

Memorandum**United States Department of Education
Institute of Education Sciences
National Center for Education Statistics**

DATE: February 18, 2020

TO: Robert Sivinski, OMB

THROUGH: Kashka Kubzdela, OMB Liaison, NCES

FROM: Tracy Hunt-White, Team Lead, Postsecondary Longitudinal and Sample Surveys, NCES

SUBJECT: 2019–20 National Postsecondary Student Aid Study (NPSAS:20) Informed Consent and Student Records Update Change Request (OMB# 1850-0666 v.28)

The 2019-20 National Postsecondary Student Aid Study (NPSAS:20) is a nationally representative cross-sectional study of how students and their families finance education beyond high school in a given academic year. NPSAS is conducted by the National Center for Education Statistics (NCES) and was first implemented by NCES during the 1986–87 academic year and has been fielded every 3 to 4 years since. This request pertains to the 11th cycle in the NPSAS series conducted during the 2019–20 academic year. NPSAS:20 will be both nationally- and state-representative and will serve as the base year data collection for the 2020 cohort of the Beginning Postsecondary Students Longitudinal Study (BPS:20), a study of first-time beginning postsecondary students that will be conducted three years (BPS:20/22) and six years (BPS:20/25) after beginning their postsecondary education. NPSAS:20 will consist of a nationally-representative sample of undergraduate and graduate students, and a nationally-representative sample of first-time beginning students (FTBs). Subsets of questions in the NPSAS:20 student interview will focus on describing aspects of the experience of beginning students in their first year of postsecondary education, including student debt and education experiences.

The request is to conduct all activities related to NPSAS:20, including materials and procedures related to: the NPSAS:20 student data collection, consisting of abstraction of student data from institutions and a student survey; panel maintenance activities for a NPSAS:2020 follow-up field test (for BPS:20/22); and carried over respondent burden, procedures, and materials related to the NPSAS:20 institution sampling, enrollment list collection, and matching to administrative data files was approved by OMB in December 2019 (OMB#1859-0666 v.25). The NPSAS:20 enrollment list collection from institutions takes place from October 2019 through July 2020, the student records collection will take place from March through November 2020, and the student survey data collection will take place from February (upon OMB approval) through early December 2020.

This request updates institution contacting materials and the student records instrument for additional clarity. In addition, it updates informed consent language in the student survey (both English and Spanish) in response to feedback received following review by the Institutional Review Board (IRB) at RTI International, the organization conducting the data collection. Prior to NPSAS:20, NPSAS data collections were exempted from IRB review under the federal policy for the Protection of Human Subjects (45 CFR 46 Subpart A), known as the Common Rule. However, the common rule was updated in January 2019 and the exemption that NCES cited to waive IRB review (subsection (3)(ii)) was removed. The Department of Education has not yet determined whether other exemptions that may apply will be pursued. Hence, NPSAS:20 had to undergo IRB review.

