, therefore no action is currently necessary for this agenda item. Per the agreement, the University of Nebraska provides support for human resources and payroll processes, technology support, copyright, and intellectual property. Another piece of the agreement provides for the loaned employee agreements from the University to NSWERS when new employees are hired.

No action taken. The Executive Council will plan to revisit this item in Fall 2023 when it is time to renew and continue working with the University System on levels of support being provided prior to the renewal period.

3.4 Discuss, consider, and take all necessary action with respect to the procurement of public officials and cyber liability insurance.

DISCUSSION: Dr. Hastings discussed the insurance policies for cyber liability and public officials, which are active through April 2023; since the next Executive Council meeting is scheduled for April 26, the discussion regarding the insurance policies needed to occur in January. Currently, policy limits are \$5 million for cyber liability and \$2 million for public officials liability. Last year there was discussion about ideal limits for insurance, especially related to cyber and the nuances around the NSWERS connection to the NU System network.

The Executive Council agreed that the thresholds presented are sufficient, and if there are adjustments necessary after discussions with the insurance broker, the Executive Council will reconvene as needed. Also, the NSWERS Executive Director should contact Kevin Harford, the NU Director of Risk Management, as needed for input. NSWERS will plan to target similar limits for the upcoming year.

3.5 Discuss, consider, and take all necessary action with respect to the NSWERS Partner Data Sharing Agreement.

DISCUSSION: Dr. Hastings provided background that NSWERS has separate data sharing agreements with all signatories of the interlocal agreement, including the Department of Labor, with the exception of Central Community College (CCC), whom we have been working with to reach an agreement for the past several months. We have been working with legal counsel and other outside experts with knowledge, experience, and recommendations on potential means to adjust the current data sharing agreement in general and to make it fit better for Central.

Per the Executive Council, Dr. Hastings and legal counsel should proceed with conversations about the new data sharing agreement and keep the Council informed of progress or blockers.

3.6 Discuss, consider, and take all necessary action with respect to future stakeholder engagement materials.

DISCUSSION: Background was provided by Dr. Turman and Dr. Hastings on the need for future stakeholder engagement materials, specifically related to the incoming administration and how to inform them about the importance of NSWERS or a potential appropriation. Goal is to meet with the new governor and his policy team to help them understand the history of NSWERS, its future, and how it aligns with the governor's goals. As part of this process, materials have been developed to demonstrate those priorities to guide the conversation with the governor.

The Executive Council plans to gather a group of stakeholders to show support of the work being done by NSWERS now and with future insights+ capabilities to meet with the new administration. This would likely occur after individual institution budget meetings with the governor, and would include members from the Council and other K-20 partner representatives. The NU System offered to assist with setting up this opportunity.

In the meantime, NSWERS will continue working on updating the stakeholder engagement materials internally and share out to Executive Council for feedback.

3.7 Discuss, consider, and take all necessary action with respect to the NSWERS Data Security & Access Policy.

DISCUSSION: Dr. Hastings provided background about the DRAFT NSWERS Data Security & Access Policy. In 2021, a Data Sharing and Management Policy was adopted by the Executive Council, which covers the notion that NSWERS may receive requests to share data; the new policy being drafted addresses who within NSWERS has access to which kinds of data and the security around that data and its access. This new policy also addresses data retention. The current version is a draft that will be revised with the Management Committee, Legal Counsel, and NSWERS staff, with the intention to vote

on a final draft at the next Executive Council meeting. Note that while this policy has not yet been adopted, the policies described in this policy are the practice NSWERS is currently following.

- 3.8** Discuss, consider, and take all necessary action with respect to the fiscal year 2022 independent auditor's report.

Motion to accept the fiscal year 2022 independent auditor's report as presented passed with a motion by Mr. Phil Bakken and seconded by Dr. Deborah Frison.

DISCUSSION: Dr. Hastings provided context about the independent auditor's report. Funds from the NU Foundation account were not included in the report since they have not yet been transferred to University as NSWERS funds, and therefore they are not eligible to be included in the audit. A change that will be reflected in the 2023 fiscal year audit, insights+ will be identified as a capital asset, and time that NSWERS staff and contractors have spent developing the product will be reflected in the report.

Dr. Paul Turman	Yea
Mr. Phil Bakken	Yea
Dr. Deborah Frison	Yea
Dr. Paul Illich	Yea

4. EXECUTIVE DIRECTOR'S REPORT

Dr. Hastings, Executive Director, NSWERS made a presentation on behalf of himself and the Management Team. (See attached PowerPoint.)

v1.0 Data Submission Progress. Dr. Hastings provided an update regarding data submission progress for the partners. All data has been fully submitted, validated, and certified for all partners except for three community college partners, two of which have been previously discussed at length. Mid-Plains Community College has received an updated certification report but have indicated that they may have additional items they would like to correct prior to certifying.

Data Submission Calendar. Now that the majority of the ten-year tranche of data has been certified, NSWERS is moving along with the regular cadence of the data submission process, with PK-12 and four-year postsecondary institutions submitting data in February 2023. The Engagement Specialist has been meeting with institutions as they certify to review the Data Submission Calendar and current upload process with the partners, and those meetings have been productive.

Data Workgroup Meeting Updates. Dr. Hastings provided an update on the data workgroup meetings from Fall 2022 and the recommended data elements to collect through the UI quarterly wage record system. There was also a follow-up meeting with NDOL that continued the conversations from the Fall which will hopefully lead to additional connections with the State

Chamber of Commerce and opportunities to connect with more Nebraska business (HR and Payroll) representatives.

NSWERS Data Governance. Dr. Hastings discussed the two major pieces of the NSWERS Data Governance being finalized: the Data Sharing & Management Policy (adopted in 2021) and the Data Security & Access Policy (discussed today). The plan will be to work with the Management Committee to refine the documents and to harmonize them, bringing final versions to the April Board meeting. Dr. Hastings reiterated that these policies are currently in practice by NSWERS staff.

Stakeholder Engagement Materials. Dr. Hastings thanked the Council for their feedback on the stakeholder engagement materials as previously discussed in the meeting and indicated that the team would make adjustments and send out new drafts when ready.

NSWERS Staffing Update. Dr. Hastings provided a brief staffing update. Two Data Scientists have been hired, Dave Nguyen started in early January 2023, and Tom Choi will be an intern while finishing up his degree and start full time in June 2023.

Insights+ Web Portal. Dr. Hastings provided background on insights+ and the status of the development phase. The focus is starting to shift from the development of the administrative portions to the development of the data and analytics products. Finalizing the ten-year tranche data collection process will be imperative to finishing development of the analytics products. David Hefley (NSWERS Assistant Director for IT) provided a demonstration and description of the insights+ data system, mostly the administrative features, highlights, and a brief review of the products. Sara Simonsen (NSWERS Engagement Specialist) provided information about what's next in the process, including individual training sessions for the partners once insights+ is ready for use.

5. SPECIAL PRESENTATIONS AND DISCUSSIONS

6. COMMITTEE REPORTS (NONE)

7. EXECUTIVE SESSION (NONE)

8. ADDITIONAL BUSINESS (NONE)

9. INFORMATION ITEMS AND REPORT

9.1 NSWERS Treasurer's Report – Dr. Deborah Frison

Dr. Hastings reported that the reports have been revised to better align with what will be shown in the yearly audit, therefore the funds being held at the NU Foundation are shown separately as well as the capital assets. NSWERS is currently under budget and highlighted the outstanding contracts NSWERS has.

10. ADJOURNMENT

Motion to adjourn the NSWERS Executive Council Business Meeting passed with a motion from Dr. Paul Illich, second by Dr. Deborah Frison.

Dr. Deborah Frison	Yea
Dr. Paul Illich	Yea
Dr. Paul Turman	Yea
Mr. Phil Bakken	Yea

President Turman adjourned the meeting at 3:11 p.m.

At this time, a NSWERS Executive Council Meeting is scheduled to be held on April 26, 2023, at a time and place to be determined.

AGENDA ITEM
Nebraska Statewide Workforce & Educational Reporting System ("NSWERS")
Meeting of the Executive Council, January 25, 2023

Discuss, consider and take all necessary action with regard to the delegation of authority to the Executive Director of the Nebraska Statewide Workforce and Educational Reporting System ("NSWERS") to execute all contracts and other documents related to the operations of NSWERS below \$200,000 and all other contracts upon approval of such action or actions by the Executive Council of NSWERS.

**MOTION REGARDING PROPOSED DELEGATION OF AUTHORITY TO THE
EXECUTIVE DIRECTOR OF THE NEBRASKA STATEWIDE WORKFORCE &
EDUCATIONAL REPORTING SYSTEM ("NSWERS")**
Meeting of the Executive Council, January 25, 2023

Motion made by Mr. Phil Bakken, seconded by Dr. Paul Illich that the Executive Council of the Nebraska Statewide Workforce and Educational Reporting System ("NSWERS") should and does hereby delegate to the Executive Director of NSWERS the authority to execute all contracts and other documents related to the operations of NSWERS below \$200,000 and all other contracts upon approval of such action or actions by the Executive Council of NSWERS unless the Executive Council specifically provides otherwise in its approval of such contracts or other documents. This delegation of authority shall be reevaluated in three years.

The foregoing motion having ben read in its entirety, and after discussion on roll call vote the following members voted in favor of passage and adoption of the motion:
Dr. Paul Turman, Dr. Deborah Frison, Dr. Paul Illich, Mr. Phil Bakken

The following members voted against the same: _____

The following members were absent or not voting: _____

The above motion having been voted on by more than a majority of the members of the Executive Council at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings Law was declared as:

- ☒ passed and adopted
- ☐ not passed and not adopted

DATED this 25th day of January, 2023.

*Executive Council of the Nebraska
Statewide Workforce &
Educational Reporting System*

BY: 
President


Secretary-Treasurer

AGENDA ITEM

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**MOTION REGARDING PROPOSED DELEGATION OF AUTHORITY TO THE
PRESIDENT OF THE NEBRASKA STATEWIDE WORKFORCE & EDUCATIONAL
REPORTING SYSTEM ("NSWERS")**

Meeting of the Executive Council, January 25, 2023

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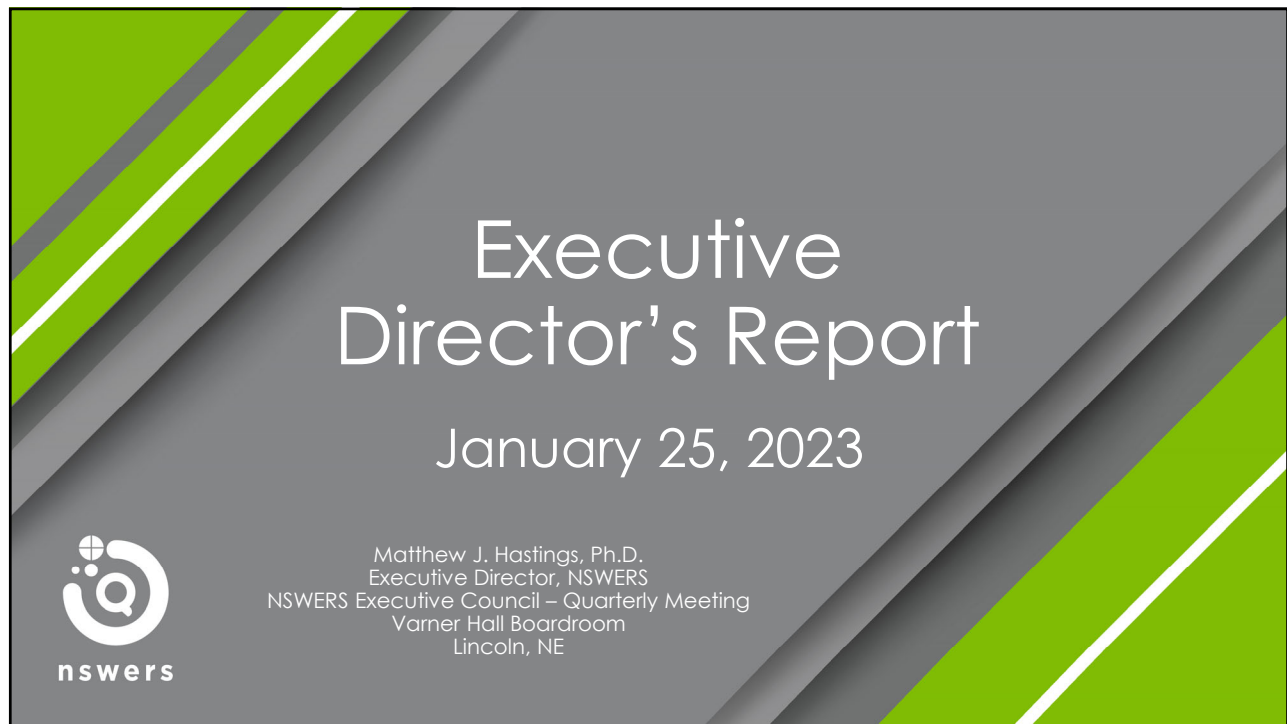
- ☒ passed and adopted
☐ not passed and not adopted

DATED this 25th day of January, 2023.

*Executive Council of the Nebraska
Statewide Workforce &
Educational Reporting System*

BY: Paul Turman
President

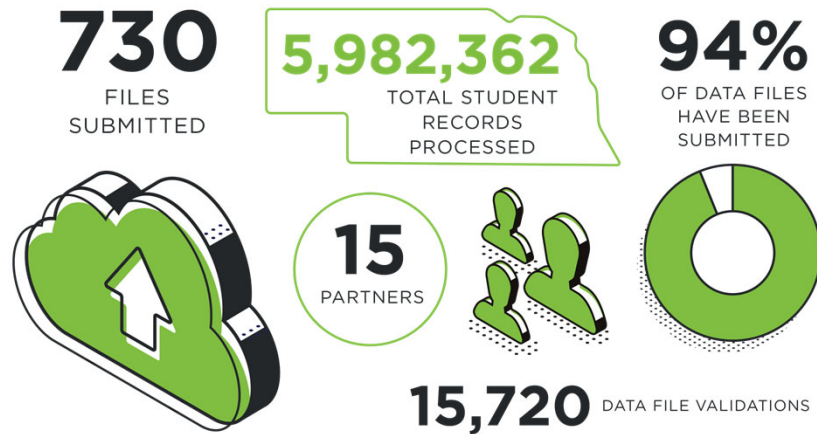
Deborah A. Frison
Secretary-Treasurer



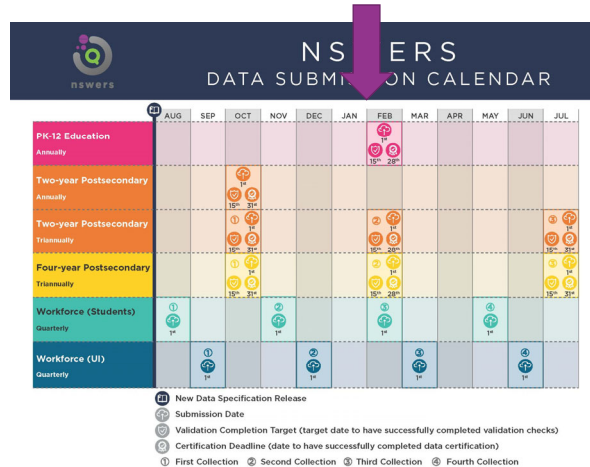
v1.0 Data Submission Progress

- Data has now been fully submitted, validated, and certified for all NSWERS partners **EXCEPT:**
 - Mid-Plains Community College
 - Data certification report was sent for review/final approval on 1/11/23
 - Western Nebraska Community College
 - Awaiting timeline – we know submission will not happen until staff hired
 - Central Community College
 - No data sharing agreement

v1.0 Data Submission Progress



Data Submission Calendar





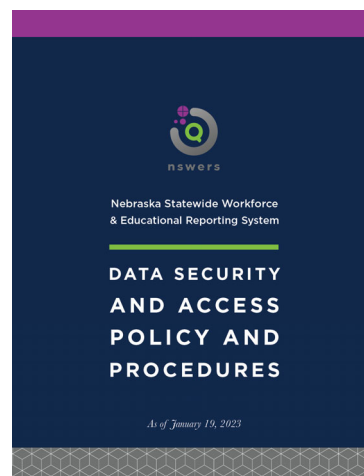
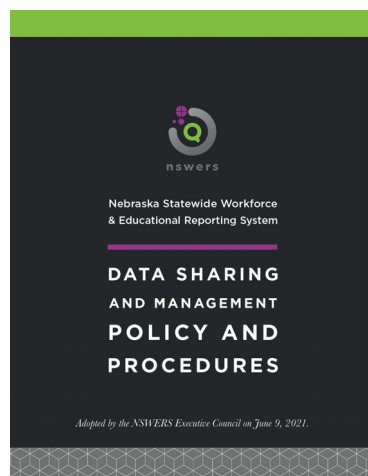
Data Workgroup Meeting Updates

- Recommendation at the Advisory Committee meeting of May 4th at Nebraska Innovation Campus
- Launched Two Workgroups:
 - Record Linking
 - Addressing SSN and other linking solutions
 - Workforce Data
 - Acquiring job title, SOC code, and other key employee data
- Three meetings held late last year at UNO's Barbra Weitz Community Engagement Center

Data Workgroup Meeting Updates

- Recommendations:
 - Collect workforce data through the UI quarterly wage record system:
 - Date of Birth (PK-12 data matching)
 - Job Title
 - Job Location (zip code)
 - Pay Rate
 - Start Date
- Met with NDOL to discuss next steps on 1/17/23
- NE State Chamber of Commerce and NDOL to convene a group of NE business representatives (HR/payroll) to discuss further

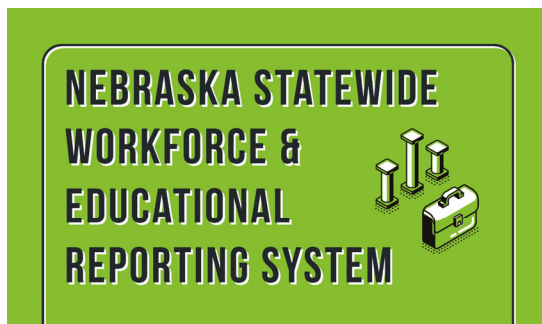
NSWERS Data Governance



Data Security & Access Policy

- Key Features:
 - Contents and Ownership
 - NSWERS partners retain ownership of their data
 - Data Transfer & Storage
 - Encrypted, secure transfer and storage
 - Data Access
 - Defined, role-based access for identifiable and de-identified, individual data
 - Data Retention
 - As per individual data sharing agreements, not for more than 20 years
- In consultation with the NSWERS Management Committee and legal counsel, harmonize our existing Data Sharing & Management Policy with the new Data Security & Access Policy
 - Will present both policies for your consideration at next (April 26) meeting

Stakeholder Engagement Materials

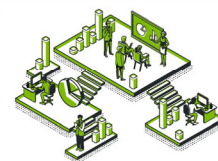


Multiple pathways. One Nebraska data system.



GIVING NEBRASKA THE COMPETITIVE ADVANTAGE.

Since the fall of 2020, the Nebraska Statewide Workforce & Educational Reporting System (NSWERS) has been building a state-of-the-art P-20W longitudinal data system to promote strong economic development policies, good jobs, growing business, and thriving communities. NSWERS is focused on the development of products and services that best support decision making and decision makers. We aim to reduce uncertainty surrounding the big questions facing our education and workforce systems today. In this way, NSWERS is leveraging data, research, and analysis as a strategic asset for the competitive advantage of Nebraska.



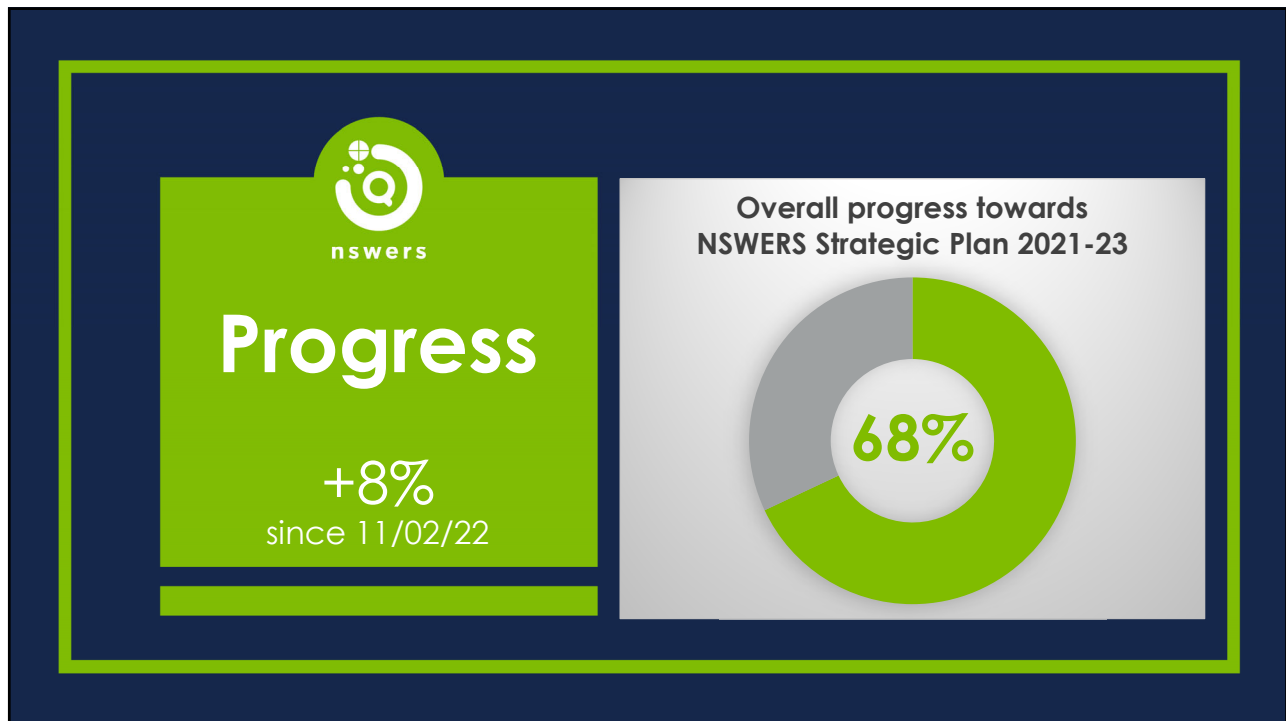
NSWERS IS FOCUSED ON THE DEVELOPMENT OF PRODUCTS AND SERVICES THAT BEST SUPPORT DECISION MAKING AND DECISION MAKERS.

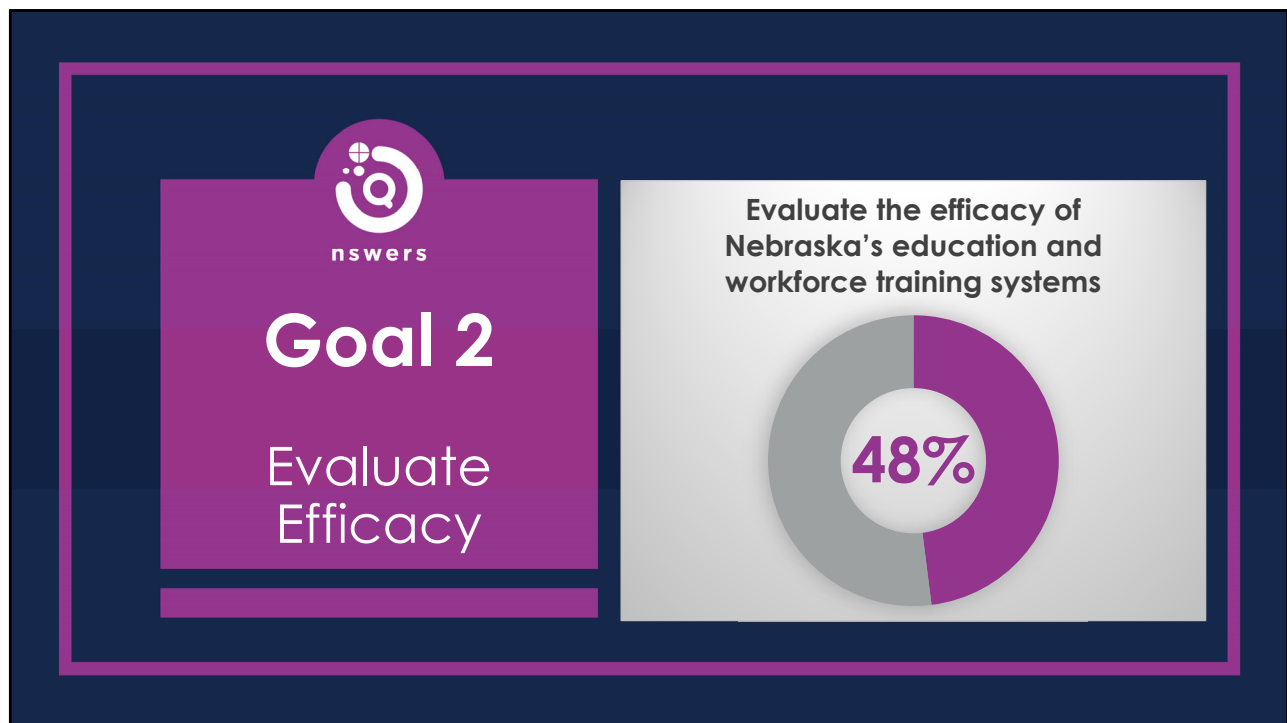
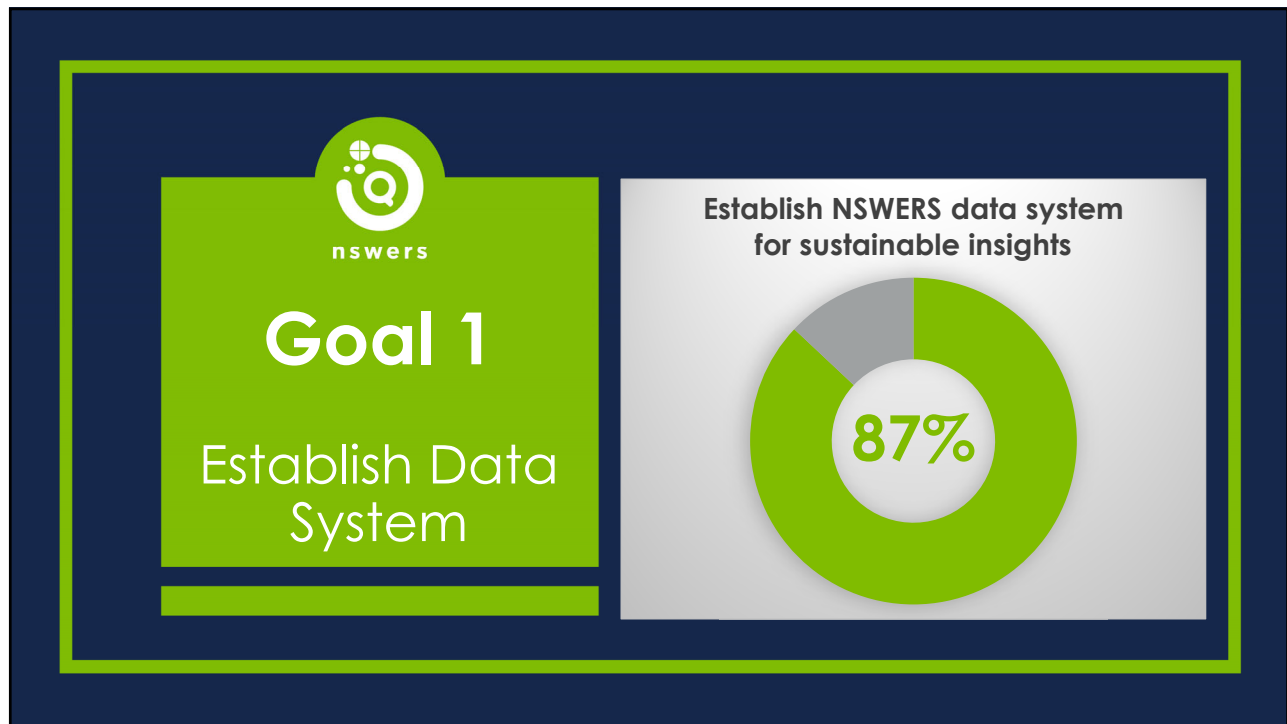
NSWERS Staffing Update

- NSWERS two-tier staffing plan now complete:
 - Engagement Specialist (1 position)
 - Data Scientist (2 positions)
- Introducing NSWERS Data Scientists
 - Dave Nguyen
 - Tom Choi

Insights+ Web Portal

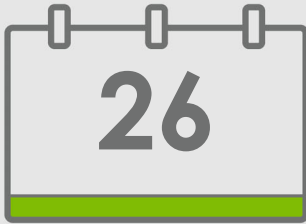
- NSWERS secure web portal to be branded as “insights+”
- Will serve as the secure location where NSWERS partners will “conduct business” with NSWERS
 - Data submissions, data requests, secure access to products and analytics
- Technical development currently underway
 - Initial round of development nearly complete
 - Discussion about new features occurring
 - Now, the focus shifts to the data and analytics
 - A workstream that is impeded by slower data collections
 - In-depth exercises with the NSWERS Management Committee
 - Product review by David Hefley and Sara Simonsen



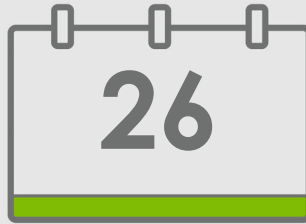


Upcoming Executive Council Meetings

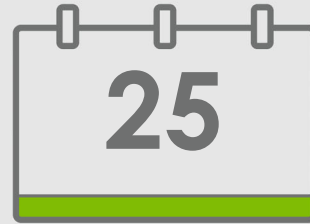
April
2023



July
2023



October
2023



Thank You

Next Executive Council Meeting:
April 26, 2023



NSWERS

Statement of Net Position

December 31, 2022 and June 30, 2022

Unaudited

	12/31/22	Revised 6/30/2022
Assets		
Assets:		
Cash & Investments (Note A)	\$ -	\$ -
Accounts Receivable	672,750	672,750
Prepaid Expenses	15,372	38,876
Capital Assets	91,720	-
Total Assets	<u>779,842</u>	<u>711,626</u>
Liabilities		
Liabilities:		
Accounts Payable	67,640	3,727
Due to the University of Nebraska	687,452	125,759
Accrued Compensated Absences	60,229	60,229
Total Liabilities	<u>815,321</u>	<u>189,715</u>
Net Position		
Unrestricted	(35,478)	521,910
Total Net Position	<u>\$ (35,478)</u>	<u>\$ 521,910</u>
 Note A: Excludes cash held by the University of Nebraska Foundation		
Foundation Cash	<u>\$ 2,803,496</u>	<u>\$ 2,426,884</u>

NSWERS

Change in Net Position

For the Month Ended December 31, 2022

Unaudited

		Fiscal YTD	Fiscal YTD
Operating Revenues	FY23 Budget	12/31/22	Budget Variance
Foundation contributions	\$ 991,496	\$ -	\$ (991,496)
University of Nebraska contributions	145,006	-	(145,006)
Metro Community College contributions	70,000	-	(70,000)
Department of Education contributions	139,480	-	(139,480)
Total Operating Revenues	1,345,982	-	(1,345,982)
Operating Expenses			
Wages	830,281	323,065	(507,216)
Benefits	267,423	76,963	(190,460)
Total Personal Services	1,097,704	400,028	(697,676)
Operating expenses	48,470	27,745	(20,725)
Rent	-	-	-
Travel	32,565	2,046	(30,519)
Insurance	60,000	23,503	(36,497)
Legal services	25,000	4,534	(20,466)
Auditing services	25,000	-	(25,000)
Business services	85,000	42,294	(42,706)
Other contractual services	629,500	57,238	(572,262)
Software	32,500	-	(32,500)
Equipment	5,000	-	(5,000)
Total Operating Expenses	2,040,739	557,388	(1,483,351)
Increase in Net Position	(694,757)	(557,388)	137,369
Net Position			
Net position, beginning of year	-	521,910	-
Net position, end of year	\$ (694,757)	\$ (35,478)	\$ 137,369

NSWERS

Supplemental Information

December 31, 2022

Unaudited

Contractual Services:	Contract Amount	Paid as of December 31, 2022	Remaining Contract Amount
Magnolia Consulting	129,936	92,476	37,460
University of Nebraska (Annual)	84,588	42,294	42,294
University of Nebraska IT	Billable Rate	13,905	N/A
KSB School Law	Billable Rate	48,946	N/A
Don't Panic Labs	234,560	135,083	99,478

DATA MANAGEMENT **POLICY & PROCEDURES**



DRAFT Version 2.2 • Presented to the NSWERS Executive Council on April 26, 2023

Nebraska Statewide Workforce & Educational Reporting System



These policy statements pertain to the Nebraska Statewide Workforce & Educational Reporting System (NSWERS) under the authority of the NSWERS Executive Council, operated and maintained by NSWERS at the University of Nebraska. NSWERS operates as a public body corporate and politic of the State of Nebraska pursuant to the Interlocal Cooperation Act (Neb. Rev. Stat. §§ 13-801 to 13-827). All changes or amendments to these policies require approval of the NSWERS Executive Council.

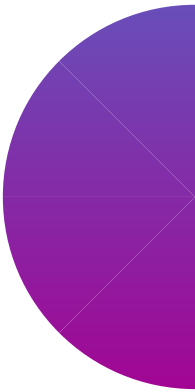
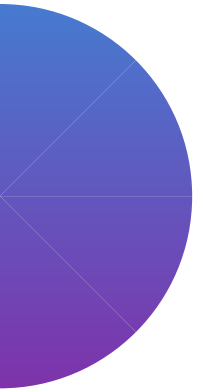
PURPOSE

This document outlines the data management policies for the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). It defines governance of the NSWERS data system, related privacy and confidentiality considerations, data access of use obligations, data request and disclosure conditions, approaches to data security, and processes to ensure data quality.

SCOPE

NSWERS maintains administrative data from state agencies, local governments, and third-party organizations necessary for the operation and maintenance of a “comprehensive, sustainable, and robust lifelong learning and workforce longitudinal data system” (**Nebraska Legislative Bill 1160, 2020**). NSWERS maintains separate data sharing agreements with each data contributing entity.

This document focuses on the layers of technology and management processes directly controlled by NSWERS. It applies to all employees, loaned employees, contractors and any individual or group transferring data to, storing data within, and requesting access to NSWERS data and/or the NSWERS data system.



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DATA **GOVERNANCE**



DATA GOVERNANCE

The Nebraska Statewide Workforce & Educational Reporting System (NSWERS) and its data systems operate under the authority of the NSWERS Executive Council. Related administrative functions are the responsibility of the NSWERS Executive Director who may delegate certain functions to NSWERS staff. The Executive Director, or his or her designee, is responsible for faithfully executing the policies and directives of the NSWERS Executive Council or seeing that they are executed by NSWERS staff.

NSWERS governs data in accordance with state and federal laws and regulations including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) [20 U.S.C. 1232g, and applicable regulations at 34 C.F.R. 99], Department of Labor regulations [20 C.F.R. Part 603 and Neb. Rev. Stat. §§48-612 and 48-612.01], the Individuals with Disabilities Education Act (IDEA), the Protection of Pupil Rights Amendment (PPRA), and the National School Lunch Act (NSLA). All these laws and policies are essential to maintaining the confidentiality of individual records as they are collected and maintained in the NSWERS data system. Changes and additions to state and federal laws and regulations are periodically reviewed to determine whether this policy complies.

PARTNERS, AFFILIATES, AND CONTRIBUTORS

NSWERS Partners are public agencies within the meaning of Nebraska Revised Statutes §13-803 and are signatories to the NSWERS Interlocal Agreement. NSWERS Partners include:

- The Nebraska Department of Education (NDE),
- Central Community College (CCC),
- Metropolitan Community College (MCC),
- Mid-Plains Community College (MPCC),
- Northeast Community College (NCC),
- Southeast Community College (SCC),
- Western Nebraska Community College (WNCC),
- The Nebraska State College System (NSCS), and
- The University of Nebraska System (NU).

NSWERS Affiliates are those entities that are required by state statute to contribute data into the NSWERS data system but are not signatories to the NSWERS interlocal agreement. The NSWERS Affiliate includes:

- The Nebraska Department of Labor (NDOL)

NSWERS Contributors are those entities that contribute data into the NSWERS data system but are not Partners or Affiliates. The NSWERS Contributor includes:

- The National Student Clearinghouse (NSC)





DATA OWNERSHIP AND RETENTION

NSWERS Partners and Affiliates retain ownership of the data they submit into the NSWERS data system. NSWERS functions as a custodian of this data.

NSWERS will retain Partner and Affiliate information consistent with the individual data sharing agreements executed with each entity, **but not for more than twenty years.**

THE NSWERS DATA SYSTEM

The NSWERS data system contains individual records from public agencies, local governments, and third-party organizations for the purpose of supporting program evaluation, conducting longitudinal analysis, and informing policy decisions. Integrating individual records within the NSWERS data system provides the capability to examine trends and patterns in student performance and outcomes that are impossible to assess by examining education data on its own. As such, the NSWERS data system contains information about all public school districts and postsecondary education institutions in Nebraska, including students in pre-kindergarten programs (programs for children prior to kindergarten), kindergarten programs, grades one (1) through twelve (12), two- and four-year postsecondary education, adult learners, and students receiving special education services through age twenty-one (21) and their workforce- and employment-related outcomes. It also contains information about school district and postsecondary institution personnel.

DESTRUCTION OF DATA

NSWERS complies with destruction requests from data contributing agencies. Partner, Affiliate, and Contributor information shall be destroyed by securely deleting or purging the information from utilized data systems and physically destroying any information maintained in a physical media or format.

RESPONSIBILITIES OF THE NSWERS

NSWERS is responsible for:

- Guaranteeing the security and confidentiality of the data maintained within the NSWERS data system.
- Publishing a Data Collection Calendar, along with instructions for data submission, validation and certification.
- Maintaining a Data Dictionary that is accurate, up-to-date, and available to accompany any reports generated.
 - The NSWERS Data Dictionary should contain metadata (the data about the data) to increase understanding of the data elements themselves during data collection and data reporting.
 - The metadata includes definitions, business rules, formatting information, and justification/reporting requirements for collecting the data element.
- Providing guidance and assistance to Partner and Affiliate personnel, or other data contributing entities, as needed to complete data submissions.
- Ensuring that information from the NSWERS data system is made available to those with a legitimate educational interest to access data, and to guard against improper disclosure of the data.
- Ensuring that NSWERS staff complete annual FERPA and data security training.
- Implementing appropriate measures to protect the confidentiality of individual records through training and outreach to NSWERS staff, NSWERS Partners and NSWERS Affiliates.
- Maintaining documentation of NSWERS staff with access to individual-level information for the purposes of his or her job duties.
- Ensuring that public-use data only display summary or aggregate views that suppress small cell sizes. Data on individuals cannot be accessed by anyone at public-use level.
- Ensuring that NSWERS staff do not create, collect, store, use, maintain, or disseminate private or confidential data on an individual in violation of federal or state law.
- Ensure that any contracts with third parties to perform system manager function require that data be protected by the same security rules, as well as any applicable FERPA protections.
- Determining if personally identifiable information has been improperly disclosed by a NSWERS contractor.





PARTNERS AND AFFILIATES ARE RESPONSIBLE FOR:

As the originators of data residing within the NSWERS data system, NSWERS Partners and Affiliates are responsible for ensuring the accuracy, quality, completeness, and timeliness of the data they submit into the NSWERS data system.

NSWERS Partners and Affiliates are responsible for adhering to the NSWERS Data Quality policies and procedures established herein. NSWERS Reporting Standards and Data Collection Calendar define applicable review windows and data collection dates.

INCIDENT MANAGEMENT

Should a data breach or cybersecurity event occur, NSWERS immediately informs NU ITS personnel and follows the University of Nebraska's incident management plan.


VIOLATIONS

Appropriate procedures shall be followed in reporting any breach of security or compromise of safeguards. Any person engaging in unauthorized use, disclosure, alteration, or destruction of data held by NSWERS in violation of this policy shall be subject to appropriate disciplinary action.



DATA **PRIVACY AND** **CONFIDENTIALITY**

DATA PRIVACY AND CONFIDENTIALITY



Federal law (specifically, the **Federal Educational Rights and Privacy Act of 1974**, also known as “FERPA”) safeguards the confidentiality of individual student information. This law requires that educational institutions and state agencies maintain the confidentiality and privacy of personally identifiable information in student records. The U.S. Department of Education has created extensive regulations regarding implementation of FERPA under **Title 34, Part 99** of the Code of Federal Regulations. In some instances, data may also be protected by the Parts B and C of the federal **Individuals with Disabilities Education Act**, also known as “IDEA”. Federal regulations regarding implementation of IDEA can be found in **Title 34, Part 300** and **Title 34, Part 303** of the Code of Federal Regulations. IDEA incorporates all the provisions of FERPA and adds eight additional requirements to safeguard privacy.

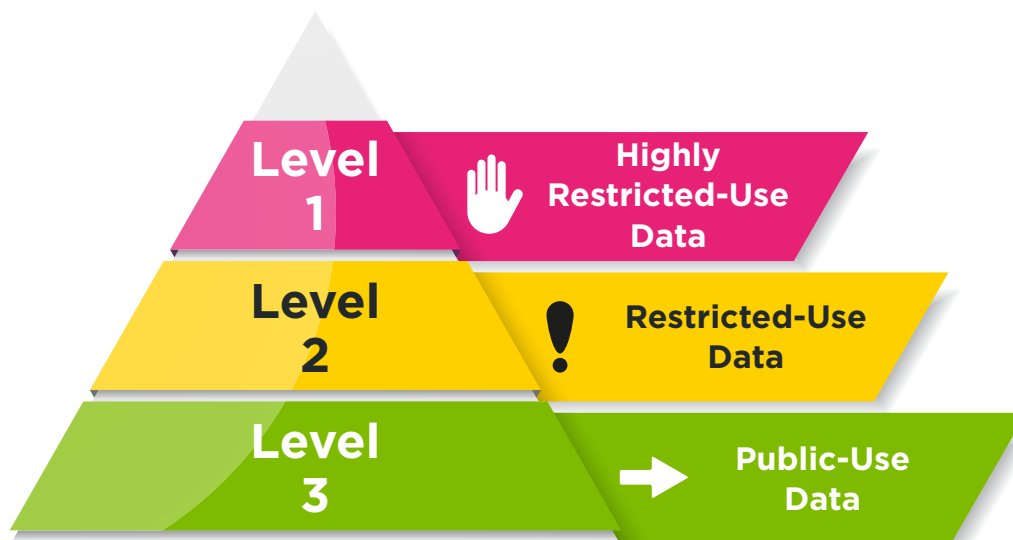
Workforce-related data also are protected and secured by federal law, such as **Section 303 of the Social Security Act**, for which the U.S. Department of Labor has promulgated **Title 20, Part 603** of the Code of Federal Regulations. Furthermore, the federal **Workforce Innovation and Opportunity Act of 2014** prohibits the disclosure information collected under the auspices of the workforce development system that would “constitute a clearly unwarranted invasion of personal privacy.” In other words, the NSWERS cannot release or share information about individuals that would constitute an unwarranted invasion of privacy, even to advance its workforce development system. **In compliance with all of these laws and regulations, the NSWERS only publishes aggregate information, and never information that can be used to identify individuals.**

PRIVACY RESOURCES

1. **A Stoplight for Student Data Use** - The Data Quality Campaign (DQC) has released this brochure that explains in a simple way the privacy laws that protect student data.
2. **Privacy Technical Assistance Center** - The U.S. Department of Education has created this website to help educators and parents understand the requirements of federal privacy laws.
3. **Data Integration Support Center** - The DISC supports public agencies in navigating the complexities of state and federal privacy and security regulations for integrated data systems through flexible, adaptable, and easily accessible resources, diverse media, expert guidance, and technical assistance.

