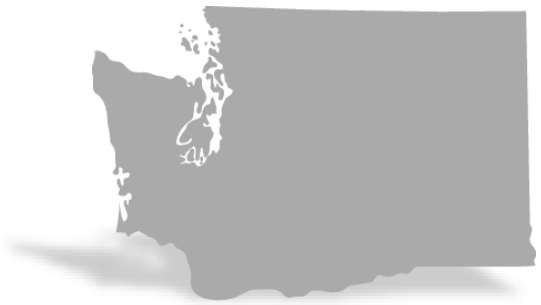
PSDC – Overview of Changes and How to Submit



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Agenda

- Staff Introductions
- Postsecondary Data Collection (PSDC) data submission changes
- PSDC resources
- How to submit data

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Webinar Schedule

- Monday, May 4 – Overview of Changes
- Wednesday, May 6 – Demographics Files
- Monday, May 11 – Student Term and Term Dates
- Wednesday, May 13 – Field of Study Files
- Monday, May 18 – Completion Files
- Wednesday, May 20 – Course and Registration Files
- Wednesday, May 27 – Admissions File

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Staff Introductions

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Overview of PSDC Changes

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Updated Collection File List

Collection File	Collection Level	Number of Data Elements
Student Demographics	Student	16
Student Demographics Detail	Student	7
Student Field of Study	Student	7
Student Term	Student	16
Term Dates	Institution	10
Student Completion Major	Student	10
Student Completion Minor	Student	9
Admission	Student	41
Field of Study at Admission	Student	7
Field of Study	Institution	13
Course	Institution	19
Registration	Student	11

Data Collection Procedural Changes

- With Spring 2025 submission, we did not ask PSDC institutions to manipulate data
  - Explored your data, and used that data to create standardized lookup tables
- Upcoming submission – data rules
  - Valid values
  - Lookup tables
- Data Submission Guide, Data Dictionary, and lookup tables available at Resources for Submitting Data | Washington State Education Research and Data Center

PSDC Resources

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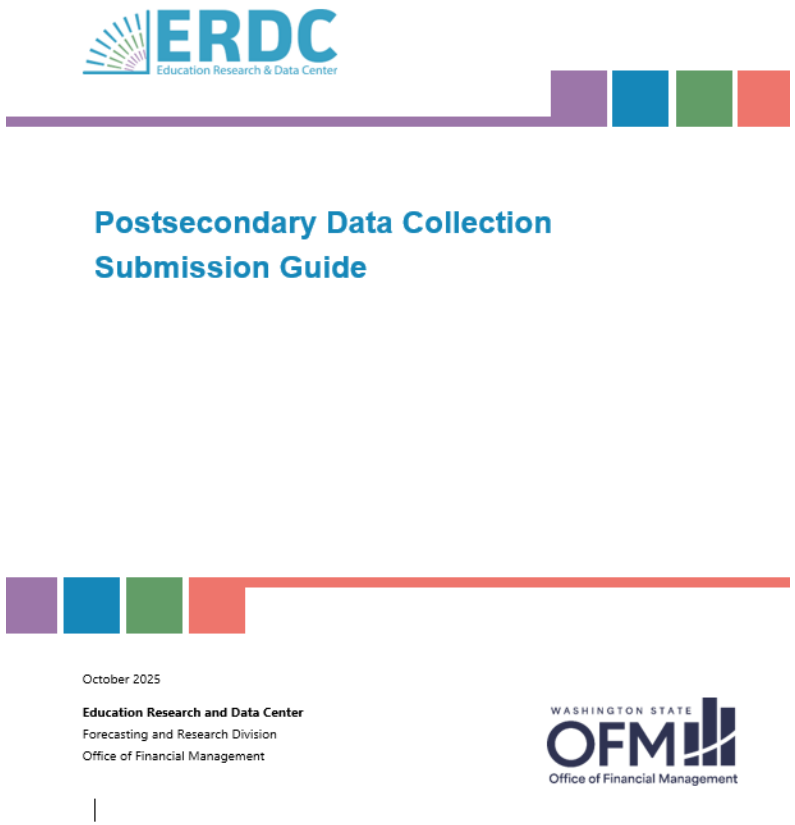
PSDC Data Submission Guide



- Incorporated by reference into DSA
- Will follow ERDC governance process for changes
- Data contributors will have the opportunity to review and provide feedback on future changes