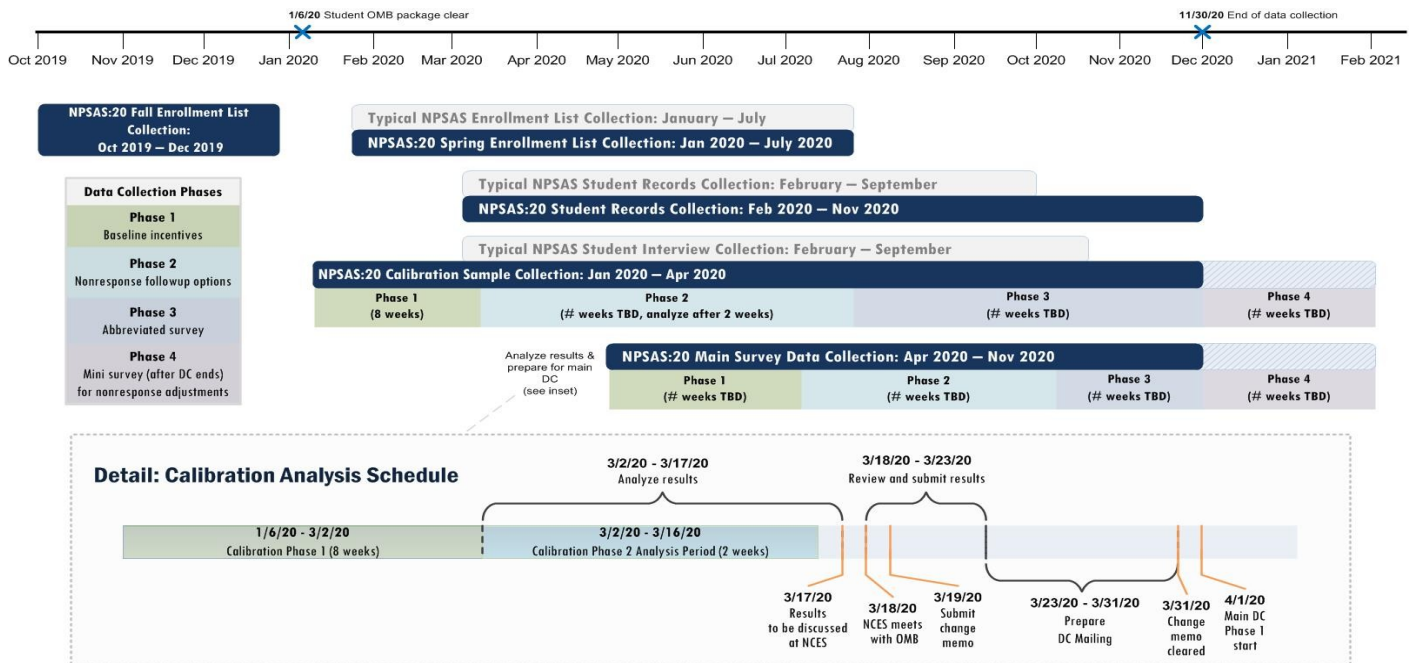
One additional change was made to the student survey – adding a Hispanic ethnicity item to the abbreviated survey. Finally, a single wave of main data collection will be run parallel to the calibration experiment to ensure NPSAS:20 is able to start data collection before students begin to leave campus for the summer months. The operational schedule in table 5 of Part A was updated and the plan for data collection has been updated in Part B.

This request does not introduce significant changes to the estimated respondent burden or the costs to the federal government. The following revisions were made to Appendix D (Institution Contacting Materials), Appendix H (Student Records Instrument), Appendix E (Student Contacting Materials), and Appendix I (Student Survey Instrument).