NSWERS DATA USE CLASSIFICATIONS

There are three classifications of data stored and used by the NSWERS:



Level 1 - Highly Restricted-Use Data

These are data that include identifiable data or information about the identity of individual persons. For the purposes of this policy, identifiable data means information that alone or in combination is linked or linkable to a specific individual and that would allow a reasonable person to identify the individual with reasonable certainty. Level 1 data elements

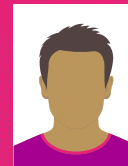
include: First Name, Middle Name, Middle Name Alias, Last Name, Last Name Alias, Full Name, Generation Code, Generation Code Alias, Birthdate, Student Address, Social Security Number, NDE Staff ID, and Local Staff ID. **NSWERS uses Level 1 data for record matching purposes only.** This type of data is very rarely shared, and only for record matching where expressly authorized under applicable state and federal law.

Personally Identifiable Information (PII)

Name
Lewis N. Clark

Birth Date
08/03/2004

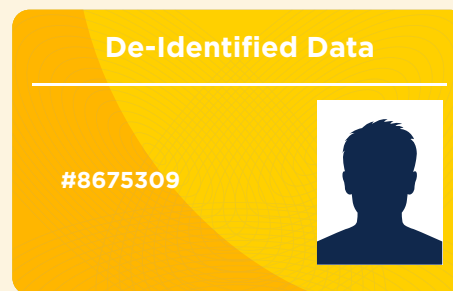
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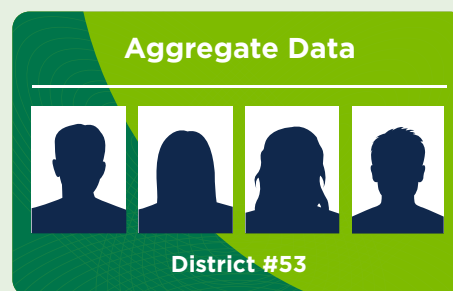
Level 2 - Restricted-Use Data

These are data that include de-identified but individual records (e.g., individual academic scores, enrollment codes and graduation outcomes). For the purposes of this policy, de-identified but individual level data means information that alone or in combination is linkable to a specific individual, but due to masking, does not allow a reasonable person to identify the individual with reasonable certainty. Level 2 data are typically what the NSWERS shares with Partners, Affiliates, Contributors and third parties for research purposes, and strict precautions are undertaken to ensure privacy and security.



Level 3 - Public-Use Data

These are data that summarize individual level data (e.g., graduation rates, college going rates, average GPAs). They appear in aggregate form and contain no individual records. NSWERS creates and uses Level 3 data to produce research products for public view (e.g., reports, dashboards, and informational presentations).



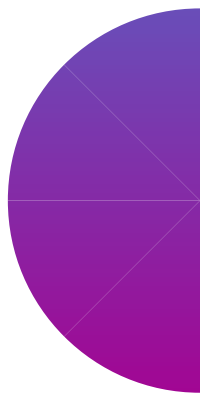
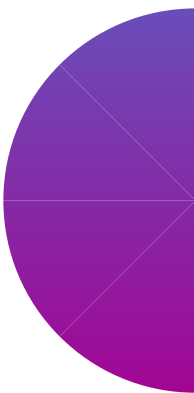
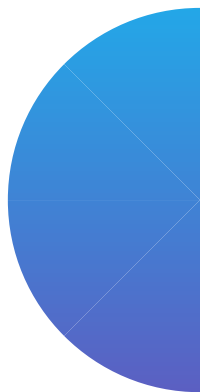
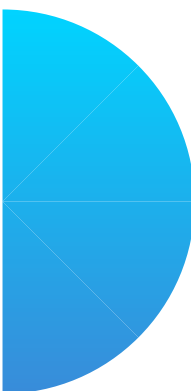
Even here, though, precautions are taken to protect individual identities. When discussing the graduation rates of students of various demographics at a particular high school or district, for example, we might be able to say more about some groups of students than others. For example, we might be able to freely compare the graduation rates of White students with Hispanic or African American students, but if there were only six (6) or seven (7) Native American students in the cohort, we cannot say as much about this group. Revealing even Level 3 or aggregate information (such as averages) of a group that small might still allow people to infer information about individual students. In such cases, NSWERS will suppress those values and statistics.

CONFIDENTIALITY PROTECTIONS

To ensure the confidentiality of individual records held by NSWERS, four (4) protections are in place at NSWERS. These include the assignment of a unique identifier, data security measures, restricted access protocols, and cell suppression.

1. Assignment of a unique number, called the NSWERS ID, protects the confidentiality of individual records in the NSWERS data system. A new NSWERS ID is generated for each unique student that is identified in the system. As the record enters the NSWERS data system, level 1 information is used to link a record to previous submissions. If a link is not made, a new NSWERS ID is generated and assigned. After this process, all Level 1 data is removed from the record. The NSWERS ID itself consists of a randomly generated “Universally Unique Identifier” (UUIDv4) that is not derived from any submitted data, ensuring no possibility of reverse engineering the original level 1 data used for linking.
2. Data security includes the technical measures put into place by the NSWERS to ensure that records are not lost, stolen, vandalized, illegally accessed, or otherwise rendered useless or compromised. Security measures include, but are not limited to, physical barriers, virtual access controls, Identity and Access Management (IAM), multifactor authentication, firewalls, Intrusion Detection/Prevention Systems (IDPS), and encryption (for more information, see the Data Security section of this policy).
3. Restricted access to the NSWERS data system and the information contained therein is ensured through Security Agreements and role-specific access, which is consistent with the requirements of FERPA (for more information, see the Data Access and Use section of this policy).
4. Cell suppression is implemented for public reporting purposes so that no individual can be identified by process of elimination where a group may include small numbers. Aggregate results do not show **fewer than ten (10) individual persons**. No reports are produced with figures or tables containing small enough cells such that individuals can be identified by a reasonable person.







DATA ACCESS AND USE

DATA ACCESS AND USE

Access to, and use of, the NSWERS data system and the information contained therein is restricted to authorized individuals only.

DATA ACCESS BY NSWERS STAFF

NSWERS staff exercise due care in accessing NSWERS data to protect it from unauthorized access, use, disclosure, release, alteration, or destruction. Accordingly, the NSWERS data system shall only be accessed for the legitimate business of NSWERS and as required in the performance of role-based job functions.

NSWERS staff are granted privileges consistent with their responsibilities to access NSWERS data and only after completing the NSWERS-required privacy and security trainings. All NSWERS staff are trained on both NSWERS and NU data privacy, confidentiality, and security policies and procedures. NSWERS staff are required to have knowledge of, and adhere to, the regulations of these policies and procedures as well as the Family Educational Rights and Privacy Act (FERPA). Additionally, all NSWERS staff are required to have on file an active Human Subject's Research Certificate from the Collaborative Institute Training Initiative (CITI Program).

Level 1 Data Access

Only authorized NSWERS staff may access Level 1 data, including:

- Executive Director
 - Requires access to Level 1 data to perform his or her job responsibilities: to fulfill oversight/supervisory expectations.
- Assistant Director for IT Applications Development
 - Requires access to Level 1 data to perform his or her job responsibilities: to import and link data as well as to validate the matching process.

Level 2 Data Access

Only authorized NSWERS staff may access Level 2 data, including:

- Assistant Director for Research & Evaluation
 - Requires access to Level 2 data to perform their job responsibilities: to prepare data for import, to clean and analyze data, to troubleshoot potential data linkage problems, and to create research summaries and data products.
- Data Scientist
 - Requires access to Level 2 data to perform their job responsibilities: to clean and analyze data, and to create research summaries and data products.
- Other NSWERS Staff
 - All other NSWERS staff may access Level 2 data only with written authorization by the NSWERS Executive Director for a legitimate business need, for a defined time period, and while under the supervision of an NSWERS Assistant Director.

Level 3 Data Access

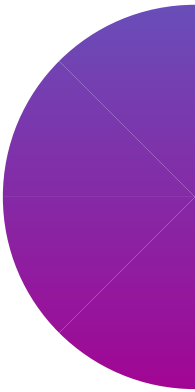
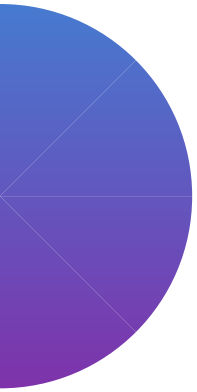
All NSWERS staff are granted access to Level 3 data.

NSWERS staff with access to individual-level information (i.e., Level 1 or Level 2 data) for the purposes of his or her duties must have a signed Security Agreement to Access Data (see Appendix B) on file. The Security Access agreement includes the specific aspect of data to which the individual has access, a justification as to the need for access, and the NSWERS Executive Director's signature indicating support for access and compliance with FERPA and the NSWERS Data Management Policy & Procedures. This security form, with the proper signature signoffs, is the impetus for the creation of a user account with access to the limited information related to his/her position.

DATA USE BY NSWERS STAFF

Authorized NSWERS staff may use information from the NSWERS data system to conduct ongoing research and program evaluation consistent with NSWERS' mission, goals, and the queries expressed in the NSWERS Information & Research Agenda. NSWERS Staff shall provide scientifically rigorous, independent, and objective research and program evaluation for Nebraska's education and workforce training systems.







DATA REQUESTS AND DISCLOSURE

DATA REQUESTS AND DISCLOSURE

Under no circumstances shall data from the NSWERS data system be released or disclosed except as expressly authorized under applicable state and federal law, and in accordance with the policies established by the NSWERS Executive Council. **The NSWERS Executive Council shall be provided with an audit log of all data requests made to and fulfilled from the NSWERS data system on a regular basis.**

DISCLOSING DATA BACK TO A PARTNER

Partners may request that NSWERS return data originating from their own data submissions. These types of data requests from Partners are known as “data return requests.” Data return requests are either “rejected” or “approved” based on the level of data being requested (see Appendix A – NSWERS Data Request and Disclosure Decision Matrix).

Level 1 Data Return Request

NSWERS shall not disclose Level 1 data back to Partners.

Level 2 Data Return Request

Partners may request that NSWERS return their Level 2 data. NSWERS shall disclose Level 2 data back to a Partner upon request.

Level 3 Data Return Request

Partners may request that NSWERS return their Level 3 data. NSWERS shall disclose Level 3 data back to a Partner upon request.



DISCLOSING LINKED RECORDS TO A PARTNER

Partners may request that NSWERS return their own records linked to data from another Partner, Affiliate, and/or Contributor. In other words, NSWERS Partners may request linked data for their own records. These types of data requests from Partners are known as “linked record requests.” Linked record requests are either “rejected”, “reviewed” for merit and subject to endorsement by the NSWERS Executive Council, or “approved” based on the level of data being requested (see Appendix A – NSWERS Data Request and Disclosure Decision Matrix). Characteristics of the data elements requested shall determine the necessity of a Research Proposal Application (RPA), a Data Disclosure Agreement (DDA), as well as the mode of data access (online only or file export capability).

Level 1 Linked Record Requests

NSWERS shall not disclose Level 1 linked records to a Partner.

Level 2 Linked Record Requests

Partners may request that NSWERS return their own records linked with Level 2 data from another Partner, Affiliate, and/or Contributor. Where permitted by federal and state law, subject to endorsement by the NSWERS Executive Council, and where appropriate contracts for data sharing are in place, NSWERS may disclose Level 2 linked data to a Partner. All Partners that have Level 2 information included in a linked record request shall be notified of the request and, if applicable, any disclosure made to the requestor.

Level 3 Linked Record Requests

Partners may request that NSWERS return their own records linked with Level 3 data from another Partner, Affiliate, and/or Contributor. Where permitted by federal and state law, NSWERS may disclose Level 3 linked data to a Partner. All Partners that have level 3 information included in a linked record request shall be notified of the request and, if applicable, any disclosure made to the requestor.



GENERAL DATA REQUESTS

Any entity (e.g., Partners, Affiliates, Contributors, and/or third parties) may request data from the NSWERS data system. Data requests that are not “data return requests” or “liked record requests” are known as “general data requests.” General data requests are either “rejected”, “reviewed” for merit and subject to endorsement by the NSWERS Executive Council, or “approved” based on the level of data being requested (see Appendix A – NSWERS Data Request and Disclosure Decision Matrix). Characteristics of the data elements requested shall determine the necessity of a Research Proposal Application (RPA), Institutional Review Board approval, a Data Disclosure Agreement (DDA), the applicability of fees, as well as the mode of data access (online only or file export capability).

Level 1 General Data Requests

NSWERS shall not release Level 1 data.

Level 2 General Data Requests

Any entity may request Level 2 data from the NSWERS data system. Where permitted by federal and state law, subject to endorsement by the NSWERS Executive Council, and where appropriate contracts for data sharing are in place, NSWERS may disclose Level 2 data. All Partners that have Level 2 information included in a general data request shall be notified of the request and, if applicable, any disclosure made to the requestor.

Level 3 General Data Requests

Any entity may request Level 3 data from the NSWERS data system. Where permitted by federal and state law, NSWERS may disclose Level 3 data. All Partners that have Level 3 information included in a general data request shall be notified of the request and, if applicable, any disclosure made to the requestor.



GENERAL DATA REQUEST REVIEW PROCESS

The NSWERS Executive Director has responsibility for determining whether a data request shall be granted consistent with the terms of this policy. **If the request does not meet the standards established by the NSWERS Executive Council for the appropriate release of data, the request must be denied.**

The NSWERS may grant access to data for educational purposes, if:

- The research study meets specific criteria related to scientific merit and feasibility;
- The research is research the NSWERS would have otherwise conducted itself (as identified in the NSWERS Information & Research Agenda);
- Appropriate privacy, confidentiality, and security measures are ensured throughout the proposed research plan; and
- All necessary legal documentation is signed and in place.

The NSWERS uses a multi-step process to review general data requests. This process involves review by NSWERS staff but is facilitated chiefly by the NSWERS Executive Director and NSWERS Management Committee.

To begin the process, a researcher completes the NSWERS Data Request Application (see Appendix C) available online at nswers.org. Upon receipt, NSWERS staff review the request and determine if the information is already publicly available. If so, the researcher is contacted and directed to the available data. If, however, the request is to conduct research that requires data beyond what is already publicly available, the researcher must complete and submit to the NSWERS a comprehensive Research Proposal Application (RPA) (see Appendix D). The RPA includes eight sections, each described below:

1. Contact Information:

The researcher must designate a Principal Investigator (PI) and provide contact information for future correspondence related to the project.

2. Background Information about the Project:

The researcher must explain the objectives of the study including any hypotheses to be tested, provide anticipated start and end dates for the project, and indicate the source and amount of any funding supporting the project.



3. Purpose of the Proposed Research:

The researcher must submit a narrative that explains why the research study is being conducted; how it will benefit Nebraska's education and/or workforce systems, NSWERS, Nebraska educators, policy makers, or other interested parties; and a description of the benefits to study participants, if applicable.

4. Research Questions and Design:

The researcher must submit his or her proposed research questions and describe the design of the study. Researchers are required to provide enough detail so that the NSWERS Executive Director and NSWERS Management Committee can gauge the scientific rigor, merit, and feasibility of the study. Researchers are encouraged to attach any formal documentation detailing the study design when applicable (e.g., an approved proposal from a funding organization).

5. Data Requested:

The RPA must contain a list of all requested data elements including the unit of analysis for each element and the academic year(s) for which the data are being requested. The information in this section represents only what is initially requested by the researcher and is subject to change prior to approval.

6. Proposed Data Collection Instruments/Protocols:

If the researcher is proposing to collect additional data as part of the study (e.g., surveys, interviews, focus groups, administer tests, etc.), each proposed instrument/protocol must be described. Draft copies of the instruments/protocols must be attached to the RPA for review.

7. Human Subjects Protection:

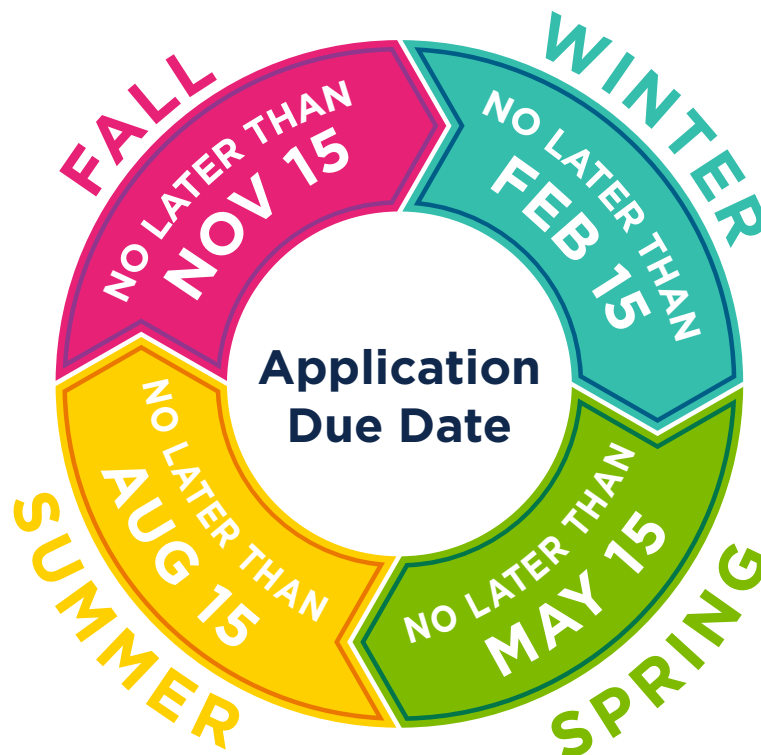
The researcher must provide evidence of Institutional Review Board (IRB) approval or exemption **upon submission of a general data request** to the NSWERS. Additionally, researchers must also describe the training that study PIs/co-PIs have completed and may be asked to provide evidence of their successful completion via any applicable certificates. Researchers must also describe in detail the security procedures that will be utilized to protect the confidentiality of the information provided as part of the project, describing who will have access to the data, how information will be stored, and how the data will be destroyed at the conclusion of the project.



8. Reporting:

The researcher must provide a list of all anticipated reports, the audience for each report, anticipated completion dates and any dissemination plans. Additionally, researchers must obtain advanced written approval from the NSWERS before publishing results, analysis, or other information developed as a result of the data request.

The NSWERS Executive Director and NSWERS Management Committee utilize a quarterly cycle to consider all completed RPAs. This cycle is used to allow sufficient time to comprehensively evaluate received RPAs and negotiate all required security agreements prior to data release. The review cycles are as follows:



**Note: when the due date falls on a weekend or holiday, it is extended to the next available business day.*

Following the application due date, each RPA is considered on a case-by-case basis to determine if the request is in accordance with federal and state laws. The NSWERS Executive Director and NSWERS Management Committee begin the review process by examining the scientific merit and feasibility of the study as proposed by the researcher. During this review period, the NSWERS may contact the PI for additional details regarding its RPA. Once all committee members have reviewed the proposal, the NSWERS Executive Director and NSWERS Management Committee draft a Recommendation Memorandum for each received RPA. The recommendation memorandum includes:

1. an overview of the proposed project,
2. any special considerations specific to the project (usually related to privacy or level of effort),
3. a summary of the anticipated benefits of participating in the study,
4. the anticipated level of effort on the part of NSWERS Partners, NSWERS Affiliates, and NSWERS staff directly if the study were to commence, and
5. a recommendation to the NSWERS Executive Council on whether or not to provide the requested data for the study.

At their next regularly scheduled meeting, the NSWERS Executive Council is presented with a copy of each RPA and its corresponding Recommendation Memorandum. The NSWERS Executive Council then votes to either approve or reject the general data request for purposes of the study as described in the RPA.



Data Disclosure Agreement

For any rejected proposal, the process is terminated. The researcher is notified of his/her right to resubmit via a letter explaining the reasons for the study's rejection. For all approved RPAs, the NSWERS staff then works with each researcher and NSWERS legal counsel to draft a comprehensive Data Disclosure Agreement (DDA) (see Appendix E). This document embodies the security components enumerated previously and includes eleven (11) major sections, as follows:

1. Data Provided
2. Information Subject to the Agreement
3. Individuals Who May Have Access to Target Data
4. Limitations on Disclosure
5. Procedural Requirements
6. Security Requirements

7. Termination of the Agreement
8. Miscellaneous Provisions
9. Signature Page
10. Research Proposal Application (see above)
11. Acknowledgment of Confidentiality Requirements

The DDA is a legally binding document that authorizes the researcher, as an agent of the NSWERS, to conduct research on its behalf. The DDA details the researcher's responsibilities with respect to protecting the privacy of the individuals whose information are being provided as part of the study. This document also includes a signed Acknowledgment of Confidentiality Requirements for all individuals who will have access to the data provided. This document is an assurance from the researcher that it:

1. Cannot use, reveal, or in any other manner disclose any personally identifiable information furnished, acquired, retrieved, derived, or assembled by themselves or others for any purpose other than those purposes specified in the RPA for the research project, and
2. Must comply with FERPA and NSWERS Executive Council policy and procedures related to data management.

NSWERS legal counsel is involved in the development of all DDAs to ensure legal requirements are met. If, during development of the DDA process, the NSWERS and the researcher cannot come to consensus on critical aspects of the agreement, the project is terminated and does not commence. No data are released until the DDA has been signed by the researcher and all applicable NSWERS parties. The researcher must sign the DDA first. It is also important to note that the release of individual data to a researcher is considered a loan of data (i.e., the recipients do not have ownership of the data). Researchers are required to validate destruction of the data through the submission of the Data Destruction Assurance (see Appendix F) form once the research is completed as part of their signed agreements. The end date for the project is identified in the approved RPA.

The NSWERS Executive Director maintains a copy of all RPAs, DDAs, and associated materials for each research project. To review the typical steps in the review process for a data request submitted to the NSWERS, see Table 1.



Table 1. Typical steps involved in the review of a data request to the NSWERS

Step	Action
1.	The researcher requests data for the purposes of research; if research, and if requesting data not publicly available, the researcher must complete and submit the Research Proposal Application (RPA).
2.	The NSWERS Executive Director convenes the NSWERS Management Committee at the next available submission cycle (see section 8) to consider RPAs.
3.	If there are questions about the study, the NSWERS Executive Director requests a meeting with the Principal Investigator (PI) to discuss concerns.
4.	The NSWERS Executive Director and NSWERS Management Committee make a determination and write a recommendation memorandum to the NSWERS Executive Council to memorialize their recommendation for approval/rejection.
5.	The NSWERS Executive Council votes to approve or reject the data request for the study.
6.	The NSWERS Executive Director sends a memo to the PI notifying them of the data request's approval status.
7.	The NSWERS Executive Director has an initial consultation with the PI.
8.	The NSWERS Executive Director and PI complete the NSWERS Data Disclosure Agreement and any other necessary documents in consultation with NSWERS legal counsel.
9.	NSWERS staff develop an internal project plan and data fulfillment plan including a good faith estimate for data processing fee (where applicable).
10.	Payment is received based upon 50% of good faith estimate (if applicable).
11.	The NSWERS fulfills the data request in the manner specified in the internal project plan.
12.	Data and related analysis tools are made available to the researcher online via NSWERS secure web portal.
13.	Payment from the researcher is received for any remaining costs (if applicable).
14.	NSWERS reviews for approval all publications from the researcher prior to dissemination.

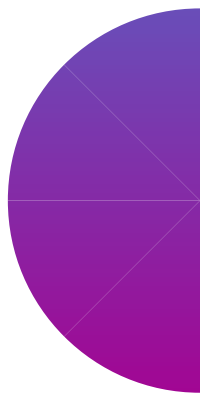
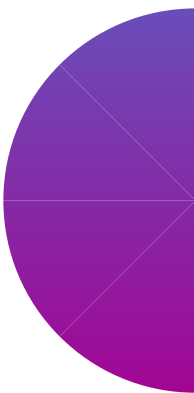
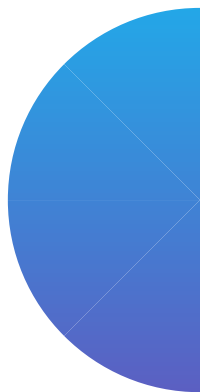
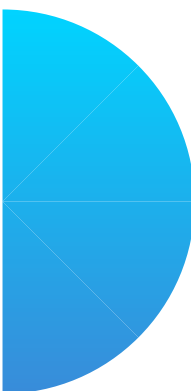


15.	Data are destroyed at conclusion of the research project under NSWERS supervision; the Data Destruction Assurance Form is completed by the researcher and submitted to the NSWERS for verification.
16.	If a research report is made publicly available, the researcher provides a link for archival on the NSWERS website.

This process is necessary to:

- ensure adherence to FERPA and the protection of student data;
- enter into binding agreements with researchers to ensure the protection of privacy and data; and
- ensure that all parties involved are proceeding appropriately as data sharing is a serious and sensitive matter.







DATA **SECURITY**

DATA SECURITY

There are at least two barriers between the NSWERS data system and an unauthorized individual or entity, including but not limited to physical barriers, virtual access controls, Identity and Access Management (IAM), multifactor authentication, firewalls, and Intrusion Detection/Prevention Systems (IDPS).

STORAGE

In reference to NU Executive Memoranda 41 and 42, NSWERS designates all data contained in the NSWERS data system as “high risk” and employs security standards commensurate with said classification.

NSWERS data are encrypted in transit and at rest. The underlying infrastructure is reviewed regularly, with security vulnerabilities addressed immediately. Mechanisms are in place to record and examine access to the NSWERS data system. Additional measures confirm that NSWERS data are not altered or destroyed improperly.

External and public-facing resources created and controlled by NSWERS never access the NSWERS data system directly. NSWERS employs dual methods of control, authentication, and access. NSWERS implements role based, unique user, password protected credentials to access NSWERS data.

TRANSFER OF DATA

Transfers between NSWERS and data contributing entities use the secure NSWERS web portal (i.e., insights+) and/or Secure File Transfer Protocol (SFTP). In transfer, data are encrypted and conform to Federal Information Processing Standard (FIPS) 140-2 or superseding versions. NSWERS may use other secure data transfer methods depending on the requirements or preferences of the data contributing agency.





DATA **QUALITY**

DATA QUALITY

DATA SUBMISSION CALENDAR

NSWERS has established dates and timelines necessary for data submission from the Partners, Affiliates, and Contributors into the NSWERS data system. This annual calendar outlines submission, validation, and certification dates for PK-12 education, two- and four-year postsecondary education, and workforce entities (annually, triannually, or quarterly). See Appendix G for a visual of the NSWERS Data Submission Calendar. NSWERS provides guidance and assistance to NSWERS Partner and Affiliate personnel as needed to complete data submissions.

PK-12 Education

PK-12 education partners shall submit data **annually** into the NSWERS data system, with the annual submission occurring on February 1 of each calendar year.

Two-Year Postsecondary

Two-year postsecondary institutions may choose between submitting data **annually or triannually** into the NSWERS data system. If the partner opts for the annual submission, the data submission shall occur on October 1 each calendar year. If the partner opts for the triannual submission, the dates for submission shall be October 1, February 1, and July 1 of each calendar year.

The two-year postsecondary partners may change their submission cadence from annually to triannually, or vice versa; however, with the next submission, they would need to ensure that their data is caught up to “present.”

Four-year Postsecondary

Four-year postsecondary institutions shall submit on a triannual data submission cycle, with the dates for submission occurring on October 1, February 1, and July 1 of each calendar year.

Workforce

On a **quarterly** basis, two sets of data files are submitted to the Nebraska Department of Labor (NDOL). One type of file is a full data request for quarterly data beginning in the first quarter of 2009 for any students that are new to the NSWERS data system or have no previous records. The second is a request for updates on previously requested data for matched records. NSWERS submits



data to NDOL on September 1, December 1, March 1, and June 1. NDOL matches the submitted data files with quarterly UI wage data and returns it to NSWERS; the NSWERS data system securely retrieves those files, runs validation, and inserts valid records.

National Student Clearinghouse

Data matching requests are submitted biannually to the National Student Clearinghouse (NSC). Matched data from the NSC is used, in part, to operationalize NSWERS' college going, postsecondary persistence, and postsecondary completion outcomes for students that attend out-of-state and non-public institutions. NSWERS submits a data matching request to NSC on or about April 15th of each calendar year. The second request is submitted on or about December 15th of each calendar year.

NSWERS DATA STANDARD

The NSWERS data standard defines the data collected by the NSWERS data system. It was developed in collaboration with the NSWERS Data and Technology Committee members (data experts from all partner entities). The standard outlines the systems and services that create, exchange, and consume data via a common set of exchange formats. Through the data standard creation process, four NSWERS data file specification documents were developed: PK-12 education, two-year postsecondary, four-year postsecondary, and workforce.

The NSWERS maintains a Data Dictionary and ensures that it is accurate, up-to-date, and available to accompany any reports generated. The NSWERS Data Dictionary contains metadata (the data about the data) to increase understanding of the data elements themselves during data collection and data reporting. The metadata includes definitions, business rules, formatting information, the personnel who are responsible for defining the element, and justification/reporting requirements for collecting the data element.

The data dictionary contains the data file specification documents. These documents describe the data elements collected by NSWERS and include valid values and data validation rules that can be performed prior to data submission, where appropriate.

The Data Specification Files are updated annually. NSWERS Executive Council approval occurs at the second business meeting of the calendar year, and an official full release for implementation on August 1. Partners will have approximately three months to prepare for August implementation.



ADDITION OF NEW DATA ELEMENTS

From time to time, it may be necessary to add new data elements to the NSWERS data system. The cycle described below assumes that the partners already collect the data element but do not submit it to the NSWERS data system.

To proceed, the requester will create a high-level proposal for the new data element request with rationale. The proposal will be presented to NSWERS for review and discussion. This process should start around the beginning of the calendar year.

Once the NSWERS staff have reviewed the new data element proposal, and if there is support for its addition, the request will be presented to the NSWERS Management Committee for their feedback and approval. This will also begin conversations concerning the existing availability of the data element in partner/affiliate systems as well as the location of the element within the data specifications and files; this process may include involvement from NSWERS partners/affiliates. Approval from the NSWERS Management Committee should occur no later than March 31.

Concurrent with information gathering and approval from the NSWERS Management Committee, NSWERS legal counsel shall determine if the addition of the new element(s) would require a new data sharing agreement. If deemed necessary, legal counsel will draft an updated data sharing agreement, including new proposed data specifications, to be routed to partners and affiliates for signatures.

The proposed new data elements will be presented to the NSWERS Executive Council at the second quarterly business meeting of the year, typically in April. The Council will only need to approve the changes if the new data element additions trigger an update to the data sharing agreement, otherwise the presentation serves as their notification. The NSWERS Executive Council will be provided a high-level overview of the changes or additions, a red-line version of the data specification changes, and a clean draft of new data specifications, if approved. If a new data sharing agreement will be necessary, it will also be presented at this time.

Upon approval, the updated data specification documents will be provided to NSWERS partners/affiliates in May of each year with the expectation that any changes to data collection and reporting begin in August of that same year. Doing so will allow at least three months for internal discussions, training, updating database queries, and any other steps necessary for the partners/affiliates to submit the updated data elements into the NSWERS system at their next data submission deadline, after August.



NSWERS SECURE WEB PORTAL (INSIGHTS+)

NSWERS shall grant initial access to partner admin users and any additional users requested at the time of insights+ deployment for initial training and product use. After initial deployment, the partner admin role may add users from their institutions for a specified role within the insights+ system. User roles determine system functionality related to data management, certification, product review, or research. Usernames will be the institution email address connected to the organization's single sign-on provider or a secure login via Auth0.

To ensure data privacy and security, partner/affiliate communications with NSWERS related to individual educational or workforce records shall occur within the encrypted messaging portal built into the insights+ system.

Designated data managers from NSWERS partners and affiliates shall utilize the most current version of the NSWERS data specification files to create their files for upload. Data specification files can be found on the NSWERS website. Questions about file creation should be directed to the NSWERS Engagement Specialist.

Once files are uploaded, the status of each file can be monitored in the insights+ web portal. Uploaded files will automatically pass through a multi-stage validation process. Partners and affiliates may review the file's status at any time. Errors may be viewed or downloaded in a .csv file for review.

The first level of validation ensures the files meet the formatting and layout rules detailed in the file specifications. The second level ensures that relationships between the data are intact and valid. The third level checks submitted data against historical data to highlight any anomalies that may require further investigation. Upon successful validation, submitted files are then held pending the data certification process.


Within insights+, the data certification process aims to identify suspected and known issues with the submitted and validated data- items which the data certifier will need to confirm are correct or will need to work with the data manager to correct by re-submitting relevant files for validation. Once data files are marked as certified, the files are de-identified, matched against other records, and loaded into the NSWERS research database. Details on the status of this process are available in real-time from the insights+ portal.



NSWERS partners and affiliates are responsible for ensuring that submitted data is accurate during the validation and certification processes. To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files submitted by partners or affiliates. It is the responsibility of the partner and affiliate 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.

Any education or workforce records submitted to NSWERS must be submitted via the secure insights+ portal. Within insights+, NSWERS maintains an auditable log of all data that is submitted to the data system. Partners may delete any data submissions uploaded into the NSWERS data system. **Doing so will permanently remove the data.** Prior to the data being permanently removed, several confirmations and checks must be completed to ensure this irreversible step should in fact be enacted.

Delete All Submissions



You are about to delete all data submissions uploaded into the NSWERS data system by your agency/institution. This feature permanently removes data. Deleted data will not be recoverable. If you proceed, other users associated with your agency/institution may be notified and system functionality will be affected.

Please enter your initials to indicate you wish to proceed:

Initials

Cancel

Proceed



Data Submission

Data submissions will be made using a browser-based file upload process through the insights+ secure portal. For security purposes, an NSWERS staff member will first need to create a user account for the person(s) from each Partner of Affiliate entity who will be responsible for uploading data into the NSWERS data system. Once the account(s) is created, a system generated email prompting a password reset will be sent.

Data Validation

To support data quality, the NSWERS data system will automatically move the files through a three-step validation process. During this process, real-time feedback on the status of files with row-specific error messages, where applicable, will be available. The three levels of validation include:

Level 1 validation focuses on basic row-level data validations. This step ensures that a row has the same column count as specified in the data specifications. For example, for each column in that row, does the data match the specified data type; does the data match the format for the specified entity; if the column is restricted to a set, does the data represent one of the valid set values; do all required columns contain data; and ensure related columns that require a unique code are unique.

Level 2 validation focuses on ensuring the validity and integrity of keys and relationships between various files, and other checks that require additional logic. This step ensures that columns used as primary keys are unique within the file, and columns that are used as foreign keys to other files include that data in the external file. Operationally, this means all related files must be uploaded prior to being able to perform L2 validation.

Level 3 validation focuses on longitudinal data quality and relies on historical data for comparison. This step compares newly submitted data to the previously submitted data, and any data that deviates above a certain threshold is flagged for review.



Data Certification

Once the validation process is complete and all files have cleared, NSWERS will follow up with the partner or affiliate regarding the data certification process. Data submission will not be considered final until the data has been officially certified by the partner or affiliate. A separate certification report with summary statistics of the data submission will be provided to support the review prior to certification.

Late Data Submissions

NSWERS partners and affiliates are responsible for adhering to the deadlines identified in the NSWERS Data Submission Calendar (see Appendix G). Tardy data submissions should be communicated with the NSWERS Engagement Specialist. If no communication occurs and data is not submitted within two weeks of the data submission deadline, the partner or affiliate data certifier will be notified. If no progress is made within three weeks of the submission deadline, the NSWERS Management Committee member will be notified. If the data is one month late with no progress on the submission, the partner or affiliate CEO will be notified.





TERMS & **DEFINITIONS**

TERMS AND DEFINITIONS

The following definitions are derived from these and other related documents.

Access means to view, print, download, copy, or otherwise retrieve data from a computer, computer system, or computer network.

Confidential data means information that would tend, by itself or with other information, to identify particular person(s). Confidential data include, but are not limited to, information which is intended for the use of a particular person/group and whose unauthorized disclosure could be prejudicial to the individual it identifies.

Confidentiality refers to an agency's obligation not to disclose or transmit information about individual students to unauthorized parties. Confidentiality consists of the measures used by an authorized agency to protect how personally identifiable information is collected and maintained and when consent by the student or his or her parent/guardian is required to release information.

Data Governance is the processes and systems that govern the quality, collection, management, and protection of data to ensure a single source of the truth. The NSWERS Data Governance Structure, which supports the development and implementation of data governance, is composed of the:

- NSWERS Executive Council;
- NSWERS Management Committee; and
- NSWERS Executive Director and NSWERS Staff.

Directory Information, as defined by FERPA, is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's/guardian's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent/guardian or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information" disclosed. The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the "directory information" notification as part of the general notification of rights under FERPA. The school does not

have to notify a parent/guardian or eligible student individually. (34 CFR § 99.37.) Directory information does not include a student's social security number or student identification (ID) number, except when a student ID number, user ID, or other unique personal identifier is used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure means to permit access to, release, transfer, or otherwise communicate personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents/guardians the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns eighteen (18) years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents/guardians to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities.

National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

Personally identifiable information (PII) includes, but is not limited to: the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the state student identifier; personal characteristics or other information that would make the student's identity easily traceable. A small set of this information is used for assigning identifiers and for identifying students who have transferred from another district within the state or who have returned to the state who already have identifiers.

Privacy refers to an individual's right to freedom from intrusion due to disclosure of information without his or her consent.

Privacy Technical Assistance Center (PTAC), a branch of the U.S. Department of Education, offers technical assistance to State educational agencies, local educational agencies, and institutions of higher education related to the privacy, security, and confidentiality of student records. PTAC was created to respond to the need for clarification for states and other education stakeholders on policy, technical/data security, and legal issues about student privacy. For additional information, FAQs, and other resources, please visit PTAC's website: ptac.ed.gov.

Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents/guardians and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents/guardians if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or

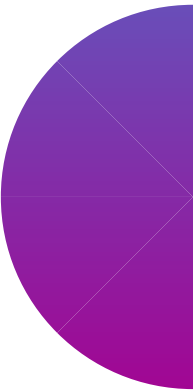
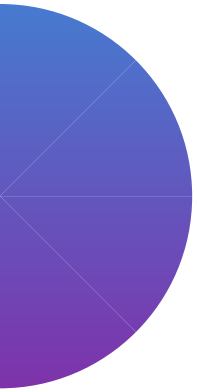
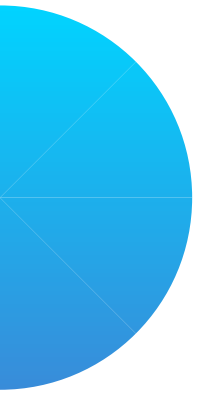
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Nebraska Statewide Workforce & Educational Reporting System (NSWERS) is the public body corporate and politic of the State of Nebraska pursuant to the Interlocal Cooperation Act (Neb. Rev. Stat. §§ 13-801 to 13-827) for which this guidance document applies.

NSWERS Partners are all public agencies within the meaning of Nebraska Revised Statutes §13-803 and are signatories to the NSWERS Interlocal Agreement.

NSWERS Affiliate are those entities that contribute data into the NSWERS data system but are not signatories to the NSWERS Interlocal Agreement.

NSWERS Contributors are those entities that contribute data into the NSWERS data system but are not Partners or Affiliates.





