

**2008/18 BACCALAUREATE AND BEYOND
(B&B:08/18) FULL-SCALE**

OMB # 1850-0729 v. 13

Appendixes A and B

**Submitted by
National Center for Education Statistics
U.S. Department of Education**

February 2018

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Appendix A
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Appendix B
Confidentiality for Administrative Record Matching

B.1 Develop Linkages with Administrative Data Sources

Linkages will be developed with existing data sources to supplement the 2008/18 Baccalaureate and Beyond Longitudinal Study (B&B:08/18). NCES recognizes the great value added to the B&B:08/18 data file with the addition of data from specific administrative data sources given that certain data, such as specific financial aid amounts and associated dates, can only be accurately obtained from sources other than the student. NCES postsecondary studies, including previous cycles of the National Postsecondary Student Aid Study (NPSAS), the Beginning Postsecondary Student Longitudinal Study (BPS), and the Baccalaureate and Beyond Longitudinal Study (B&B), have included file merges with many existing sources of valuable data, including Department of Education's (ED) Central Processing System (CPS) for Free Application for Federal Student Aid (FAFSA) data, the National Student Loan Data System (NSLDS), National Student Clearinghouse (NSC), ACT, and the Veterans Benefits Administration's (VBA) data. For this study, NCES will perform file merges with the following datasets: CPS, NSLDS, NSC, and VBA.

As described in more detail in Section A.10 of the Supporting Statement Part A, which is a part of this request, the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99) allows the disclosure of information without prior consent for the purposes of B&B:08/18 according to 34 CFR §99.31.

Secure Data Transfers. In order to transfer data between the B&B:08/18 contractor and owners of the desired datasets, data files will undergo validated encryption and be transferred through a secure electronic data transfer system (<https://transfer.ies.ed.gov/>) using Secure Sockets Layer (SSL) technology. The entities sending and receiving the B&B:08/18 datasets must be registered users of the NCES Members Site with privileges set to allow them to use the secure data transfer service¹. This service will be used for the file matching procedures described below, except in instances when the vendor already has a secure data transfer system in place.

B.2 File Merge with ED Central Processing System (CPS)

File merges will be performed by the data collection contractor with the CPS data containing federal student aid application information. The merge with CPS can occur at any time for any number of cases, provided that the case has an apparently valid SSN associated with it. A file will be sent to CPS and in return a large data file containing all matched students who applied for federal aid will be received. The data collection contractor has programs and procedures in place to prepare and submit files

¹ These privileges are set up and carefully controlled by the Institute of Education Sciences (IES) Chief Technology Officer (CTO). This service has been designed specifically for the secure transfer of electronic files containing personally identifiable information (PII), such as social security numbers (SSNs), names, and dates of birth of study sample members along with their survey IDs (different from the IDs used in the restricted-use data files), i.e., data protected under the Privacy Act or otherwise posing risk of disclosure. This service can be used for NCES-to-Contractor; Contractor-to-Subcontractor; Subcontractor-to-Contractor; and Contractor-to-Other-Agency data transfers. Matching of sample members to the external datasets will be initiated by: (a) the B&B:08/18 contractor creating a password-protected, encrypted file containing sample members' PII; (b) uploading the electronic file to the file transfer system for pick-up by the external data source; and (c) the external data source processing the data on their database and providing the matched data on the file transfer system for secure download. The party uploading data into the file transfer system is responsible for deleting the file(s) after the successful transfer has been confirmed. Software has been developed to create the files for the merge and also to read the data received. All matching processes are initiated by the B&B:08/18 data collection staff providing a file with one record per sample member to be merged.

according to rigorous CPS standards, and to receive and process data obtained from CPS.

A file containing the SSN and the first two letters of the sample member's last name (but no other information) will be electronically uploaded to the FAFSA secure website for matching. Access to the FAFSA data site for the upload is restricted to authorized users, who are registered and provide identification/authentication information. After the file is retrieved by CPS for linkage, the linked file, containing student-aid applications for matched records, is then made available to the B&B:08/18 contractor through a secure connection. Files will be downloaded directly into the contractor's enhanced security network. All CPS files will be processed, edited, and documented for inclusion in the final restricted use file (RUF).

B.3 File Merge with National Student Loan Data System (NSLDS) Disbursement

A file merge using the secure data transfer system (<https://transfer.ies.ed.gov/>) will be conducted with NSLDS to collect federal loan and Pell grant data. The resulting file will contain cumulative amounts for each student's entire postsecondary education enrollment.

B.4 File Merge with the National Student Clearinghouse (NSC)

The NSC will be used to obtain the *Student Tracker* data on institutions attended, enrollment dates, and degree completions for the B&B:08/18 sample. The data collection contractor will first set up an account with NSC which will enable sending and receiving of files securely over encrypted FTPS connections. The file containing PII will be encrypted and then submitted to the Clearinghouse using their secure FTP site. All files received by NSC will be securely stored using encryption, the US federal encryption standard. Matched files, containing data on enrollment dates, institution names, and degrees completed, will be returned to the data collection contractor using the same encrypted FTPS site.

B.5 File Merge with the Veterans Benefits Administration (VBA)

To identify veterans and their federal Veteran's education benefits, a file merge using the secure data transfer system (<https://transfer.ies.ed.gov/>) will be performed with the VBA data. The resulting data will contain reliable military service records of all applicable sample members, so that variables pertaining to military service can be derived. The data obtained from VBA will also contain detailed information on veterans' federal education benefit amounts and the enrollment information associated with those benefits.

B.6 Processing Administrative Data

The B&B:08/18 contractor will send files for matching during data collection. Files may need to be matched to a source (e.g., CPS or NSLDS) more than once during the full-scale study. All of the collected information may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). The data from all of these sources, as allowed by the vendor, and stripped of direct identifiers, will be delivered for inclusion on the RUF and will be used for creating derived variables. The derived variables will be available on PowerStats, QuickStats, and TrendStats. Both direct-pull and derived variables will be documented thoroughly.