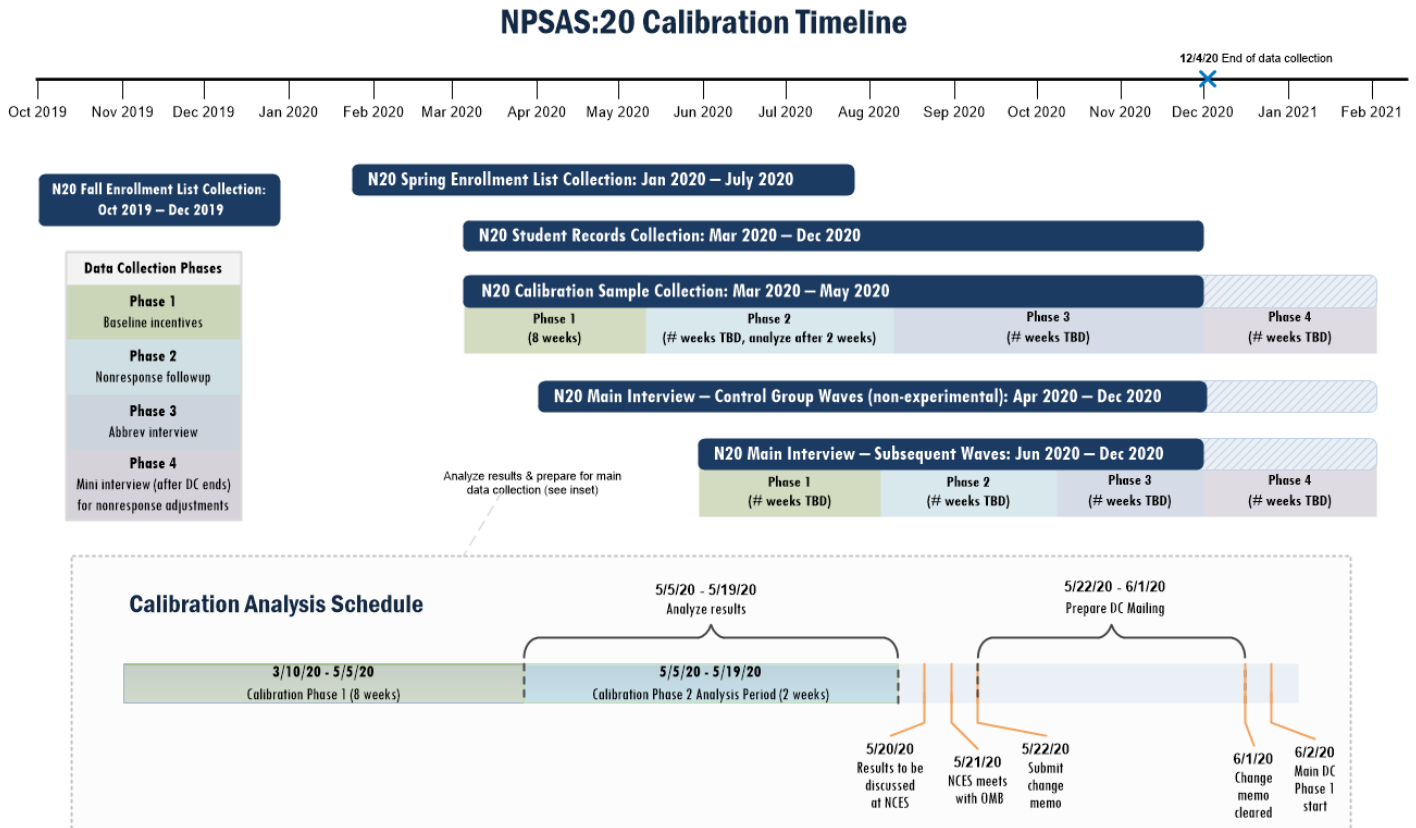
Modifications to Parts A and B

It has taken longer than expected for NPSAS:20 to go through the IRB process and receive IRB approval. As a result, the date for the start of student data collection must be revised. The calibration data collection will start in March instead of January and end in May 2020, meaning that the change request related to the final incentive plan will come in May 2020 rather than March. The main data collection, implementing the results of the calibration experiment, will begin in June 2020. While the calibration experiment is underway, at least one wave of students (up to 45,000 sample members) will start main data collection with the incentive plan being offered to the calibration Control Group. This ensures that locating students begins while they are still enrolled. The operational schedule in table 5 of Part A was updated on page 16. Figure 2 was revised on page 23 in Part B; both the old figure and the new one are copied below to highlight the differences.

Part B Figure 2. NPSAS:20 calibration timeline (older schedule – v.25)



Part B Figure 2. Anticipated NPSAS:20 calibration timeline (new schedule – v.28)



The change in dates led to the following small changes in Parts A and B:

Page A-8: ... final incentive plan that will be submitted to OMB for a consideration as a change request in **March May** 2020 before it is implemented for the remainder of the data collection with the remainder of the sample.

Page B-22: The proposed experimental period of the calibration sample is expected to run for 10 weeks—from **January 6-March 10**, 2020 to **March 17 May 19**, 2020 (see figure 2).

Page B-23: Results and the proposed main sample incentive structure will be submitted to OMB for a consideration as a change request **in-March by mid May** 2020, before implementation with the main sample.

Page B-23: The NPSAS:20 **main** data collection is expected to start **in early in-April June** 2020

The following paragraph was added on page 24 of Part B:

So as to not lose time while the calibration phases are fully tested, at least one wave of up to 45,000 students will begin NPSAS:20 main data collection in early April 2020, with the same incentive plan offered to the calibration Control Group for Phase 1. That is, sample members will be offered a \$30 promised incentive which has been the predominant incentive offer for NPSAS data collections since NPSAS:04. The \$30 promised incentive will continue to be offered to sample members in these early waves, through the end of Phase 3, when nonrespondents will be asked to complete an abbreviated survey (see table 11).