ACRONYM REFERENCES

ACRONYM REFERENCES

DDA	Data Disclosure Agreement
USED	U.S. Department of Education
ESEA	Elementary and Secondary Education Act
FERPA	Family Educational Rights and Privacy Act
FTP	File Transfer Protocol
HHS	Health and Human Services
IDEA	Individuals with Disabilities Education Act
IRB	Institutional Review Board
MOU	Memorandum of Understanding
NSC	National Student Clearinghouse
NSLA	National School Lunch Act
NSLP	National School Lunch Program
OHRP	Office of Human Research Protection
PII	Personal Identifiable Information
PI	Principal Investigator
PTAC	Privacy Technical Assistance Center
PPRA	Protection of Pupil Rights Amendment
RPA	Research Proposal Application
NSWERS	Nebraska Statewide Workforce and Educational Reporting System



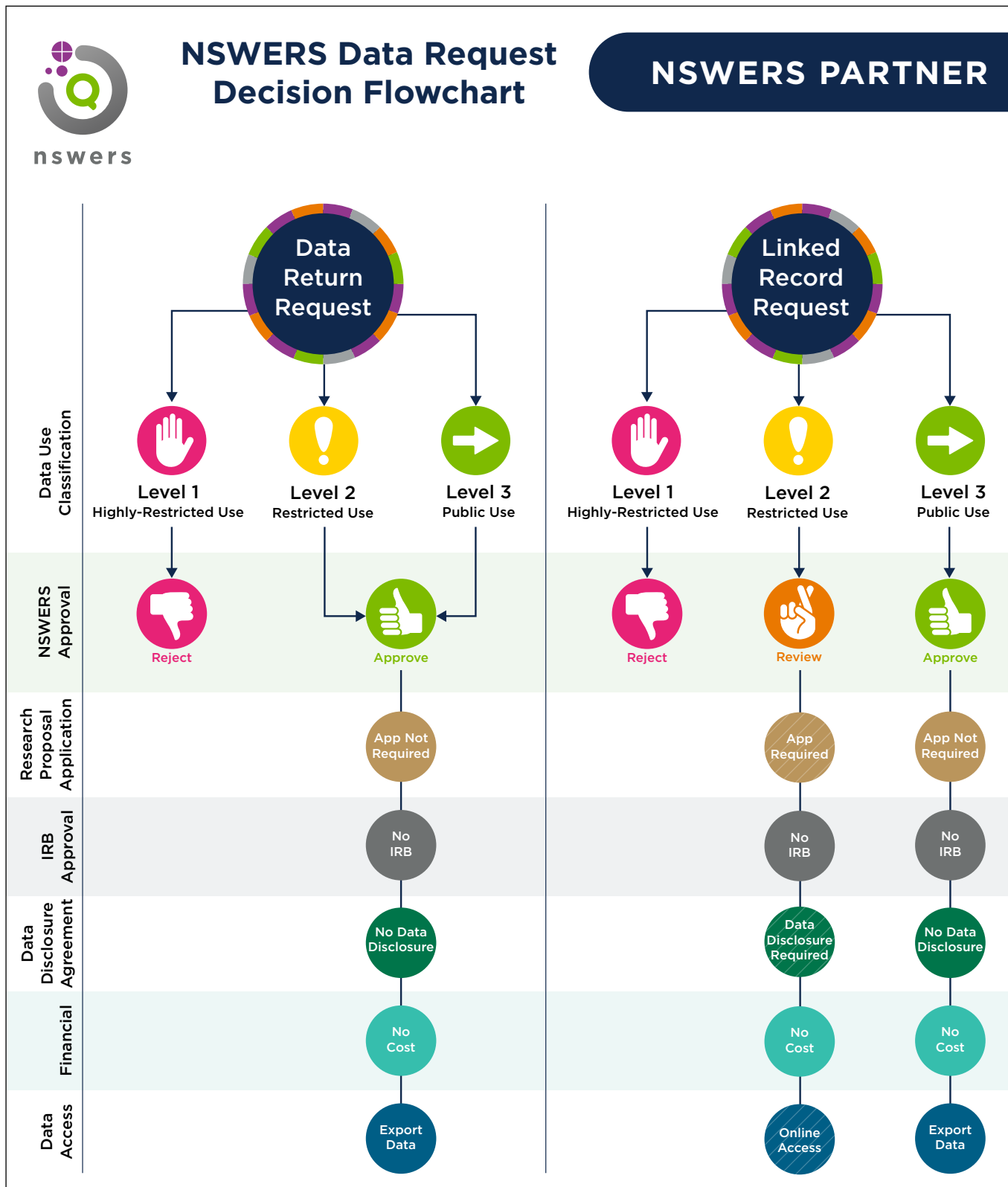
APPENDICES

APPENDIX A

NSWERS DATA REQUEST & DISCLOSURE DECISION MATRIX

DATA REQUEST CHARACTERISTICS		DATA DISCLOSURE DETERMINATION					
Request Type	Data Use Classification	NSWERS Approval	Research Proposal Application	IRB Approval	Data Disclosure Agreement	Financial	Data Access Mode
Data Return Request*	Level 1 - Highly Restricted-Use	Reject	—	—	—	—	—
	Level 2 - Restricted-Use	Approve	Not Required	Not Required	Not Required	No Cost	Export
	Level 3 - Public-Use	Approve	Not Required	Not Required	Not Required	No Cost	Export
Linked Record Request*	Level 1 - Highly Restricted-Use	Reject	—	—	—	—	—
	Level 2 - Restricted-Use	Review	Required	Not Required	Required	No Cost	Online
	Level 3 - Public-Use	Approve	Not Required	Not Required	Not Required	No Cost	Export
General Data Request	Level 1 - Highly Restricted-Use	Reject	—	—	—	—	—
	Level 2 - Restricted-Use	Review	Required	Required	Required	Charge Fee	Online
	Level 3 - Public-Use	Approve	Not Required	Not Required	Not Required	Charge Fee	Export
*Only for NSWERS Partners. Matrix to be reviewed annually each April for an effective date of July 1st.							

NSWERS DATA REQUEST DECISION FLOWCHART - PARTNER

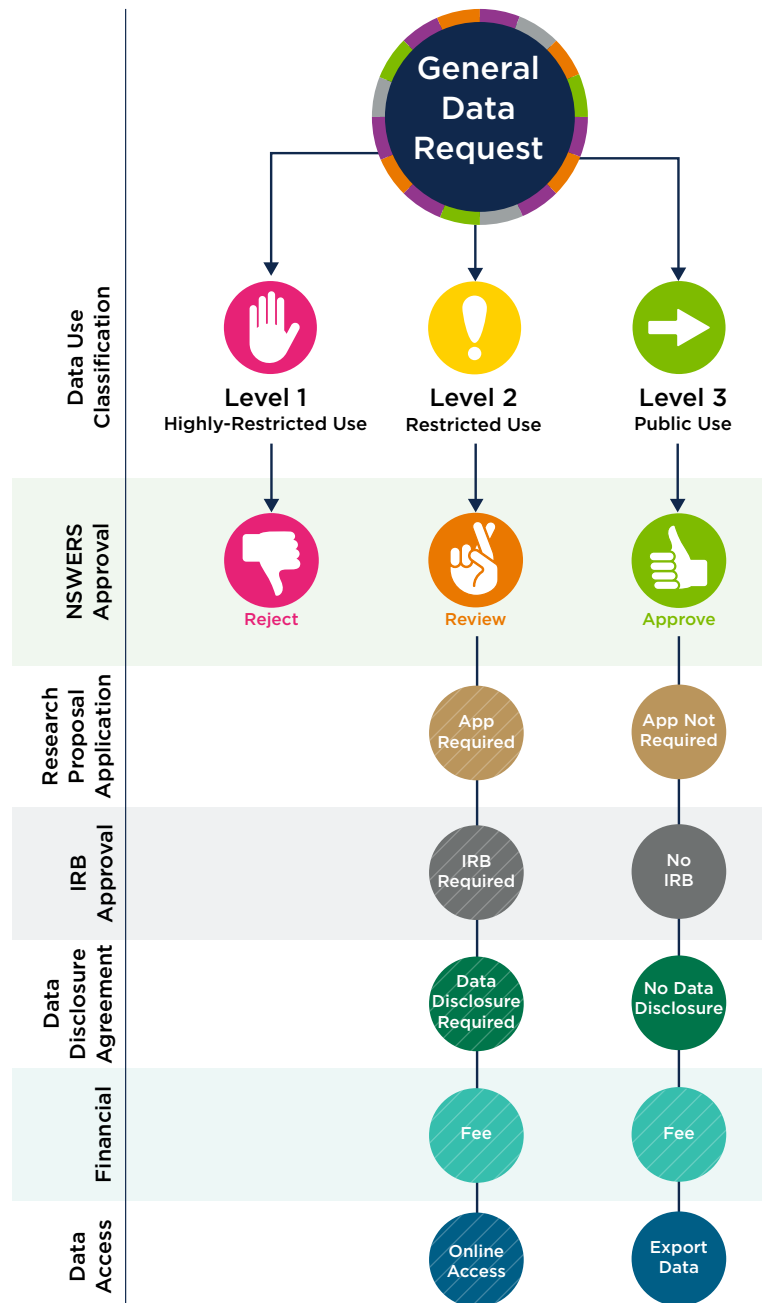


NSWERS DATA REQUEST DECISION FLOWCHART - EXTERNAL



NSWERS Data Request Decision Flowchart

EXTERNAL



APPENDIX B

NSWERS SECURITY AGREEMENT TO ACCESS DATA

By submitting this form, you agree to treat all data in accordance with the Freedom of Information Act (FOIA), the Privacy Act, the Family Educational Rights and Privacy Act (FERPA), and the NSWERS Data Management Policy & Procedures. Of particular importance in handling the data is the understanding of statistical cutoffs and restricted access. Every effort must be made to protect the identity of individual students.

Furthermore, you agree to observe the appropriate levels of disclosure when entering, transferring, storing, manipulating, transforming, analyzing, viewing, or otherwise working with these data. You further agree to use considerable care when engaging in the following types of activities that could lead to the disclosure of personally identifiable information:

- discussing, publishing, or otherwise disseminating information gathered or reviewed;
- transferring data or allowing data to be transferred from the NSWERS; and
- insecurely disposing of printed information (which must be avoided).

Justification:

This section should explain why this user needs access to the data specified in the application. Please be specific when describing the user's job and responsibilities, which data he/she will be using, and how the data will be used.

Sample Justification:

For Level 1a Access: "Access is needed to view and provide technical assistance to postsecondary institutions for the annual NSWERS Data Collection."

Data Access Levels

Level 1: (primarily Data Management and Analysis staff members): System administration rights

Level 1a: View access to named components of the NSWERS on the web

Please type or print clearly; otherwise, the processing of your form may be delayed. You will receive an email when your form has been processed.

NSWERS SECURITY AGREEMENT TO ACCESS DATA

Step 1. For the authorized individual:

Enter your name, the details of the access being requested, the justification for your access, and your signature. By signing this security agreement, you agree to observe this level of data security when utilizing NSWERS data sets, and further agree to appropriately utilize the data in the strictest of confidence. Sharing of any personally identifiable information with unauthorized parties constitutes an illegal act and is subject to penalties imposed under FERPA. By signing this agreement, you accept the NSWERS Data Management Policy & Procedures.

Name:	Enter Text
Phone:	Enter Text
Email:	Enter Text
Justification:	Enter Text
Data Elements Requested:	Enter Text
Data Access Level:	Level 1 (Highly Restricted-Use Data) or Level 2 (Restricted-Use Data)
Signature:	
Date:	Enter Date

Step 2. For the office lead/director:

I acknowledge and assure that my office/company will adhere to the conditions set forth in this security agreement when working with any data provided by the NSWERS, and will immediately notify the NSWERS Executive Director if and when a breach in security is evident by my agency or a third-party representative. I further authorize the individual in Step 1 to utilize the data in the course of his/her duties and ensure that he/she has read and agreed to the conditions of this data disclosure.

Lead/Director Name:	Enter Text
Office:	Enter Text
Signature:	
Date:	Enter Date

Step 3. Deliver this **original** form to Dr. Matthew Hastings, Executive Director, NSWERS, 901 N 17th, NH W 208, Lincoln, NE 68588-0524. Original signatures are required. You do not need to deliver the instructions page. Please allow 7-10 business days for processing.

FOR OFFICIAL USE ONLY

NSWERS

Executive Director:	Enter Text
Signature:	
Date:	Enter Date

NSWERS Legal Counsel

Name:	Enter Text
Signature:	
Date:	Enter Date

APPENDIX C

NSWERS DATA REQUEST APPLICATION

The data you are looking for may already be available on the NSWERS website. Please review the data at the following URL prior to submitting this request for data nswers.org. Data will only be provided from Certified Data Collections. See NSWERS Data Collection Calendar at nswers.org.

Requestor's Name:	Enter Text
Dept./Company/ Institution:	Enter Text
Requestor's Affiliation:	Enter Text
Phone:	Enter Text
Email:	Enter Text
Date Submitted:	Enter Date
Description of Data Being Requested. (Please use specific field names when known):	Enter Text
Reason for the Data Request and how the data will be used. (Please describe and be specific):	
Reporting/Publication Details (Please select any that apply):	
School/Academic Year(s) for which data are requested:	

Type of Data (Please select any that apply):	State Level Data: [] District Level Data: [] School Data: [] Institution Level Data: [] Teacher/Administrator Data: [] *Individual Level Data: [] Other (please describe): []
Special Considerations/ Notes Regarding Your Data Request (Optional):	Enter Text
Note: for individual-level data our minimum n-size = 10. All cells with less than ten (10) individuals will be suppressed to protect privacy.	
If there are costs involved in the fulfillment of your above request for data, NSWERS will provide you with a time/cost estimate prior to moving forward with the request.	

Please email the completed form to matt.hastings@nswers.org.

*Individual data are only available in aggregate and/or de-identified formats. Pursuant to FERPA, no personally identifiable information will be released to third parties without prior parental consent except when subject to formal research agreements where all parties are legally bound to the terms of a Data Disclosure Agreement.

APPENDIX D

NSWERS RESEARCH PROPOSAL APPLICATION

The NSWERS has developed a process whereby third party researchers may request extant data from the NSWERS to conduct research and program evaluation studies germane to the NSWERS mission and stated research agenda. All individuals or organizations requesting access to these data must complete this Research Application and submit it to the NSWERS for review. If the project is approved and the data requested are available, a Data Disclosure Agreement will be developed and must be signed prior to the release of any potentially identifiable student data. Please complete each section of the application fully. If any fields are left blank, the application will not be considered.

Section I. Your Contact Information

Name of Principal Investigator or Requestor: _____

Organization (If applicable): _____

Phone Number: _____

Email Address: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Today's Date: _____

Section II. Background Information About Your Project

1. What is the title of your study?
2. Provide a brief overview of the objectives of your study (please summarize each objective succinctly). If you have hypotheses you will be testing, please list them here.
3. When do you anticipate beginning and completing your research project?

Project Start Date: _____

Project End Date: _____

4. If your study is externally funded (e.g., foundation, government contract, or grant), please indicate the source(s) and amount(s) of the funding.

Section III. Purpose of the Proposed Research

1. Why is the study being conducted?
2. What potential benefits will this study have for the NSWERS, our local school systems, educators, policy makers, or researchers?
3. What are the anticipated benefits of the proposed study to study participants?

Section IV. Research Questions and Design

1. Please list your research/evaluation questions below.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

- Describe the design of the proposed study and the methodology that will be used to address each of the aforementioned research questions. Use enough detail to ensure the NSWERS can assess the extent to which your proposed research project will meet the objectives you have provided in Section II of this application. Describe the population to be studied, data collection, analysis, and interpretation procedures to be used. Use as much space as necessary. You may also include attachments if relevant.

Section V. Data Requested

- To the best of your ability, please list the data elements you are requesting in order to complete the proposed research project. For each data element, please also list the unit(s) of analysis for your research (e.g., student, school, district, etc.) and the school year(s) for which you are requesting information.

Data Element	Unit(s) of Analysis	School Years for Which Data Are Being Requested

Section VI. Proposed Data Collection Instruments/Protocols

- If you intend to deploy additional data collection instruments/protocols as part of your research/evaluation project, please list them below including the audience from whom you intend to collect this information. Draft versions of these data collection instruments, if available, must be attached to this application.

Proposed Data Collection Instruments/Protocols

	Instrument/ Protocol	Audience	Notes
1			
2			
3			
4			
5			
6			
7			

Section VII. Human Subjects Protection

1. How will Institutional Review Board (IRB) approval be addressed in the proposed research/evaluation study? If your project has already been approved by an IRB or if an IRB has designated your project to be “exempt,” please provide evidence of the IRB’s review. If you do not plan to conduct an IRB review, please indicate why this project does not meet the definition of “research.”
2. Describe training the study investigators/co-investigators have received regarding the protection of human subjects/confidentiality.
3. Describe the security procedures that will be utilized to protect the security of the information provided by the NSWERS for this project. Who will have access? How will information be stored and for what period of time? When and how will data be destroyed?

Section VIII. Reporting

1. For each anticipated report, provide the following information.

Report Title (e.g. Year 1 Report, Final Report)	Audience	Anticipated Completion Date	Dissemination Plans

Please submit your completed application to:

Dr. Matthew Hastings, Executive Director
Nebraska Statewide Workforce & Educational Reporting System (NSWERS)
901 N 17th
NH W 208
Lincoln, NE 68583-0524

FOR NSWERS USE ONLY

Proposal No.

Reviewer Name

Review Date

Approval Status YES NO

Signature

APPENDIX E

NSWERS DATA DISCLOSURE AGREEMENT

WHEREAS, the Nebraska Statewide Workforce & Educational Reporting System (NSWERS) has collected certain data containing confidential personally-identifiable information (PII) that the NSWERS is mandated by federal and state law to protect their confidentiality;

WHEREAS, the NSWERS is willing to make such data available for research and analysis purposes to improve instruction in public elementary and secondary schools, but only if the data are used and protected in accordance with the terms and conditions stated in this Agreement; and

WHEREAS, The INSERT NAME OF RESEARCH ORGANIZATION(S) HERE desire to INSERT PURPOSE OF RESEARCH STUDY HERE requiring individual student data from the NSWERS.

Now therefore, it is agreed that:

The INSERT NAME OF RESEARCH ORGANIZATION(S) HERE, hereinafter referred to as the “Researchers” and the NSWERS that:

I. DATA PROVIDED

The NSWERS will provide the Researchers with the following data:

INSERT COMPREHENSIVE LIST OF REQUESTED DATA ELEMENTS HERE:

If additional data elements are needed and are available, an addendum to this agreement will be drafted without the need to modify it.

II. INFORMATION SUBJECT TO THIS AGREEMENT

- a. All data containing PII collected by or on behalf of the NSWERS that are provided to the Researchers and all information derived from those data, and all data resulting from merges, matches, or other uses of the data provided by the NSWERS with other data, are subject to this Agreement (referred to herein as the “target data”). The target data under this Agreement may be provided in various forms including but not limited to written or printed documents, computer tapes, diskettes, CD-ROMs, hard copy, or encrypted files.

- b. The Researcher may use the target data only for the purposes stated in the Research Proposal Application which is attached hereto and made a part of this Agreement as though set forth fully therein (marked as Attachment 1), and is subject to the limitation imposed under the provisions of this Agreement, which is intended to and does comply with the Family Education Rights and Privacy Act (FERPA) and its regulations, attached as an Addendum to this Agreement.

III. INDIVIDUALS WHO MAY HAVE ACCESS TO TARGET DATA

The Researchers agree to limit and restrict access to the target data to the following three categories of individuals:

- a. The Project Leader in charge of the day-to-day operations of the research and who are the research liaisons with the NSWERS, whose name is set forth in the Research Proposal Application.
- b. The Professional/Technical staff in charge of the research under this Agreement, whose names are listed in the Research Proposal Application.
- c. Support staff including secretaries, typists, computer technicians, etc., but only to the extent necessary to support the research.

IV. LIMITATIONS ON DISCLOSURE

- a. The Researchers shall not use or disclose the target data for any purpose not expressly stated in the Research Proposal Application approved by the NSWERS, unless the Researchers have obtained advance written approval from the NSWERS.
- b. The Researchers may publish the results, analysis, or other information developed as a result of any research based on the target data made available under this Agreement only with advance written approval from the NSWERS. The Researchers shall submit publication requests to the NSWERS in writing. Such requests shall include a full copy of the content to be considered for publication. The NSWERS will review publication requests on a case-by-case basis. Under no circumstances will the NSWERS be obligated to approve a publication request from the Researchers. Any such data, results, analysis, or information published consistent with this paragraph shall be in summary or aggregate form, ensuring that no PII is disclosed. The NSWERS has established ten (10) as the minimal cell size that maybe reported or published.

V. PROCEDURAL REQUIREMENTS

- a. The research and analysis conducted under this Agreement shall be limited to, and consistent with, the purposes stated in the Research Proposal Application.
- b. Notice of and training on confidentiality and nondisclosure.
 - i. The Researchers shall notify and train each of its employees who will have access to the target data of the strict confidentiality of such data, and shall require each of those employees to execute an Acknowledgment of Confidentiality Requirements.
 - ii. The Researchers shall maintain each executed Acknowledgment of Confidentiality Requirements at its facility and shall allow inspection of the same by the NSWERS upon request.
 - iii. The Researchers shall promptly notify the NSWERS in writing when the access to the target data by any individual is terminated, giving the date of the termination and the reason for the termination.
- c. Publications made available to the NSWERS.
 - i. Copies of each proposed publication or document containing or based upon the target data shall be provided to the NSWERS at least ## days before the publication or document is finalized. The NSWERS shall promptly advise the Researchers whether the proposed publication or document discloses target data in a manner that violates this Agreement. If the issue cannot be resolved informally between the parties, the NSWERS will initiate the termination provisions contained in Section VII, B. The Researchers shall provide the NSWERS a copy of each publication containing information based on the target data or other data product based on the target data made available through the NSWERS.
- d. The Researchers shall immediately notify the NSWERS in writing upon receipt of any request or demand for disclosure of the target data from an individual or entity not authorized by this Agreement.

- e. The Researchers shall immediately notify the NSWERS in writing upon discovering any breach or suspected breach of security or of any disclosure of the target data to any unauthorized individual or entity.

VI. SECURITY REQUIREMENTS

- a. Maintenance of, and access to, the target data.
 - i. The Researchers shall retain the original version of the target data at a single location and shall not make a copy or extract of the target data available to anyone except individuals specified in paragraph III above.
 - ii. The Researchers shall maintain the target data, (whether maintained on a mainframe facility, central server, personal computer, print, or any other medium) in an area that has limited access to authorized personnel only. The Researchers shall not permit removal of any target data from the limited access area. Only those individuals who have executed an Acknowledgment of Confidentiality Requirements shall be admitted to the storage area.
 - iii. The Researchers shall ensure that access to the target data maintained in computer files or databases is controlled by password protection. The Researchers shall maintain all printouts, diskettes, or other physical products containing individually-identifiable information derived from target data in locked cabinets, file drawers, or other secure locations when not in use.
 - iv. The Researchers shall ensure that all printouts, tabulations, and reports are edited for any possible disclosure of personally-identifiable target data and that cell sizes are ten (10) or more.
 - v. The Researchers shall establish procedures to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals.
- b. Retention of target data.
 - i. Under the NSWERS' supervision, the Researchers shall destroy the target data including all copies, whether electronic or paper, when the research that is the target of this Agreement has been completed or this Agreement terminates, whichever occurs first.

VII. TERMINATION OF THIS AGREEMENT

- a. This Agreement shall terminate at the time stated in the Research Proposal Application. The Agreement, however, may be extended by written agreement of the parties.
- b. Any violation of the terms and conditions of this Agreement may result in the immediate revocation of this Agreement by the NSWERS.
 - i. The NSWERS may initiate revocation of this Agreement by written notice to the Researchers.
 - ii. Upon receipt of the written notice of revocation, the Researchers shall immediately cease all research activity related to the Agreement until the issue is resolved. The Researchers will have three (3) business days to submit a written Response to the NSWERS, indicating why this Agreement should not be revoked.
 - iii. The NSWERS shall decide whether to revoke this Agreement based on all the information available to it. The NSWERS shall provide written notice of its decision to the Researchers within ten (10) business days after receipt of the Response. These time frames may be extended for good cause.
 - iv. If revocation is based upon the Researchers' improper handling of PII from the target data or improper proposed publication of target data containing PII that the parties have been unable to resolve, the Researchers agree to return the data and not publish or disseminate the proposed article or other document.
 - v. If the Researchers publish target data in an article or other document without first submitting to the NSWERS for review and the article or other document contains PII, the NSWERS reserve the right, in addition to terminating this Agreement, to seek legal redress.

VIII. MISCELLANEOUS PROVISIONS

- a. Attached to this Agreement and incorporated herein are:
 - i. FERPA, 20 U.S.C. § 1232g
 - ii. 34 CFR § 99.31
 - iii. NSWERS Research Proposal Application

IX. SIGNATURE PAGE

By signing below, the official of the Research Organization certifies that he or she has the authority to bind the Research Organization to the terms of this Agreement and that the Research Organization has the capability to undertake the commitments in this Agreement.

1. Location at which the target data will be maintained and analyzed.	Enter Text
2. Signature of the Official of the Research Organization	
3. Date	Enter Date
4. Type/Print Name of Official	Enter Text
5. Email	Enter Text
6. Title	Enter Text
7. Telephone	Enter Text
8. Mailing Address	Enter Text
9. Signature of the Principal Research Analyst	
10. Date	Enter Date
11. Type/Print Name of Principal Research Analyst	Enter Text
12. Email	Enter Text
13. Title	Enter Text
14. Telephone	Enter Text
15. Mailing Address	Enter Text

16. Signature of NSWERS Executive Director	
17. Date	Enter Date
18. Type/Print Name of NSWERS Executive Director	Enter Text
19. Email	Enter Text
20. Title	Enter Text
21. Telephone	Enter Text
22. Mailing Address	Enter Text
30. Signature of NSWERS Legal Counsel	
31. Date	Enter Date
32. Type/Print Name of NSWERS Legal Counsel	Enter Text
33. Email	Enter Text
34. Title	Enter Text
35. Telephone	Enter Text
36. Mailing Address	Enter Text

APPENDIX F

NSWERS DATA DESTRUCTION ASSURANCE

Organizations or individuals conducting research on behalf of the Nebraska Statewide Workforce & Educational Reporting System (NSWERS) are required to destroy the target data which have been loaned to them during the duration of the project. This includes all copies, whether electronic or paper. These data must be destroyed when the research described in the Research Proposal Application concludes, or the Data Disclosure Agreement terminates, whichever occurs first. In addition, researchers must provide copies of all reports associated with the research project to the NSWERS within the time period specified in the Data Disclosure Agreement. As an assurance that these tasks have been completed, the project's principal investigator must complete this Data Destruction Assurance Form, and submit it to the NSWERS for archival.

By signing below, I assure, as the Principal Investigator, that:

_____ (initial here) All data elements loaned to me as listed in the Data Disclosure Agreement for the research project titled, INSERT TEXT HERE have been destroyed in the manner specified in Section VI. B, Retention of Target Data.

_____ (initial here) Any and all publications associated with this project have been provided to the NSWERS in the manner specified in Section V. C, Publications Made Available to the NSWERS.

Signature: _____

Date: _____

Name of Principal: _____

Investigator or Requestor: _____

Organization (if applicable): _____

Phone Number: _____

Email Address: _____

Address: _____

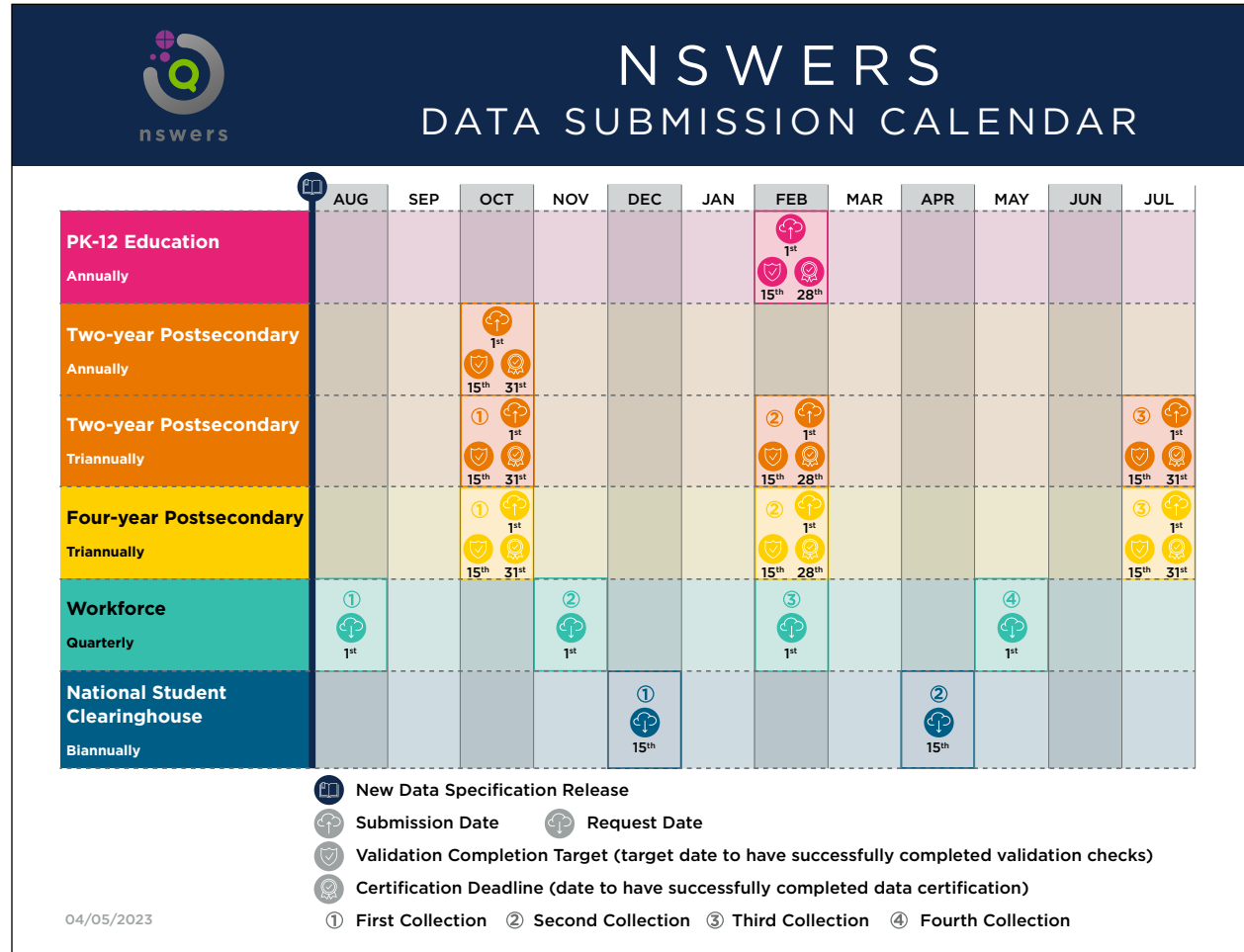
City: _____

State: _____

Zip Code: _____

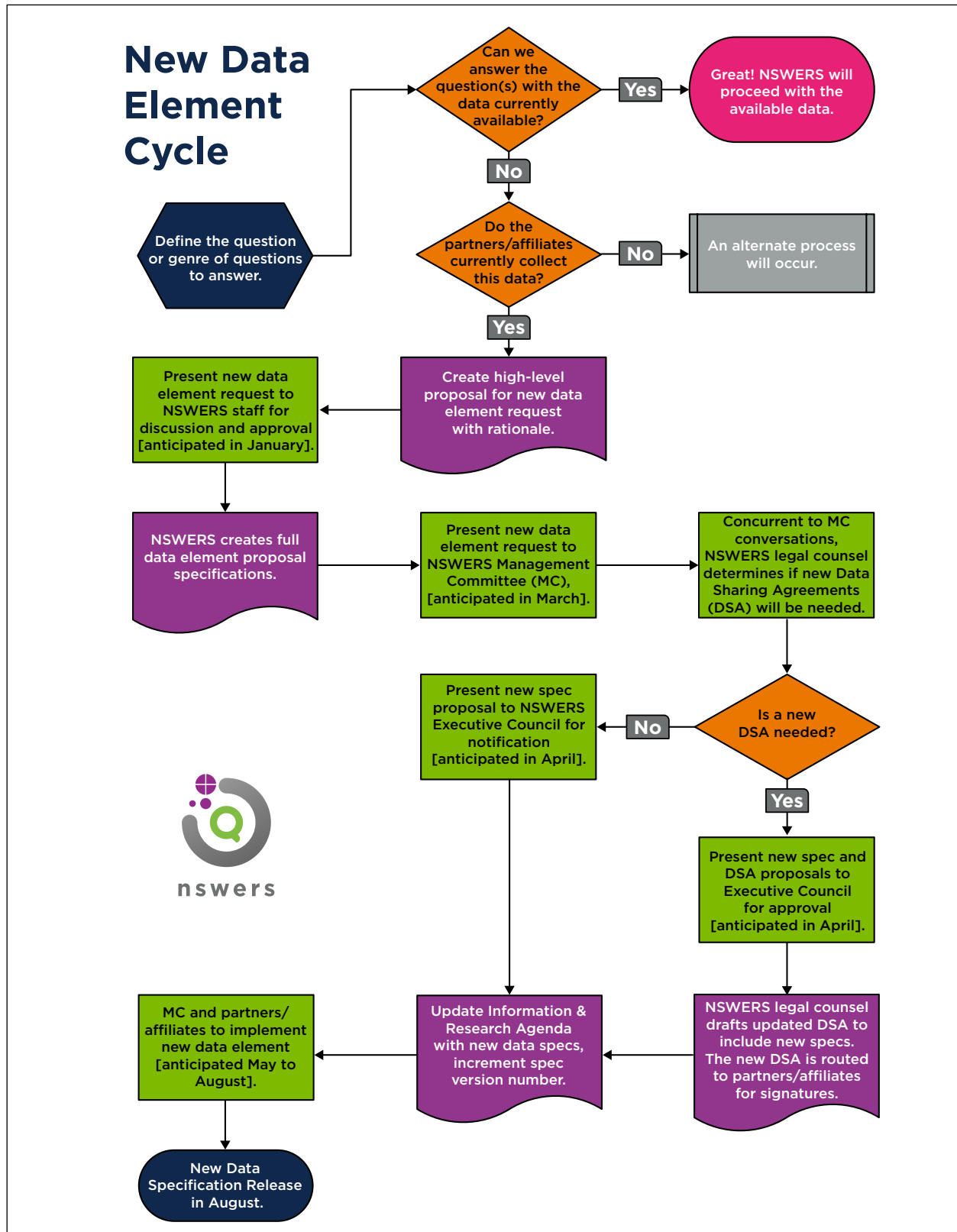
APPENDIX G

NSWERS DATA SUBMISSION CALENDAR



APPENDIX H

NSWERS NEW DATA ELEMENT PROCESS FLOWCHART



APPENDIX I

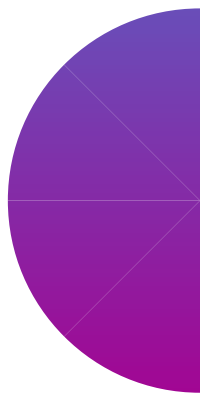
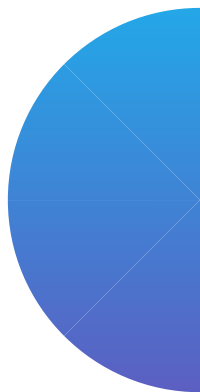
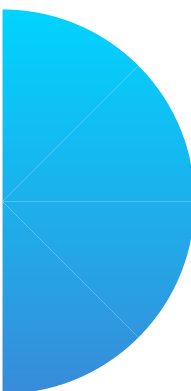
NSWERS CHANGE SUMMARY

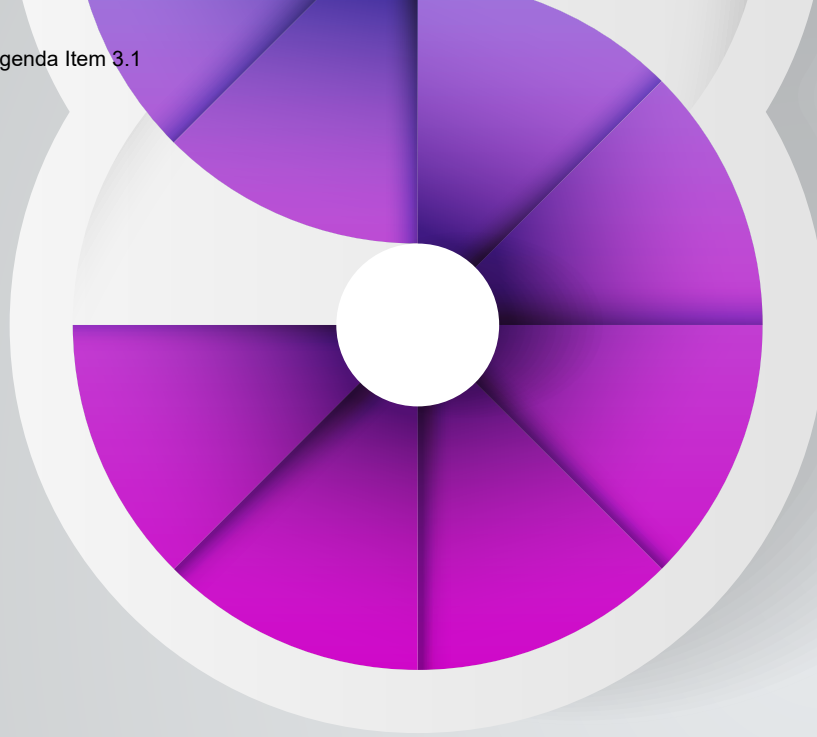
Version 1.0 - adopted by the NSWERS Executive Council on June 9, 2021

- Initial version of the NSWERS Data Sharing & Management Policy and Procedures

Version 2.0 - proposed to the NSWERS Executive Council on April 26, 2023

- Includes the addition of additional policy sections, including: Data Access and Use, Data Requests and Disclosure, Data Security, and Data Quality





Nebraska Statewide Workforce &
Educational Reporting System
901 N 17th
NH W 208
Lincoln, NE 68588-0524



2023 Data Specification Proposed Changes

Below is a high-level overview of the proposed changes for the Data Specification files to be released in August 2023. Exact changes within the Data Specification files as a red-line document and a clean version with proposed changes incorporated will be made available. The new Data Specification version number will be 1.2.0 for all files. Appendix A lists a change log for the redline version of the Data Specification files.

Changes and Additions

- 1) **2-Year Postsecondary & 4-Year Postsecondary***: Non-credit courses for non-degree seeking (NCND) students to be moved to separate, new files.
 - a. The Courses and Transcript files going forward will only need to have the courses for credit students; non-credit non-degree course information will be pulled out into separate files.
 - b. This change will be optional for 4-year postsecondary institutions as the impact of the non-credit non-degree courses is different for their institutions.
 - c. Two new files created: NCND_courses and NCND_transcript. For list of data element changes, see Appendix B.
- 2) **2-Year Postsecondary & 4-Year Postsecondary**: Clarification that term codes should be totally unique between each term, which will also be added in as a Level 2 Validation step
 - a. Updated language in the Terms files for 2- and 4-Year Postsecondary file specifications: “If your terms are, for example, ‘Q1,’ ‘Q2,’ ‘Q3,’ ‘Q4,’ please prepend or append a year to the current term name, e.g., ‘Q1’ becomes ‘2015Q1’ or ‘Q12017.’”
 - b. The Terms files going forward will need to be adjusted; no changes are needed for the previously submitted tranche of data. If term codes are currently unique, then no changes are necessary.
- 3) **2-Year Postsecondary & 4-Year Postsecondary**: Remove some of the current course-level information from the Transcript file and move to the Courses file.
 - a. “Course type” and “Course Instruction Mode” will move to the Courses file. See Appendix C for updated Data Elements lists for Transcript and Courses files.
 - b. “Credit Hours” will remain in the Transcript file due to the number of courses in 2- and 4-year postsecondary that can have varying numbers of credit hours between students.
 - c. The Courses and Transcript files going forward will need to be adjusted; no changes are needed for the previously submitted tranche of data.

Clarifications

- 1) **2-Year Postsecondary & 4-Year Postsecondary** Academic Awards files will be updated to indicate that a student needs to have had at least one entry for enrollment prior to showing up in the Academic Awards File.
- 2) **2-Year Postsecondary & 4-Year Postsecondary** Terms files will have language added that says “terms that end in a given academic year” to clarify how NSWERS defines terms and expectations around data submission.
- 3) **PK-12 Education, 2-Year Postsecondary, 4-Year Postsecondary, & Workforce**: All files that have the First/Middle/Last and Alias name data elements will have adjustments to the specifications and therefore the validations.
 - a. Names must be alpha (a-z) and single quote (’), dash/hyphen(-), and period (.). First name cannot be “NULL”.
- 4) **PK-12 Education, 2-Year Postsecondary, & 4-Year Postsecondary**: All files that contain the Birthdate data element will have adjustments to the specifications and therefore the validations.
 - a. Future dates for birthdates are not allowed.
 - b. Years in the birthday more than 100 years in the past are not allowed.

Appendix A – Change Log within Data Specification Documents

PK-12 Education Data Specification File

- K12 Students File
 - Pages 10-11: Text added for name clarification for First Name, Middle Name, Last Name, First Name Alias, Middle Name Alias, and Last Name Alias data elements.
 - Page 11: Text added for birthdate clarification for Birthdate data element.

2-Year Postsecondary Data Specification File

- 2-Year Postsecondary Enrollment File
 - Pages 9-10: Text added for name clarification for Last Name, First Name, Middle Name, Last Name Alias, First Name Alias, and Middle Name Alias data elements.
 - Page 10: Text added for birthdate clarification for Birthdate data element.
- 2-Year Postsecondary Academic Awards File
 - Page 21: Text added for clarification about enrollment records submission related to academic awards.
- 2-Year Postsecondary Courses File
 - Pages 25-27: Added data element description and options for Course Instruction Mode and Course Type, which were both moved from the 2-Year Postsecondary Transcript File to the Courses file.
 - Pages 27-28: Adjusted the Position Numbers of the data elements accordingly due to addition of two new data elements.
- 2-Year Postsecondary Non-Credit Non-Degree Courses File
 - Pages 29-32: Added new file specifically for non-credit courses for non-degree seeking students – Non-Credit Non-Degree Education Courses – for postsecondary institutions to use for these courses instead of the other Postsecondary Courses file.
- 2-Year Postsecondary Terms File
 - Page 33: Text added for term code clarification for Postsecondary Term Code data element.
- 2-Year Postsecondary Transcript File
 - Pages 37-38: Removed data element description and options for Course Instruction Mode and Course Type, which were both moved to the 2-Year Postsecondary Courses File from the Transcript file.
 - Pages 38-39: Adjusted the Position Numbers of the data elements accordingly due to subtraction of two data elements.
- 2-Year Postsecondary Non-Credit Non-Degree Transcript File
 - Pages 41-43: Added new file specifically for non-credit courses for non-degree seeking students – Non-Credit Non-Degree Transcript – for postsecondary institutions to use for these courses instead of the other Postsecondary Transcript file.
- 2-Year Postsecondary Data Element List
 - Pages 45-47: Updated the data elements in the 2-Year Postsecondary Courses and Transcript lists and added data element lists for 2-Year Postsecondary Non-Credit Non-Degree Courses and Transcript.

4-Year Postsecondary Data Specification File

- 4-Year Postsecondary Enrollment File
 - Pages 9-10: Text added for name clarification for Last Name, First Name, Middle Name, Last Name Alias, First Name Alias, and Middle Name Alias data elements.
 - Page 10: Text added for birthdate clarification for Birthdate data element.
- 4-Year Postsecondary Academic Awards File
 - Page 23: Text added for clarification about enrollment records submission related to academic awards.

- 4-Year Postsecondary Courses File
 - Pages 27-28: Added data element description and options for Course Instruction Mode and Course Type, which were both moved from the 4-Year Postsecondary Transcript File to the Courses file.
 - Pages 28-29: Adjusted the Position Numbers of the data elements accordingly due to addition of two new data elements.
- 4-Year Postsecondary Continuing Education Courses File
 - Pages 30-33: Added new file specifically for non-credit courses for non-degree seeking students – Non-Credit Non-Degree Courses – for postsecondary institutions to use for these courses instead of the other Postsecondary Courses file.
- 4-Year Postsecondary Terms File
 - Page 34: Text added for term code clarification for Postsecondary Term Code data element.
- 4-Year Postsecondary Transcript File
 - Pages 37-39: Removed data element description and options for Course Instruction Mode and Course Type, which were both moved to the 4-Year Postsecondary Courses File from the Transcript file.
 - Pages 39-40: Adjusted the Position Numbers of the data elements accordingly due to subtraction of two data elements.
- 4-Year Postsecondary Continuing Education Transcript File
 - Pages 41-43: Added new file specifically for non-credit courses for non-degree seeking students – Non-Credit Non-Degree Transcript – for postsecondary institutions to use for these courses instead of the other Postsecondary Transcript file.
- 4-Year Postsecondary Data Element List
 - Pages 45-47: Updated the data elements in the 4-Year Postsecondary Courses and Transcript lists and added data element lists for 4-Year Postsecondary Non-Credit Non-Degree Courses and Transcript.

Workforce Data Specification File

- UI Quarterly Wage Records File
 - Page 6: Text added for name clarification for Full Name, Last Name, and First Name data elements.