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Data Dictionary

	B	C	D	E	F	G	H
	Field Name	Description/Definition	Example Value(s)	Valid Values	Data Submission Rules	Data Type	Summary of Changes
4					beyond the single-value IPEDS categories should see the "Student_Demographics_Detail" table for instructions on how to submit that data.		
5	Student IPEDS Hispanic Identity	Student self-reported Hispanic ethnicity, as recorded in IPEDS.	H10	Please see list of valid values for hispanic_IPEDS in the lookup table.	1. This field is required. NULL values are not allowed. 2. Data submitted must be one of the valid values provided for hispanic_IPEDS in the lookup table. 3. Missing data should be recorded using value '999' – 'Unknown.' 4. Institutions that record additional race/ethnicity data beyond the single-value IPEDS categories should see the "Student_Demographics_Detail" table for instructions on how to submit that data.	text	10/1/25 - External Data Workgroup made the recommendation that we collect the IPEDS Hispanic identity data in one file, and to collect additional demographic information in a separate file. Added reference to looup table with valid values. Added data submission rules.
6	Student Military Affiliation	Two-digit code indicating a student's military affiliation.	31	02 -- Not a Military Veteran 30 -- Active Duty Military 31 -- Veteran (a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.) 32 -- Dependent or survivor of an active duty member or veteran 99 -- Unknown	1. This field is required. NULL values are not allowed. 2. Data submitted must be one of the valid values provided for military_status in the lookup table. 3. Missing data should be recorded using value '999' – 'Unknown.'	text	5/15/25 - Added that this field may be left blank 10/1/25 -- Added valid values, reference to a lookup table, and data submission rules.

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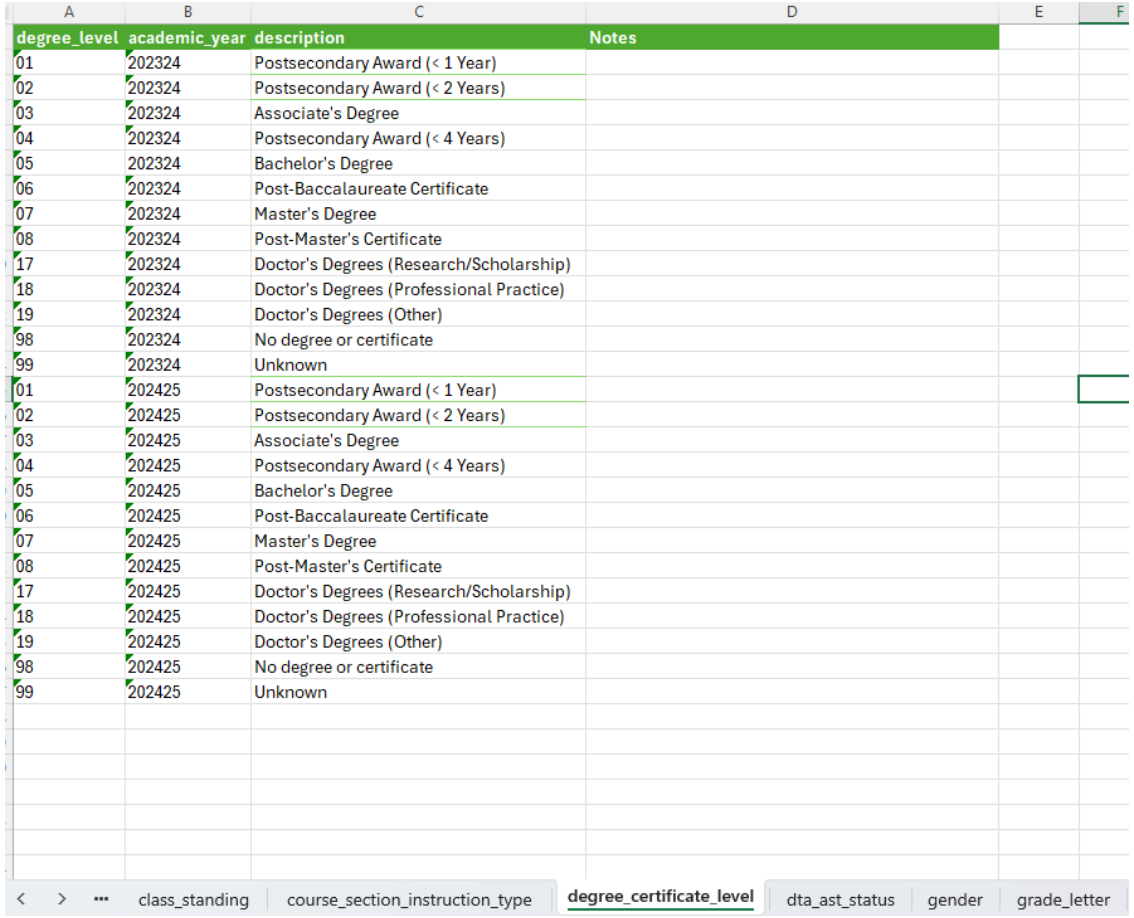
Lookup Tables