Modifications to Appendix I, Student Survey Instrument

Based on feedback from RTI's IRB, the student survey instrument was revised to 1) enhance the informed consent language; 2) clarify survey eligibility; 3) add language to emphasize the voluntary nature of selected questions; and 4) provide additional help text to clarify how social security numbers may be used.

In addition, the Hispanic ethnicity item was added to the abbreviated survey. It had inadvertently been omitted.

Below is a table of the items that were removed, added, or revised in the student instrument. See Attachment 1 (p. 7 of this document) for specific changes in question wording.

Page number	Variable name	Variable label	Change Removed (X), Added (A), Revised (R)	Rationale	Prior study, if not in NPSA S:16	FT B- onl y ite m	Abbrev iated item	NRF U ite m
I-25	INFCON	Consent information	R	Added language to reference prepaid incentives and to clarify security procedures and respondent risk.			X	X
I-26	END	End form for respondents who indicated wanting to complete survey later	R	Combined END1 and END1TEXT into END to collect e-mail address and cell phone number for future reminders.			X	X
	END1	End form for respondents who indicated wanting to complete survey later	X				X	X
	END1TEXT	Cell phone number	X				X	X
I-26	N20AELIGINTRO	Introduction to enrollment section	A	Added to inform respondent that initial survey questions determine survey eligibility.			X	X
I-29	N20AWHYSM	Reason for being on NPSAS enrollment list	R	Minor modifications made to question wording to clarify potential survey eligibility.			X	X
I-37	N20ABYE	Ineligible contact information	R	Moved sentence about potential ineligibility based upon responses to N20AWHYSM to clarify survey eligibility.			X	X
I-41	N20ANPINTRO	Introduction to enrollment section after determined eligible for survey	A	Added to inform respondent of survey eligibility, and transition into NPSAS survey questions.			X	X
I-41	N20FHISP	Respondent of Hispanic or Latino origin		No change, but added to abbreviate interview.			X	
I-139	N20GPNAME	Verify/Collect all parent names	R	Minor modifications made to question wording to emphasize voluntary nature of this question.		X		
I-144	N20GOTINFO	Address entry for other contact	R	Minor modifications made to question wording to emphasize voluntary nature of this question.		X		

Page number	Variable name	Variable label	Change Removed (X), Added (A), Revised (R)	Rationale	Prior study, if not in NPSA S:16	FT B-only item	Abbreviated item	NRF U item
I-144	N20GSSNINF	Social security number	R	Minor modifications made to help text to provide more information on how SSN may be used.			X	

Modifications to Appendix E, Student Contacting Material

Appendix E includes the informed consent language for both the self-administered student web survey and the telephone interview (see pages E-15-17, as well as E-158-160 for the Spanish text). The changes in the informed consent language as reported in Appendix E are the same as the changes reported above and in Attachment 1, on p. 7 of this document, under the section titled, “INFCON”. In addition, the same revisions were also made in Appendix E as part of the CATI introductory materials read to respondents who respond by phone rather than the web instrument.

Modifications to Appendix D, Institution Contacting Material

Revisions were made to the Postsecondary Data Portal website to clarify the instructions to institution data providers. Below is a summary of the changes. See Attachment 2 on p. 13 of this document for the specific changes.

- Revised - The instructions on the DESIGNATE form in the Registration page were revised to clarify the instructions related to deleting user accounts. The revised text for this form appears on page D-111.
- Revised - The instructions for the PROVTERM form in the Registration page were revised to clarify that users cannot revise their terms once they submit the page. The revised text for this form appears on page D-114.
- Revised - The content of the REGEND form was revised to provide a summary of users’ Registration Page responses that they can save for later reference. The revised text for this form appears on page D-117.
- Revised – the audio script for the Mode Selection Video was revised to clarify that the Excel template file includes all four data sections of the student records instrument. The revised text appears on page D-176.
- Revised – the audio script for the Web Mode Video was revised to include mention of the debriefing questions that users will see after completing the student records data request. The revised text appears on page D-178.
- Revised – the audio script for the Excel Mode Video was revised to clarify that users will need to select data sections to be uploaded and to include mention of the debriefing questions that users will see after completing the student records data request. The revised text appears on pages D-181 and D-182.