Appendix B – Data Element Lists for New Non-Credit Non-Degree Files

2-Year Postsecondary Non-Credit Non-Degree Courses

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	20	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Name	String		
	10	Secondary Course Name	String	50	
	11	Course Description	String	1000	
	12	Instructor ID	String	20	

2-Year Postsecondary Non-Credit Non-Degree Transcript

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Grade Mode	Integer	1	(one of set)

4-Year Postsecondary Non-Credit Non-Degree Courses

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	20	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Name	String		
	10	Secondary Course Name	String	50	
	11	Course Description	String	1000	
	12	Instructor ID	String	20	

4-Year Postsecondary Non-Credit Non-Degree Transcript

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Grade Mode	Integer	1	(one of set)

Appendix C – Updated Data Elements for Courses & Transcript Files

2-Year Postsecondary Courses – Updated

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	20	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Type	String	1	(one of set)
	10	Course Name	String		
	11	Secondary Course Name	String	50	
	12	Course Description	String	1000	
	13	Course Weight/REU Factor	Float	4	#.##
	14	Instructor ID	String	20	

2-Year Postsecondary Transcript – Updated

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Remedial Course Math Flag	Integer	1	(one of set)
	9	Remedial Course English Flag	Integer	1	(one of set)
	10	Course Credit Hours	Float	7	####.##
	11	Course Grade Points	Float	7	####.##
	12	Grade Mode	Integer	1	(one of set)
	13	Grade Mode	Integer	1	(one of set)

1.2.0 Redline Version

K12 FILE SPECIFICATIONS

K12 Students

K12 Enrollment

K12 Student Course Records

K12 Statewide Assessment

K12 Career Education Programs

K12 Staff Demographics

K12 Staff Assignments

K12 Attendance



Version 1.2.0

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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

<i>File Specification</i>	<i>File Name</i>
K12 Students	#####_k12_students_YYYY_##.csv
K12 Enrollment	#####_k12_enrollment_YYYY_##.csv
K12 Student Course Records	#####_k12_courses_YYYY_##.csv
K12 Statewide Assessment	#####_k12_assessment_YYYY_##.csv
K12 Career Education Programs	#####_k12_programs_YYYY_##.csv
K12 Staff Demographics	#####_k12_staff_YYYY_##.csv
K12 Staff Assignments	#####_k12_assignments_YYYY_##.csv
K12 Attendance	#####_k12_attendance_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”.

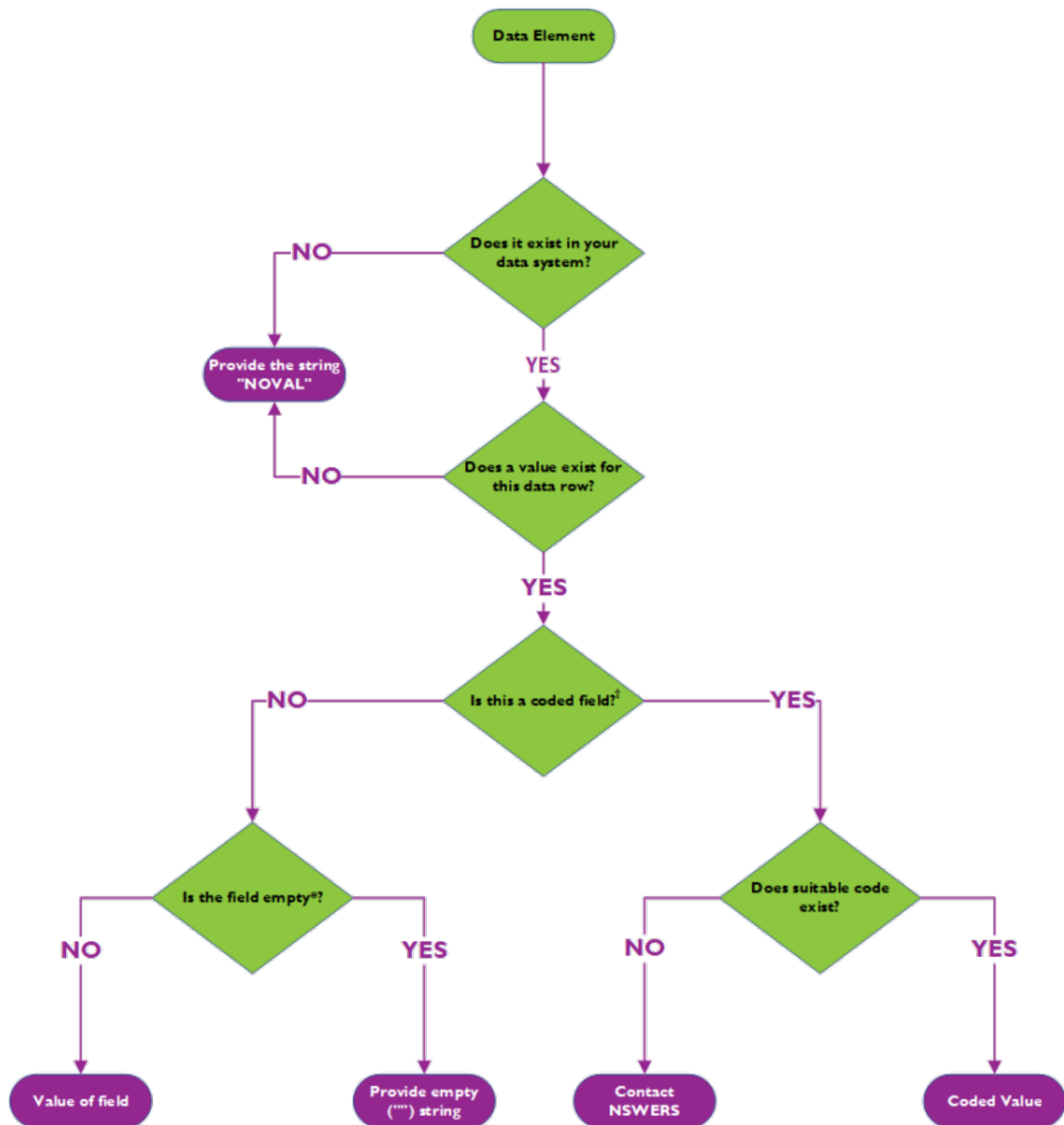
Notes of Importance

- 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 Students

The K12 Students file collects student demographic data for all students enrolled in Nebraska's public school districts for the requested school year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*NDE Student ID [K12 Students:Student ID (1)]

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

#####

*County District Number [K12 Students:District Code (2)]

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 Students:Location Code (3)]

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 [K12 Students:School Year Date (4)]

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

SSN [K12 Students:Student SSN (5)]

Provide the student's Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

Format

#####

*First Name [K12 Students:First Name Long (6)]

Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

Middle Name [K12 Students:Middle Name (7)]

Provide the middle name of this student. If full middle name is not available, provide middle initial, where possible. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

*Last Name [K12 Students:Last Name Long (8)]

Provide this student's surname or name borne in common by members of a family. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

Generation Code [K12 Students:Name Suffix (9)]

Provide an appendage to the name, if any, used to denote this student's generation in the family (e.g., Jr., Sr., III). Leave blank if not applicable or not available.

First Name Alias [K12 Students:First Name Alias (10)]

Provide an additional first name used by this student as an alias. This field can be used to submit a student nickname or commonly used name that is different from their formal name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Middle Name Alias [K12 Students:Middle Name Alias (11)] Provide the alternate middle name if the student has an alternate name. Names must be alpha

(a-z) and single quote (‘), dash/hyphen(-), and period (.).

Last Name Alias [K12 Students:Last Name Alias (12)]

Provide the alternate surname if the student has an alternate name. Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

Generation Code Alias [K12 Students:Generation Code Alias (13)]

Provide the suffix if this student has an alternate name that includes a suffix. Examples of suffix include “Jr.” and “III”. Leave blank if not applicable or not available.

*Birthdate [K12 Students:Birth Date (14)]

Provide the birthdate of this student.
Use the ISO date format (YYYY-MM-DD)

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

Format

yyyy-MM-dd

Verification Details

The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Future dates for birthdates are not allowed. Years in the birthdate more than 100 years in the past are not allowed.

*Gender [K12 Students:Gender Code (15)]

Provide the code indicating the gender of this student.

Code	Description
F	Female
M	Male
X	Intersex and/or non-binary
U	Unknown/Undeclared

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

*Race 1 Code [K12 Students:Race 1 Code (16)]

Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- If two races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
 - In all five fields.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

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

loading process will reject the record.

Verification Details

A value must be provided for Race 1 Code [K12 Student: Race 1 Code (16)] or the data loading process will reject the record.

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [K12 Students:Race 2 Code (17)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 3 Code [K12 Students:Race 3 Code (18)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 4 Code [K12 Students:Race 4 Code (19)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 5 Code [K12 Students:Race 5 Code (20)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Records containing the same race code value in more than one race

field will be rejected by the data loading process.

Hispanic Indicator [K12 Students:Hispanic Ethnicity Indicator (21)]

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Code	Description
1	Yes
2	No

Student Address: Street Number Name [K12 Students:Street Number Name (22)]

Provide the street number and street name of the address.

Student Address: Apartment Room Suite Number [K12 Students:Apartment Room Suite Number (23)]

Provide the apartment, room, or suite number of the address.

Student Address: City [K12 Students:City (24)]

Student Address: State Abbreviation [K12 Students:State Abbreviation (25)]

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

Student Address: Postal Code [K12 Students:Postal Code (26)]

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

Attended Preschool [K12 Students:Attended Preschool (27)]

An indication that the student attended preschool during his/her early childhood years.

Code	Description
1	Yes
2	No

***Grade Level [K12 Students:Current Grade Level (28)]**

Provide the code indicating the grade level to which this student is assigned at

the time of reporting. All students, including ungraded students, should be assigned a Grade Level in accordance with local school board policy. Please include in Grade 12 students who have passed typical graduation age but remain enrolled.

Code	Description
HP	Prekindergarten (Part-day program less than 6 hours per day)
PK	Prekindergarten (Full-day program 6 hours or more per day)
HK	Prekindergarten program of < 1032 instructional program hours
KG	Kindergarten program >= 1032 instructional program hours
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

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

***EL Eligibility [K12 Students:EL Eligibility (29)]**

Provide the code indicating if this student has been identified as an English Learner (EL). The term ‘English Learner’, when used with respect to an individual, mean an individual –

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or secondary school;

(C)(i) who was not born in the United States or whose native language is a language other than English; (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual – (i)the ability to meet the State's proficient level of achievement on State assessments described in 20 U.S.C. 6311 § 1111(b)(3); (ii)the ability to successfully achieve in classrooms where the language of instruction is English; or (iii)the opportunity to participate fully in society.

Code	Description
1	Yes
2	No

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

***EL Participation [K12 Students:EL Participation (30)]**

Provide the coding indicating if this student's participation in an English Learner (EL) program.

Code	Description
1	Yes
2	No

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

EL Duration [K12 Students:Duration of EL (31)]

Provide the code indicating the length of time, as of the last Friday in

September of the current school year, this student is eligible for English Learner (EL) services and has participated in an EL program and/or in the mainstream/regular classroom.

Code	Description
0	Less than one year
1	More than one year and less than two years
2	More than two years and less than three years
3	More than three years and less than four years
4	More than four years and less than five years
5	More than five years
6	Not an EL student

Verification Details

EL Duration should be = “6” if EL Eligibility = “2” (No).

***Redesignated as English Fluent [K12 Students:English Proficiency (32)]**

Provide the code indicating if this student has been redesignated as English Fluent.

Code	Description
0	Not Applicable
1	Redesignated as English Fluent

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

***SPED Participation [K12 Students:SPED Participation (33)]**

Provide an indication of this student’s participation in an English Learner (EL) program.

Code	Description
1	Yes

Code	Description
2	No

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

Expected Graduation Year [K12 Students:Expected Graduation Timeframe (34)]

Provide the student's Expected Graduation Year as determined by adding four years to the school year in the fall in which the student enters grade nine for the first time.

For example, the Expected Graduation Year is 2021 for students who entered grade nine for the first time during the 2017-2018 school year and are therefore members of the 2021 Cohort.

Format

yyyy

Verification Details

Students that have a grade code of "09", "10", "11", or "12" must have an expected graduation year.

Examples Details

The Expected Graduation Year is 2021 for students who entered grade nine for the first time during the 2017-2018 school year and are therefore members of the 2021 Cohort.

***Foreign Exchange Student [K12 Students:Foreign Exchange Student (35)]**

Provide the code indicating if this student has entered the United States on a (usually two-year) student visa and is not intending to remain in the United States permanently.

Code	Description
1	Yes

Code	Description
2	No

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

***High Ability Learner Eligibility [K12 Students:Gifted Eligibility Code (36)]**

Provide the code indicating if this student is identified as a High Ability Learner. Rule 3 definition: "Learner with high ability means a student who gives evidence of high-performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully."(Nebraska Revised Statute Sec. 79-1107(3)). A High Ability Learner Eligibility value of "1" (Yes) indicates this student is identified but not necessarily participating.

Code	Description
1	Yes
2	No

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

***High Ability Learner Participant [K12 Students:Gifted Participation Code (37)]**

Provide the code indicating if this student participated in a High Ability Learner program. A High Ability Learner Participant value of "1" (Yes) indicates this student is not only identified but also participated.

Code	Description
1	Yes
2	No

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

***District of Residence [K12 Students:District Code of Residence**

(38)]

Provide the County District number corresponding to this student's District of Residence as defined in Nebraska Revised Statute Sec. 79-215 and Rule 19. The District of Residence should include a hyphen ("-") between county number and district number (example: XX-XXXX). For students that are NOT residents of Nebraska, report 00-0000.

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

Format

##-####

School of Residence [K12 Students:Location of Resident (39)]

Provide the three-digit code indicating this student's school of residence in the student's resident district based on the student's "residence address" and school boundaries within the district. Use 000 for students that are not residents of Nebraska. Leave blank if not applicable.

Format

###

***Single Parent [K12 Students:Student Is A Single Parent (40)]**

Provide the code indicating if this student is a single parent. The term "single parent" is described as an individual who: a) is unmarried, divorced, or legally separated from a spouse; and b) (i) has a minor child or children for which the parent has either custody or joint custody; or (ii) is pregnant.

Code	Description
0	Unknown
1	Yes
2	No

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

Examples Details

NEEDS CODES ADDED

***Home Language Code [K12 Students:Language Code (41)]**

Provide the code indicating the specific language or dialect this student uses to communicate or the language of choice within the home or the non-English language considered the student's native language (e.g., the native language of a student adopted by a family that speaks English within the home).

[View Language codes](#)

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

Format
####

***Full-Time Equivalency [K12 Students:FTE Percent (42)]**

Provide the full-time equivalent for this student's assignment to a school for services or instruction in whole numbers. A full-time student would have an FTE value of 100.

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

***Military Family Code [K12 Students:Military Family Code (43)]**

Provide the code indicating this student has a parent or guardian that is a member of the Armed Forces on active duty or on full-time National Guard duty. The terms "Armed Forces", "active duty" and "full-time National Guard duty" have the same meanings as defined in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5).

Code	Description	Explanation of Use
0	N/A or Not available	
1	Yes	Student is a dependent of a member of the Active-Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, Coast Guard or National Guard or Reserve Forces.
2	No	The student's parent or guardian is not a member of the Armed Forces on active duty or is not on full-time National Guard duty.

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

***Immigrant Indicator [K12 Students:Immigrant Indicator (44)]**

Provide the code that best describes the student's immigrant status:

Code	Description
0	Not an Immigrant
1	Immigrant <1 year (new immigrant)
2	Immigrant >=1 year but <=3 complete school years
3	Immigrant > 3 years

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

***Homeless Youth Indicator [K12 Students:Homeless Youth Indicator (45)]**

Provide the code indicating if a student is eligible for Homeless Education services at any time during the school year.

Code	Description
1	Yes
2	No

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

***Highly Mobile Indicator [K12 Students:Highly Mobile Indicator (46)]**

Provide the code indicating whether the student is considered highly mobile by NDE.

Code	Description
1	Yes
2	No

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

K12 Enrollment

The K12 Enrollment file collects information on student enrollment events. A K12 Student record must be submitted for each student appearing in the K12 Enrollment file or the data loading process will reject the record.

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

*County District Number [K12 Enrollment: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 Enrollment:Location Code (2)]

Provide the School of Membership for the student.

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 Enrollment: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 Enrollment: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

#####

***Enrollment Date [K12 Enrollment:Enrollment Date (5)]**

Provide the date on which the enrollment information becomes effective. This applies to both enrollment and withdrawal information

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

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

Format

yyyy-MM-dd

***Enrollment Code [K12 Enrollment:Enrollment Code (6)]**

Provide the enrollment code that indicates the type of enrollment record. This applies to both enrollment and withdrawal information.

Code	Description	Explanation of Use
100	Still Enrolled	(or intra-district transfer in) - A student/receiving education services and funding in the district/system. - A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.
101	Original Entry	A student enters a school for the first time. For example, a student enrolling in Kindergarten or Prekindergarten.

Code	Description	Explanation of Use
102	Transfer In	(from another district, nonpublic system, state-operated system, institution or home school setting) - A student transferring from a private school. - A student transferring from an institution. - A student transferring from a home-school setting. - A student transferring from another public district. NOTE: Do not include if transferring between schools within the same district/system.
103	Re-entry	(after a withdrawal, whether voluntary or involuntary) - A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for any reason whether voluntary or involuntary. - Use of this code indicates the student has not received educational services in the interval after the withdrawal and before re-entering his/her school.
200	Transfer out - intra-district	(within the same district) A student who transfers between schools within the same district/system. Do not use for end-of-year grade advancement. - An entry enrollment code of 100 Still Enrolled should accompany or follow any exit enrollment code of 200 Transfer out - intra-district within the same school year. - Only use the 200 code if the district has more than one school offering the same grade.
201	Transfer Out	(out of district/system) - A student known to be receiving services in another district/system. - A home-schooled student completing course work (done at the time of exit or at year-end). - A non-public student completing course work (done at the time of exit or at year-end). - A foreign-exchange student returning to his/her homeland (done at the time of exit or at year-end) if the student did not receive a regular high school diploma as determined by the district.

Code	Description	Explanation of Use
202	Drop Out	<p>- A student who withdrew for personal or academic reasons and does not have a signed Withdrawal from Mandatory Attendance form pursuant to Nebraska Revised Statute 79-202 on file with the district. - A student removed from the education system for other than health reasons, and whose return is not anticipated. - A student enrolled in adult education or some type of program whose education services do not lead to a diploma or other credential recognized by the state. - A student who has not graduated or completed an approved program and is not enrolled and whose status is unknown; this includes a student withdrawn from the rolls for excessive absence. - A student who moved out of the district, out of state, or out of U.S. and is not known to be in school (includes any student whose education status cannot be confirmed either through a parent or other responsible adult or through some formal notification of transfer.) - A student in an institution that is not primarily educational (Army, or vocational program) and not considered a special school district/system. - A student who is disenrolled by a parent and does not enroll in another district/system. - A student who was suspended or expelled and the disciplinary period has expired and student has not returned. - A student who was expelled and chose not to participate in a district approved alternative education program.</p>
205	Not Enrolled, Eligible to Return	<p>A student not attending for disciplinary or other eligibility reasons, but is eligible to enroll at a later date. - A student experiencing a long-term medical condition that prevents him or her from receiving services, or is in drug treatment or rehabilitative centers, but is eligible to return to school. - A student enrolled in a foreign student exchange program and is eligible to return to school in the United States. - A student enrolled in a college program (early admission) but is eligible to return to graduate (such students often re-enroll one day and graduate on the next day).</p>

Code	Description	Explanation of Use
206	Deceased	A student who died.
208	Maximum Age	- A student who passed the age for which the state guarantees a free, appropriate public education and subsequently exited school. - Students reported as 208 Maxim
209	Withdraw from Mandatory Attendance	A student who has withdrawn from attendance pursuant to Nebraska Revised Statute 79-202. A signed withdrawal form must be on file at the district before this code is used. - Students reported as 209 Withdrawal from Mandatory Attendance will be treated the same as 202 Dropout for Graduation Cohort and Dropout purposes.
210	Completer: Graduated with a regular or advanced Diploma	A student who completed the district requirements for a regular or advanced high school diploma (see definition of regular high school diploma below). 34 C.F.R. §200.19(b)(1)(iv) A “regular high school diploma” means the standard high school diploma awarded to students in a District that is fully aligned with the State’s academic content standards and district diploma requirements. Does not include a GED credential, certificate of attendance, or any alternative award. The term “regular high school diploma” also includes a “higher diploma” that is awarded to students who complete requirements above and beyond what is required for a regular diploma. A student with disabilities may be included in this category through receipt of a high school diploma based on regular diploma requirements identical to that for which students without disabilities are eligible. DOES NOT INCLUDE: Students that completed their IEP but did not meet regular diploma requirements (see code 211).

Code	Description	Explanation of Use
211	Completer with an Alternative/Modified Diploma	- A student that received a high school diploma based on alternative graduation requirements that are not fully aligned with a State's academic content standards or district requirements. This may include students that complete their IEP but do not meet the district's regular diploma requirements (see definition of regular high school diploma in code 210). - GED recipients are not counted as high school completers UNLESS the school board formally recognizes GED recipients (i.e. a school district/system awards a local high school diploma based on a student's successful completion of the GED tests).
212	Noncompleter	- A student who did not complete an approved program of study for high school completion and did not meet district/system requirements for a diploma. Students identified as noncompleters, may have received a certificate of attendance, certificate of achievement or some alternative certificate. - DOES NOT INCLUDE persons receiving a diploma or high school equivalency from the state (a student must be officially withdrawn from membership in order to take the GED tests). - See Enrollment Code 208 (Maximum Age) if the student passed the age for which the state guarantees a free, appropriate public education and subsequently exited school.
213	Transfer Out to NE Public School	(out of district) - A student known to be receiving services in other Nebraska Public district
214	Transfer Out to a NE Special Purpose School	(out of district) - A student known to be receiving services at one of the following: - YRTC West Kearney School - YRTC West Hastings School - Pine Ridge Job Corps - Nebraska Correctional Youth Facility - University of NE High School
215	Transfer Out to a NE Nonpublic School	(out of district) - A student known to be receiving services in a Nebraska Nonpublic district/system - A Nonpublic student completing course work (done at the time of exit or at year end)

Code	Description	Explanation of Use
216	Transfer Out to an Exempt (Home) School	(out of district) - A student attending an exempt school (whose parent/legal guardians have filed in accordance with Rule 13) - An exempt school student completing course work (done at the time of exit or at year end)
217	Transfer Out to Another State or Country	(out of district) - A student known to be receiving services in a district/system within another United State or Territory - A student, where district has been informed the student has moved out of the United States or emigrated to another country - A foreign-exchange student returning to his/her homeland (done at the time of exit or year end) if the student did not receive a regular high school diploma, as determined by the district.

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

***Grade Level [K12 Enrollment:Enrollment Grade Level (7)]**

Provide the grade level to which this student is assigned at the time of the enrollment event. All students, including ungraded students, should be assigned a Grade Level in accordance with local school board policy. Please include in Grade 12 students who have passed typical graduation age but remain enrolled.

Code	Description
HP	Prekindergarten (Part day program less than 6 hours per day)
PK	Prekindergarten (Full day program 6 hours or more per day)
HK	Kindergarten program of <1032 instructional program hours
KG	Kindergarten 1032 or more instructional program hours
01	Grade 01
02	Grade 02

Code	Description
03	Grade 03
04	Grade 04
05	Grade 05
06	Grade 06
07	Grade 07
08	Grade 08
09	Grade 09
10	Grade 10
11	Grade 11
12	Grade 12

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

***Residence Status [K12 Enrollment:Residence Status Code (8)]**

Provide the code indicating the circumstances applicable to this enrollment event.

Code	Description
0	Not applicable
1	Contracted in from another Nebraska public school district
2	Contracted in from nonpublic school
3	Contracted in from another state
4	School Choice Student
5	Contracted out to another Nebraska public school district
6	Optioning in from another Nebraska public school district
7	Contracted out to another state
8	Open Enrollment Option Student

Code	Description
9	Ward of the State or Court assigned to a Residential setting

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

K12 Student Course Records

The K12 Student Course Records file collects information regarding courses students in grade levels prekindergarten through 12 completed during a particular school year. Exclude information pertaining to courses started but not completed. A K12 Enrollment record must first be submitted for each student appearing in the K12 Student Course Records file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*County District Number [K12 Student Course Records: 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 Student Course Records: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 Student Course Records: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 Staff ID [K12 Student Course Records:Evaluator 1 Staff ID (4)]**

Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person.

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

Format

#####

***NDE Student ID [K12 Student Course Records:Student ID (5)]**

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

#####

Course Grade [K12 Student Course Records:Alpha Grade (6)]

Provide the appropriate code indicating the course grade earned in this course by this student if assigned to grades 9, 10, 11, or 12. Provide the literal "0" for all students in grades prekindergarten through grade 8.

***Failed Course Flag [K12 Student Course Records:Failed Course Flag (7)]**

Provide the appropriate code indicating if the student failed the course if the student is assigned to grades 9, 10, 11, or 12. Provide the literal "0" for all students in grades prekindergarten through grade 8.

Code	Description
0	Unknown or NA
1	Pass
2	Fail
3	Incomplete
4	Withdrawn

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

**Format
#**

***Semester [K12 Student Course Records:Supplementary Course Differentiator (8)]**

For courses completed during regular school year

Provide the appropriate code reflecting when the course was offered and the length of the course.

For courses completed during summer school

Provide the value of “SS” (Summer school course) indicating this is a summer school course.

Code	Description	Explanation of Use
YL	Year-Long Course	Course lasting approximately 180 days/36 Weeks/All Year
S1	First Semester Course	Course lasting approximately 90 Days/18 Weeks/1/2 of the year
S2	Second Semester Course	Course lasting approximately 90 Days/18 Weeks/1/2 of the year
T1	First Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
T2	Second Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
T3	Third Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
Q1	First Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
Q2	Second Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
Q3	Third Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
Q4	Fourth Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
H1	First Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H2	Second Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H3	Third Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year

Code	Description	Explanation of Use
H4	Fourth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H5	Fifth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H6	Sixth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
SS	Summer School Course	

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

***Local Course Code [K12 Student Course Records:Local Course Code Long (9)]**

Provide the district-assigned code corresponding to this course.

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

***Local Section Code [K12 Student Course Records:Local Section Code Long (10)]**

Provide the district-assigned code that uniquely identifies this specific instance of a course.

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

***State Course Code [K12 Student Course Records:State Course Code (11)]**

Provide the state course code corresponding to this course.

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

Format

#####

***Dual Credit Code [K12 Student Course Records:Dual Credit Code**

(12)]

Provide the code indicating if the student earned both high school and postsecondary credit for this course. The only courses that should be coded as 1 or 2 would be those that are transcribed as dual credit with a specific 2- or 4-year college. Articulated courses should NOT be coded as dual credit courses.

Code	Description	Explanation of Use
0	Not Applicable	This course is not eligible for dual credit.
1	Yes	This course is eligible for dual credit and the student earned both high school and postsecondary credit.
2	No	This course is eligible for dual credit but the student did not earn both high school and postsecondary credit.

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

*Course Delivery Model [K12 Student Course Records:Course Delivery Model (13)]

Provide the code indicating the method used to deliver instructions for this course.

Code	Description	Explanation of Use
0	Classroom - Not Career Academy	Most courses will be coded with this code. Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in the classroom.
1	Synchronous - Not Career Academy	[10-004.04D1] Synchronous Course Option: Synchronous courses are those multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately.

Code	Description	Explanation of Use
2	Asynchronous – Not Career Academy	[10-004.04D2] Asynchronous Course Options: Asynchronous courses are those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer-delivered courses.
3	Career Academy Synchronous	Career Academy Courses approved by NDE: Multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately.
4	Career Academy Asynchronous	Career Academy Courses approved by NDE: Those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer delivered courses.
5	Career Academy In Classroom	Career Academy Courses approved by NDE: Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in this classroom. The class may include students from multiple districts.
6	Iowa School for the Deaf Courses	Courses provided to Nebraska Students attending the Iowa School for the Deaf. These students should remain in membership of the resident district. The NDE Staff ID reported should be the case manager for the student's Individualized Education Plan.

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

K12 Statewide Assessment

The K12 Statewide Assessment file collects standardized educational assessment results for students. A K12 Student record must be submitted for each student appearing in the K12 Statewide Assessment file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*County District Number [K12 Statewide Assessment: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 Statewide Assessment: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 Statewide Assessment: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 Statewide Assessment: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

#####

***Assessment Target Grade Level [K12 Statewide Assessment:Assessed Grade Level (5)]**

Provide the grade level for which an assessment is designed to test.

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

Assessment Date [K12 Statewide Assessment:Assessment Date (6)]

Provide the date when the assessment was completed

Format

yyyy-MM-dd

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

Assessment Name [K12 Statewide Assessment:Assessment Name (7)]

Name of the assessment (e.g. NESA, NSCAS, or ACT).

***Subject Name [K12 Statewide Assessment:Subject Name (8)]**

Provide the assessment subject, e.g. math, reading/ELA, or writing. For composite assessment scores, provide “composite”.

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

***Assessment Score [K12 Statewide Assessment:Assessment Score (9)]**

Provide a numeric value representing the score obtained by the student.

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

***Proficiency Level [K12 Statewide Assessment:Proficiency Level**

(10)]

Provide a code indicating proficiency in meeting state standards.

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

Reason Not Tested [K12 Statewide Assessment:Reason Not Tested (11)]

Provide the reason a student was not tested, if applicable.

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.

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
CEFOUND	Career Education: Foundational, Exploratory, Career Development, or Other
CEGOVTPA	Career Education: Government and Public Administration
CEHEALTH	Career Education: Health Sciences

Code	Description
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
CE0003	Career Education Concentrator

K12 Staff Demographics

The K12 Staff Demographics file identifies the staff members appearing in the K12 Student Course Records file for the requested school year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*NDE Staff ID [K12 Staff Demographics:NDE Staff ID (1)]

Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person. Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person.

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

Format

#####

Local Staff ID [K12 Staff Demographics:Local Staff ID (2)]

*Gender [K12 Staff Demographics:Gender (3)]

Provide the code indicating the gender of this student.

Code	Description
F	Female
M	Male
X	Intersex and/or non-binary
U	Unknown/Undeclared

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

*Hispanic Indicator [K12 Staff Demographics:Hispanic Indicator (4)]

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Code	Description
1	Yes

Code	Description
2	No

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

***Race 1 Code [K12 Staff Demographics:Race 1 Code (5)]**

Provide the code indicating this staff member's identified race, otherwise leave blank. Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- ● If two races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
 - In all five fields.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Code	Description	Explanation of Use
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

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

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [K12 Staff Demographics:Race 2 Code (6)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 3 Code [K12 Staff Demographics:Race 3 Code (7)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 4 Code [K12 Staff Demographics:Race 4 Code (8)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 5 Code [K12 Staff Demographics:Race 5 Code (9)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

***Educational Attainment Code [K12 Staff
Demographics:Educational Attainment Code (10)]**

Provide the code indicating the type of degree earned by the staff member. If the staff member has multiple degrees, the highest-level degree should be provided.

Code	Description
00	No High School Diploma
09	High School Diploma/GED
12	No College Preparation (used mostly for provisional trade certificates or special services coaching certificate)c
14	Associate Degree
20	Less Than Bachelor's degree (less than 40 semester hours)
21	Less Than Bachelor's degree (40-47 semester hours)
22	Less Than Bachelor's degree (48-59 semester hours)
30	Less Than Bachelor's Degree (60 or more semester hours)
40	Bachelor's degree
45	Bachelor's degree plus (<30 semester hours)
48	Bachelor's degree plus at least 30 graduate-level hours
50	Master's degree

Code	Description
55	Master's degree plus Hours
60	Education Specialist
70	Doctorate

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

***Total Experience [K12 Staff Demographics:Total Experience (11)]**

Provide the total number of years of experience (in whole years) in education including the current school year.

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 minimum number is "1".

Primary Subject Area [K12 Staff Demographics:Primary Subject Area (12)]

Provide the primary subject area taught by the staff person in this school district/system.

Code	Description
00	Position does not require a Primary Subject Area. Position is not a "teacher".
01	Agriculture, Food and Natural Resources
02	Visual & Performance Arts (Art)
03	Business, Marketing and Management
05	English Language Arts
06	World Language
07	Health Science
08	Personal Health & Physical Fitness

Code	Description
09	Human Services
10	Skilled and Technical Sciences
11	Mathematics
12	Visual & Performing Arts (Music)
13	Science
15	Social Science/Social Studies
18	Self-Contained Classroom
19	Special Education
21	Driver Education/Safety Education
22	Visual & Performing Arts (Drama/Theatre)
23	Miscellaneous Curriculum
25	Title I Curriculum
26	Personal Development
27	Communication & Information Systems
29	Supplemental Curriculum
30	High Ability Education
31	English as a Second Language
32	Career Education Foundational and Specialty
35	Education and Training
37	Hospitality and Tourism
39	Law, Public Safety and Security

Verification Details

This is only mandatory for “teachers”

***School Year Ending [K12 Staff Demographics:School Year Ending**

(13)]

Provide the literal four-digit year, for example “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

K12 Staff Assignments

The K12 Staff Assignments file identifies details of each position assignment for staff members appearing in the K12 Student Course Records file for the requested school year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*County District Number [K12 Staff Assignments: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 Staff Assignments: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

###

*NDE Staff ID [K12 Staff Assignments:NDE Staff ID (3)]

Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person.

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

Format

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*Controlling District Code [K12 Staff Assignments:Controlling District Code (4)]

Provide the 6-digit number of the School District/System/ESU where the staff member is assigned. The field used to report staff assigned to serve

Districts/Systems/ESUs other than the District/System/ESU that holds the contract. 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

##-####

***Full-Time Equivalency [K12 Staff Assignments:Full-Time Equivalency (5)]**

Provide the integer value between 1 and 100 that indicates the percentage of the staff member’s time that is allocated to the assignment. This is an indication of the time a staff member spends in their assignment as it relates to the total time in the work week defined for that assignment.

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

Verification Details

FTE Should never exceed 100 in a District/System/School.

Full-time FTE is reported as 100.

***Assignment Date [K12 Staff Assignments:Assignment Date (6)]**

Provide the date when the staff member starts the assignment during the current school year.

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

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

Format

yyyy-MM-dd

***Completion Date [K12 Staff Assignments:Completion Date (7)]**

Provide the date when the staff member completes the assignment during this school year.

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

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

Format

yyyy-MM-dd

***Experience At This District [K12 Staff Assignments:Experience At This District (8)]**

Provide the total number of years of experience (in whole years) in this District/System/ESU including the current school year.

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 minimum number is “1”.

***School Year Ending [K12 Staff Assignments:School Year Ending (9)]**

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

K12 Attendance

The K12 Attendance file is used to collect data about student attendance. A K12 Student record must be submitted for each student appearing in the K12 Attendance file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*County District Number [K12 Attendance: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 Attendance: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 Attendance: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 Attendance: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

#####

***Days Present [K12 Attendance:Days Present (5)]**

Provide the total number of days that the student was marked as present at the location/school. If the student transferred to a second school within the same district during the Reporting Period, there should be two Student Summary Attendance records for that student for that Reporting Period – one for each school.

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

***Days Absent [K12 Attendance:Days Absent (6)]**

Provide the total number of days that the student was marked as absent at the location/school. This field should be used to summarize all absences –excused and unexcused. If the student transferred to a second school within the same district during the Reporting Period, there should be two Student Summary Attendance records for that student for that Reporting Period – one for each school.

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

K12 Students

Key	Position	Name	Type	Length	Format
Yes	1	NDE Student ID	String	10	#####
Yes	2	County District Number	String	7	##-####
Yes	3	School Number	String	3	###
Yes	4	School Year	Date	4	yyyy
Yes	5	SSN	String	9	#####
	6	First Name	String	25	
	7	Middle Name	String	25	
	8	Last Name	String	50	
	9	Generation Code	String	25	
	10	First Name Alias	String	25	
	11	Middle Name Alias	String	25	
	12	Last Name Alias	String	25	
	13	Generation Code Alias	String	25	
	14	Birthdate	Date	10	yyyy-MM-dd
	15	Gender	String	1	(one of set)
	16	Race 1 Code	String	3	(one of set)
	17	Race 2 Code	Set	3	(one of set)
	18	Race 3 Code	Set	3	(one of set)
	19	Race 4 Code	Set	3	(one of set)
	20	Race 5 Code	Set	3	(one of set)
	21	Hispanic Indicator	String	1	(one of set)
	22	Student Address: Street Number Name	String	25	
	23	Student Address: Apartment Room Suite Number	String	25	
	24	Student Address: City	String	25	
	25	Student Address: State Abbreviation	String	25	
	26	Student Address: Postal Code	String	25	
	27	Attended Preschool	Integer	1	(one of set)
	28	Grade Level	String	2	(one of set)

Key	Position	Name	Type	Length	Format
	29	EL Eligibility	Integer	1	(one of set)
	30	EL Participation	Integer	1	(one of set)
	31	EL Duration	Integer	1	(one of set)
	32	Redesignated as English Fluent	Integer	1	(one of set)
	33	SPED Participation	Integer	1	(one of set)
	34	Expected Graduation Year	Date	4	yyyy
	35	Foreign Exchange Student	Integer	1	(one of set)
	36	High Ability Learner Eligibility	Integer	1	(one of set)
	37	High Ability Learner Participant	Integer	1	(one of set)
	38	District of Residence	String	7	##-####
	39	School of Residence	String	3	###
	40	Single Parent	String	1	(one of set)
	41	Home Language Code	String	4	####
	42	Full-Time Equivalency	Integer	3	
	43	Military Family Code	Na	1	(one of set)
	44	Immigrant Indicator	Integer	1	(one of set)
	45	Homeless Youth Indicator	Integer	1	(one of set)
	46	Highly Mobile Indicator	Integer	1	(one of set)

K12 Enrollment

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Student ID	String	10	#####
	5	Enrollment Date	Date	10	yyyy-MM-dd
	6	Enrollment Code	Integer	3	(one of set)
	7	Grade Level	String	2	(one of set)
	8	Residence Status	Integer	1	(one of set)

K12 Student Course Records

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Staff ID	String	10	#####
	5	NDE Student ID	String	10	#####
	6	Course Grade	String	2	
	7	Failed Course Flag	Integer	1	(one of set)
	8	Semester	String	2	(one of set)
	9	Local Course Code	String	25	
	10	Local Section Code	String		
	11	State Course Code	String	6	#####
	12	Dual Credit Code	Integer	1	(one of set)
	13	Course Delivery Model	Integer	1	(one of set)

K12 Statewide Assessment

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Student ID	String	10	#####
	5	Assessment Target Grade Level	String	25	
	6	Assessment Date	Date	10	yyyy-MM-dd
	7	Assessment Name	String	25	
	8	Subject Name	String	25	
	9	Assessment Score	String		
	10	Proficiency Level	String		
	11	Reason Not Tested	String		

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

Key	Position	Name	Type	Length	Format
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)

K12 Staff Demographics

Key	Position	Name	Type	Length	Format
	1	NDE Staff ID	String	10	#####
	2	Local Staff ID	String	25	
	3	Gender	String	1	(one of set)
	4	Hispanic Indicator	String	1	(one of set)
	5	Race 1 Code	String	3	(one of set)
	6	Race 2 Code	Set	3	(one of set)
	7	Race 3 Code	Set	3	(one of set)
	8	Race 4 Code	Set	3	(one of set)
	9	Race 5 Code	Set	3	(one of set)
	10	Educational Attainment Code	String	2	(one of set)
	11	Total Experience	Integer		
	12	Primary Subject Area	String	2	(one of set)
	13	School Year Ending	Date	4	yyyy

K12 Staff Assignments

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	NDE Staff ID	String	10	#####
	4	Controlling District Code	String	7	##-####
	5	Full-Time Equivalency	Integer	100	
	6	Assignment Date	Date	10	yyyy-MM-dd
	7	Completion Date	Date	10	yyyy-MM-dd
	8	Experience At This District	Integer		
	9	School Year Ending	Date	4	yyyy

K12 Attendance

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Student ID	String	10	#####
	5	Days Present	Float		
	6	Days Absent	Float		

1.2.0 Clean Version

K12 FILE SPECIFICATIONS

K12 Students

K12 Enrollment

K12 Student Course Records

K12 Statewide Assessment

K12 Career Education Programs

K12 Staff Demographics

K12 Staff Assignments

K12 Attendance



Version 1.2.0

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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

<i>File Specification</i>	<i>File Name</i>
K12 Students	#####_k12_students_YYYY_##.csv
K12 Enrollment	#####_k12_enrollment_YYYY_##.csv
K12 Student Course Records	#####_k12_courses_YYYY_##.csv
K12 Statewide Assessment	#####_k12_assessment_YYYY_##.csv
K12 Career Education Programs	#####_k12_programs_YYYY_##.csv
K12 Staff Demographics	#####_k12_staff_YYYY_##.csv
K12 Staff Assignments	#####_k12_assignments_YYYY_##.csv
K12 Attendance	#####_k12_attendance_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”.