degree_level	academic_year	description	Notes
01	202324	Postsecondary Award (< 1 Year)	
02	202324	Postsecondary Award (< 2 Years)	
03	202324	Associate's Degree	
04	202324	Postsecondary Award (< 4 Years)	
05	202324	Bachelor's Degree	
06	202324	Post-Baccalaureate Certificate	
07	202324	Master's Degree	
08	202324	Post-Master's Certificate	
17	202324	Doctor's Degrees (Research/Scholarship)	
18	202324	Doctor's Degrees (Professional Practice)	
19	202324	Doctor's Degrees (Other)	
98	202324	No degree or certificate	
99	202324	Unknown	
01	202425	Postsecondary Award (< 1 Year)	
02	202425	Postsecondary Award (< 2 Years)	
03	202425	Associate's Degree	
04	202425	Postsecondary Award (< 4 Years)	
05	202425	Bachelor's Degree	
06	202425	Post-Baccalaureate Certificate	
07	202425	Master's Degree	
08	202425	Post-Master's Certificate	
17	202425	Doctor's Degrees (Research/Scholarship)	
18	202425	Doctor's Degrees (Professional Practice)	
19	202425	Doctor's Degrees (Other)	
98	202425	No degree or certificate	
99	202425	Unknown	

class_standing | course_section_instruction_type | degree_certificate_level | dta_ast_status | gender | grade_letter

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Excel Templates

- Templates will be available for the upcoming submission due July 1
  - For academic years 202324 and 202425
- Data entry restrictions enforce valid values
- Will be posted on our website later this month

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How to Submit Data

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What Data to Submit?

- Due – July 1, 2026
- Two academic years of data – 202324 and 202425
  - Please resubmit 202324 data in a standardized format
  - New data domains and changed definitions for some 202324 elements
  - Academic year = IPEDS year (July 1, 2023-June 30, 2024)
- 12 collection files listed on Slide 6
  - One set of files covering 202324 and one set covering 202425
  - Can submit annual data with different values for “enrollment term” in each file, or term-level data – one set of files for each term
- Naming conventions
  - <institution_name>.file_name.<academic_year>.[term]

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Managed File Transfer(MFT) Instructions

ERDC uses GoAnywhere MFT to securely share sensitive information

Those responsible for submitting data need an MFT account

Contact psdc@ofm.wa.gov to set up MFT access

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General File Format Rules

- Files must be able to be opened or imported into Excel
  - Supported formats: .xls, .xlsx, .csv, .tsv
- Data values within files must maintain leading zeroes
- Files must not contain blank lines
- Files must not have lines made up entirely of white space characters (spaces and horizontal tabs)

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General File Format Rules – Part 2

- All files should be able to be joined with each other using PSD-0020 (Enrollment Year), PSD-0030 (Enrollment Term) and PSD-0040 (Institution ID).
  - Use PSD-0360 (Student Completion Year) and PSD-0370 (Student Completion Term) in place of PSD-0020 and PSD-0030 on completion files
- Files that contain PSD-0050 (Student ID) should be able to be joined with each other, using the combination described above plus Student ID

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What We Check For

No NULL data where values are required

Date format

Lookup table values

Logical data dependencies

Consistent field values

Student ID matches

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What Happens Next?

- Data needs corrections
  - Email with references to files, record numbers and columns to protect PII
  - Data contributor fixes files as needed and resubmits data until all data passes validation checks

- Data passes validation checks
  - Profile the data to see if we need to add additional valid values, revise future submissions
  - Files may be loaded into our longitudinal database

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Next Steps and Questions

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Next Steps

More webinars to come – looking at each data domain

Next data files due by July 1, 2026

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Questions?

PSDC Inbox

psdc@ofm.wa.gov

ERDC website

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