- Revised – the audio script for the CSV Mode Video was revised to include mention of the debriefing questions that users will see after completing the student records data request. The revised text appears on page D-185.
- Revised – the Student Records Codebook was revised to update the item wording for Private Aid or Other Government Aid to clarify the source of pre-filled term data and how institutions should report non-federal awards. The revised text in both English and Spanish appears in Appendix D on the pages D-224 and D-305.
- Revised – the Student Records Handbook was revised to clarify that users will need to select data sections to be uploaded. The revised text in both English and Spanish appears on pages D-240 and D-259.
- Revised – the Student Records Handbook was revised to refer institutions to the Financial Aid Type Cheat Sheet for guidance on categorizing financial aid awards. The revised text in both English and Spanish appears on page D-248 and D-267.

Modifications to Appendix H, Student Records Instrument

Revisions were made to the Student Records Instrument to clarify the instructions to institution data providers. Below is a summary of the changes. See Attachment 2 on p.13 of this document for more information on specific changes.

- Revised – For help text for Total Tuition and Required Fees Charged (p. H-24), Federal Aid (p. H-29), State Aid (p. H-30), Institution Aid (p. H-33), and Other Aid (p. H-40) was revised to clarify the source of pre-filled term data. The added text appears in Appendix H on the page numbers noted above.
- Revised – The help text for Private Aid or Other Government Aid was revised to clarify how institutions should report non-federal awards and to clarify the source of pre-filled term data. The revised text appears on page H-36.
- Revised – The response options for the three Private Aid or Other Government Aid Type items were revised to remove the Institution and State options. This change was made so that the response options for this item are consistent with the instructions provided in the help text. The revised items appear on pages H-38, H-39, and H-40.

Modifications to Appendix I, Student Instrument (Changes are in red font)

This document details the changes to the English instrument. The Spanish instrument has parallel changes.

INFCON (ABBREV) (NRFU)

Recently, we sent you material about the U.S. Department of Education's National Postsecondary Student Aid Study (NPSAS). The NPSAS survey is being conducted to determine how students and their families pay for education beyond high school. **Some students, such as those who enrolled in a college for the first time between July 1, 2019 and June 30, 2020, and other special groups, may be selected for a follow-up study.**

[[{if OFAC list = 0 and data collection group in (1 2) and data collection phase = 1} You should have already received \$[prepaid incentive amount] cash in the mail. {else if OFAC list = 0 and data collection group = 1 and data collection phase = 2} You should have already received \$[prepaid incentive amount].] If you have not received the \$[prepaid incentive amount], please contact our Help Desk toll-free at 1-877-677-2766 for assistance.] The survey takes about [{if survey type = 0} 30 {else if survey type = 1} 15 {else} 5] minutes [{if [OFAC list] = 0} and as a token of our appreciation, you will receive [{if (data collection phase = 1 and data collection group in (1 2)) or (data collection phase = 2 and data collection group = 1)} an additional] \$ [incentive amount] for participating.] ~~You may decline to answer any question or stop the survey at any time.~~

In addition to your survey responses, we collect other enrollment-related data from your institution and sources such as student loan databases and admissions testing agencies. Your responses, combined with any student record information, may be used only for statistical purposes and may not be disclosed, or used, in personally identifiable forms for any other purpose, except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Sometimes there are opportunities for researchers to use data from previous studies or to share data with each other if they are conducting similar research. For these reasons, we may use or share your deidentified data with other researchers. If we do so, we will not contact you to ask for your additional informed consent.

Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. The risks of participating in this study are small and relate to data security. We have the following precautions in place - your responses are stored within an enhanced security network, only authorized project staff have access to data, and all staff have participated in privacy training, signed confidentiality agreements, and undergone rigorous background checks. All personally identifiable information will be kept in secure and protected data files, and will be separate from the responses you've already provided in this survey.

If you have any questions about this study, you may contact the study's director, Jennifer Wine, at 1-877-225-8470. ~~To learn more~~For questions about your rights as a

participant, ~~click here.~~ please contact RTI's Office of Research Protection toll-free at 1-866-214-2043. To review the letter that we mailed, click here (PDF letter).