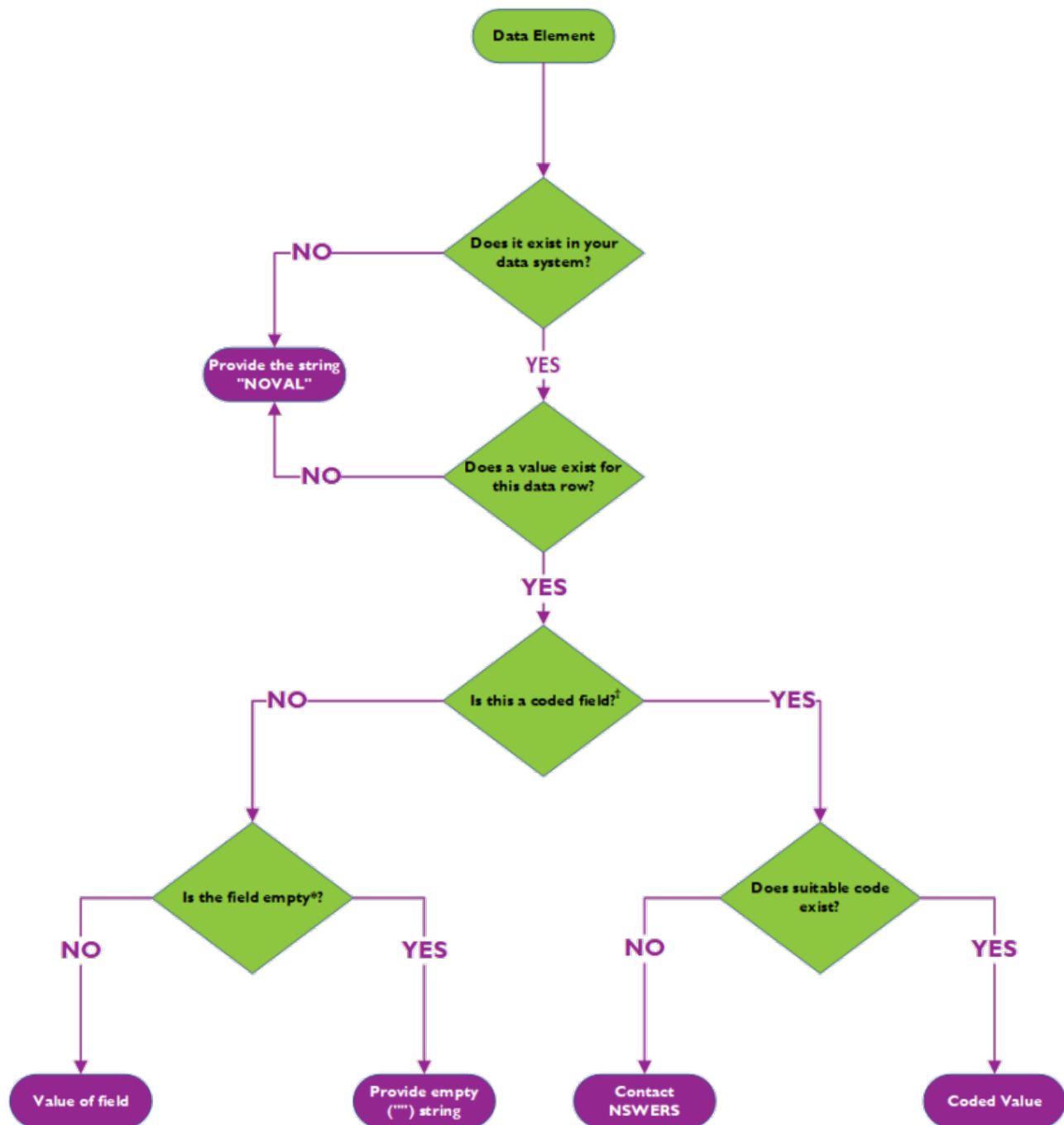
Notes of Importance

- 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 Students

The K12 Students file collects student demographic data for all students enrolled in Nebraska's public school districts for the requested school year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*NDE Student ID [K12 Students:Student ID (1)]

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

#####

*County District Number [K12 Students:District Code (2)]

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 Students:Location Code (3)]

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 [K12 Students:School Year Date (4)]

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

SSN [K12 Students:Student SSN (5)]

Provide the student's Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

Format

#####

***First Name [K12 Students:First Name Long (6)]**

Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

Middle Name [K12 Students:Middle Name (7)]

Provide the middle name of this student. If full middle name is not available, provide middle initial, where possible. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

***Last Name [K12 Students:Last Name Long (8)]**

Provide this student's surname or name borne in common by members of a family. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

Generation Code [K12 Students:Name Suffix (9)]

Provide an appendage to the name, if any, used to denote this student's generation in the family (e.g., Jr., Sr., III). Leave blank if not applicable or not available.

First Name Alias [K12 Students:First Name Alias (10)]

Provide an additional first name used by this student as an alias. This field can be used to submit a student nickname or commonly used name that is different from their formal name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Middle Name Alias [K12 Students:Middle Name Alias (11)]

Provide the alternate middle name if the student has an alternate name. Names must be alpha

(a-z) and single quote (‘), dash/hyphen(-), and period (.).

Last Name Alias [K12 Students:Last Name Alias (12)]

Provide the alternate surname if the student has an alternate name. Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

Generation Code Alias [K12 Students:Generation Code Alias (13)]

Provide the suffix if this student has an alternate name that includes a suffix. Examples of suffix include “Jr.” and “III”. Leave blank if not applicable or not available.

*Birthdate [K12 Students:Birth Date (14)]

Provide the birthdate of this student.
Use the ISO date format (YYYY-MM-DD)

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

Format

yyyy-MM-dd

Verification Details

The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Future dates for birthdates are not allowed. Years in the birthdate more than 100 years in the past are not allowed.

*Gender [K12 Students:Gender Code (15)]

Provide the code indicating the gender of this student.

Code	Description
F	Female
M	Male
X	Intersex and/or non-binary
U	Unknown/Undeclared

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

*Race 1 Code [K12 Students:Race 1 Code (16)]

Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- If two races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
 - In all five fields.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

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

loading process will reject the record.

Verification Details

A value must be provided for Race 1 Code [K12 Student: Race 1 Code (16)] or the data loading process will reject the record.

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [K12 Students:Race 2 Code (17)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 3 Code [K12 Students:Race 3 Code (18)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 4 Code [K12 Students:Race 4 Code (19)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 5 Code [K12 Students:Race 5 Code (20)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Records containing the same race code value in more than one race

field will be rejected by the data loading process.

Hispanic Indicator [K12 Students:Hispanic Ethnicity Indicator (21)]

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Code	Description
1	Yes
2	No

Student Address: Street Number Name [K12 Students:Street Number Name (22)]

Provide the street number and street name of the address.

Student Address: Apartment Room Suite Number [K12 Students:Apartment Room Suite Number (23)]

Provide the apartment, room, or suite number of the address.

Student Address: City [K12 Students:City (24)]

Student Address: State Abbreviation [K12 Students:State Abbreviation (25)]

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

Student Address: Postal Code [K12 Students:Postal Code (26)]

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

Attended Preschool [K12 Students:Attended Preschool (27)]

An indication that the student attended preschool during his/her early childhood years.

Code	Description
1	Yes
2	No

***Grade Level [K12 Students:Current Grade Level (28)]**

Provide the code indicating the grade level to which this student is assigned at

the time of reporting. All students, including ungraded students, should be assigned a Grade Level in accordance with local school board policy. Please include in Grade 12 students who have passed typical graduation age but remain enrolled.

Code	Description
HP	Prekindergarten (Part-day program less than 6 hours per day)
PK	Prekindergarten (Full-day program 6 hours or more per day)
HK	Prekindergarten program of < 1032 instructional program hours
KG	Kindergarten program >= 1032 instructional program hours
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

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

***EL Eligibility [K12 Students:EL Eligibility (29)]**

Provide the code indicating if this student has been identified as an English Learner (EL). The term 'English Learner', when used with respect to an individual, mean an individual –

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or secondary school;

(C)(i) who was not born in the United States or whose native language is a language other than English; (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual – (i)the ability to meet the State's proficient level of achievement on State assessments described in 20 U.S.C. 6311 § 1111(b)(3); (ii)the ability to successfully achieve in classrooms where the language of instruction is English; or (iii)the opportunity to participate fully in society.

Code	Description
1	Yes
2	No

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

***EL Participation [K12 Students:EL Participation (30)]**

Provide the coding indicating if this student's participation in an English Learner (EL) program.

Code	Description
1	Yes
2	No

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

EL Duration [K12 Students:Duration of EL (31)]

Provide the code indicating the length of time, as of the last Friday in

September of the current school year, this student is eligible for English Learner (EL) services and has participated in an EL program and/or in the mainstream/regular classroom.

Code	Description
0	Less than one year
1	More than one year and less than two years
2	More than two years and less than three years
3	More than three years and less than four years
4	More than four years and less than five years
5	More than five years
6	Not an EL student

Verification Details

EL Duration should be = “6” if EL Eligibility = “2” (No).

***Redesignated as English Fluent [K12 Students:English Proficiency (32)]**

Provide the code indicating if this student has been redesignated as English Fluent.

Code	Description
0	Not Applicable
1	Redesignated as English Fluent

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

***SPED Participation [K12 Students:SPED Participation (33)]**

Provide an indication of this student’s participation in an English Learner (EL) program.

Code	Description
1	Yes

Code	Description
2	No

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

Expected Graduation Year [K12 Students:Expected Graduation Timeframe (34)]

Provide the student's Expected Graduation Year as determined by adding four years to the school year in the fall in which the student enters grade nine for the first time.

For example, the Expected Graduation Year is 2021 for students who entered grade nine for the first time during the 2017-2018 school year and are therefore members of the 2021 Cohort.

Format

yyyy

Verification Details

Students that have a grade code of "09", "10", "11", or "12" must have an expected graduation year.

Examples Details

The Expected Graduation Year is 2021 for students who entered grade nine for the first time during the 2017-2018 school year and are therefore members of the 2021 Cohort.

***Foreign Exchange Student [K12 Students:Foreign Exchange Student (35)]**

Provide the code indicating if this student has entered the United States on a (usually two-year) student visa and is not intending to remain in the United States permanently.

Code	Description
1	Yes

Code	Description
2	No

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

***High Ability Learner Eligibility [K12 Students:Gifted Eligibility Code (36)]**

Provide the code indicating if this student is identified as a High Ability Learner. Rule 3 definition: "Learner with high ability means a student who gives evidence of high-performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully."(Nebraska Revised Statute Sec. 79-1107(3)). A High Ability Learner Eligibility value of "1" (Yes) indicates this student is identified but not necessarily participating.

Code	Description
1	Yes
2	No

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

***High Ability Learner Participant [K12 Students:Gifted Participation Code (37)]**

Provide the code indicating if this student participated in a High Ability Learner program. A High Ability Learner Participant value of "1" (Yes) indicates this student is not only identified but also participated.

Code	Description
1	Yes
2	No

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

***District of Residence [K12 Students:District Code of Residence**

(38)]

Provide the County District number corresponding to this student's District of Residence as defined in Nebraska Revised Statute Sec. 79-215 and Rule 19. The District of Residence should include a hyphen ("-") between county number and district number (example: XX-XXXX). For students that are NOT residents of Nebraska, report 00-0000.

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

Format

##-####

School of Residence [K12 Students:Location of Resident (39)]

Provide the three-digit code indicating this student's school of residence in the student's resident district based on the student's "residence address" and school boundaries within the district. Use 000 for students that are not residents of Nebraska. Leave blank if not applicable.

Format

###

*Single Parent [K12 Students:Student Is A Single Parent (40)]

Provide the code indicating if this student is a single parent. The term "single parent" is described as an individual who: a) is unmarried, divorced, or legally separated from a spouse; and b) (i) has a minor child or children for which the parent has either custody or joint custody; or (ii) is pregnant.

Code	Description
0	Unknown
1	Yes
2	No

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

Examples Details

NEEDS CODES ADDED

*Home Language Code [K12 Students:Language Code (41)]

Provide the code indicating the specific language or dialect this student uses to communicate or the language of choice within the home or the non-English language considered the student's native language (e.g., the native language of a student adopted by a family that speaks English within the home).

[View Language codes](#)

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

Format
####

***Full-Time Equivalency [K12 Students:FTE Percent (42)]**

Provide the full-time equivalent for this student's assignment to a school for services or instruction in whole numbers. A full-time student would have an FTE value of 100.

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

***Military Family Code [K12 Students:Military Family Code (43)]**

Provide the code indicating this student has a parent or guardian that is a member of the Armed Forces on active duty or on full-time National Guard duty. The terms "Armed Forces", "active duty" and "full-time National Guard duty" have the same meanings as defined in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5).

Code	Description	Explanation of Use
0	N/A or Not available	
1	Yes	Student is a dependent of a member of the Active-Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, Coast Guard or National Guard or Reserve Forces.
2	No	The student's parent or guardian is not a member of the Armed Forces on active duty or is not on full-time National Guard duty.

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

***Immigrant Indicator [K12 Students:Immigrant Indicator (44)]**

Provide the code that best describes the student's immigrant status:

Code	Description
0	Not an Immigrant
1	Immigrant <1 year (new immigrant)
2	Immigrant ≥1 year but ≤3 complete school years
3	Immigrant > 3 years

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

***Homeless Youth Indicator [K12 Students:Homeless Youth Indicator (45)]**

Provide the code indicating if a student is eligible for Homeless Education services at any time during the school year.

Code	Description
1	Yes
2	No

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

***Highly Mobile Indicator [K12 Students:Highly Mobile Indicator (46)]**

Provide the code indicating whether the student is considered highly mobile by NDE.

Code	Description
1	Yes
2	No

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

K12 Enrollment

The K12 Enrollment file collects information on student enrollment events. A K12 Student record must be submitted for each student appearing in the K12 Enrollment file or the data loading process will reject the record.

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

*County District Number [K12 Enrollment: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 Enrollment:Location Code (2)]

Provide the School of Membership for the student.

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 Enrollment: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 Enrollment: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

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***Enrollment Date [K12 Enrollment:Enrollment Date (5)]**

Provide the date on which the enrollment information becomes effective. This applies to both enrollment and withdrawal information

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

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

Format

yyyy-MM-dd

***Enrollment Code [K12 Enrollment:Enrollment Code (6)]**

Provide the enrollment code that indicates the type of enrollment record. This applies to both enrollment and withdrawal information.

Code	Description	Explanation of Use
100	Still Enrolled	(or intra-district transfer in) - A student/receiving education services and funding in the district/system. - A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.
101	Original Entry	A student enters a school for the first time. For example, a student enrolling in Kindergarten or Prekindergarten.

Code	Description	Explanation of Use
102	Transfer In	(from another district, nonpublic system, state-operated system, institution or home school setting) - A student transferring from a private school. - A student transferring from an institution. - A student transferring from a home-school setting. - A student transferring from another public district. NOTE: Do not include if transferring between schools within the same district/system.
103	Re-entry	(after a withdrawal, whether voluntary or involuntary) - A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for any reason whether voluntary or involuntary. - Use of this code indicates the student has not received educational services in the interval after the withdrawal and before re-entering his/her school.
200	Transfer out - intra-district	(within the same district) A student who transfers between schools within the same district/system. Do not use for end-of-year grade advancement. - An entry enrollment code of 100 Still Enrolled should accompany or follow any exit enrollment code of 200 Transfer out - intra-district within the same school year. - Only use the 200 code if the district has more than one school offering the same grade.
201	Transfer Out	(out of district/system) - A student known to be receiving services in another district/system. - A home-schooled student completing course work (done at the time of exit or at year-end). - A non-public student completing course work (done at the time of exit or at year-end). - A foreign-exchange student returning to his/her homeland (done at the time of exit or at year-end) if the student did not receive a regular high school diploma as determined by the district.

Code	Description	Explanation of Use
202	Drop Out	<p>- A student who withdrew for personal or academic reasons and does not have a signed Withdrawal from Mandatory Attendance form pursuant to Nebraska Revised Statute 79-202 on file with the district. - A student removed from the education system for other than health reasons, and whose return is not anticipated. - A student enrolled in adult education or some type of program whose education services do not lead to a diploma or other credential recognized by the state. - A student who has not graduated or completed an approved program and is not enrolled and whose status is unknown; this includes a student withdrawn from the rolls for excessive absence. - A student who moved out of the district, out of state, or out of U.S. and is not known to be in school (includes any student whose education status cannot be confirmed either through a parent or other responsible adult or through some formal notification of transfer.) - A student in an institution that is not primarily educational (Army, or vocational program) and not considered a special school district/system. - A student who is disenrolled by a parent and does not enroll in another district/system. - A student who was suspended or expelled and the disciplinary period has expired and student has not returned. - A student who was expelled and chose not to participate in a district approved alternative education program.</p>
205	Not Enrolled, Eligible to Return	<p>A student not attending for disciplinary or other eligibility reasons, but is eligible to enroll at a later date. - A student experiencing a long-term medical condition that prevents him or her from receiving services, or is in drug treatment or rehabilitative centers, but is eligible to return to school. - A student enrolled in a foreign student exchange program and is eligible to return to school in the United States. - A student enrolled in a college program (early admission) but is eligible to return to graduate (such students often re-enroll one day and graduate on the next day).</p>

Code	Description	Explanation of Use
206	Deceased	A student who died.
208	Maximum Age	- A student who passed the age for which the state guarantees a free, appropriate public education and subsequently exited school. - Students reported as 208 Maxim
209	Withdraw from Mandatory Attendance	A student who has withdrawn from attendance pursuant to Nebraska Revised Statute 79-202. A signed withdrawal form must be on file at the district before this code is used. - Students reported as 209 Withdrawal from Mandatory Attendance will be treated the same as 202 Dropout for Graduation Cohort and Dropout purposes.
210	Completer: Graduated with a regular or advanced Diploma	A student who completed the district requirements for a regular or advanced high school diploma (see definition of regular high school diploma below). 34 C.F.R. §200.19(b)(1)(iv) A “regular high school diploma” means the standard high school diploma awarded to students in a District that is fully aligned with the State’s academic content standards and district diploma requirements. Does not include a GED credential, certificate of attendance, or any alternative award. The term “regular high school diploma” also includes a “higher diploma” that is awarded to students who complete requirements above and beyond what is required for a regular diploma. A student with disabilities may be included in this category through receipt of a high school diploma based on regular diploma requirements identical to that for which students without disabilities are eligible. DOES NOT INCLUDE: Students that completed their IEP but did not meet regular diploma requirements (see code 211).

Code	Description	Explanation of Use
211	Completer with an Alternative/Modified Diploma	- A student that received a high school diploma based on alternative graduation requirements that are not fully aligned with a State's academic content standards or district requirements. This may include students that complete their IEP but do not meet the district's regular diploma requirements (see definition of regular high school diploma in code 210). - GED recipients are not counted as high school completers UNLESS the school board formally recognizes GED recipients (i.e. a school district/system awards a local high school diploma based on a student's successful completion of the GED tests).
212	Noncompleter	- A student who did not complete an approved program of study for high school completion and did not meet district/system requirements for a diploma. Students identified as noncompleters, may have received a certificate of attendance, certificate of achievement or some alternative certificate. - DOES NOT INCLUDE persons receiving a diploma or high school equivalency from the state (a student must be officially withdrawn from membership in order to take the GED tests). - See Enrollment Code 208 (Maximum Age) if the student passed the age for which the state guarantees a free, appropriate public education and subsequently exited school.
213	Transfer Out to NE Public School	(out of district) - A student known to be receiving services in other Nebraska Public district
214	Transfer Out to a NE Special Purpose School	(out of district) - A student known to be receiving services at one of the following: - YRTC West Kearney School - YRTC West Hastings School - Pine Ridge Job Corps - Nebraska Correctional Youth Facility - University of NE High School
215	Transfer Out to a NE Nonpublic School	(out of district) - A student known to be receiving services in a Nebraska Nonpublic district/system - A Nonpublic student completing course work (done at the time of exit or at year end)

Code	Description	Explanation of Use
216	Transfer Out to an Exempt (Home) School	(out of district) - A student attending an exempt school (whose parent/legal guardians have filed in accordance with Rule 13) - An exempt school student completing course work (done at the time of exit or at year end)
217	Transfer Out to Another State or Country	(out of district) - A student known to be receiving services in a district/system within another United State or Territory - A student, where district has been informed the student has moved out of the United States or emigrated to another country - A foreign-exchange student returning to his/her homeland (done at the time of exit or year end) if the student did not receive a regular high school diploma, as determined by the district.

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

***Grade Level [K12 Enrollment:Enrollment Grade Level (7)]**

Provide the grade level to which this student is assigned at the time of the enrollment event. All students, including ungraded students, should be assigned a Grade Level in accordance with local school board policy. Please include in Grade 12 students who have passed typical graduation age but remain enrolled.

Code	Description
HP	Prekindergarten (Part day program less than 6 hours per day)
PK	Prekindergarten (Full day program 6 hours or more per day)
HK	Kindergarten program of <1032 instructional program hours
KG	Kindergarten 1032 or more instructional program hours
01	Grade 01
02	Grade 02

Code	Description
03	Grade 03
04	Grade 04
05	Grade 05
06	Grade 06
07	Grade 07
08	Grade 08
09	Grade 09
10	Grade 10
11	Grade 11
12	Grade 12

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

***Residence Status [K12 Enrollment:Residence Status Code (8)]**

Provide the code indicating the circumstances applicable to this enrollment event.

Code	Description
0	Not applicable
1	Contracted in from another Nebraska public school district
2	Contracted in from nonpublic school
3	Contracted in from another state
4	School Choice Student
5	Contracted out to another Nebraska public school district
6	Optioning in from another Nebraska public school district
7	Contracted out to another state
8	Open Enrollment Option Student

Code	Description
9	Ward of the State or Court assigned to a Residential setting

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

K12 Student Course Records

The K12 Student Course Records file collects information regarding courses students in grade levels prekindergarten through 12 completed during a particular school year. Exclude information pertaining to courses started but not completed. A K12 Enrollment record must first be submitted for each student appearing in the K12 Student Course Records file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*County District Number [K12 Student Course Records: 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 Student Course Records: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 Student Course Records: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 Staff ID [K12 Student Course Records:Evaluator 1 Staff ID (4)]**

Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person.

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

Format

#####

***NDE Student ID [K12 Student Course Records:Student ID (5)]**

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

#####

Course Grade [K12 Student Course Records:Alpha Grade (6)]

Provide the appropriate code indicating the course grade earned in this course by this student if assigned to grades 9, 10, 11, or 12. Provide the literal "0" for all students in grades prekindergarten through grade 8.

***Failed Course Flag [K12 Student Course Records:Failed Course Flag (7)]**

Provide the appropriate code indicating if the student failed the course if the student is assigned to grades 9, 10, 11, or 12. Provide the literal "0" for all students in grades prekindergarten through grade 8.

Code	Description
0	Unknown or NA
1	Pass
2	Fail
3	Incomplete
4	Withdrawn

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

**Format
#**

***Semester [K12 Student Course Records:Supplementary Course Differentiator (8)]**

For courses completed during regular school year

Provide the appropriate code reflecting when the course was offered and the length of the course.

For courses completed during summer school

Provide the value of “SS” (Summer school course) indicating this is a summer school course.

Code	Description	Explanation of Use
YL	Year-Long Course	Course lasting approximately 180 days/36 Weeks/All Year
S1	First Semester Course	Course lasting approximately 90 Days/18 Weeks/1/2 of the year
S2	Second Semester Course	Course lasting approximately 90 Days/18 Weeks/1/2 of the year
T1	First Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
T2	Second Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
T3	Third Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
Q1	First Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
Q2	Second Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
Q3	Third Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
Q4	Fourth Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
H1	First Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H2	Second Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H3	Third Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year

Code	Description	Explanation of Use
H4	Fourth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H5	Fifth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H6	Sixth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
SS	Summer School Course	

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

***Local Course Code [K12 Student Course Records:Local Course Code Long (9)]**

Provide the district-assigned code corresponding to this course.

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

***Local Section Code [K12 Student Course Records:Local Section Code Long (10)]**

Provide the district-assigned code that uniquely identifies this specific instance of a course.

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

***State Course Code [K12 Student Course Records:State Course Code (11)]**

Provide the state course code corresponding to this course.

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

Format

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***Dual Credit Code [K12 Student Course Records:Dual Credit Code**

(12)]

Provide the code indicating if the student earned both high school and postsecondary credit for this course. The only courses that should be coded as 1 or 2 would be those that are transcribed as dual credit with a specific 2- or 4-year college. Articulated courses should NOT be coded as dual credit courses.

Code	Description	Explanation of Use
0	Not Applicable	This course is not eligible for dual credit.
1	Yes	This course is eligible for dual credit and the student earned both high school and postsecondary credit.
2	No	This course is eligible for dual credit but the student did not earn both high school and postsecondary credit.

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

*Course Delivery Model [K12 Student Course Records:Course Delivery Model (13)]

Provide the code indicating the method used to deliver instructions for this course.

Code	Description	Explanation of Use
0	Classroom - Not Career Academy	Most courses will be coded with this code. Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in the classroom.
1	Synchronous - Not Career Academy	[10-004.04D1] Synchronous Course Option: Synchronous courses are those multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately.

Code	Description	Explanation of Use
2	Asynchronous – Not Career Academy	[10-004.04D2] Asynchronous Course Options: Asynchronous courses are those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer-delivered courses.
3	Career Academy Synchronous	Career Academy Courses approved by NDE: Multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately.
4	Career Academy Asynchronous	Career Academy Courses approved by NDE: Those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer delivered courses.
5	Career Academy In Classroom	Career Academy Courses approved by NDE: Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in this classroom. The class may include students from multiple districts.
6	Iowa School for the Deaf Courses	Courses provided to Nebraska Students attending the Iowa School for the Deaf. These students should remain in membership of the resident district. The NDE Staff ID reported should be the case manager for the student's Individualized Education Plan.

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

K12 Statewide Assessment

The K12 Statewide Assessment file collects standardized educational assessment results for students. A K12 Student record must be submitted for each student appearing in the K12 Statewide Assessment file or the data loading process will reject the record.

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

*County District Number [K12 Statewide Assessment: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 Statewide Assessment: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 Statewide Assessment: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 Statewide Assessment: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

#####

***Assessment Target Grade Level [K12 Statewide Assessment:Assessed Grade Level (5)]**

Provide the grade level for which an assessment is designed to test.

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

Assessment Date [K12 Statewide Assessment:Assessment Date (6)]

Provide the date when the assessment was completed

Format

yyyy-MM-dd

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

Assessment Name [K12 Statewide Assessment:Assessment Name (7)]

Name of the assessment (e.g. NESA, NSCAS, or ACT).

***Subject Name [K12 Statewide Assessment:Subject Name (8)]**

Provide the assessment subject, e.g. math, reading/ELA, or writing. For composite assessment scores, provide “composite”.

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

***Assessment Score [K12 Statewide Assessment:Assessment Score (9)]**

Provide a numeric value representing the score obtained by the student.

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

***Proficiency Level [K12 Statewide Assessment:Proficiency Level**

(10)]

Provide a code indicating proficiency in meeting state standards.

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

Reason Not Tested [K12 Statewide Assessment:Reason Not Tested (11)]

Provide the reason a student was not tested, if applicable.

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.

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
CEFOUND	Career Education: Foundational, Exploratory, Career Development, or Other
CEGOVTPA	Career Education: Government and Public Administration
CEHEALTH	Career Education: Health Sciences

Code	Description
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
CE0003	Career Education Concentrator

K12 Staff Demographics

The K12 Staff Demographics file identifies the staff members appearing in the K12 Student Course Records file for the requested school year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*NDE Staff ID [K12 Staff Demographics:NDE Staff ID (1)]

Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person. Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person.

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

Format

#####

Local Staff ID [K12 Staff Demographics:Local Staff ID (2)]

*Gender [K12 Staff Demographics:Gender (3)]

Provide the code indicating the gender of this student.

Code	Description
F	Female
M	Male
X	Intersex and/or non-binary
U	Unknown/Undeclared

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

*Hispanic Indicator [K12 Staff Demographics:Hispanic Indicator (4)]

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Code	Description
1	Yes

Code	Description
2	No

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

***Race 1 Code [K12 Staff Demographics:Race 1 Code (5)]**

Provide the code indicating this staff member's identified race, otherwise leave blank. Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- ● If two races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
 - In all five fields.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Code	Description	Explanation of Use
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

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

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [K12 Staff Demographics:Race 2 Code (6)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 3 Code [K12 Staff Demographics:Race 3 Code (7)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 4 Code [K12 Staff Demographics:Race 4 Code (8)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 5 Code [K12 Staff Demographics:Race 5 Code (9)]

Provide the code indicating this staff member's identified race, otherwise leave blank. Refer to the codes listed in [K-12 Staff: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

***Educational Attainment Code [K12 Staff
Demographics:Educational Attainment Code (10)]**

Provide the code indicating the type of degree earned by the staff member. If the staff member has multiple degrees, the highest-level degree should be provided.

Code	Description
00	No High School Diploma
09	High School Diploma/GED
12	No College Preparation (used mostly for provisional trade certificates or special services coaching certificate)c
14	Associate Degree
20	Less Than Bachelor's degree (less than 40 semester hours)
21	Less Than Bachelor's degree (40-47 semester hours)
22	Less Than Bachelor's degree (48-59 semester hours)
30	Less Than Bachelor's Degree (60 or more semester hours)
40	Bachelor's degree
45	Bachelor's degree plus (<30 semester hours)
48	Bachelor's degree plus at least 30 graduate-level hours
50	Master's degree

Code	Description
55	Master's degree plus Hours
60	Education Specialist
70	Doctorate

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

***Total Experience [K12 Staff Demographics:Total Experience (11)]**

Provide the total number of years of experience (in whole years) in education including the current school year.

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 minimum number is "1".

Primary Subject Area [K12 Staff Demographics:Primary Subject Area (12)]

Provide the primary subject area taught by the staff person in this school district/system.

Code	Description
00	Position does not require a Primary Subject Area. Position is not a "teacher".
01	Agriculture, Food and Natural Resources
02	Visual & Performance Arts (Art)
03	Business, Marketing and Management
05	English Language Arts
06	World Language
07	Health Science
08	Personal Health & Physical Fitness

Code	Description
09	Human Services
10	Skilled and Technical Sciences
11	Mathematics
12	Visual & Performing Arts (Music)
13	Science
15	Social Science/Social Studies
18	Self-Contained Classroom
19	Special Education
21	Driver Education/Safety Education
22	Visual & Performing Arts (Drama/Theatre)
23	Miscellaneous Curriculum
25	Title I Curriculum
26	Personal Development
27	Communication & Information Systems
29	Supplemental Curriculum
30	High Ability Education
31	English as a Second Language
32	Career Education Foundational and Specialty
35	Education and Training
37	Hospitality and Tourism
39	Law, Public Safety and Security

Verification Details

This is only mandatory for “teachers”

***School Year Ending [K12 Staff Demographics:School Year Ending**

(13)]

Provide the literal four-digit year, for example “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

K12 Staff Assignments

The K12 Staff Assignments file identifies details of each position assignment for staff members appearing in the K12 Student Course Records file for the requested school year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*County District Number [K12 Staff Assignments: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 Staff Assignments: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

###

*NDE Staff ID [K12 Staff Assignments:NDE Staff ID (3)]

Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person.

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

Format

#####

*Controlling District Code [K12 Staff Assignments:Controlling District Code (4)]

Provide the 6-digit number of the School District/System/ESU where the staff member is assigned. The field used to report staff assigned to serve

Districts/Systems/ESUs other than the District/System/ESU that holds the contract. 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

##-####

***Full-Time Equivalency [K12 Staff Assignments:Full-Time Equivalency (5)]**

Provide the integer value between 1 and 100 that indicates the percentage of the staff member’s time that is allocated to the assignment. This is an indication of the time a staff member spends in their assignment as it relates to the total time in the work week defined for that assignment.

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

Verification Details

FTE Should never exceed 100 in a District/System/School.

Full-time FTE is reported as 100.

***Assignment Date [K12 Staff Assignments:Assignment Date (6)]**

Provide the date when the staff member starts the assignment during the current school year.

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

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

Format

yyyy-MM-dd

***Completion Date [K12 Staff Assignments:Completion Date (7)]**

Provide the date when the staff member completes the assignment during this school year.

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

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

Format

yyyy-MM-dd

***Experience At This District [K12 Staff Assignments:Experience At This District (8)]**

Provide the total number of years of experience (in whole years) in this District/System/ESU including the current school year.

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 minimum number is “1”.

***School Year Ending [K12 Staff Assignments:School Year Ending (9)]**

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

K12 Attendance

The K12 Attendance file is used to collect data about student attendance. A K12 Student record must be submitted for each student appearing in the K12 Attendance file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*County District Number [K12 Attendance: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 Attendance: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 Attendance: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 Attendance: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

#####

***Days Present [K12 Attendance:Days Present (5)]**

Provide the total number of days that the student was marked as present at the location/school. If the student transferred to a second school within the same district during the Reporting Period, there should be two Student Summary Attendance records for that student for that Reporting Period – one for each school.

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

***Days Absent [K12 Attendance:Days Absent (6)]**

Provide the total number of days that the student was marked as absent at the location/school. This field should be used to summarize all absences –excused and unexcused. If the student transferred to a second school within the same district during the Reporting Period, there should be two Student Summary Attendance records for that student for that Reporting Period – one for each school.

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

K12 Students

Key	Position	Name	Type	Length	Format
Yes	1	NDE Student ID	String	10	#####
Yes	2	County District Number	String	7	##-####
Yes	3	School Number	String	3	###
Yes	4	School Year	Date	4	yyyy
Yes	5	SSN	String	9	#####
	6	First Name	String	25	
	7	Middle Name	String	25	
	8	Last Name	String	50	
	9	Generation Code	String	25	
	10	First Name Alias	String	25	
	11	Middle Name Alias	String	25	
	12	Last Name Alias	String	25	
	13	Generation Code Alias	String	25	
	14	Birthdate	Date	10	yyyy-MM-dd
	15	Gender	String	1	(one of set)
	16	Race 1 Code	String	3	(one of set)
	17	Race 2 Code	Set	3	(one of set)
	18	Race 3 Code	Set	3	(one of set)
	19	Race 4 Code	Set	3	(one of set)
	20	Race 5 Code	Set	3	(one of set)
	21	Hispanic Indicator	String	1	(one of set)
	22	Student Address: Street Number Name	String	25	
	23	Student Address: Apartment Room Suite Number	String	25	
	24	Student Address: City	String	25	
	25	Student Address: State Abbreviation	String	25	
	26	Student Address: Postal Code	String	25	
	27	Attended Preschool	Integer	1	(one of set)
	28	Grade Level	String	2	(one of set)

Key	Position	Name	Type	Length	Format
	29	EL Eligibility	Integer	1	(one of set)
	30	EL Participation	Integer	1	(one of set)
	31	EL Duration	Integer	1	(one of set)
	32	Redesignated as English Fluent	Integer	1	(one of set)
	33	SPED Participation	Integer	1	(one of set)
	34	Expected Graduation Year	Date	4	yyyy
	35	Foreign Exchange Student	Integer	1	(one of set)
	36	High Ability Learner Eligibility	Integer	1	(one of set)
	37	High Ability Learner Participant	Integer	1	(one of set)
	38	District of Residence	String	7	##-####
	39	School of Residence	String	3	###
	40	Single Parent	String	1	(one of set)
	41	Home Language Code	String	4	####
	42	Full-Time Equivalency	Integer	3	
	43	Military Family Code	Na	1	(one of set)
	44	Immigrant Indicator	Integer	1	(one of set)
	45	Homeless Youth Indicator	Integer	1	(one of set)
	46	Highly Mobile Indicator	Integer	1	(one of set)

K12 Enrollment

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Student ID	String	10	#####
	5	Enrollment Date	Date	10	yyyy-MM-dd
	6	Enrollment Code	Integer	3	(one of set)
	7	Grade Level	String	2	(one of set)
	8	Residence Status	Integer	1	(one of set)

K12 Student Course Records

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Staff ID	String	10	#####
	5	NDE Student ID	String	10	#####
	6	Course Grade	String	2	
	7	Failed Course Flag	Integer	1	(one of set)
	8	Semester	String	2	(one of set)
	9	Local Course Code	String	25	
	10	Local Section Code	String		
	11	State Course Code	String	6	#####
	12	Dual Credit Code	Integer	1	(one of set)
	13	Course Delivery Model	Integer	1	(one of set)

K12 Statewide Assessment

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Student ID	String	10	#####
	5	Assessment Target Grade Level	String	25	
	6	Assessment Date	Date	10	yyyy-MM-dd
	7	Assessment Name	String	25	
	8	Subject Name	String	25	
	9	Assessment Score	String		
	10	Proficiency Level	String		
	11	Reason Not Tested	String		

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

Key	Position	Name	Type	Length	Format
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)

K12 Staff Demographics

Key	Position	Name	Type	Length	Format
	1	NDE Staff ID	String	10	#####
	2	Local Staff ID	String	25	
	3	Gender	String	1	(one of set)
	4	Hispanic Indicator	String	1	(one of set)
	5	Race 1 Code	String	3	(one of set)
	6	Race 2 Code	Set	3	(one of set)
	7	Race 3 Code	Set	3	(one of set)
	8	Race 4 Code	Set	3	(one of set)
	9	Race 5 Code	Set	3	(one of set)
	10	Educational Attainment Code	String	2	(one of set)
	11	Total Experience	Integer		
	12	Primary Subject Area	String	2	(one of set)
	13	School Year Ending	Date	4	yyyy

K12 Staff Assignments

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	NDE Staff ID	String	10	#####
	4	Controlling District Code	String	7	##-####
	5	Full-Time Equivalency	Integer	100	
	6	Assignment Date	Date	10	yyyy-MM-dd
	7	Completion Date	Date	10	yyyy-MM-dd
	8	Experience At This District	Integer		
	9	School Year Ending	Date	4	yyyy

K12 Attendance

Key	Position	Name	Type	Length	Format
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Student ID	String	10	#####
	5	Days Present	Float		
	6	Days Absent	Float		

1.2.0 Redline Version

2-YEAR POSTSECONDARY FILE SPECIFICATIONS

2-Year Postsecondary Enrollment

2-Year Postsecondary Academic Awards

2-Year Postsecondary Courses

2-Year Postsecondary Terms

2-Year Postsecondary Transcript



Version 1.2.0

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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

<i>File Specification</i>	<i>File Name</i>
2-Year Postsecondary Enrollment	#####_ps2_enrollment_YYYY_#.csv
2-Year Postsecondary Academic Awards	#####_ps2_aa_YYYY_#.csv
2-Year Postsecondary Courses	#####_ps2_courses_YYYY_#.csv
<u>2-Year Postsecondary Non-Credit Non-Degree Courses File</u>	<u>#####_ps2_ncnd_courses_YYYY_#.csv</u>
2-Year Postsecondary Terms	#####_ps2_terms_YYYY_#.csv
2-Year Postsecondary Transcript	#####_ps2_transcript_YYYY_#.csv
<u>2-Year Postsecondary Non-Credit Non-Degree Transcript File</u>	<u>#####_ps2_ncnd_transcript_YYYY_#.csv</u>

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”.

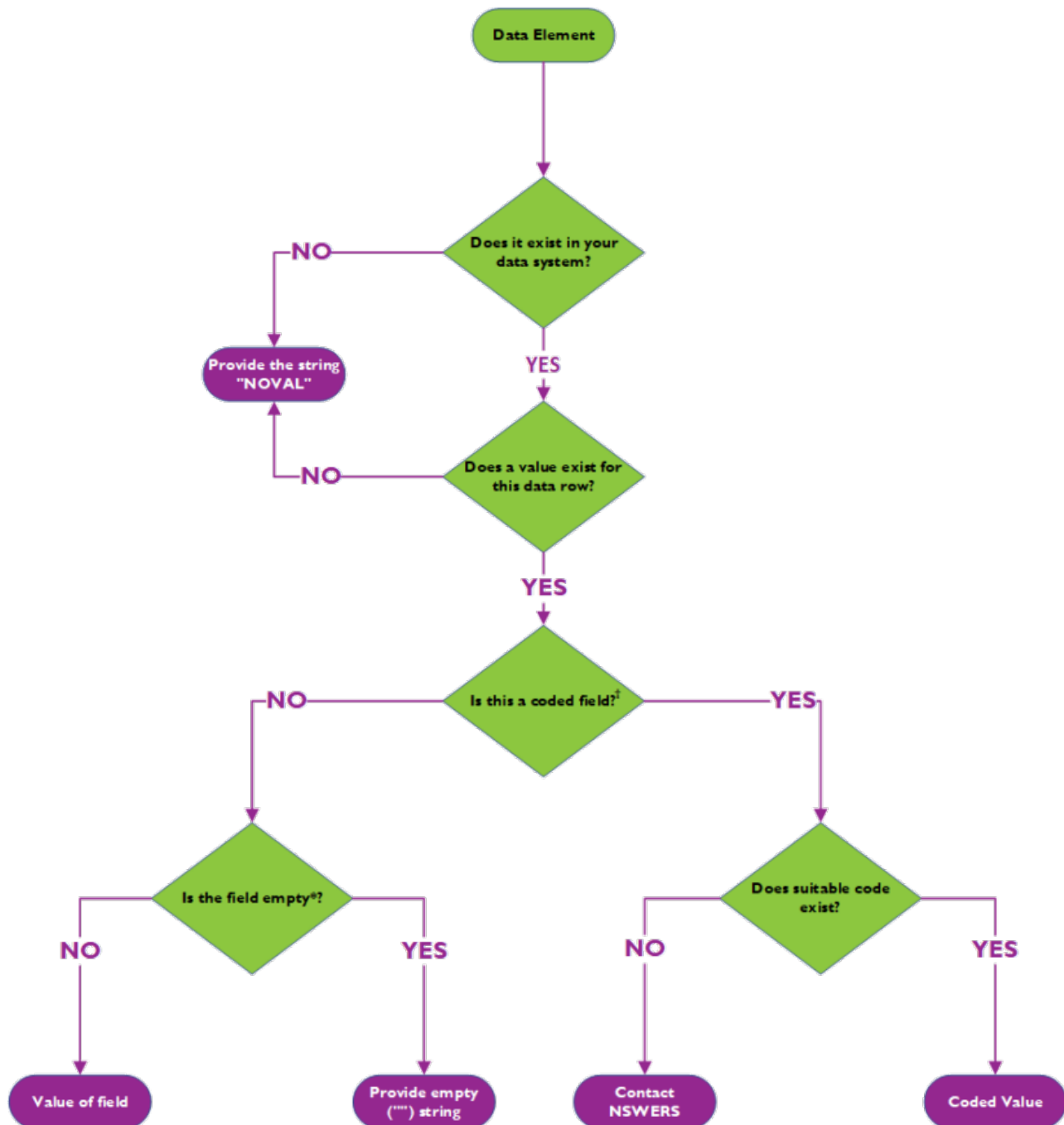
Notes of Importance

- 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

2-Year Postsecondary Enrollment

The Postsecondary Enrollment file collects demographic data for all students enrolled in courses (both credit and noncredit included) during a particular term for the requested academic year(s).

NOTE: Multiple records for an individual student will appear if the student was enrolled in more than one term – one record per term.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*Institution ID [2-Year Postsecondary Enrollment:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

NDE Student ID [2-Year Postsecondary Enrollment:NDE Student ID (2)]

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

Format

#####

Verification Details

While this field is not mandatory, it must be unique.

SSN [2-Year Postsecondary Enrollment:SSN (3)]

Provide the student’s Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

Format

#####

Verification Details

SSN or ITIN is mandatory if Degree Seeking Flag = 1.

*Postsecondary Student ID [2-Year Postsecondary

Enrollment:Postsecondary Student ID (4)]

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.

***Term [2-Year Postsecondary Enrollment:Term (5)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

Valid values are specified via the Postsecondary Terms file
[Postsecondary Terms: Postsecondary Term Code (3)].

***Last Name [2-Year Postsecondary Enrollment:Last Name (6)]**

Provide this student's surname or name borne in common by members of a family. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

***First Name [2-Year Postsecondary Enrollment:First Name (7)]**

Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

Middle Name [2-Year Postsecondary Enrollment:Middle Name (8)]

Provide the middle name of this student. If full middle name is not available, provide middle initial, where possible. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Last Name Alias [2-Year Postsecondary Enrollment:Last Name Alias (9)]

Provide the alternate surname if the student has an alternate name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

First Name Alias [2-Year Postsecondary Enrollment:First Name Alias (10)]

Provide an additional first name used by this student as an alias. This field can be used to submit a student nickname or commonly used name that is different from their formal name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Middle Name Alias [2-Year Postsecondary Enrollment:Middle Name Alias (11)]

Provide the alternate middle name if the student has an alternate name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Birthdate [2-Year Postsecondary Enrollment:Birthdate (12)]

Provide the birthdate of this student.
Use the ISO date format (YYYY-MM-DD)

Format

yyyy-MM-dd

Verification Details

The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Future dates for birthdates are not allowed. Years in the birthdate more than 100 years in the past are not allowed.

