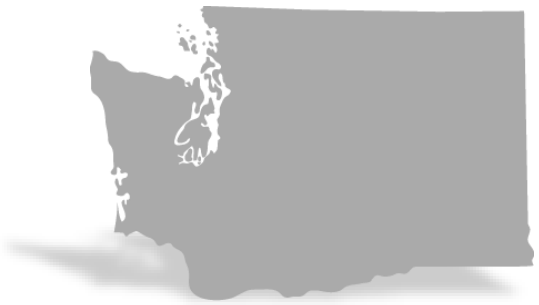
Student Demographics & Student Demographics Detail



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Agenda

- Staff Introductions
- Student Demographics File
- Student Demographics Detail File

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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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Student Demographics

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General Instructions

Question	Answer
Who to include?	All students enrolled at your institution in the academic year and term represented in the file
What is the unique record grain?	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID
May our institution submit a full academic year in one file?	Yes. We would expect to see different values for the enrollment term.
Are we expected to transform our data so it matches the valid values you provide in the guide and the lookup tables?	Yes. If you have questions about the valid values, or need to add a value, please contact psdc@ofm.wa.gov so we can assist you.

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File Structure

Field ID	Field Name
PSD-0010	Record Number
PSD-0020	Enrollment Year
PSD-0030	Enrollment Term
PSD-0040	Institution ID
PSD-0050	Student ID (Institution)
PSD-0060	Student Last Name
PSD-0070	Student First Name
PSD-0080	Student Middle Name
PSD-0090	Student Name Suffix

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File Structure – Slide 2

Field ID	Field Name
PSD-0100	Student SSN (Last 4 digits)
PSD-0110	Student Birth Date
PSD-0120	Student Gender
PSD-0130	Student IPEDS Race
PSD-0140	Student IPEDS Hispanic Identity
PSD-0150	Student Military Affiliation
PSD-0160	U.S. Resident Flag

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Record Number

- Definition: An integer that uniquely identifies a record in a PSDC collection file
- Sequential integer starting at 1
- Must be included in all submitted files

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Enrollment Year

- Definition: The academic year to which a collection file's reporting term belongs; 12 month period extending from the beginning of summer term of one calendar year to the end of spring term of the next calendar year
  - IPEDS year – July 1 through June 30
- Use 202324 for the 2023-24 academic year and 202425 for the 2024-25 academic year

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Enrollment Term

Valid Values	Definition
FL	Fall Term
SM	Summer Term
SP	Spring Term
WN	Winter Term
CO	Continuous
JT	January Term

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Institution ID

- Federal School Code (OPE ID) value for the reporting institution
- Values listed in PSE OPE ID lookup table
  - If your institution has multiple OPE IDs, please use the value in the lookup table
- This value should remain the same for each institution term-by-term and year-over-year

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Student ID

No changes to this field

Please include leading zeroes

ID should be associated with only one student, and should be consistent across all files containing that student's data

Please do not submit a separate Research ID in lieu of a Student ID

Value should be associated with the same student from year to year

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Name Fields

- Four fields – Student Last Name, Student First Name, Student Middle Name, Student Name Suffix
- No changes to these fields
- Student Middle Name and Student Name Suffix may contain NULL data

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Student SSN

Please provide SSNs for students if the student has provided one to you.

Value may contain either last four or the full nine digit SSN

Please leave blank if the student does has not provided you with an SSN

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Student Birth Date

- No changes
- Please record as ‘MM/DD/YYYY’
- May be NULL if unknown or not recorded

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Gender

Valid Values	Definition
F	Female
M	Male
X	Sex X
9	Unknown

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Student IPEDS Race

- One column
- Please report “race_IPEDS” lookup table values
- Record missing data as ‘999’ (Unknown)
- Do not record Hispanic/Latino ethnicity data in this column
  - If student answers “yes” to “are you Hispanic or Latino,” and you do not have additional info about the student’s racial identity, that student should be recorded as ‘999 – Unknown’ with Hispanic/Latino identity recorded in PSD-0140.
- Do not record US residency status in this field
- One value per student

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Student IPEDS Hispanic Identity

Please record a value from the "Hispanic_IPEDS" lookup table

Use '999' (Unknown) to record missing data

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Student Military Affiliation

Valid Values	Definition
02	Not a Military Veteran
30	Active Duty Military
31	Veteran
32	Dependent or survivor of an active duty member or veteran
99	Unknown

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U.S. Resident Flag

New variable: intended to indicate whether a student is on an international student visa.

Valid values

XX – US Citizen or US Resident

YY – US Nonresident (International Student)

99 – Unknown or not otherwise reported

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Student Demographics Detail

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General Instructions

Question	Answer
Is this file mandatory?	Yes – only for institutions that collect more detail about student racial/ethnic demographics. If you submitted multiple columns of data for Student Race last year, we expect this file from you.
Who to include?	All students enrolled at your institution in the academic year and term represented in the file
What is the unique record grain?	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID, Student Race, Student Hispanic Identity
May our institution submit a full academic year in one file?	Yes. We would expect to see different values for the enrollment term.
Are we expected to transform our data so it matches the valid values you provide in the guide and the lookup tables?	Yes. If you have questions about the valid values, or need to add a value, please contact psdc@ofm.wa.gov so we can assist you.

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File Structure

Field ID	Field Name
PSD-0010	Record Number
PSD-0020	Enrollment Year
PSD-0030	Enrollment Term
PSD-0040	Institution ID
PSD-0050	Student ID (Institution)
PSD-0131	Student Detailed Race
PSD-0141	Student Detailed Hispanic Identity

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Student Detailed Race

One column
Please report “race_detail” lookup table values
Record missing data as ‘999 – Unknown’
Do not record Hispanic/Latino ethnicity data in this column
Do not record US residency status in this field
May submit “long data” with a different value in this column, with student ID repeated

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Student Detailed Hispanic Identity

- One column
- Please report “hispanic_detail” lookup table values
- Record missing data as ‘999 – Unknown’
- May submit “long data” with a different value in this column, with student ID repeated

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Questions?

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