To review the study brochure, click here (PDF brochure).

Do you want to begin the survey now?

1 = Yes, I agree to participate now

2 = Not now, but I want to participate at a later time

0 = No, I do not want to participate at all

Help Text:

~~You are one of approximately 150,000 students who will be taking part in this study.~~

~~All of the information you provide, combined with student record 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).~~

~~In addition to your survey responses, we collect financial aid, student records, and related information from your school and sources such as student loan databases and admissions testing agencies.~~

~~Some students, such as those who enrolled in college for the first time between July 1, 2019 and June 30, 2020, and other special groups, may be selected for a follow-up study.~~

~~Your participation is voluntary and will not affect any aid or other benefits that you may receive.~~ The risk of participating in this study is small and relates to data security. However, we have put strict security procedures in place to protect your information. Procedures include:

- ~~1. END~~ Responses are collected and stored on RTI's network which complies with all applicable security and privacy regulations including using strong encryption during internet transmission (Secure Sockets Layer (SSL) protocol).
- ~~2. All data entry modules are password protected and require the user to log in before accessing confidential data.~~
- ~~3. Project staff are subject to large fines and/or imprisonment if they knowingly publish or communicate any individually identifiable information.~~

END (ABBREV) (NRFU)

Thank you. We look forward to your participation. We ~~will~~can send you ~~a~~reminder message ~~within the next couple of weeks~~-mails and text messages, if you have not yet completed your NPSAS survey.

~~We can send you an e-mail message and a text message reminder.~~

~~(Please provide the information below and click the "Next" button to continue.)~~

Please provide your e-mail address: _____

~~Select this box if you would like us to send you a text message reminder.~~

Please provide your cell phone number: _____

Help Text: Please provide an e-mail address and cell phone number so that we can send you ~~a~~reminder message reminders about taking the survey at a later time.

~~If you would like to receive a text message reminder, check the box and you will be taken to a screen to collect your cell phone number.~~

Your participation is very important to the success of this study.

END1TEXT (ABBREV) (NRFU)

~~Please provide a cell phone number so that we can send you a text message reminder to complete the NPSAS survey.~~

Cell phone number: _____

~~**Help Text:** Please provide the number to which you'd like to receive a text message reminder to complete the survey. Your participation is important to the success of this study.~~

N20AELIGINTRO (ABBREV) (NRFU)

To get started, [{if USERMODE = WEB} we {else} I] need to collect some information about your enrollment at [NPSAS institution] [{if USERMODE = TIO} to {else} so that we can] ~~better understand student experiences from all types of colleges, universities, and trade schools.~~ confirm your eligibility to participate in the study.

Help Text: This is an informational screen only. (Click the "Next" button.)

N20AWHYSM (ABBREV) (NRFU)

[If [survey date before July 1, 2020] = 1]

~~Based on your responses, it seems you may not be eligible for this study. Our records seem to be in error.~~ Information provided by [NPSAS institution] indicates that you attended [NPSAS institution] at some time between July 1, 2019 and June 30, 2020. Do you know why you were listed as having attended [NPSAS institution] at any time between July 1, 2019 and today?

(Please provide any information in the textbox below.)

[else]

~~Our records seem to~~Based on your responses, it seems you may not ~~be in error.~~ eligible for this study. Information provided by [NPSAS institution] indicates that you attended [NPSAS institution] at some time between July 1, 2019 and June 30, 2020. Do you know why you were listed as having attended [NPSAS institution] between July 1, 2019 and June 30, 2020?

(Please provide any information in the textbox below.)

Help Text: Our records indicate that you attended [NPSAS institution] at some time between July 1, 2019 and June 30, 2020.

Please try to specify a reason why your name could have been associated with [NPSAS institution].

N20ABYE (ABBREV) (NRFU)

~~Based on your responses, it seems you may not be eligible for this study.~~ We will review your responses and we may need to contact you again.

Please provide your e-mail address:

Street Address:

City:

Zip Code:

State:

Phone Number:
Foreign Address:
Foreign State/Province:
Foreign City:
Foreign Zip/Postal Code:
Foreign Country:

Please check here if the address is an international address.