*Gender [2-Year Postsecondary Enrollment:Gender (13)]

Provide the code indicating the gender of this student.

Code	Description
F	Female
M	Male
X	Intersex and/or non-binary

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

Hispanic Indicator [2-Year Postsecondary Enrollment:Hispanic Indicator (14)]

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Code	Description
1	Yes
2	No

Race 1 Code [2-Year Postsecondary Enrollment:Race 1 Code (15)]

Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- If two races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
 - In all five fields.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.

AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Code	Description	Explanation of Use
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [2-Year Postsecondary Enrollment:Race 2 Code (16)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 3 Code [2-Year Postsecondary Enrollment:Race 3 Code (17)]

Provide the code indicating this student's third identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 4 Code [2-Year Postsecondary Enrollment:Race 4 Code (18)]

Provide the code indicating this student's fourth identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 5 Code [2-Year Postsecondary Enrollment:Race 5 Code (19)]

Provide the code indicating this student's fifth identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Marital Status [2-Year Postsecondary Enrollment:Marital Status (20)]

Provide the code indicating the student's marital status.

Code	Description
S	Single
M	Married
E	Separated
W	Widowed
D	Divorced

First Generation Student [2-Year Postsecondary Enrollment:First Generation Student (21)]

Provide the code indicating the student's status as a first-generation postsecondary student.

Code	Description
1	Yes
2	No

High School Class Rank [2-Year Postsecondary Enrollment:High School Class Rank (22)]

Provide the student's high school class rank.

High School Class Size [2-Year Postsecondary Enrollment:High School Class Size (23)]

Provide the student's high school class size.

Cumulative High School GPA [2-Year Postsecondary Enrollment:HS GPA (24)]

The student's cumulative high school grade point average.Format
####.##

State of High School Graduation [2-Year Postsecondary Enrollment:State of High School Graduation (25)]

The code corresponding to the state in which this student graduated high school. For students still enrolled in high school, provide the code corresponding to the state in which the student's current high school is located.

The following "State of High School Graduation" codes were adapted from the United States Postal Services abbreviation for states and possessions.

Code	Description
10	Unknown
20	Outside of United States
AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FM	Federated States of Micronesia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas

Code	Description
KY	Kentucky
LA	Louisiana
ME	Maine
MH	Marshall Islands
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
MP	North Mariana Islands
OH	Ohio
OK	Oklahoma
OR	Oregon
PW	Palau
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont

Code	Description
VI	Virgin Islands
VA	Virgina
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

GED Status [2-Year Postsecondary Enrollment:GED Status (26)]

Provide the code indicating if this student completed a GED.

Code	Description
1	Yes
2	No

Census Flag [2-Year Postsecondary Enrollment:Census Flag (27)]

Provide the code indicating if this student was enrolled on the Census Date during the term used for IPEDS reporting applicable to this academic year. Provide the code indicating “Yes” if this student was enrolled on the IPEDS Census Date. Provide the code indicating “No” if the student was NOT enrolled during the IPEDS Census Date.

Code	Description
1	Yes
2	No

Full-Time Student Flag [2-Year Postsecondary Enrollment:Full-Time Student Flag (28)]

Provide the code indicating if this student met the definition of a full-time student during this term. Full-time/part-time indicator based on number of credit hours student is enrolled for the semester.

IPEDS definition:

- Undergraduate – a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
- Doctor's degree – Professional practice – as defined by the institution.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

First-Time Student Flag [2-Year Postsecondary Enrollment:First Time Student Flag (29)]

Provide the code indicating if this student met the definition of a first-time student during this term.

IPEDS definition: A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

<i>Code</i>	<i>Description</i>
1	Yes
2	No

Degree Seeking Flag [2-Year Postsecondary Enrollment:Degree Seeking Flag (30)]

Provide the code indicating if this student met the definition of a degree-seeking student during this term, for the purposes of IPEDS reporting.

IPEDS definition: Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Note: all students eligible to receive federal student financial aid are considered degree/certificate seeking.

Code	Description
1	Yes
2	No

Primary Program One (major) [2-Year Postsecondary Enrollment:Primary Program (31)]

Provide the CIP code for the student's primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the student's primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.#### - leading and terminal zeros must be included, where applicable.**

Primary Program Two (major) [2-Year Postsecondary Enrollment:Primary Program (32)]

If applicable, provide the CIP code for the student's second primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the student's second primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.#### - leading and terminal zeros must be included, where applicable.**

Term Credit Hours Attempted [2-Year Postsecondary Enrollment:Term Credit Hours Attempted (33)]

Provide the total number of credit hours this student attempted during this term in the format ## or ##.#. Term Credit Hours Attempted supports up to one decimal position. If more than one decimal position is provided, records will be rejected.

Format

##.##

Verification Details

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

Term Credit Hours Earned [2-Year Postsecondary Enrollment:Term Credit Hours Earned (34)]

Provide the total number of credit hours this student earned during this term in the format ## or ##.#. Term Credit Hours Earned supports up to one decimal position. If more than one decimal position is provided, records will be rejected

Format

##.##

Verification Details

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

Term GPA [2-Year Postsecondary Enrollment:Term GPA (35)]

Provide the grade point average (GPA) earned by this student calculated based only on courses during this term. This field accepts up to 2 decimals places.

Format

##.##

2-Year Postsecondary Academic Awards

The Postsecondary Academic Awards file collects a cumulative set of students granted postsecondary degrees, diplomas, or certificates for the requested academic year(s). Students receiving multiple awards will appear in the file multiple times, once per award.

Note: A Postsecondary Enrollment record must have been previously submitted or is part of the same data submission first be submitted for each student appearing in a Postsecondary Academic Awards file or the data loading process will reject the record.

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

*Institution ID [2-Year Postsecondary Academic Awards:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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 [2-Year Postsecondary Academic Awards: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.

*Award Date [2-Year Postsecondary Academic Awards:Award Date (3)]

Provide the date on which the academic award was granted, i.e., the date of graduation rather than the degree audit or conferred date.

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

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

Format

yyyy-MM-dd

*Award Code [2-Year Postsecondary Academic Awards: Award Code (4)]

Provide the code that indicates the type of academic award granted.

Code	Description	Explanation of Use
1	Under1Yr	Postsecondary award, certificate, or diploma of less than 1 academic year: • Less than 900 contact or clock hours • Less than 30 SEMESTER or TRIMESTER credit hours, or • Less than 45 QUARTER credit hours
2	1-2Yr	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years • At least 900, but less than 1800 contact or clock hours, or • At least 30, but less than 60 SEMESTER or TRIMESTER credit hours • At least 45, but less than 90 QUARTER hours
3	Associate	Associate's Degree
4	2-4Yr	Between 2- and 4-Years Awards Postsecondary award, certificate, or diploma of (at least 2 but less than 4 academic years) • 1800 contact or clock hours, or • 60 or more SEMESTER or TRIMESTER credit hours, or • 90 or more QUARTER credit hours
5	Bachelor	Bachelor's Degree
6	Postbaccalaureate Certificate	
7	Master's Degree	
8	Post-master's Certificate	
17	Doctor's Degree - Research/Scholarship	
18	Doctor's Degree - Professional Practice	
19	Doctor's Degree - Other	

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

loading process will reject the record.

***Award CIP Code [2-Year Postsecondary Academic Awards: Award CIP Code (5)]**

Provide the six-digit (2022) CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the instructional program specialty for which this award was granted. Refer to IPEDS reporting requirements for a list of valid CIP codes.

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

Format

##.####

2-Year Postsecondary Courses

The Postsecondary Courses file identifies the complete set of courses offered with students enrolled and were not cancelled during the requested academic year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*Institution ID [2-Year Postsecondary Courses:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

*Academic Year Ending [2-Year Postsecondary Courses:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

*Postsecondary Term Code [2-Year Postsecondary Courses:Postsecondary Term Code (3)]

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

Valid values are specified via the Postsecondary Terms file

[Postsecondary Terms: Postsecondary Term Code (3)].

***Course Code Subject [2-Year Postsecondary Courses:Course Code Subject (4)]**

Provide the institution's own unique course code subject.

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

***Course Code Number [2-Year Postsecondary Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

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

Course Section [2-Year Postsecondary Courses:Course Section (6)]

Provide the institution's own unique course section.

Course Location [2-Year Postsecondary Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [2-Year Postsecondary Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

<u>Code</u>	<u>Description</u>	<u>Explanation of Use</u>
<u>1</u>	<u>Hybrid (Face-to-Face and Online)</u>	<u>A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face - similar to a traditional class.</u>

<u>2</u>	<u>Online Only</u>	<u>A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.</u>
<u>3</u>	<u>Traditional (Face-to-Face)</u>	<u>A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.</u>

***Course Type [2-Year Postsecondary Courses:Course Type (9)]**

Provide the code for course type specific to the identified course.

<u>Code</u>	<u>Description</u>
<u>0</u>	<u>Other</u>
<u>1</u>	<u>Lecture</u>
<u>2</u>	<u>Lab</u>
<u>3</u>	<u>Seminar</u>

<u>Code</u>	<u>Description</u>
<u>4</u>	<u>Activity</u>
<u>5</u>	<u>Independent Study</u>
<u>6</u>	<u>Practicum</u>
<u>7</u>	<u>Recitation</u>
<u>8</u>	<u>Clinical</u>
<u>9</u>	<u>Internship</u>

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

***Course Name [2-Year Postsecondary Courses:Course Name (~~8~~10)]**

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [2-Year Postsecondary Courses:Course Name (~~9~~11)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, "History of Science" for the course: HIST 398 (Special Topics).

***Course Description [2-Year Postsecondary Courses:Course Description (~~10~~12)]**

Provide the institution's own description for the course section (up to 1000 characters).

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

Course Weight/REU Factor [2-Year Postsecondary Courses:Course Weight/REU Factor (~~11~~13)]

Provide a decimal indicating the course weighting used for this course in the format #.##.

Format
#.##

***Instructor ID [2-Year Postsecondary Courses:Instructor ID (~~12~~14)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

2-Year Postsecondary Non-Credit Non-Degree Courses

The Postsecondary Non-Credit Non-Degree Courses file identifies the complete set of courses offered with students enrolled and were not cancelled during the requested academic year(s).

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

***Institution ID [2-Year Postsecondary Non-Credit Non-Degree Courses:Institution ID (1)]**

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

The Classification of Instructional Programs (CIP) codes are provided by IPEDS (2020 version)

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

Format

#####

***Academic Year Ending [2-Year Postsecondary Non-Credit Non-Degree Courses:Academic Year Ending (2)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [2-Year Postsecondary Non-Credit Non-Degree Courses:Postsecondary Term Code (3)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

Valid values are specified via the Postsecondary Terms file

[Postsecondary Terms: Postsecondary Term Code (3)].

***Course Code Subject [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Subject (4)]**

Provide the institution's own unique course code subject.

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

***Course Code Number [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

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

Course Section [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Section (6)]

Provide the institution's own unique course section.

Course Location [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

<u>Code</u>	<u>Description</u>	<u>Explanation of Use</u>
<u>1</u>	<u>Hybrid (Face-to-Face and Online)</u>	<u>A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face - similar to a traditional class.</u>

2	<u>Online Only</u>	<u>A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.</u>
3	<u>Traditional (Face-to-Face)</u>	<u>A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.</u>

***Course Name [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (9)]**

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (10)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, "History of Science" for the course: HIST 398 (Special Topics).

***Course Description [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Description (11)]**

Provide the institution's own description for the course section (up to 1000 characters).

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

***Instructor ID [2-Year Postsecondary Non-Credit Non-Degree Courses:Instructor ID (12)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

2-Year Postsecondary Terms

The Postsecondary Terms file identifies the complete set of academic terms for the requested academic year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*Institution ID [2-Year Postsecondary Terms:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

*Academic Year Ending [2-Year Postsecondary Terms:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

*Postsecondary Term Code [2-Year Postsecondary Terms:Postsecondary Term Code (3)]

Provide the institution-selected value representing the term during which this student was enrolled. Term codes need to be totally unique between each term; if term names are “Q1,” “Q2,” etc., prepend or append a year to the term name, e.g., “2015Q1” or “Q22016.” Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

***Start Date [2-Year Postsecondary Terms:Start Date (4)]**

Provide the date indicating when the term starts.
Use the ISO date format (YYYY-MM-DD)

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

Format

yyyy-MM-dd

***End Date [2-Year Postsecondary Terms:End Date (5)]**

Provide the date indicating when the term ends.
Use the ISO date format (YYYY-MM-DD)

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

Format

yyyy-MM-dd

2-Year Postsecondary Transcript

The Postsecondary Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*Institution ID [2-Year Postsecondary Transcript:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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 [2-Year Postsecondary Transcript: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.

***Academic Year Ending [2-Year Postsecondary Transcript:Academic Year Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [2-Year Postsecondary Transcript:Postsecondary Term Code (4)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

***Course Code Subject [2-Year Postsecondary Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

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

***Course Code Number [2-Year Postsecondary Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

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

Course Section [2-Year Postsecondary Transcript:Course Section (7)]

Provide the institution's own unique course section.

~~Course Instruction Mode [2-Year Postsecondary Transcript: Course Instruction Mode (8)]~~

~~Provide the code indicating the course instruction mode.~~

Code	Description	Explanation of Use
1	Hybrid (Face-to-Face and Online)	A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face — similar to a traditional class.
2	Online Only	A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
3	Traditional (Face-to-Face)	A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.

~~*Course Type [2-Year Postsecondary Transcript: Course Type (9)]~~

~~Provide the code for course type specific to the identified course.~~

Code	Description
0	Other
1	Lecture
2	Lab
3	Seminar

Code	Description
4	Activity
5	Independent Study
6	Practicum
7	Recitation
8	Clinical
9	Internship

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

***Remedial Course Math Flag [2-Year Postsecondary Transcript:Remedial Course Math Flag (~~108~~)]**

Provide the code indicating “Yes” if the student is taking the course to gain remedial mathematics instruction during this term. Indicate “No” for all others.

Note: This is an attribute of the student – not just course.

Code	Description
1	Yes
2	No

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

***Remedial Course English Flag [2-Year Postsecondary Transcript:Remedial Course English Flag (~~119~~)]**

Provide the code indicating “Yes” if the student is taking the course to gain remedial English instruction during this term. Indicate “No” for all others.

Note: This is an attribute of the student – not just course.

Code	Description
1	Yes
2	No

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

***Course Credit Hours [2-Year Postsecondary Transcript:Course**

Credit Hours (~~12~~10)

Provide “-1.0” for a continuing education course.

Provide a decimal indicating the number
the specified course in the format #.## .
not offer credit.

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

Format

####.##

*Course Grade Points [2-Year Postsecondary Transcript:Course Grade Points (~~13~~11)]

Provide a decimal indicating the number of grade points the student earned for completing this course 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

####.##

*Grade Mode [2-Year Postsecondary Transcript:Grade Mode (~~14~~12)]

Provide the code indicating the course grade mode. Option 1 (“Graded”) should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student’s GPA calculation.

Code	Description
1	Graded
2	Pass/Not Pass
3	Audit
4	Other Ungraded
5	Non-Credit

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

*Course Completion [2-Year Postsecondary Transcript:Course Completion (~~15~~13)]

Provide the code indicating the course completion status.

Code	Description
1	Completed
2	Withdraw
3	Incomplete

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

2-Year Postsecondary Non-Credit Non-Degree Transcript

The Postsecondary Non-Credit Non-Degree Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.**
- A Postsecondary Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.**
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.**

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

***Institution ID [2-Year Postsecondary Transcript:Institution ID (1)]**

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

The Classification of Instructional Programs (CIP) codes are provided by IPEDS (2020 version)

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 [2-Year Postsecondary Transcript: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.

***Academic Year Ending [2-Year Postsecondary
Non-Credit Non-Degree Transcript:Academic Year
Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [2-Year Postsecondary Non-Credit Non-Degree Transcript:Postsecondary Term Code (4)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

***Course Code Subject [2-Year Postsecondary Non-Credit Non-Degree Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

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

***Course Code Number [2-Year Postsecondary Non-Credit Non-Degree Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

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

**Course Section [2-Year Postsecondary Non-Credit Non-Degree
Transcript:Course Section (7)]**

Provide the institution's own unique course section.

***Grade Mode [2-Year Postsecondary Non-Credit Non-Degree Transcript:Grade Mode (8)]**

Provide the code indicating the course grade mode. Option 1 ("Graded") should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student's GPA calculation.

<u>Code</u>	<u>Description</u>
<u>1</u>	<u>Graded</u>
<u>2</u>	<u>Pass/Not Pass</u>
<u>3</u>	<u>Audit</u>
<u>4</u>	<u>Other Ungraded</u>
<u>5</u>	<u>Non-Credit</u>

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

2-Year Postsecondary Enrollment

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	NDE Student ID	String	10	#####
	3	SSN	String	9	#####
	4	Postsecondary Student ID	String	20	
	5	Term	Foreign Key	10	
	6	Last Name	String	50	
	7	First Name	String	25	
	8	Middle Name	String	25	
	9	Last Name Alias	String	25	
	10	First Name Alias	String	25	
	11	Middle Name Alias	String	25	
	12	Birthdate	Date	10	yyyy-MM-dd
	13	Gender	String	1	(one of set)
	14	Hispanic Indicator	String	1	(one of set)
	15	Race 1 Code	String	3	(one of set)
	16	Race 2 Code	Set	3	(one of set)
	17	Race 3 Code	Set	3	(one of set)
	18	Race 4 Code	Set	3	(one of set)
	19	Race 5 Code	Set	3	(one of set)
	20	Marital Status	String	1	(one of set)
	21	First Generation Student	Integer	1	(one of set)
	22	High School Class Rank	Integer		
	23	High School Class Size	Integer		
	24	Cumulative High School GPA	Float	7	####.##
	25	State of High School Graduation	String	2	(one of set)
	26	GED Status	Integer	1	(one of set)
	27	Census Flag	Integer	1	(one of set)
	28	Full-Time Student Flag	Integer	1	(one of set)
	29	First-Time Student Flag	Integer	1	(one of set)
	30	Degree Seeking Flag	Integer	1	(one of set)

Key	Position	Name	Type	Length	Format
	31	Primary Program One (major)	String	7	###.####
	32	Primary Program Two (major)	String	7	###.####
	33	Term Credit Hours Attempted	Float	4	##.#
	34	Term Credit Hours Earned	Float	4	##.#
	35	Term GPA	Float	4	##.#

2-Year Postsecondary Academic Awards

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Award Date	Date	10	yyyy-MM-dd
	4	Award Code	Integer	2	(one of set)
	5	Award CIP Code	String	7	###.####

2-Year Postsecondary Courses

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	Foreign Key	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	50	
	<u>8</u>	<u>Course Instruction Mode</u>	<u>String</u>	<u>1</u>	<u>(one of set)</u>
	<u>9</u>	<u>Course Type</u>	<u>String</u>	<u>1</u>	<u>(one of set)</u>
	<u>810</u>	Course Name	String		
	<u>911</u>	Secondary Course Name	String	50	
	<u>1012</u>	Course Description	String	1000	
	<u>1113</u>	Course Weight/REU Factor	Float	4	###
	<u>1214</u>	Instructor ID	String	20	

2-Year Postsecondary Non-Credit Non-Degree Courses

Key	Position	Name	Type	Length	Format
	<u>1</u>	<u>Institution ID</u>	<u>String</u>	<u>6</u>	<u>#####</u>
	<u>2</u>	<u>Academic Year Ending</u>	<u>Date</u>	<u>4</u>	<u>yyyy</u>
	<u>3</u>	<u>Postsecondary Term Code</u>	<u>String</u>	<u>10</u>	

	<u>4</u>	<u>Course Code Subject</u>	<u>String</u>	<u>20</u>	
	<u>5</u>	<u>Course Code Number</u>	<u>String</u>	<u>20</u>	
	<u>6</u>	<u>Course Section</u>	<u>String</u>	<u>20</u>	
	<u>7</u>	<u>Course Location</u>	<u>String</u>	<u>20</u>	
	<u>8</u>	<u>Course Instruction Mode</u>	<u>String</u>	<u>1</u>	(one of set)
	<u>9</u>	<u>Course Name</u>	<u>String</u>		
	<u>10</u>	<u>Secondary Course Name</u>	<u>String</u>	<u>50</u>	
	<u>11</u>	<u>Course Description</u>	<u>String</u>	<u>1000</u>	
	<u>12</u>	<u>Instructor ID</u>	<u>String</u>	<u>20</u>	

2-Year Postsecondary Terms

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Start Date	Date	10	yyyy-MM-dd
	5	End Date	Date	10	yyyy-MM-dd

2-Year Postsecondary Transcript

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Type	String	1	(one of set)
	10 8	Remedial Course Math Flag	Integer	1	(one of set)
	11 9	Remedial Course English Flag	Integer	1	(one of set)
	12 10	Course Credit Hours	Float	7	#####.##
	13 11	Course Grade Points	Float	7	#####.##
	14 12	Grade Mode	Integer	1	(one of set)
	15 13	Course Completion	Integer	1	(one of set)

2-Year Postsecondary Non-Credit Non-Degree Transcript

<u>Key</u>	<u>Position</u>	<u>Name</u>	<u>Type</u>	<u>Length</u>	<u>Format</u>
	<u>1</u>	<u>Institution ID</u>	<u>String</u>	<u>6</u>	<u>#####</u>
	<u>2</u>	<u>Postsecondary Student ID</u>	<u>String</u>	<u>20</u>	
	<u>3</u>	<u>Academic Year Ending</u>	<u>Date</u>	<u>4</u>	<u>yyyy</u>
	<u>4</u>	<u>Postsecondary Term Code</u>	<u>String</u>	<u>10</u>	
	<u>5</u>	<u>Course Code Subject</u>	<u>String</u>	<u>20</u>	
	<u>6</u>	<u>Course Code Number</u>	<u>String</u>	<u>20</u>	
	<u>7</u>	<u>Course Section</u>	<u>String</u>	<u>20</u>	
	<u>8</u>	<u>Grade Mode</u>	<u>Integer</u>	<u>1</u>	<u>(one of set)</u>

1.2.0 Clean Version

2-YEAR POSTSECONDARY FILE SPECIFICATIONS

2-Year Postsecondary Enrollment

2-Year Postsecondary Academic Awards

2-Year Postsecondary Courses

2-Year Postsecondary Terms

2-Year Postsecondary Transcript



Version 1.2.0

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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

<i>File Specification</i>	<i>File Name</i>
2-Year Postsecondary Enrollment	#####_ps2_enrollment_YYYY_##.csv
2-Year Postsecondary Academic Awards	#####_ps2_aa_YYYY_##.csv
2-Year Postsecondary Courses	#####_ps2_courses_YYYY_##.csv
2-Year Postsecondary Non-Credit Non-Degree Courses File	#####_ps2_ncnd_courses_YYYY_##.csv
2-Year Postsecondary Terms	#####_ps2_terms_YYYY_##.csv
2-Year Postsecondary Transcript	#####_ps2_transcript_YYYY_##.csv
2-Year Postsecondary Non-Credit Non-Degree Transcript File	#####_ps2_ncnd_transcript_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”.

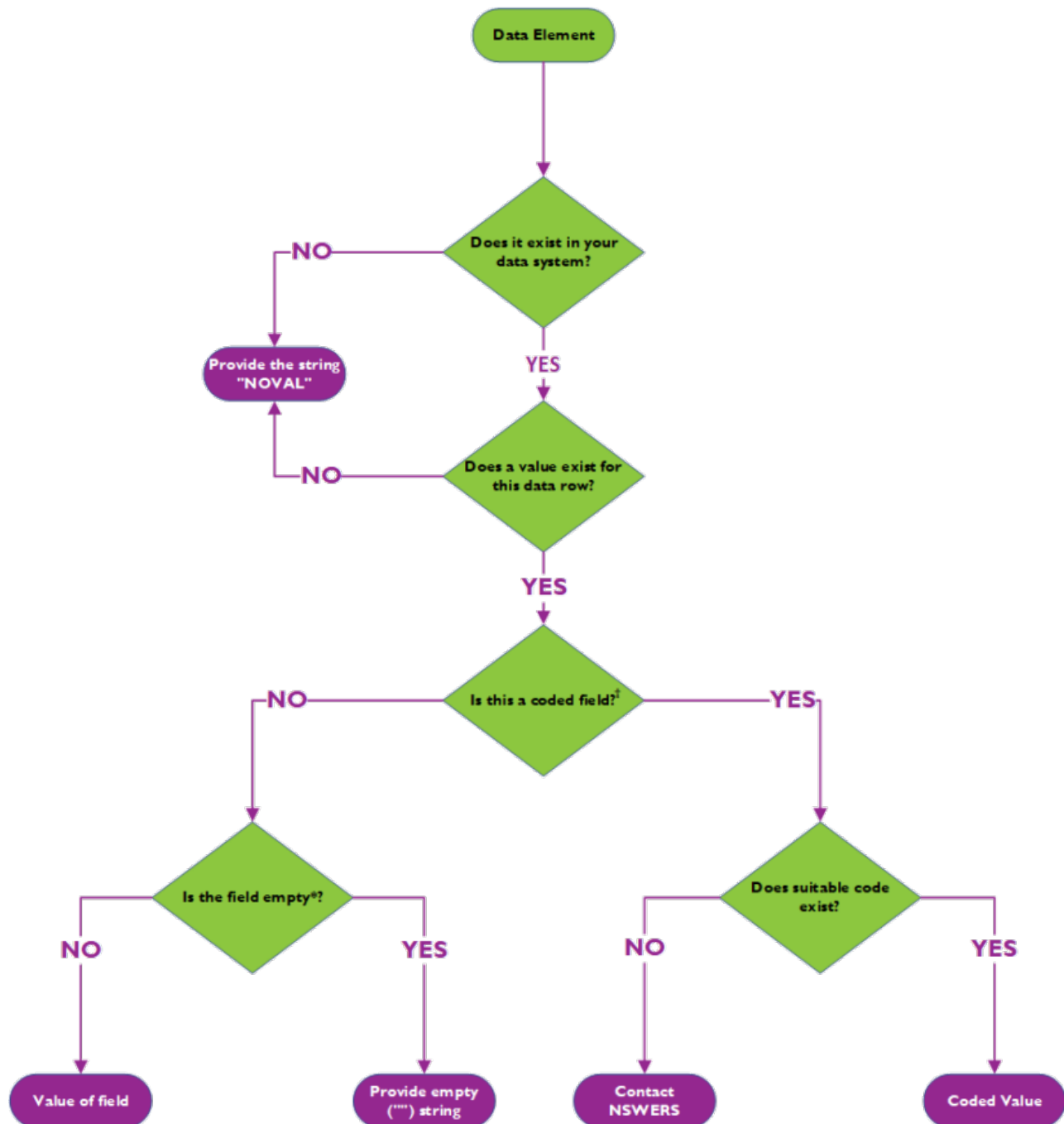
Notes of Importance

- 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

2-Year Postsecondary Enrollment

The Postsecondary Enrollment file collects demographic data for all students enrolled in courses (both credit and noncredit included) during a particular term for the requested academic year(s).

NOTE: Multiple records for an individual student will appear if the student was enrolled in more than one term – one record per term.

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

*Institution ID [2-Year Postsecondary Enrollment:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

NDE Student ID [2-Year Postsecondary Enrollment:NDE Student ID (2)]

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

Format

#####

Verification Details

While this field is not mandatory, it must be unique.

SSN [2-Year Postsecondary Enrollment:SSN (3)]

Provide the student’s Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

Format

#####

Verification Details

SSN or ITIN is mandatory if Degree Seeking Flag = 1.

*Postsecondary Student ID [2-Year Postsecondary

Enrollment:Postsecondary Student ID (4)]

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.

***Term [2-Year Postsecondary Enrollment:Term (5)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

Valid values are specified via the Postsecondary Terms file
[Postsecondary Terms: Postsecondary Term Code (3)].

***Last Name [2-Year Postsecondary Enrollment:Last Name (6)]**

Provide this student's surname or name borne in common by members of a family. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

***First Name [2-Year Postsecondary Enrollment:First Name (7)]**

Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

Middle Name [2-Year Postsecondary Enrollment:Middle Name (8)]

Provide the middle name of this student. If full middle name is not available, provide middle initial, where possible. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Last Name Alias [2-Year Postsecondary Enrollment:Last Name Alias (9)]

Provide the alternate surname if the student has an alternate name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

First Name Alias [2-Year Postsecondary Enrollment:First Name Alias (10)]

Provide an additional first name used by this student as an alias. This field can be used to submit a student nickname or commonly used name that is different from their formal name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Middle Name Alias [2-Year Postsecondary Enrollment:Middle Name Alias (11)]

Provide the alternate middle name if the student has an alternate name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Birthdate [2-Year Postsecondary Enrollment:Birthdate (12)]

Provide the birthdate of this student.
Use the ISO date format (YYYY-MM-DD)

Format

yyyy-MM-dd

Verification Details

The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Future dates for birthdates are not allowed. Years in the birthdate more than 100 years in the past are not allowed.

***Gender [2-Year Postsecondary Enrollment:Gender (13)]**

Provide the code indicating the gender of this student.

Code	Description
F	Female
M	Male
X	Intersex and/or non-binary

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

Hispanic Indicator [2-Year Postsecondary Enrollment:Hispanic Indicator (14)]

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Code	Description
1	Yes
2	No

Race 1 Code [2-Year Postsecondary Enrollment:Race 1 Code (15)]

Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- If two races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
 - In all five fields.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.

AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Code	Description	Explanation of Use
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [2-Year Postsecondary Enrollment:Race 2 Code (16)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 3 Code [2-Year Postsecondary Enrollment:Race 3 Code (17)]

Provide the code indicating this student's third identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 4 Code [2-Year Postsecondary Enrollment:Race 4 Code (18)]

Provide the code indicating this student's fourth identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 5 Code [2-Year Postsecondary Enrollment:Race 5 Code (19)]

Provide the code indicating this student's fifth identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Marital Status [2-Year Postsecondary Enrollment:Marital Status (20)]

Provide the code indicating the student's marital status.

<i>Code</i>	<i>Description</i>
S	Single
M	Married
E	Separated
W	Widowed
D	Divorced

First Generation Student [2-Year Postsecondary Enrollment:First Generation Student (21)]

Provide the code indicating the student's status as a first-generation postsecondary student.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

High School Class Rank [2-Year Postsecondary Enrollment:High School Class Rank (22)]

Provide the student's high school class rank.

High School Class Size [2-Year Postsecondary Enrollment:High School Class Size (23)]

Provide the student's high school class size.

Cumulative High School GPA [2-Year Postsecondary Enrollment:HS GPA (24)]

The student's cumulative high school grade point average.Format
####.##

State of High School Graduation [2-Year Postsecondary Enrollment:State of High School Graduation (25)]

The code corresponding to the state in which this student graduated high school. For students still enrolled in high school, provide the code corresponding to the state in which the student's current high school is located.

The following "State of High School Graduation" codes were adapted from the United States Postal Services abbreviation for states and possessions.

Code	Description
10	Unknown
20	Outside of United States
AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FM	Federated States of Micronesia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas

Code	Description
KY	Kentucky
LA	Louisiana
ME	Maine
MH	Marshall Islands
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
MP	North Mariana Islands
OH	Ohio
OK	Oklahoma
OR	Oregon
PW	Palau
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont

Code	Description
VI	Virgin Islands
VA	Virgina
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

GED Status [2-Year Postsecondary Enrollment:GED Status (26)]

Provide the code indicating if this student completed a GED.

Code	Description
1	Yes
2	No

Census Flag [2-Year Postsecondary Enrollment:Census Flag (27)]

Provide the code indicating if this student was enrolled on the Census Date during the term used for IPEDS reporting applicable to this academic year. Provide the code indicating “Yes” if this student was enrolled on the IPEDS Census Date. Provide the code indicating “No” if the student was NOT enrolled during the IPEDS Census Date.

Code	Description
1	Yes
2	No

Full-Time Student Flag [2-Year Postsecondary Enrollment:Full-Time Student Flag (28)]

Provide the code indicating if this student met the definition of a full-time student during this term. Full-time/part-time indicator based on number of credit hours student is enrolled for the semester.

IPEDS definition:

- Undergraduate – a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
- Doctor's degree – Professional practice – as defined by the institution.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

First-Time Student Flag [2-Year Postsecondary Enrollment:First Time Student Flag (29)]

Provide the code indicating if this student met the definition of a first-time student during this term.

IPEDS definition: A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

<i>Code</i>	<i>Description</i>
1	Yes
2	No

Degree Seeking Flag [2-Year Postsecondary Enrollment:Degree Seeking Flag (30)]

Provide the code indicating if this student met the definition of a degree-seeking student during this term, for the purposes of IPEDS reporting.

IPEDS definition: Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Note: all students eligible to receive federal student financial aid are considered degree/certificate seeking.

Code	Description
1	Yes
2	No

Primary Program One (major) [2-Year Postsecondary Enrollment:Primary Program (31)]

Provide the CIP code for the student's primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the student's primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.#### - leading and terminal zeros must be included, where applicable.**

Primary Program Two (major) [2-Year Postsecondary Enrollment:Primary Program (32)]

If applicable, provide the CIP code for the student's second primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the student's second primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.#### - leading and terminal zeros must be included, where applicable.**

Term Credit Hours Attempted [2-Year Postsecondary Enrollment:Term Credit Hours Attempted (33)]

Provide the total number of credit hours this student attempted during this term in the format ## or ##.#. Term Credit Hours Attempted supports up to one decimal position. If more than one decimal position is provided, records will be rejected.

Format

##.##

Verification Details

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

Term Credit Hours Earned [2-Year Postsecondary Enrollment:Term Credit Hours Earned (34)]

Provide the total number of credit hours this student earned during this term in the format ## or ##.#. Term Credit Hours Earned supports up to one decimal position. If more than one decimal position is provided, records will be rejected

Format

##.##

Verification Details

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

Term GPA [2-Year Postsecondary Enrollment:Term GPA (35)]

Provide the grade point average (GPA) earned by this student calculated based only on courses during this term. This field accepts up to 2 decimals places.

Format

##.##

2-Year Postsecondary Academic Awards

The Postsecondary Academic Awards file collects a cumulative set of students granted postsecondary degrees, diplomas, or certificates for the requested academic year(s). Students receiving multiple awards will appear in the file multiple times, once per award.

Note: A Postsecondary Enrollment record must have been previously submitted or is part of the same data submission for each student appearing in a Postsecondary Academic Awards file or the data loading process will reject the record.

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

*Institution ID [2-Year Postsecondary Academic Awards:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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 [2-Year Postsecondary Academic Awards: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.

*Award Date [2-Year Postsecondary Academic Awards:Award Date (3)]

Provide the date on which the academic award was granted, i.e., the date of graduation rather than the degree audit or conferred date.

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

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

Format

yyyy-MM-dd

*Award Code [2-Year Postsecondary Academic Awards: Award Code (4)]

Provide the code that indicates the type of academic award granted.

Code	Description	Explanation of Use
1	Under1Yr	Postsecondary award, certificate, or diploma of less than 1 academic year: • Less than 900 contact or clock hours • Less than 30 SEMESTER or TRIMESTER credit hours, or • Less than 45 QUARTER credit hours
2	1-2Yr	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years • At least 900, but less than 1800 contact or clock hours, or • At least 30, but less than 60 SEMESTER or TRIMESTER credit hours • At least 45, but less than 90 QUARTER hours
3	Associate	Associate's Degree
4	2-4Yr	Between 2- and 4-Years Awards Postsecondary award, certificate, or diploma of (at least 2 but less than 4 academic years) • 1800 contact or clock hours, or • 60 or more SEMESTER or TRIMESTER credit hours, or • 90 or more QUARTER credit hours
5	Bachelor	Bachelor's Degree
6	Postbaccalaureate Certificate	
7	Master's Degree	
8	Post-master's Certificate	
17	Doctor's Degree - Research/Scholarship	
18	Doctor's Degree - Professional Practice	
19	Doctor's Degree - Other	

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

loading process will reject the record.

***Award CIP Code [2-Year Postsecondary Academic Awards: Award CIP Code (5)]**

Provide the six-digit (2022) CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the instructional program specialty for which this award was granted. Refer to IPEDS reporting requirements for a list of valid CIP codes.

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

Format

##.####

2-Year Postsecondary Courses

The Postsecondary Courses file identifies the complete set of courses offered with students enrolled and were not cancelled during the requested academic year(s).

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

*Institution ID [2-Year Postsecondary Courses:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

*Academic Year Ending [2-Year Postsecondary Courses:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

*Postsecondary Term Code [2-Year Postsecondary Courses:Postsecondary Term Code (3)]

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

Valid values are specified via the Postsecondary Terms file

[Postsecondary Terms: Postsecondary Term Code (3)].

***Course Code Subject [2-Year Postsecondary Courses:Course Code Subject (4)]**

Provide the institution's own unique course code subject.

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

***Course Code Number [2-Year Postsecondary Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

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

Course Section [2-Year Postsecondary Courses:Course Section (6)]

Provide the institution's own unique course section.

Course Location [2-Year Postsecondary Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [2-Year Postsecondary Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

Code	Description	Explanation of Use
1	Hybrid (Face-to-Face and Online)	A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face – similar to a traditional class.

2	Online Only	A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
3	Traditional (Face-to-Face)	A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.

*Course Type [2-Year Postsecondary Courses:Course Type (9)]

Provide the code for course type specific to the identified course.

Code	Description
0	Other
1	Lecture
2	Lab
3	Seminar

Code	Description
4	Activity
5	Independent Study
6	Practicum
7	Recitation
8	Clinical
9	Internship

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

***Course Name [2-Year Postsecondary Courses:Course Name (10)]**

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [2-Year Postsecondary Courses:Course Name (11)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, "History of Science" for the course: HIST 398 (Special Topics).

***Course Description [2-Year Postsecondary Courses:Course Description (12)]**

Provide the institution's own description for the course section (up to 1000 characters).

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

Course Weight/REU Factor [2-Year Postsecondary Courses:Course Weight/REU Factor (13)]

Provide a decimal indicating the course weighting used for this course in the format #.##.

Format
#.##

***Instructor ID [2-Year Postsecondary Courses:Instructor ID (14)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

2-Year Postsecondary Non-Credit Non-Degree Courses

The Postsecondary Non-Credit Non-Degree Courses file identifies the complete set of courses offered with students enrolled and were not cancelled during the requested academic year(s).

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

***Institution ID [2-Year Postsecondary Non-Credit Non-Degree Courses:Institution ID (1)]**

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

The Classification of Instructional Programs (CIP) codes are provided by IPEDS (2020 version)

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

Format

#####

***Academic Year Ending [2-Year Postsecondary Non-Credit Non-Degree Courses:Academic Year Ending (2)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [2-Year Postsecondary Non-Credit Non-Degree Courses:Postsecondary Term Code (3)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

Valid values are specified via the Postsecondary Terms file

[Postsecondary Terms: Postsecondary Term Code (3)].

***Course Code Subject [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Subject (4)]**

Provide the institution's own unique course code subject.

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

***Course Code Number [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

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

Course Section [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Section (6)]

Provide the institution's own unique course section.

Course Location [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

Code	Description	Explanation of Use
1	Hybrid (Face-to-Face and Online)	A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face - similar to a traditional class.

2	Online Only	A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
3	Traditional (Face-to-Face)	A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.

***Course Name [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (9)]**

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (10)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, "History of Science" for the course: HIST 398 (Special Topics).

***Course Description [2-Year Postsecondary Non-Credit Non-Degree Courses:Course Description (11)]**

Provide the institution's own description for the course section (up to 1000 characters).

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

***Instructor ID [2-Year Postsecondary Non-Credit Non-Degree Courses:Instructor ID (12)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

2-Year Postsecondary Terms

The Postsecondary Terms file identifies the complete set of academic terms for the requested academic year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

***Institution ID [2-Year Postsecondary Terms:Institution ID (1)]**

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

***Academic Year Ending [2-Year Postsecondary Terms:Academic Year Ending (2)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [2-Year Postsecondary Terms:Postsecondary Term Code (3)]**

Provide the institution-selected value representing the term during which this student was enrolled. Term codes need to be totally unique between each term; if term names are “Q1,” “Q2,” etc., prepend or append a year to the term name, e.g., “2015Q1” or “Q22016.” Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

***Start Date [2-Year Postsecondary Terms:Start Date (4)]**

Provide the date indicating when the term starts.
Use the ISO date format (YYYY-MM-DD)

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

Format

yyyy-MM-dd

***End Date [2-Year Postsecondary Terms:End Date (5)]**

Provide the date indicating when the term ends.
Use the ISO date format (YYYY-MM-DD)

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

Format

yyyy-MM-dd

2-Year Postsecondary Transcript

The Postsecondary Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

*Institution ID [2-Year Postsecondary Transcript:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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 [2-Year Postsecondary Transcript: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.

***Academic Year Ending [2-Year Postsecondary Transcript:Academic Year Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [2-Year Postsecondary Transcript:Postsecondary Term Code (4)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

***Course Code Subject [2-Year Postsecondary Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

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

***Course Code Number [2-Year Postsecondary Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

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

Course Section [2-Year Postsecondary Transcript:Course Section (7)]

Provide the institution’s own unique course section.

***Remedial Course Math Flag [2-Year Postsecondary**

Transcript:Remedial Course Math Flag (8)]

Provide the code indicating “Yes” if the student is taking the course to gain remedial mathematics instruction during this term. Indicate “No” for all others.

Note: This is an attribute of the student – not just course.

Code	Description
1	Yes
2	No

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

***Remedial Course English Flag [2-Year Postsecondary Transcript:Remedial Course English Flag (9)]**

Provide the code indicating “Yes” if the student is taking the course to gain remedial English instruction during this term. Indicate “No” for all others.

Note: This is an attribute of the student – not just course.

Code	Description
1	Yes
2	No

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

***Course Credit Hours [2-Year Postsecondary Transcript:Course**

Credit Hours (10)]

Provide “-1.0” for a continuing education course.

Provide a decimal indicating the number
the specified course in the format #.## .
not offer credit.

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

Format

####.##

*Course Grade Points [2-Year Postsecondary Transcript:Course Grade Points (11)]

Provide a decimal indicating the number of grade points the student earned for completing this course 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

####.##

*Grade Mode [2-Year Postsecondary Transcript:Grade Mode (12)]

Provide the code indicating the course grade mode. Option 1 (“Graded”) should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student’s GPA calculation.

Code	Description
1	Graded
2	Pass/Not Pass
3	Audit
4	Other Ungraded
5	Non-Credit

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

*Course Completion [2-Year Postsecondary Transcript:Course Completion (13)]

Provide the code indicating the course completion status.

Code	Description
1	Completed
2	Withdraw
3	Incomplete

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

2-Year Postsecondary Non-Credit Non-Degree Transcript

The Postsecondary Non-Credit Non-Degree Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Continuing Education Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

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

*Institution ID [2-Year Postsecondary Non-Credit Non-Degree Transcript:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by IPEDS (2020 version)

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 [2-Year Postsecondary Non-Credit Non-Degree Transcript: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.

***Academic Year Ending [2-Year Postsecondary Non-Credit Non-Degree Transcript:Academic Year Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [2-Year Postsecondary Non-Credit Non-Degree Transcript:Postsecondary Term Code (4)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

***Course Code Subject [2-Year Postsecondary Non-Credit Non-Degree Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

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

***Course Code Number [2-Year Postsecondary Non-Credit Non-Degree Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

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

Course Section [2-Year Postsecondary Non-Credit Non-Degree Transcript:Course Section (7)]

Provide the institution's own unique course section.

***Grade Mode [2-Year Postsecondary Non-Credit Non-Degree Transcript:Grade Mode (8)]**

Provide the code indicating the course grade mode. Option 1 ("Graded") should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student's GPA calculation.

Code	Description
1	Graded
2	Pass/Not Pass
3	Audit
4	Other Ungraded
5	Non-Credit

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

2-Year Postsecondary Enrollment

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	NDE Student ID	String	10	#####
	3	SSN	String	9	#####
	4	Postsecondary Student ID	String	20	
	5	Term	Foreign Key	10	
	6	Last Name	String	50	
	7	First Name	String	25	
	8	Middle Name	String	25	
	9	Last Name Alias	String	25	
	10	First Name Alias	String	25	
	11	Middle Name Alias	String	25	
	12	Birthdate	Date	10	yyyy-MM-dd
	13	Gender	String	1	(one of set)
	14	Hispanic Indicator	String	1	(one of set)
	15	Race 1 Code	String	3	(one of set)
	16	Race 2 Code	Set	3	(one of set)
	17	Race 3 Code	Set	3	(one of set)
	18	Race 4 Code	Set	3	(one of set)
	19	Race 5 Code	Set	3	(one of set)
	20	Marital Status	String	1	(one of set)
	21	First Generation Student	Integer	1	(one of set)
	22	High School Class Rank	Integer		
	23	High School Class Size	Integer		
	24	Cumulative High School GPA	Float	7	####.##
	25	State of High School Graduation	String	2	(one of set)
	26	GED Status	Integer	1	(one of set)
	27	Census Flag	Integer	1	(one of set)
	28	Full-Time Student Flag	Integer	1	(one of set)
	29	First-Time Student Flag	Integer	1	(one of set)
	30	Degree Seeking Flag	Integer	1	(one of set)

Key	Position	Name	Type	Length	Format
	31	Primary Program One (major)	String	7	###.####
	32	Primary Program Two (major)	String	7	###.####
	33	Term Credit Hours Attempted	Float	4	##.#
	34	Term Credit Hours Earned	Float	4	##.#
	35	Term GPA	Float	4	##.#

2-Year Postsecondary Academic Awards

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Award Date	Date	10	yyyy-MM-dd
	4	Award Code	Integer	2	(one of set)
	5	Award CIP Code	String	7	###.####

2-Year Postsecondary Courses

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	Foreign Key	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	50	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Type	String	1	(one of set)
	10	Course Name	String		
	11	Secondary Course Name	String	50	
	12	Course Description	String	1000	
	13	Course Weight/REU Factor	Float	4	###
	14	Instructor ID	String	20	

2-Year Postsecondary Non-Credit Non-Degree Courses

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	

	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	20	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Name	String		
	10	Secondary Course Name	String	50	
	11	Course Description	String	1000	
	12	Instructor ID	String	20	

2-Year Postsecondary Terms

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Start Date	Date	10	yyyy-MM-dd
	5	End Date	Date	10	yyyy-MM-dd

2-Year Postsecondary Transcript

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Remedial Course Math Flag	Integer	1	(one of set)
	9	Remedial Course English Flag	Integer	1	(one of set)
	10	Course Credit Hours	Float	7	#####.
	11	Course Grade Points	Float	7	#####.
	12	Grade Mode	Integer	1	(one of set)
	13	Course Completion	Integer	1	(one of set)

2-Year Postsecondary Non-Credit Non-Degree Transcript

Key	Position	Name	Type	Length	Format
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	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Grade Mode	Integer	1	(one of set)

1.2.0 Redline Version

4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Enrollment

4-Year Postsecondary Academic Awards

4-Year Postsecondary Courses

4-Year Postsecondary Terms

4-Year Postsecondary Transcript



Version 1.2.0

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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

<i>File Specification</i>	<i>File Name</i>
4-Year Postsecondary Enrollment	#####_ps4_enrollment_YYYY_#.csv
4-Year Postsecondary Academic Awards	#####_ps4_aa_YYYY_#.csv
4-Year Postsecondary Courses	#####_ps4_courses_YYYY_#.csv
<u>4-Year Postsecondary Non-Credit Non-Degree Courses File</u>	<u>#####_ps4_ncnd_courses_YYYY_#.csv</u>
4-Year Postsecondary Terms	#####_ps4_terms_YYYY_#.csv
4-Year Postsecondary Transcript	#####_ps4_transcript_YYYY_#.csv
<u>2-Year Postsecondary Non-Credit Non-Degree Transcript File</u>	<u>#####_ps2_ncnd_transcript_YYYY_#.csv</u>

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”.

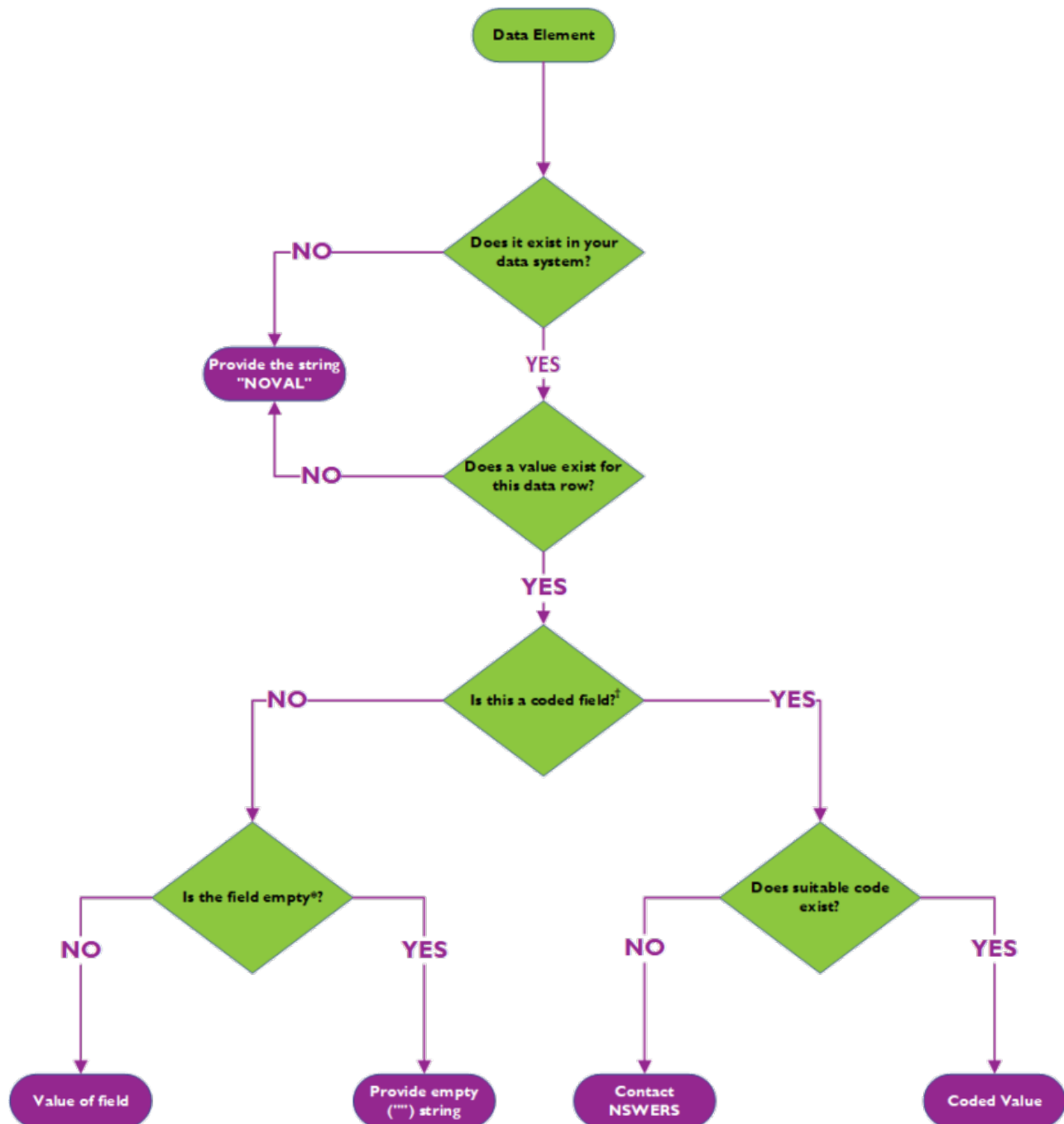
Notes of Importance

- 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 Enrollment

The Postsecondary Enrollment file collects demographic data for all students enrolled in courses (both credit and noncredit included) during a particular term for the requested academic year(s).

NOTE: Multiple records for an individual student will appear if the student was enrolled in more than one term – one record per term.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

NDE Student ID [4-Year Postsecondary Enrollment:NDE Student ID (2)]

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

Format

#####

Verification Details

While this field is not mandatory, it must be unique for those values provided.

SSN [4-Year Postsecondary Enrollment:SSN (3)]

Provide the student’s Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

Format

#####

Verification Details

SSN or ITIN is mandatory if Degree Seeking Flag = 1

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

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.

***Postsecondary Term Code [4-Year Postsecondary Enrollment:Term Code (5)]**

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

***Last Name [4-Year Postsecondary Enrollment:Last Name (6)]**

Provide this student's surname or name borne in common by members of a family. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

***First Name [4-Year Postsecondary Enrollment:First Name (7)]**

Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

Middle Name [4-Year Postsecondary Enrollment:Middle Name (8)]

Provide the middle name of this student. If full middle name is not available, provide middle initial, where possible. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Last Name Alias [4-Year Postsecondary Enrollment:Last Name Alias (9)]

Provide the alternate surname if the student has an alternate name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

First Name Alias [4-Year Postsecondary Enrollment:First Name Alias (10)]

Provide an additional first name used by this student as an alias. This field can be used to submit a student nickname or commonly used name that is different from their formal name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Middle Name Alias [4-Year Postsecondary Enrollment:Middle Name Alias (11)]

Provide the alternate middle name if the student has an alternate name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

*Birthdate [4-Year Postsecondary Enrollment:Birthdate (12)]

Provide the birthdate of this student.
Use the ISO date format (YYYY-MM-DD)

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

Format

yyyy-MM-dd

Verification Details

The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Future dates for birthdates are not allowed. Years in the birthdate more than 100 years in the past are not allowed.

*Gender [4-Year Postsecondary Enrollment:Gender Code (13)]

Provide the code indicating the gender of this student.

Code	Description
F	Female
M	Male

X	Intersex and/or non-binary
U	Unknown/Undeclared

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

***Hispanic Indicator [4-Year Postsecondary Enrollment:Hispanic Ethnicity Indicator (14)]**

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Code	Description
1	Yes
2	No

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

***Race 1 Code [4-Year Postsecondary Enrollment:Race 1 Code (15)]**

Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- ●If two races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- ●If three races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- ●If four races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- ●If five races are identified:
 - In all five fields.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.

Code	Description	Explanation of Use
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

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

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [4-Year Postsecondary Enrollment:Race 2 Code (16)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 3 Code [4-Year Postsecondary Enrollment:Race 3 Code (17)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 4 Code [4-Year Postsecondary Enrollment:Race 4 Code (18)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 5 Code [4-Year Postsecondary Enrollment:Race 5 Code (19)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Marital Status [4-Year Postsecondary Enrollment:Marital Status (20)]

Provide the code indicating the student's marital status.

Code	Description
S	Single
M	Married
E	Separated
W	Widowed
D	Divorced

First Generation Student [4-Year Postsecondary Enrollment:First Generation Flag (21)]

Provide the code indicating the student's status as a first-generation postsecondary student.

Code	Description
1	Yes
2	No

High School Class Rank [4-Year Postsecondary Enrollment:HS Class Rank (22)]

Provide the student's high school class rank.

High School Class Size [4-Year Postsecondary Enrollment:HS Class Size (23)]

Provide the student's high school class size.

Cumulative High School GPA [4-Year Postsecondary Enrollment:HS GPA (24)]

The student's cumulative high school grade point average.

Format

####.##

State of High School Graduation [4-Year Postsecondary Enrollment:State of High School Graduation (25)]

The code corresponding to the state in which this student graduated high school. For students still enrolled in high school, provide the code corresponding to the state in which the student's current high school is located.

The following "State of High School Graduation" codes were adapted from the United States Postal Services abbreviation for states and possessions.

Code	Description
10	Unknown
20	Outside of United States
AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia

Code	Description
FM	Federated States of Micronesia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MH	Marshall Islands
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
MP	North Mariana Islands
OH	Ohio
OK	Oklahoma

Code	Description
OR	Oregon
PW	Palau
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	Virgin Islands
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

GED Status [4-Year Postsecondary Enrollment:GED Status (26)]

Provide the code indicating if this student completed a GED.

Code	Description
1	Yes
2	No

Education Level at Admission [4-Year Postsecondary Enrollment:Education at Admission (27)]

Provide the code indicating the student's level of education at admission to the postsecondary institution.

Code	Description
1	Never attended college and 1st year undergraduate

Code	Description
2	Never attended college and 1st year undergraduate
3	2nd year undergraduate/sophomore
4	3rd year undergraduate/junior
5	4th year undergraduate/senior
6	5th year/other undergraduate
7	1st year graduate/professional
8	Continuing graduate/professional or beyond

***Census Flag [4-Year Postsecondary Enrollment:Census Flag (28)]**

Provide the code indicating if this student was enrolled on the Census Date during the term used for IPEDS reporting applicable to this academic year. Provide the code indicating “Yes” if this student was enrolled on the IPEDS Census Date. Provide the code indicating “No” if the student was NOT enrolled during the IPEDS Census Date.

Code	Description
1	Yes
2	No

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

Full-Time Student Flag [4-Year Postsecondary Enrollment:Full-Time Student Flag (29)]

Provide the code indicating if this student met the definition of a full-time student during this term. Full-time/part-time indicator based on number of credit hours student is enrolled for the semester.

IPEDS definition:

- Undergraduate – a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
- Doctor's degree – Professional practice – as defined by the institution.

Code	Description
1	Yes
2	No

First-Time Student Flag [4-Year Postsecondary Enrollment:First-Time Student Flag (30)]

Provide the code indicating if this student met the definition of a first-time student during this term.

IPEDS definition: A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

Code	Description
1	Yes
2	No

Degree Seeking Flag [4-Year Postsecondary Enrollment:Degree Seeking Flag (31)]

Provide the code indicating if this student met the definition of a degree-seeking student during this term, for the purposes of IPEDS reporting.

IPEDS definition: Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Note: all students eligible to receive federal student financial aid are considered degree/certificate seeking.

Code	Description
1	Yes
2	No

Primary Program One (major) [4-Year Postsecondary Enrollment:Primary Program (32)]

Provide the CIP code for the student's primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the student's primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.#### - leading and terminal zeros must be included, where applicable.**

Primary Program Two (major) [4-Year Postsecondary Enrollment:Primary Program (33)]

If applicable, provide the CIP code for the student's second primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the student's second primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.#### - leading and terminal zeros must be included, where applicable.**

Secondary Program One (minor) [4-Year Postsecondary Enrollment:Secondary Program (34)]

Provide the CIP code for the student's secondary program (minor).

The [Classification of Instructional Programs \(CIP\) codes \(2020 version\)](#) are provided by IPEDS.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.####** – leading and terminal zeros must be included, where applicable.

Secondary Program Two (minor) [4-Year Postsecondary Enrollment:Secondary Program (35)]

Provide the CIP code for the student's second secondary program (minor).

The [Classification of Instructional Programs \(CIP\) codes \(2020 version\)](#) are provided by IPEDS.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.####** – leading and terminal zeros must be included, where applicable.

Term Credit Hours Attempted [4-Year Postsecondary Enrollment:Term Credit Hours Attempted (36)]

Provide the total number of credit hours this student attempted during this term in the format **##** or **##.#**. Term Credit Hours Attempted supports up to one decimal position. If more than one decimal position is provided, records will be rejected.

Format

##.#

Verification Details

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

Term Credit Hours Earned [4-Year Postsecondary Enrollment:Term Credit Hours Earned (37)]

Provide the total number of credit hours this student earned during this term in the format ## or ##.#. Term Credit Hours Earned supports up to one decimal position. If more than one decimal position is provided, records will be rejected.

Format

##.#

Verification Details

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

Term GPA [4-Year Postsecondary Enrollment:Term GPA (38)]

Provide the grade point average (GPA) earned by this student calculated based only on courses during this term. This field accepts up to 2 decimals places.

Format

##.#

4-Year Postsecondary Academic Awards

The Postsecondary Academic Awards file specification collects a cumulative set of students granted postsecondary degrees, diplomas, or certificates during a particular academic year. Students receiving multiple awards will appear in the file multiple times, once per award.

NOTE: A Postsecondary Enrollment record must have been previously submitted or is part of the same data submission first be submitted for each student appearing in a Postsecondary Academic Awards file or the data loading process will reject the record.

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

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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 Academic Awards: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.

*Award Date [4-Year Postsecondary Academic Awards:Award Date (3)]

Provide the date on which the academic award was granted, i.e., the date of graduation rather than the degree audit or conferred date.

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

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

Format

yyyy-MM-dd

*Award Code [4-Year Postsecondary Academic Awards: Award Code (4)]

Provide the code that indicates the type of academic award granted.

Code	Description	Explanation of Use
1	Under1Yr	Postsecondary award, certificate, or diploma of less than 1 academic year: • Less than 900 contact or clock hours • Less than 30 SEMESTER or TRIMESTER credit hours, or • Less than 45 QUARTER credit hours
2	1-2Yr	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years • At least 900, but less than 1800 contact or clock hours, or • At least 30, but less than 60 SEMESTER or TRIMESTER credit hours • At least 45, but less than 90 QUARTER hours
3	Associate	Associate's Degree
4	2-4Yr	Between 2- and 4-Years Awards Postsecondary award, certificate, or diploma of (at least 2 but less than 4 academic years) • 1800 contact or clock hours, or • 60 or more SEMESTER or TRIMESTER credit hours, or • 90 or more QUARTER credit hours
5	Bachelor	Bachelor's Degree
6	Postbaccalaureate Certificate	
7	Master's Degree	
8	Post-master's Certificate	
17	Doctor's Degree - Research/Scholarship	
18	Doctor's Degree - Professional Practice	
19	Doctor's Degree - Other	

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

loading process will reject the record.

***Award CIP Code [4-Year Postsecondary Academic Awards: Award CIP Code (5)]**

Provide the six-digit (2022) CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the instructional program specialty for which this award was granted. Refer to IPEDS reporting requirements for a list of valid CIP codes.

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

Format

##.####

4-Year Postsecondary Courses

The Postsecondary Courses file identifies the complete set of courses offered during the requested academic year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

*Academic Year Ending [4-Year Postsecondary Courses:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

*Postsecondary Term Code [4-Year Postsecondary Courses:Postsecondary Term Code (3)]

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

Valid values are specified via the Postsecondary Terms file

[Postsecondary Terms: Postsecondary Term Code (3)].

***Course Code Subject [4-Year Postsecondary Courses:Course Code Subject (4)]**

Provide the institution's own unique course code subject.

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

***Course Code Number [4-Year Postsecondary Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

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

Course Section [4-Year Postsecondary Courses:Course Section (6)]

Provide the institution's own unique course code number.

Course Location [4-Year Postsecondary Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [4-Year Postsecondary Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

<u>Code</u>	<u>Description</u>	<u>Explanation of Use</u>
<u>1</u>	<u>Hybrid (Face-to-Face and Online)</u>	<u>A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face - similar to a traditional class.</u>

<u>2</u>	<u>Online Only</u>	<u>A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.</u>
<u>3</u>	<u>Traditional (Face-to-Face)</u>	<u>A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.</u>

***Course Type [4-Year Postsecondary Courses:Course Type (9)]**

Provide the code for course type specific to the identified course.

<u>Code</u>	<u>Description</u>
<u>0</u>	<u>Other</u>
<u>1</u>	<u>Lecture</u>
<u>2</u>	<u>Lab</u>
<u>3</u>	<u>Seminar</u>
<u>4</u>	<u>Activity</u>
<u>5</u>	<u>Independent Study</u>
<u>6</u>	<u>Practicum</u>
<u>7</u>	<u>Recitation</u>
<u>8</u>	<u>Clinical</u>
<u>9</u>	<u>Internship</u>

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

***Course Name [4-Year Postsecondary Courses:Course Name (810)]**

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [4-Year Postsecondary Courses:Course Name (~~9~~11)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, “History of Science” for the course: HIST 398 (Special Topics).

***Course Description [4-Year Postsecondary Courses:Course Description (~~10~~12)]**

Provide the institution’s own description for the course section (up to 1000 characters).

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

***Instructor ID [4-Year Postsecondary Courses:Instructor ID (~~11~~13)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

4-Year Postsecondary Non-Credit Non-Degree Courses

The Postsecondary Non-Credit Non-Degree Courses file identifies the complete set of courses offered with students enrolled and were not cancelled during the requested academic year(s).

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

***Institution ID [4-Year Postsecondary Non-Credit Non-Degree Courses:Institution ID (1)]**

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

The Classification of Instructional Programs (CIP) codes are provided by IPEDS (2020 version)

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

Format

#####

***Academic Year Ending [4-Year Postsecondary Non-Credit Non-Degree Courses:Academic Year Ending (2)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [4-Year Postsecondary Non-Credit Non-Degree Courses:Postsecondary Term Code (3)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

**Valid values are specified via the Postsecondary Terms file
[Postsecondary Terms: Postsecondary Term Code (3)].**

***Course Code Subject [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Subject (4)]**

Provide the institution's own unique course code subject.

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

***Course Code Number [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

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

Course Section [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Section (6)]

Provide the institution's own unique course section.

Course Location [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

<u>Code</u>	<u>Description</u>	<u>Explanation of Use</u>
1	<u>Hybrid (Face-to-Face and Online)</u>	<u>A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face - similar to a traditional class.</u>

2	<u>Online Only</u>	<u>A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.</u>
3	<u>Traditional (Face-to-Face)</u>	<u>A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.</u>

***Course Name [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (9)]**

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (10)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, "History of Science" for the course: HIST 398 (Special Topics).

***Course Description [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Description (11)]**

Provide the institution's own description for the course section (up to 1000 characters).

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

***Instructor ID [4-Year Postsecondary Non-Credit Non-Degree Courses:Instructor ID (12)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

4-Year Postsecondary Terms

The Postsecondary Terms file identifies the complete set of academic terms for the requested academic year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

*Academic Year Ending [4-Year Postsecondary Terms:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

*Postsecondary Term Code [4-Year Postsecondary Terms:Postsecondary Term Code (3)]

Provide the institution-specific value representing the terms during the academic year. Term codes need to be totally unique between each term; if term names are “Q1,” “Q2,” etc., prepend or append a year to the term name, e.g., “2015Q1” or “Q22016.”

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

*Start Date [4-Year Postsecondary Terms:Start Date (4)]

Provide the date indicating when the term starts.
Use the ISO date format (YYYY-MM-DD)

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

process will reject the record.

Format

yyyy-MM-dd

***End Date [4-Year Postsecondary Terms:End Date (5)]**

Provide the date indicating when the term ends.

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

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

Format

yyyy-MM-dd

4-Year Postsecondary Transcript

The Postsecondary Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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 Transcript: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.

***Academic Year Ending [4-Year Postsecondary Transcript:Academic Year Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [4-Year Postsecondary Transcript:Course Term (4)]**

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

***Course Code Subject [4-Year Postsecondary Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

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

***Course Code Number [4-Year Postsecondary Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

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

Course Section [4-Year Postsecondary Transcript:Course Section (7)]

Provide the institution’s own unique course section.

~~Course Instruction Mode [4-Year Postsecondary Transcript:Course Instruction Mode (8)]~~

~~Provide the code indicating the course instruction mode.~~

Code	Description	Explanation of Use
1	Hybrid (Face-to-Face and Online)	A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face -- similar to a traditional class.
2	Online Only	A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
3	Traditional (Face-to-Face)	A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.

~~*Course Type [4-Year Postsecondary Transcript: Course Type (9)]~~

~~Provide the code for course type specific to the identified course.~~

Code	Description
0	Other
1	Lecture
2	Lab
3	Seminar
4	Activity
5	Independent Study
6	Practicum

Code	Description
7	Recitation
8	Clinical
9	Internship

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

***Course Credit Hours [4-Year Postsecondary Transcript:Course Credit Hours (~~108~~)]**

Provide a decimal indicating the number of credit hours earned for completing the specified course in the format #.## . Provide “0.0” for a course that does not offer credit.

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

Format
####.##

***Course Grade Points [4-Year Postsecondary Transcript:Course Grade Points (~~119~~)]**

Provide a decimal indicating the number of grade points the student earned for completing this course 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
####.##

***Grade Mode [4-Year Postsecondary Transcript:Grade Mode (~~1210~~)]**

Provide the code indicating the course grade mode. Option 1 (“Graded”) should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student’s GPA calculation.

Code	Description
1	Graded
2	Pass/Not Pass
3	Audit

Code	Description
4	Other Ungraded
5	Non-Credit

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

***Course Completion [4-Year Postsecondary Transcript:Course Completion (~~13~~11)]**

Provide the code indicating the course completion status.

Code	Description
1	Completed
2	Withdraw
3	Incomplete

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

4-Year Postsecondary Non-Credit Non-Degree Transcript

The Postsecondary Non-Credit Non-Degree Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

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

***Institution ID [4-Year Postsecondary Non-Credit Non-Degree Transcript:Institution ID (1)]**

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

The Classification of Instructional Programs (CIP) codes are provided by IPEDS (2020 version)

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 Non-Credit Non-Degree Transcript: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.

***Academic Year Ending [4-Year Postsecondary
Non-Credit Non-Degree Transcript:Academic Year
Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [4-Year Postsecondary Non-Credit Non-Degree Transcript:Postsecondary Term Code (4)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

***Course Code Subject [4-Year Postsecondary Non-Credit Non-Degree Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

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

***Course Code Number [4-Year Postsecondary Non-Credit Non-Degree Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

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

Course Section [4-Year Postsecondary Non-Credit Non-Degree Transcript:Course Section (7)]

Provide the institution’s own unique course section.

***Grade Mode [4-Year Postsecondary Non-Credit Non-Degree Transcript:Grade Mode (8)]**

Provide the code indicating the course grade mode. Option 1 (“Graded”) should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student’s GPA calculation.

<u>Code</u>	<u>Description</u>
<u>1</u>	<u>Graded</u>
<u>2</u>	<u>Pass/Not Pass</u>
<u>3</u>	<u>Audit</u>
<u>4</u>	<u>Other Ungraded</u>
<u>5</u>	<u>Non-Credit</u>

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

4-Year Postsecondary Enrollment

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	NDE Student ID	String	10	#####
	3	SSN	String	9	#####
	4	Postsecondary Student ID	String	20	
	5	Postsecondary Term Code	String	10	
	6	Last Name	String	50	
	7	First Name	String	25	
	8	Middle Name	String	25	
	9	Last Name Alias	String	25	
	10	First Name Alias	String	25	
	11	Middle Name Alias	String	25	
	12	Birthdate	Date	10	yyyy-MM-dd
	13	Gender	String	1	(one of set)
	14	Hispanic Indicator	Integer	1	(one of set)
	15	Race 1 Code	String	3	(one of set)
	16	Race 2 Code	Set	3	(one of set)
	17	Race 3 Code	Set	3	(one of set)
	18	Race 4 Code	Set	3	(one of set)
	19	Race 5 Code	Set	3	(one of set)
	20	Marital Status	String	1	(one of set)
	21	First Generation Student	Integer	1	(one of set)
	22	High School Class Rank	Integer		
	23	High School Class Size	Integer		
	24	Cumulative High School GPA	Float	7	####.##
	25	State of High School Graduation	String	2	(one of set)
	26	GED Status	Integer	1	(one of set)
	27	Education Level at Admission	String	1	(one of set)
	28	Census Flag	Integer	1	(one of set)
	29	Full-Time Student Flag	Integer	1	(one of set)
	30	First-Time Student Flag	Integer	1	(one of set)

Key	Position	Name	Type	Length	Format
	31	Degree Seeking Flag	Integer	1	(one of set)
	32	Primary Program One (major)	String	7	##.####
	33	Primary Program Two (major)	String	7	##.####
	34	Secondary Program One (minor)	String	7	##.####
	35	Secondary Program Two (minor)	String	7	##.####
	36	Term Credit Hours Attempted	Float	4	##.#
	37	Term Credit Hours Earned	Float	4	##.#
	38	Term GPA	Float	4	##.#

4-Year Postsecondary Academic Awards

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Award Date	Date	10	yyyy-MM-dd
	4	Award Code	Integer	2	(one of set)
	5	Award CIP Code	String	7	##.####

4-Year Postsecondary Courses

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	Foreign Key	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	50	
	<u>8</u>	<u>Course Instruction Mode</u>	<u>String</u>	<u>1</u>	<u>(one of set)</u>
	<u>9</u>	<u>Course Type</u>	<u>String</u>	<u>1</u>	<u>(one of set)</u>
	<u>810</u>	Course Name	String		
	<u>911</u>	Secondary Course Name	String	50	
	<u>1012</u>	Course Description	String	1000	
	<u>1113</u>	Instructor ID	String	20	

4-Year Postsecondary Non-Credit Non-Degree Courses

<u>Key</u>	<u>Position</u>	<u>Name</u>	<u>Type</u>	<u>Length</u>	<u>Format</u>
	<u>1</u>	<u>Institution ID</u>	<u>String</u>	<u>6</u>	<u>#####</u>
	<u>2</u>	<u>Academic Year Ending</u>	<u>Date</u>	<u>4</u>	<u>yyyy</u>
	<u>3</u>	<u>Postsecondary Term Code</u>	<u>String</u>	<u>10</u>	
	<u>4</u>	<u>Course Code Subject</u>	<u>String</u>	<u>20</u>	
	<u>5</u>	<u>Course Code Number</u>	<u>String</u>	<u>20</u>	
	<u>6</u>	<u>Course Section</u>	<u>String</u>	<u>20</u>	
	<u>7</u>	<u>Course Location</u>	<u>String</u>	<u>20</u>	
	<u>8</u>	<u>Course Instruction Mode</u>	<u>String</u>	<u>1</u>	<u>(one of set)</u>
	<u>9</u>	<u>Course Name</u>	<u>String</u>		
	<u>10</u>	<u>Secondary Course Name</u>	<u>String</u>	<u>50</u>	
	<u>11</u>	<u>Course Description</u>	<u>String</u>	<u>1000</u>	
	<u>12</u>	<u>Instructor ID</u>	<u>String</u>	<u>20</u>	

4-Year Postsecondary Terms

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Start Date	Date	10	yyyy-MM-dd
	5	End Date	Date	10	yyyy-MM-dd

4-Year Postsecondary Transcript

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Type	String	1	(one of set)
	10 8	Course Credit Hours	Float	7	####.##
	11 9	Course Grade Points	Float	7	####.##
	12 10	Grade Mode	Integer	1	(one of set)
	13 11	Course Completion	Integer	1	(one of set)

4-Year Postsecondary Non-Credit Non-Degree Transcript

<u>Key</u>	<u>Position</u>	<u>Name</u>	<u>Type</u>	<u>Length</u>	<u>Format</u>
	<u>1</u>	<u>Institution ID</u>	<u>String</u>	<u>6</u>	<u>#####</u>
	<u>2</u>	<u>Postsecondary Student ID</u>	<u>String</u>	<u>20</u>	
	<u>3</u>	<u>Academic Year Ending</u>	<u>Date</u>	<u>4</u>	<u>yyyy</u>
	<u>4</u>	<u>Postsecondary Term Code</u>	<u>String</u>	<u>10</u>	
	<u>5</u>	<u>Course Code Subject</u>	<u>String</u>	<u>20</u>	
	<u>6</u>	<u>Course Code Number</u>	<u>String</u>	<u>20</u>	
	<u>7</u>	<u>Course Section</u>	<u>String</u>	<u>20</u>	
	<u>8</u>	<u>Grade Mode</u>	<u>Integer</u>	<u>1</u>	<u>(one of set)</u>

1.2.0 Clean Version

4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Enrollment

4-Year Postsecondary Academic Awards

4-Year Postsecondary Courses

4-Year Postsecondary Terms

4-Year Postsecondary Transcript



Version 1.2.0

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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

<i>File Specification</i>	<i>File Name</i>
4-Year Postsecondary Enrollment	#####_ps4_enrollment_YYYY_##.csv
4-Year Postsecondary Academic Awards	#####_ps4_aa_YYYY_##.csv
4-Year Postsecondary Courses	#####_ps4_courses_YYYY_##.csv
4-Year Postsecondary Non-Credit Non-Degree Courses File	#####_ps4_ncnd_courses_YYYY_##.csv
4-Year Postsecondary Terms	#####_ps4_terms_YYYY_##.csv
4-Year Postsecondary Transcript	#####_ps4_transcript_YYYY_##.csv
4-Year Postsecondary Non-Credit Non-Degree Transcript File	#####_ps4_ncnd_transcript_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”.

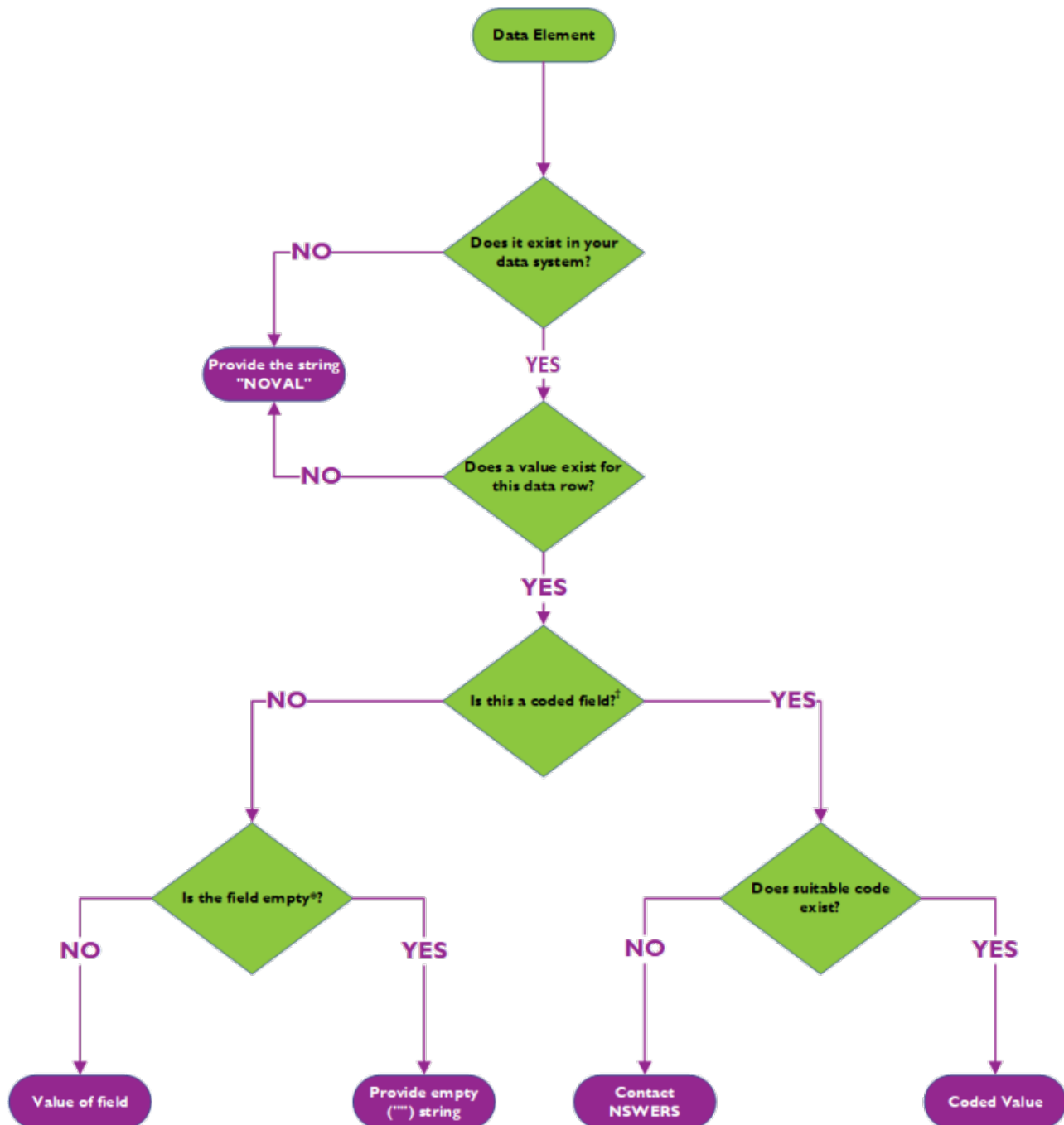
Notes of Importance

- 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 Enrollment

The Postsecondary Enrollment file collects demographic data for all students enrolled in courses (both credit and noncredit included) during a particular term for the requested academic year(s).

NOTE: Multiple records for an individual student will appear if the student was enrolled in more than one term – one record per term.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

NDE Student ID [4-Year Postsecondary Enrollment:NDE Student ID (2)]

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

Format

#####

Verification Details

While this field is not mandatory, it must be unique for those values provided.

SSN [4-Year Postsecondary Enrollment:SSN (3)]

Provide the student’s Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

Format

#####

Verification Details

SSN or ITIN is mandatory if Degree Seeking Flag = 1

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

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.

***Postsecondary Term Code [4-Year Postsecondary Enrollment:Term Code (5)]**

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

***Last Name [4-Year Postsecondary Enrollment:Last Name (6)]**

Provide this student's surname or name borne in common by members of a family. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

***First Name [4-Year Postsecondary Enrollment:First Name (7)]**

Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

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

Middle Name [4-Year Postsecondary Enrollment:Middle Name (8)]

Provide the middle name of this student. If full middle name is not available, provide middle initial, where possible. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Last Name Alias [4-Year Postsecondary Enrollment:Last Name Alias (9)]

Provide the alternate surname if the student has an alternate name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

First Name Alias [4-Year Postsecondary Enrollment:First Name Alias (10)]

Provide an additional first name used by this student as an alias. This field can be used to submit a student nickname or commonly used name that is different from their formal name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Middle Name Alias [4-Year Postsecondary Enrollment:Middle Name Alias (11)]

Provide the alternate middle name if the student has an alternate name. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

***Birthdate [4-Year Postsecondary Enrollment:Birthdate (12)]**

Provide the birthdate of this student.
Use the ISO date format (YYYY-MM-DD)

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

Format

yyyy-MM-dd

Verification Details

The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Future dates for birthdates are not allowed. Years in the birthdate more than 100 years in the past are not allowed.

***Gender [4-Year Postsecondary Enrollment:Gender Code (13)]**

Provide the code indicating the gender of this student.

Code	Description
F	Female
M	Male

X	Intersex and/or non-binary
U	Unknown/Undeclared

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

***Hispanic Indicator [4-Year Postsecondary Enrollment:Hispanic Ethnicity Indicator (14)]**

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Code	Description
1	Yes
2	No

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

***Race 1 Code [4-Year Postsecondary Enrollment:Race 1 Code (15)]**

Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- ●If two races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- ●If three races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- ●If four races are identified:
 - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- ●If five races are identified:
 - In all five fields.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.

Code	Description	Explanation of Use
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

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

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [4-Year Postsecondary Enrollment:Race 2 Code (16)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 3 Code [4-Year Postsecondary Enrollment:Race 3 Code (17)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 4 Code [4-Year Postsecondary Enrollment:Race 4 Code (18)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 5 Code [4-Year Postsecondary Enrollment:Race 5 Code (19)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

Verification Details

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Marital Status [4-Year Postsecondary Enrollment:Marital Status (20)]

Provide the code indicating the student's marital status.

Code	Description
S	Single
M	Married
E	Separated
W	Widowed
D	Divorced

First Generation Student [4-Year Postsecondary Enrollment:First Generation Flag (21)]

Provide the code indicating the student's status as a first-generation postsecondary student.

Code	Description
1	Yes
2	No

High School Class Rank [4-Year Postsecondary Enrollment:HS Class Rank (22)]

Provide the student's high school class rank.

High School Class Size [4-Year Postsecondary Enrollment:HS Class Size (23)]

Provide the student's high school class size.

Cumulative High School GPA [4-Year Postsecondary Enrollment:HS GPA (24)]

The student's cumulative high school grade point average.

Format

####.##

State of High School Graduation [4-Year Postsecondary Enrollment:State of High School Graduation (25)]

The code corresponding to the state in which this student graduated high school. For students still enrolled in high school, provide the code corresponding to the state in which the student's current high school is located.

The following "State of High School Graduation" codes were adapted from the United States Postal Services abbreviation for states and possessions.

Code	Description
10	Unknown
20	Outside of United States
AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia

Code	Description
FM	Federated States of Micronesia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MH	Marshall Islands
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
MP	North Mariana Islands
OH	Ohio
OK	Oklahoma

Code	Description
OR	Oregon
PW	Palau
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	Virgin Islands
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

GED Status [4-Year Postsecondary Enrollment:GED Status (26)]

Provide the code indicating if this student completed a GED.

Code	Description
1	Yes
2	No

Education Level at Admission [4-Year Postsecondary Enrollment:Education at Admission (27)]

Provide the code indicating the student's level of education at admission to the postsecondary institution.

Code	Description
1	Never attended college and 1st year undergraduate

Code	Description
2	Never attended college and 1st year undergraduate
3	2nd year undergraduate/sophomore
4	3rd year undergraduate/junior
5	4th year undergraduate/senior
6	5th year/other undergraduate
7	1st year graduate/professional
8	Continuing graduate/professional or beyond

***Census Flag [4-Year Postsecondary Enrollment:Census Flag (28)]**

Provide the code indicating if this student was enrolled on the Census Date during the term used for IPEDS reporting applicable to this academic year. Provide the code indicating “Yes” if this student was enrolled on the IPEDS Census Date. Provide the code indicating “No” if the student was NOT enrolled during the IPEDS Census Date.

Code	Description
1	Yes
2	No

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

Full-Time Student Flag [4-Year Postsecondary Enrollment:Full-Time Student Flag (29)]

Provide the code indicating if this student met the definition of a full-time student during this term. Full-time/part-time indicator based on number of credit hours student is enrolled for the semester.

IPEDS definition:

- Undergraduate – a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
- Doctor's degree – Professional practice – as defined by the institution.

Code	Description
1	Yes
2	No

First-Time Student Flag [4-Year Postsecondary Enrollment:First-Time Student Flag (30)]

Provide the code indicating if this student met the definition of a first-time student during this term.

IPEDS definition: A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

Code	Description
1	Yes
2	No

Degree Seeking Flag [4-Year Postsecondary Enrollment:Degree Seeking Flag (31)]

Provide the code indicating if this student met the definition of a degree-seeking student during this term, for the purposes of IPEDS reporting.

IPEDS definition: Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Note: all students eligible to receive federal student financial aid are considered degree/certificate seeking.

Code	Description
1	Yes
2	No

Primary Program One (major) [4-Year Postsecondary Enrollment:Primary Program (32)]

Provide the CIP code for the student's primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the student's primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.####** - leading and terminal zeros must be included, where applicable.

Primary Program Two (major) [4-Year Postsecondary Enrollment:Primary Program (33)]

If applicable, provide the CIP code for the student's second primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the student's second primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.####** - leading and terminal zeros must be included, where applicable.

Secondary Program One (minor) [4-Year Postsecondary Enrollment:Secondary Program (34)]

Provide the CIP code for the student's secondary program (minor).

The [Classification of Instructional Programs \(CIP\) codes \(2020 version\)](#) are provided by IPEDS.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.####** – leading and terminal zeros must be included, where applicable.

Secondary Program Two (minor) [4-Year Postsecondary Enrollment:Secondary Program (35)]

Provide the CIP code for the student's second secondary program (minor).

The [Classification of Instructional Programs \(CIP\) codes \(2020 version\)](#) are provided by IPEDS.

Format

##.####

Verification Details

CIP codes must be six-digits long in format **##.####** – leading and terminal zeros must be included, where applicable.

Term Credit Hours Attempted [4-Year Postsecondary Enrollment:Term Credit Hours Attempted (36)]

Provide the total number of credit hours this student attempted during this term in the format **##** or **##.#**. Term Credit Hours Attempted supports up to one decimal position. If more than one decimal position is provided, records will be rejected.

Format

##.#

Verification Details

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

Term Credit Hours Earned [4-Year Postsecondary Enrollment:Term Credit Hours Earned (37)]

Provide the total number of credit hours this student earned during this term in the format ## or ##.#. Term Credit Hours Earned supports up to one decimal position. If more than one decimal position is provided, records will be rejected.

Format

##.#

Verification Details

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

Term GPA [4-Year Postsecondary Enrollment:Term GPA (38)]

Provide the grade point average (GPA) earned by this student calculated based only on courses during this term. This field accepts up to 2 decimals places.

Format

##.#

4-Year Postsecondary Academic Awards

The Postsecondary Academic Awards file specification collects a cumulative set of students granted postsecondary degrees, diplomas, or certificates during a particular academic year. Students receiving multiple awards will appear in the file multiple times, once per award.

NOTE: A Postsecondary Enrollment record must have been previously submitted or is part of the same data submission for each student appearing in a Postsecondary Academic Awards file or the data loading process will reject the record.

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

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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 Academic Awards: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.

*Award Date [4-Year Postsecondary Academic Awards:Award Date (3)]

Provide the date on which the academic award was granted, i.e., the date of graduation rather than the degree audit or conferred date.

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

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

Format

yyyy-MM-dd

*Award Code [4-Year Postsecondary Academic Awards: Award Code (4)]

Provide the code that indicates the type of academic award granted.

Code	Description	Explanation of Use
1	Under1Yr	Postsecondary award, certificate, or diploma of less than 1 academic year: • Less than 900 contact or clock hours • Less than 30 SEMESTER or TRIMESTER credit hours, or • Less than 45 QUARTER credit hours
2	1-2Yr	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years • At least 900, but less than 1800 contact or clock hours, or • At least 30, but less than 60 SEMESTER or TRIMESTER credit hours • At least 45, but less than 90 QUARTER hours
3	Associate	Associate's Degree
4	2-4Yr	Between 2- and 4-Years Awards Postsecondary award, certificate, or diploma of (at least 2 but less than 4 academic years) • 1800 contact or clock hours, or • 60 or more SEMESTER or TRIMESTER credit hours, or • 90 or more QUARTER credit hours
5	Bachelor	Bachelor's Degree
6	Postbaccalaureate Certificate	
7	Master's Degree	
8	Post-master's Certificate	
17	Doctor's Degree - Research/Scholarship	
18	Doctor's Degree - Professional Practice	
19	Doctor's Degree - Other	

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

loading process will reject the record.

***Award CIP Code [4-Year Postsecondary Academic Awards: Award CIP Code (5)]**

Provide the six-digit (2022) CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the instructional program specialty for which this award was granted. Refer to IPEDS reporting requirements for a list of valid CIP codes.

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

Format

##.####

4-Year Postsecondary Courses

The Postsecondary Courses file identifies the complete set of courses offered during the requested academic year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

*Academic Year Ending [4-Year Postsecondary Courses:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

*Postsecondary Term Code [4-Year Postsecondary Courses:Postsecondary Term Code (3)]

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

Valid values are specified via the Postsecondary Terms file

[Postsecondary Terms: Postsecondary Term Code (3)].

***Course Code Subject [4-Year Postsecondary Courses:Course Code Subject (4)]**

Provide the institution's own unique course code subject.

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

***Course Code Number [4-Year Postsecondary Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

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

Course Section [4-Year Postsecondary Courses:Course Section (6)]

Provide the institution's own unique course code number.

Course Location [4-Year Postsecondary Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [4-Year Postsecondary Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

Code	Description	Explanation of Use
1	Hybrid (Face-to-Face and Online)	A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face – similar to a traditional class.

2	Online Only	A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
3	Traditional (Face-to-Face)	A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.

*Course Type [4-Year Postsecondary Courses:Course Type (9)]

Provide the code for course type specific to the identified course.

Code	Description
0	Other
1	Lecture
2	Lab
3	Seminar
4	Activity
5	Independent Study
6	Practicum
7	Recitation
8	Clinical
9	Internship

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

*Course Name [4-Year Postsecondary Courses:Course Name (10)]

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [4-Year Postsecondary Courses:Course Name (11)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, “History of Science” for the course: HIST 398 (Special Topics).

***Course Description [4-Year Postsecondary Courses:Course Description (12)]**

Provide the institution’s own description for the course section (up to 1000 characters).

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

***Instructor ID [4-Year Postsecondary Courses:Instructor ID (13)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

4-Year Postsecondary Non-Credit Non-Degree Courses

The Postsecondary Non-Credit Non-Degree Courses file identifies the complete set of courses offered with students enrolled and were not cancelled during the requested academic year(s).

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

*Institution ID [4-Year Postsecondary Non-Credit Non-Degree Courses:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by IPEDS (2020 version)

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

Format

#####

*Academic Year Ending [4-Year Postsecondary Non-Credit Non-Degree Courses:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

*Postsecondary Term Code [4-Year Postsecondary Non-Credit Non-Degree Courses:Postsecondary Term Code (3)]

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

Verification Details

**Valid values are specified via the Postsecondary Terms file
[Postsecondary Terms: Postsecondary Term Code (3)].**

***Course Code Subject [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Subject (4)]**

Provide the institution's own unique course code subject.

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

***Course Code Number [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

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

Course Section [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Section (6)]

Provide the institution's own unique course section.

Course Location [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

Code	Description	Explanation of Use
1	Hybrid (Face-to-Face and Online)	A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face – similar to a traditional class.

2	Online Only	A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
3	Traditional (Face-to-Face)	A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.

***Course Name [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (9)]**

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (10)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, "History of Science" for the course: HIST 398 (Special Topics).

***Course Description [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Description (11)]**

Provide the institution's own description for the course section (up to 1000 characters).

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

***Instructor ID [4-Year Postsecondary Non-Credit Non-Degree Courses:Instructor ID (12)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

4-Year Postsecondary Terms

The Postsecondary Terms file identifies the complete set of academic terms for the requested academic year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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

Format

#####

*Academic Year Ending [4-Year Postsecondary Terms:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

*Postsecondary Term Code [4-Year Postsecondary Terms:Postsecondary Term Code (3)]

Provide the institution-specific value representing the terms during the academic year. Term codes need to be totally unique between each term; if term names are “Q1,” “Q2,” etc., prepend or append a year to the term name, e.g., “2015Q1” or “Q22016.”

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

*Start Date [4-Year Postsecondary Terms:Start Date (4)]

Provide the date indicating when the term starts.
Use the ISO date format (YYYY-MM-DD)

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

process will reject the record.

Format

yyyy-MM-dd

***End Date [4-Year Postsecondary Terms:End Date (5)]**

Provide the date indicating when the term ends.

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

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

Format

yyyy-MM-dd

4-Year Postsecondary Transcript

The Postsecondary Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

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

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

The Classification of Instructional Programs (CIP) codes are provided by [IPEDS \(2020 version\)](#)

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 Transcript: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.

***Academic Year Ending [4-Year Postsecondary Transcript:Academic Year Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [4-Year Postsecondary Transcript:Course Term (4)]**

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

***Course Code Subject [4-Year Postsecondary Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

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

***Course Code Number [4-Year Postsecondary Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

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

Course Section [4-Year Postsecondary Transcript:Course Section (7)]

Provide the institution’s own unique course section.

***Course Credit Hours [4-Year Postsecondary Transcript:Course Credit Hours (8)]**

Provide a decimal indicating the number of credit hours earned for completing the specified course in the format ###.##. Provide “0.0” for a course that does not offer credit.

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

Format

####.##

***Course Grade Points [4-Year Postsecondary Transcript:Course Grade Points (9)]**

Provide a decimal indicating the number of grade points the student earned for completing this course 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

####.##

***Grade Mode [4-Year Postsecondary Transcript:Grade Mode (10)]**

Provide the code indicating the course grade mode. Option 1 (“Graded”) should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student’s GPA calculation.

Code	Description
1	Graded
2	Pass/Not Pass
3	Audit
Code	Description
4	Other Ungraded
5	Non-Credit

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

***Course Completion [4-Year Postsecondary Transcript:Course Completion (11)]**

Provide the code indicating the course completion status.

Code	Description
1	Completed
2	Withdraw
3	Incomplete

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

4-Year Postsecondary Non-Credit Non-Degree Transcript

The Postsecondary Non-Credit Non-Degree Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

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

*Institution ID [4-Year Postsecondary Non-Credit Non-Degree Transcript:Institution ID (1)]

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

The Classification of Instructional Programs (CIP) codes are provided by IPEDS (2020 version)

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 Non-Credit Non-Degree Transcript: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.

***Academic Year Ending [4-Year Postsecondary Non-Credit Non-Degree Transcript:Academic Year Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic 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

***Postsecondary Term Code [4-Year Postsecondary Non-Credit Non-Degree Transcript:Postsecondary Term Code (4)]**

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

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

***Course Code Subject [4-Year Postsecondary Non-Credit Non-Degree Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

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

***Course Code Number [4-Year Postsecondary Non-Credit Non-Degree Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

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

Course Section [4-Year Postsecondary Non-Credit Non-Degree Transcript:Course Section (7)]

Provide the institution’s own unique course section.

***Grade Mode [4-Year Postsecondary Non-Credit Non-Degree Transcript:Grade Mode (8)]**

Provide the code indicating the course grade mode. Option 1 (“Graded”) should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student’s GPA calculation.

Code	Description
1	Graded
2	Pass/Not Pass
3	Audit
4	Other Ungraded
5	Non-Credit

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

4-Year Postsecondary Enrollment

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	NDE Student ID	String	10	#####
	3	SSN	String	9	#####
	4	Postsecondary Student ID	String	20	
	5	Postsecondary Term Code	String	10	
	6	Last Name	String	50	
	7	First Name	String	25	
	8	Middle Name	String	25	
	9	Last Name Alias	String	25	
	10	First Name Alias	String	25	
	11	Middle Name Alias	String	25	
	12	Birthdate	Date	10	yyyy-MM-dd
	13	Gender	String	1	(one of set)
	14	Hispanic Indicator	Integer	1	(one of set)
	15	Race 1 Code	String	3	(one of set)
	16	Race 2 Code	Set	3	(one of set)
	17	Race 3 Code	Set	3	(one of set)
	18	Race 4 Code	Set	3	(one of set)
	19	Race 5 Code	Set	3	(one of set)
	20	Marital Status	String	1	(one of set)
	21	First Generation Student	Integer	1	(one of set)
	22	High School Class Rank	Integer		
	23	High School Class Size	Integer		
	24	Cumulative High School GPA	Float	7	####.##
	25	State of High School Graduation	String	2	(one of set)
	26	GED Status	Integer	1	(one of set)
	27	Education Level at Admission	String	1	(one of set)
	28	Census Flag	Integer	1	(one of set)
	29	Full-Time Student Flag	Integer	1	(one of set)
	30	First-Time Student Flag	Integer	1	(one of set)

Key	Position	Name	Type	Length	Format
	31	Degree Seeking Flag	Integer	1	(one of set)
	32	Primary Program One (major)	String	7	##.####
	33	Primary Program Two (major)	String	7	##.####
	34	Secondary Program One (minor)	String	7	##.####
	35	Secondary Program Two (minor)	String	7	##.####
	36	Term Credit Hours Attempted	Float	4	##.#
	37	Term Credit Hours Earned	Float	4	##.#
	38	Term GPA	Float	4	##.#

4-Year Postsecondary Academic Awards

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Award Date	Date	10	yyyy-MM-dd
	4	Award Code	Integer	2	(one of set)
	5	Award CIP Code	String	7	##.####

4-Year Postsecondary Courses

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	Foreign Key	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	50	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Type	String	1	(one of set)
	10	Course Name	String		
	11	Secondary Course Name	String	50	
	12	Course Description	String	1000	
	13	Instructor ID	String	20	

4-Year Postsecondary Non-Credit Non-Degree Courses

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	20	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Name	String		
	10	Secondary Course Name	String	50	
	11	Course Description	String	1000	
	12	Instructor ID	String	20	

4-Year Postsecondary Terms

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Start Date	Date	10	yyyy-MM-dd
	5	End Date	Date	10	yyyy-MM-dd

4-Year Postsecondary Transcript

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Course Credit Hours	Float	7	#####
	9	Course Grade Points	Float	7	#####
	10	Grade Mode	Integer	1	(one of set)
	11	Course Completion	Integer	1	(one of set)

4-Year Postsecondary Non-Credit Non-Degree Transcript

Key	Position	Name	Type	Length	Format
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Grade Mode	Integer	1	(one of set)

1.2.0 Redline Version

WORKFORCE FILE SPECIFICATIONS

Workforce Unemployment Insurance
Workforce Student Match



Version 1.2.0

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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

<i>File Specification</i>	<i>File Name</i>
Workforce Unemployment Insurance	#####_wf_uiwage_YYYY_##.csv
Workforce Student Match	#####_wf_student_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”.

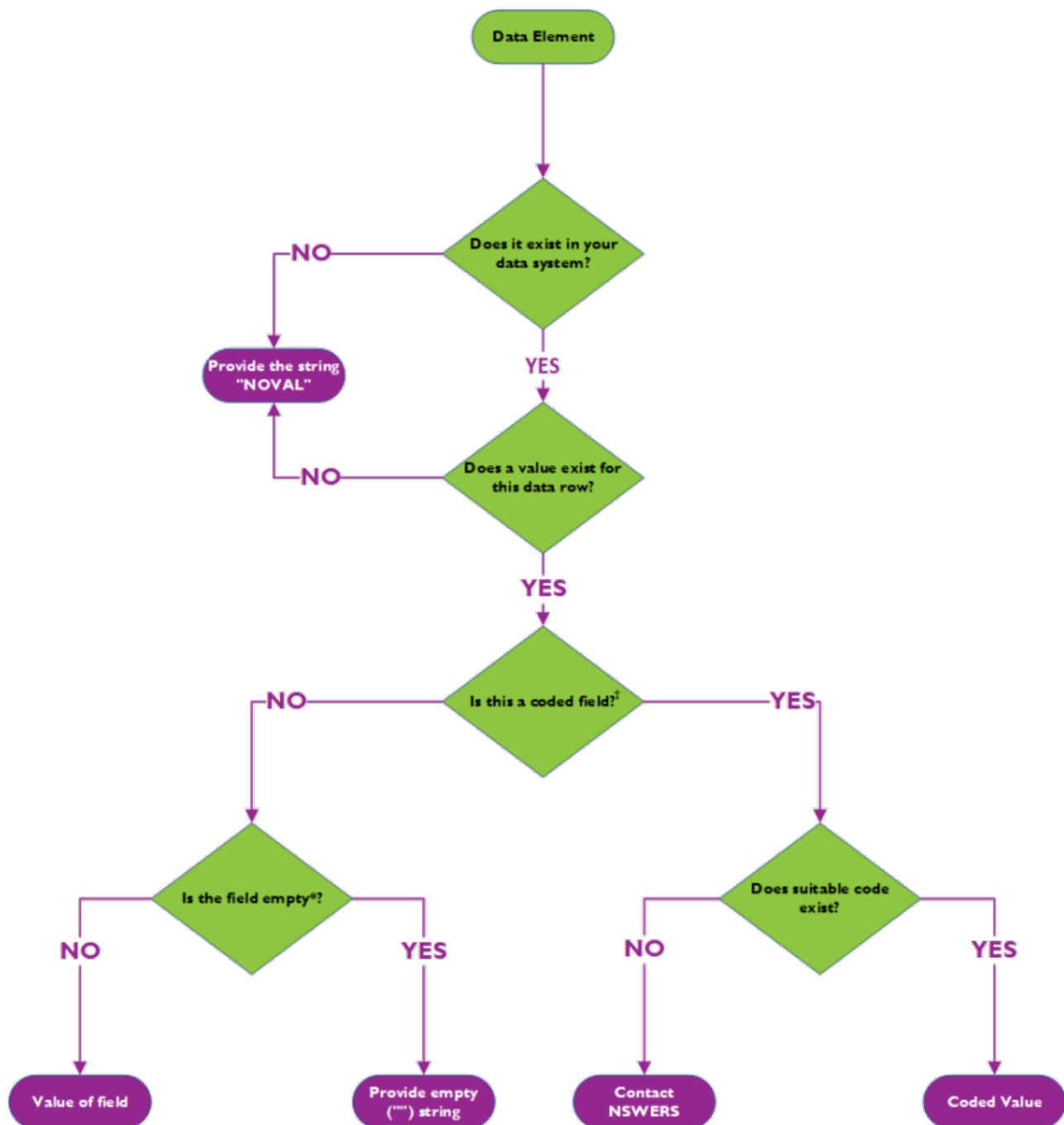
Notes of Importance

- 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

The UI Quarterly Wage Records file collects matched workforce records for the students identified in the Student Match file. The UI Quarterly Wage Records file is provided by NDOL to NSWERS.

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

***SSN [Workforce Unemployment Insurance:SSN (1)]**

Provide the student's Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

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

Format

#####

Full Name [Workforce Unemployment Insurance:Full Name (2)]

Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Last Name [Workforce Unemployment Insurance:Last Name (3)]

Provide this individual's surname or name borne in common by members of a family. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

First Name [Workforce Unemployment Insurance:First Name (4)]

Provide the name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Total Quarterly Hours Paid [Workforce Unemployment Insurance:Hours Paid (5)]

Provide the individual's total number of hours paid for the quarter.

Format

##.##

NAICS Code [Workforce Unemployment Insurance:NAICS Code (6)]

Provide the two digit North American Industry Classification System (NAICS) code of the individual's employer.

Format

##

Ownership Code [Workforce Unemployment Insurance:Ownership Code (7)]

Provide the code indicating whether the individual's employer is classified as a government (local, state or national) entity or private business.

Code	Description
10	Federal Government
20	State Government
30	Local Government
50	Private
99	UNKNOWN
00	UNKNOWN
0	UNKNOWN

Job Title [Workforce Unemployment Insurance:Job Title (8)]

Provide a description of the individual's job title.

Employer ID [Workforce Unemployment Insurance:Employer ID (9)]

Provide the individual's encrypted, unique employer ID.

*Wages [Workforce Unemployment Insurance:Wages (10)]

Provide the individual's total quarterly wages.

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

*Year and Quarter [Workforce Unemployment Insurance:Year and Quarter (11)]

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

Format
#####

Workforce Student Match

The Student Match file supplies the necessary data elements for use in matching student education records to workforce records by the Nebraska Department of Labor (NDOL). The Student Match file is provided by NSWERS to NDOL.

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

*SSN [Workforce Student Match:SSN (1)]

Provide the student's Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

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

Format

#####

*First Year and Quarter [Workforce Student Match:First Year and Quarter (2)]

A 5-digit number (format: YYYYQ) indicating the first year and calendar quarter for UI quarterly wage record matching purposes.

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

Format

#####

*Last Year and Quarter [Workforce Student Match:Last Year and Quarter (3)]

A 5-digit number (format: YYYYQ) indicating the last year and calendar quarter for UI quarterly wage record matching purposes.

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

Format

#####

Workforce Unemployment Insurance

Key	Position	Name	Type	Length	Format
	1	SSN	String	9	#####
	2	Full Name	String	25	
	3	Last Name	String	25	
	4	First Name	String	25	
	5	Total Quarterly Hours Paid	Float		##.##
	6	NAICS Code	Integer	6	##
	7	Ownership Code	String	2	(one of set)
	8	Job Title	String	50	
	9	Employer ID	String	25	
	10	Wages	String	25	
	11	Year and Quarter	Integer	5	#####

Workforce Student Match

Key	Position	Name	Type	Length	Format
	1	SSN	String	9	#####
	2	First Year and Quarter	Integer	5	#####
	3	Last Year and Quarter	Integer	5	#####

1.2.0 Clean Version

WORKFORCE FILE SPECIFICATIONS

Workforce Unemployment Insurance
Workforce Student Match



Version 1.2.0

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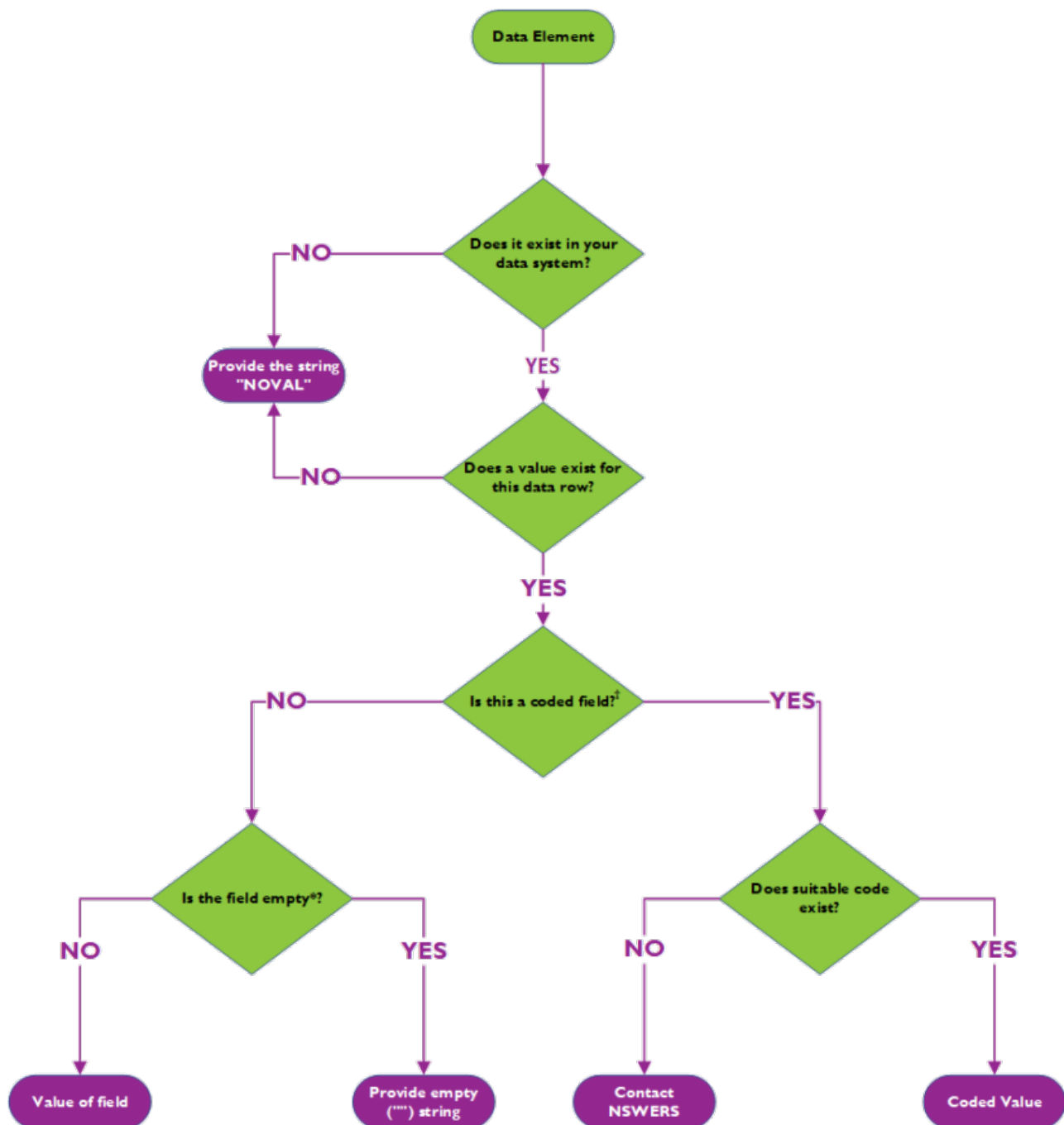
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Provide the student's Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

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

Format

#####

Full Name [Workforce Unemployment Insurance:Full Name (2)]

Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Last Name [Workforce Unemployment Insurance:Last Name (3)]

Provide this individual's surname or name borne in common by members of a family. Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

First Name [Workforce Unemployment Insurance:First Name (4)]

Provide the name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

Total Quarterly Hours Paid [Workforce Unemployment Insurance:Hours Paid (5)]

Provide the individual's total number of hours paid for the quarter.

Format

##.##

NAICS Code [Workforce Unemployment Insurance:NAICS Code (6)]

Provide the two digit North American Industry Classification System (NAICS) code of the individual's employer.

Format

##

Ownership Code [Workforce Unemployment Insurance:Ownership Code (7)]

Provide the code indicating whether the individual's employer is classified as a government (local, state or national) entity or private business.

Code	Description
10	Federal Government
20	State Government
30	Local Government
50	Private
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00	UNKNOWN
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Job Title [Workforce Unemployment Insurance:Job Title (8)]

Provide a description of the individual's job title.

Employer ID [Workforce Unemployment Insurance:Employer ID (9)]

Provide the individual's encrypted, unique employer ID.

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

Format

#####

*First Year and Quarter [Workforce Student Match:First Year and Quarter (2)]

A 5-digit number (format: YYYYQ) indicating the first year and calendar quarter for UI quarterly wage record matching purposes.

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

Format

#####

*Last Year and Quarter [Workforce Student Match:Last Year and Quarter (3)]

A 5-digit number (format: YYYYQ) indicating the last year and calendar quarter for UI quarterly wage record matching purposes.

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

Format

#####

Workforce Unemployment Insurance

Key	Position	Name	Type	Length	Format
	1	SSN	String	9	#####
	2	Full Name	String	25	
	3	Last Name	String	25	
	4	First Name	String	25	
	5	Total Quarterly Hours Paid	Float		##.##
	6	NAICS Code	Integer	6	##
	7	Ownership Code	String	2	(one of set)
	8	Job Title	String	50	
	9	Employer ID	String	25	
	10	Wages	String	25	
	11	Year and Quarter	Integer	5	#####

Workforce Student Match

Key	Position	Name	Type	Length	Format
	1	SSN	String	9	#####
	2	First Year and Quarter	Integer	5	#####
	3	Last Year and Quarter	Integer	5	#####

TOTALS

Proposed for Consideration on April 26, 2023	Fiscal Year 2023-2024	Previous Fiscal Year 2022-2023
Expenses	Cost	Cost
TOTAL WAGES	\$ 897,396.95	\$ 830,281.00
TOTAL BENEFITS	\$ 289,054.61	\$ 267,423.07
TOTAL PERSONAL SERVICES	\$ 1,186,451.56	\$ 1,097,704.07
TOTAL OPERATING EXPENSES	\$ 34,910.00	\$ 48,470.00
TOTAL TRAVEL	\$ 32,565.00	\$ 32,565.00
TOTAL EQUIPMENT	\$ 12,250.00	\$ 5,000.00
TOTAL SOFTWARE	\$ 80,300.00	\$ 32,500.00
TOTAL CONTRACTUAL SERVICES	\$ 572,000.00	\$ 824,500.00
TOTAL	\$ 1,918,476.56	\$ 2,040,739.07

Budget Summary - FY 2023-2024

<u>FTE</u>	<u>POSITION TITLE</u>	<u>2023-2024 SALARY</u>
1	Executive Director	\$ 168,944.72
1	Research & Evaluation, Asst. Dir.	\$ 109,543.59
2	Web Application Developer, Front/Back End	\$ 170,000.00
2	Data Scientist	\$ 171,700.00
1	Communications Manager	\$ 86,865.05
1	Web Applications Developer, Asst. Dir.	\$ 109,543.59
1	Partner Engagement Specialist	\$ 80,800.00
<u>COST ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
511100	Permanent Salaries	\$ 897,396.95
511200	Temporary Salaries	\$ -
511300	Overtime	\$ -
511900	Supplemental Pay	\$ -
	Other	\$ -
	TOTAL WAGES	\$ 897,396.95
515100	Retirement	\$ 53,843.82
515200	FICA	\$ 62,817.79
515400	Life Insurance	\$ 897.40
515500	Health Insurance	\$ 171,402.82
516500	Workers Comp.	\$ 92.79
	Other Benefits	\$ -
	TOTAL BENEFITS	\$ 289,054.61
510000	TOTAL PERSONAL SERVICES	\$ 1,186,451.56
521100	Postage	\$ 900.00
521200	Communication	\$ 5,375.00
521400	Data Processing	\$ 12,150.00
521500	Publication/Printing	\$ 7,660.00
522100	Dues/Subscriptions	\$ 1,000.00
522200	Conference Registration	\$ 1,750.00
523100	Utilities	\$ -
524600	Office Rent	\$ -
525500	Other Rent	\$ -
532100	Non-Capitalized Equipment	\$ -
527100	Repair/Maintenance	\$ 1,125.00
531100	Supplies	\$ 2,700.00
554900	Contractual Services	\$ 572,000.00
555200	Software	\$ 80,300.00
559100	Other Operating Expense	\$ 2,250.00
OPERATING TOTAL		\$ 687,210.00
<u>COST ITEM</u>	<u>DESCRIPTION</u>	<u>2023-24 COST</u>
571100	Board/Lodging	\$ 7,215.00
572100	Commercial Travel	\$ 4,410.00

573100	State-Owned Trans.	\$	8,440.00
574100	Personal Vehicle Mileage	\$	2,410.00
575100	Misc. Travel	\$	335.00
575100	Misc. Travel	\$	9,755.00
570000	TOTAL TRAVEL	\$	32,565.00
583000	Office Equipment	\$	2,250.00
583300	Data Processing Hardware	\$	10,000.00
	Other Capital Outlay	\$	-
580000	TOTAL EQUIPMENT	\$	12,250.00
TOTAL		\$	1,918,476.56
OPERATIONS SOURCES OF FUNDING			
	Funding Commitments	\$	1,345,982.00
	Estimated Carryover	\$	2,628,138.00
	TOTAL	\$	3,974,120.00
TOTAL		\$	2,055,643.44
FUNDING COMMITMENTS			
	Partner	\$	70,000.00
	Partner	\$	145,006.00
	Private Foundation	\$	336,496.00
	Private Foundation	\$	230,000.00
	Private Foundation	\$	125,000.00
	Private Foundation	\$	50,000.00
	Private Foundation	\$	150,000.00
	Private Foundation	\$	100,000.00
	Partner	\$	139,480.00
	TOTAL	\$	1,345,982.00

510000 Personal Services

Fiscal Year 2023-2024													
FTE	POSITION TITLE	PG	2023-2024 Salary	Retirement 2023-2024	Health Insurance 2023-2024	FICA	Life Insurance	Worker's Comp.	TOTAL	TOTAL SALARY	TOTAL BENEFITS		
	1 Executive Director		\$ 168,944.72	\$ 10,136.68	\$ 32,268.44	\$ 11,826.13	\$ 168.94	\$ 17.47	\$ 223,362.39				
	1 Research & Evaluation, Asst. Dir.		\$ 109,543.59	\$ 6,572.62	\$ 20,922.83	\$ 7,668.05	\$ 109.54	\$ 11.33	\$ 144,827.95				
	2 Web Application Developer, Front/Back End		\$ 170,000.00	\$ 10,200.00	\$ 32,470.00	\$ 11,900.00	\$ 170.00	\$ 17.58	\$ 224,757.58				
	2 Data Scientist		\$ 171,700.00	\$ 10,302.00	\$ 32,794.70	\$ 12,019.00	\$ 171.70	\$ 17.75	\$ 227,005.15				
	1 Communications Manager		\$ 86,865.05	\$ 5,211.90	\$ 16,591.22	\$ 6,080.55	\$ 86.87	\$ 8.98	\$ 114,844.58				
	1 Web Applications Developer, Asst. Dir.		\$ 109,543.59	\$ 6,572.62	\$ 20,922.83	\$ 7,668.05	\$ 109.54	\$ 11.33	\$ 144,827.95				
	1 Partner Engagement Specialist		\$ 80,800.00	\$ 4,848.00	\$ 15,432.80	\$ 5,656.00	\$ 80.80	\$ 8.35	\$ 106,825.95				
TOTAL	9		\$ 897,396.95	\$ 53,843.82	\$ 171,402.82	\$ 62,817.79	\$ 897.40	\$ 92.79	\$ 1,186,451.56	\$ 897,396.95	\$ 289,054.61		

Note: salaries incorporate a 1% increase from previous fiscal year, eliminated Asst. Dir. For ETL/Database Development, adds Web Application Developer positions (2 FTE)

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520000 Operating Expenses

Fiscal Year 2023-2024					
Expenses	Detail	Cost/FTE	FTE	TOTAL	
Postage		\$ 100.00	9	\$	900.00
Communication	Local Service	\$ 150.00	9	\$	1,350.00
Communication	Long Distance	\$ 225.00	9	\$	2,025.00
Communication	Cell Phone/Hotspot	\$ 1,000.00	2	\$	2,000.00
Data Processing	Educational Network Fee	\$ 1,300.00	9	\$	11,700.00
Data Processing	Network Depreciation	\$ 50.00	9	\$	450.00
Printing	Commercial Printing	\$ 5,500.00	9	\$	5,500.00
Printing	Photocopy	\$ 240.00	9	\$	2,160.00
Dues/Subscriptions		\$ 1,000.00	1	\$	1,000.00
Meeting/Conference Registration		\$ 350.00	5	\$	1,750.00
Office Rent/Building Renewal	Professional Staff	\$ -	9	\$	-
Office Rent/Building Renewal	Support Staff	\$ -	0	\$	-
Repair/Maintenance		\$ 125.00	9	\$	1,125.00
Supplies	Subsequent Years	\$ 300.00	9	\$	2,700.00
Other Operating Expenses		\$ 250.00	9	\$	2,250.00
TOTAL				\$	34,910.00

Note: reduction from previous FY resulting from postage/communication adjustments closer to real operating costs, and the elimination of data processing expenses from operating expense category

570000 Travel

Fiscal Year 2023-2024								
Expenses	Detail	High Cost	High FTE	Medium Cost	Medium FTE	Low Cost	Low FTE	TOTAL
Board/Lodging		\$ 2,575.00	1	\$ 1,570.00	2	\$ 500.00	3	\$ 7,215.00
Commercial Travel		\$ 2,210.00	1	\$ 1,100.00	2	\$ -	3	\$ 4,410.00
State Owned Transportation		\$ 3,315.00	1	\$ 2,000.00	2	\$ 375.00	3	\$ 8,440.00
Personal Mileage		\$ 715.00	1	\$ 360.00	2	\$ 325.00	3	\$ 2,410.00
Miscellaneous Travel		\$ 165.00	1	\$ 85.00	2	\$ -	3	\$ 335.00
Prof. Development Travel		\$ 3,315.00	2	\$ 2,000.00	1	\$ 375.00	3	\$ 9,755.00
TOTAL		\$ 12,295.00		\$ 7,115.00		\$ 1,575.00		\$ 32,565.00

Note: no change from previous FY

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580000 Office Equipment

Fiscal Year 2023-2024					
Expenses	Detail	Cost/FTE	FTE	TOTAL	
Office Equipment	Desk	\$ -	0	\$	-
Office Equipment	Chair	\$ -	0	\$	-
Office Equipment	File Cabinet	\$ -	0	\$	-
Office Equipment	Misc.	\$ 250.00	9	\$	2,250.00
Office Equipment	Wall Partitions	\$ -	0	\$	-
Data Processing Hardware/Software	Standard Desktop	\$ -	0	\$	-
Data Processing Hardware/Software	Standard Laptop	\$ -	0	\$	-
Data Processing Hardware/Software	Standard Software	\$ -	0	\$	-
Power User	Power Desktop	\$ -	0	\$	-
Power User	Power Laptop	\$ 2,500.00	2	\$	5,000.00
Power User	Power Software	\$ 2,500.00	2	\$	5,000.00
TOTAL				\$	12,250.00

Note: increase from previous FY to support web developer positions

555200 Software

Fiscal Year 2023-2024					
Expenses	Detail	Cost/FTE	FTE	TOTAL	
Public Website (www.nswers.org)	Domain Name, WordPress Website	\$ 2,500.00	-	\$	2,500.00
Development Software Licenses	Visual Studio, etc.	\$ 3,250.00	2	\$	6,500.00
Auth0	Authentication service for insights+	\$ 35,000.00	-	\$	35,000.00
WP Engine	Main NSWERS website and miscellaneous plugins	\$ 1,000.00	-	\$	1,000.00
Shorthand	Scrolleytelling software	\$ 1,600.00	-	\$	1,600.00
SendGrid	Secure emails from insights+	\$ 1,200.00	-	\$	1,200.00
Role-Based Software	Adobe CS, etc.	\$ 2,500.00	-	\$	2,500.00
Enterprise Software	Enterprise Software	\$ 30,000.00	-	\$	30,000.00
TOTAL				\$	80,300.00

Note: increase from previous FY resulting from new costs related to the development, population, management, and enhancement of the NSWERS data system and insights+

554900 Contractual Services

Fiscal Year 2023-2024			
Expenses	Detail	Cost	
Business Services & Support	NU Service Contract	\$	85,000.00
Audit Services	Forvis	\$	25,000.00
Legal Counsel	KSB School Law	\$	25,000.00
Insurance	Aon Risk Services (\$2M Public Officials and \$5M x \$5M Cyber Liability policies)	\$	60,000.00
Data Storage & Security	NU ITS, Microsoft Azure Cloud Storage and Utilization	\$	80,000.00
Penetration Testing	Third-party testing of insights+ system for security	\$	12,000.00
Technical Consulting & Support	NSWERS Data System and Software Development	\$	100,000.00
Research Consulting & Support	Establish Data Analysis & Prediction Operation	\$	100,000.00
Internships/Assistantships	Research and Technical Support	\$	60,000.00
Professional Development	Security, Technical, Methodological (\$500 * 9 FTE)	\$	4,500.00
Meetings & Trainings	Executive & Management Councils, Advisory Committees, Data & Technical Committee, Research Review Board	\$	5,000.00
Communications/Media		\$	15,500.00
Data/Info Release & Dissemination		\$	-
Partner Support Services		\$	-
TOTAL		\$	572,000.00

Note: reduction from previous FY resulting from a reduction in technical consulting costs, development shifting internally to NSWERS staff

NSWERS

Statement of Net Position

March 31, 2023 and June 30, 2022

Unaudited

	3/31/2023	Revised 6/30/2022
Assets		
Assets:		
Cash & Investments (Note A)	\$ -	\$ -
Accounts Receivable	522,094	672,750
Prepaid Expenses	3,621	38,876
Capital Assets	301,339	-
Total Assets	<u>827,054</u>	<u>711,626</u>
Liabilities		
Liabilities:		
Accounts Payable	87,532	3,727
Due to the University of Nebraska	513,310	125,759
Accrued Compensated Absences	60,229	60,229
Total Liabilities	<u>661,070</u>	<u>189,715</u>
Net Position		
Unrestricted	165,984	521,910
Total Net Position	<u>\$ 165,984</u>	<u>\$ 521,910</u>

Note A: Excludes cash held by the University of Nebraska Foundation
Foundation Cash

<u>\$ 2,468,007</u>	<u>\$ 2,426,884</u>
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NSWERS

Change in Net Position

For the Month Ended March 31, 2023

Unaudited

		Fiscal YTD	Fiscal YTD
Operating Revenues	FY23 Budget	3/31/2023	Budget Variance
Foundation contributions	\$ 991,496	\$ 557,781	\$ (433,715)
University of Nebraska contributions	145,006	-	(145,006)
Metro Community College contributions	70,000	-	(70,000)
Department of Education contributions	139,480	-	(139,480)
Interest income		7,552	7,552
Total Operating Revenues	1,345,982	565,333	(780,649)
Operating Expenses			
Wages	830,281	493,804	(336,477)
Benefits	267,423	110,089	(157,334)
Total Personal Services	1,097,704	603,893	(493,811)
Operating expenses	48,470	91,459	42,989
Rent	-	-	-
Travel	32,565	2,400	(30,165)
Insurance	60,000	35,255	(24,745)
Legal services	25,000	10,553	(14,447)
Auditing services	25,000	18,000	(7,000)
Business services	85,000	63,441	(21,559)
Other contractual services	629,500	96,258	(533,242)
Software	32,500	-	(32,500)
Equipment	5,000	-	(5,000)
Total Operating Expenses	2,040,739	921,259	(1,119,480)
Increase in Net Position	(694,757)	(355,926)	338,831
Net Position			
Net position, beginning of year	-	521,910	-
Net position, end of year	\$ (694,757)	\$ 165,984	\$ 338,831

NSWERS

Supplemental Information

March 31, 2023

Unaudited

Contractual Services:	Contract Amount	Paid as of March 31, 2023	Remaining Contract Amount
Magnolia Consulting	129,936	107,460	22,476
University of Nebraska (Annual)	84,588	63,441	21,147
University of Nebraska IT	Billable Rate	42,251	N/A
KSB School Law	Billable Rate	54,965	N/A
Don't Panic Labs	234,560	135,083	99,478
Vivayic Inc	21,200	21,200	-