Help Text: We apologize for any inconvenience. We will review your responses and will contact you if we determine that you are eligible to participate in this survey. Please call our help desk at 1-877-677-2766 if you have any questions.

N20ANPINTRO (ABBREV) (NRFU)

Thank you for providing information about your enrollment at [NPSAS institution]. You are eligible to participate in the study.

Now, [{If USERMODE = WEB} we {else} I] will collect additional enrollment information to better understand student experiences from all types of colleges, universities, and trade schools.

Help Text: This is an informational screen only. (Click the “Next” button.)

N20FHISP (ABBREV)

Are you of either Hispanic or Latino origin?

1 = Yes

0 = No

Help Text: In compliance with federal standards for collecting race and ethnicity, Hispanic or Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

N20GPNAME (FTB)

[If USERMODE = WEB]

What are the names of your parents (or guardians) living together at the same residence?

If only one parent lives at this residence, leave the second parent name blank.

Providing this information is voluntary and will be used to help us locate you when we conduct the follow-up survey.

[else]

What are the names of your parents (or guardians) living together at the same residence?

(If only one parent lives at this residence, leave the second parent name blank.

Providing this information is voluntary and will be used to help us locate you when we conduct the follow-up survey.)

Parent title:

-9 = - Select Title -

1 = Mr.

2 = Mrs.

3 = Miss

4 = Ms.

5 = Dr.
First Name:
Last Name:
Parent title:
-9 = - Select Title -
1 = Mr.
2 = Mrs.
3 = Miss
4 = Ms.
5 = Dr.
First Name:
Last Name:

[If USERMODE = WEB]

What are the names of your parents (or guardians) living at a different residence?

If only one parent lives at a different residence, leave the second parent name blank.
Providing this information is voluntary and will be used to help us locate you when we conduct the follow-up survey.

[else]

What are the names of your parents (or guardians) living at a different residence?

(If only one parent lives at a different residence, leave the second parent name blank.
Providing this information is voluntary and will be used to help us locate you when we conduct the follow-up survey.)

Parent title:
-9 = - Select Title -
1 = Mr.
2 = Mrs.
3 = Miss
4 = Ms.
5 = Dr.
First Name:
Last Name:
Parent title:
-9 = - Select Title -
1 = Mr.
2 = Mrs.
3 = Miss
4 = Ms.
5 = Dr.
First Name:
Last Name:

Help Text: **Provide** Providing the first and last name of your parents (or guardians) **is voluntary**. If your parents (or guardians) live together, please list their names together under any parents living together at the same residence. Otherwise, please use the textboxes under any parents living at a different residence to provide parent (or guardian) name(s) as needed.

You may leave any textbox blank if you do not have a parent (or guardian) name to provide.

Next, we will ask you to provide contact information for any parent(s) (or guardians) that you list here. **This Providing this information is voluntary and will be used to help us locate you when we conduct the follow-up survey.**

N20GOTINFO (FTB)

Please provide the name, address, and telephone number for someone else [{if N20HMARR = 2}, other than your spouse, {else if N20HMARR = 6}, other than your partner] who will always know how to contact you.

(Providing this information is voluntary and will be used to help us locate you when we conduct the follow-up survey.)

Title:

-9 = - Select Title -

1 = Mr.

2 = Mrs.

3 = Miss

4 = Ms.

5 = Dr.

Last Name:

First Name:

Street Address:

City:

State:

ZIP Code:

Foreign Country:

Cell Phone:

Home Phone:

Foreign State/Province:

Foreign Zip/Postal Code:

Foreign Address:

Foreign City:

Please check here if the address is an international address.

Help Text: Provide the requested information for your other contact. Please do not provide information for someone with whom you currently live. Verify the spelling of his or her name, street, and city. The ZIP code can be used to automatically fill in the city and state associated with that ZIP code. To do this, first enter the ZIP code and then click "Automatically fill city and state from ZIP code."

This Providing this information is voluntary and will be used to help us locate you when we conduct the follow-up survey.

N20GSSNINF (ABBREV)

What is your Social Security number?

(This information will be kept in secure and protected data files, and will be separate from the responses you **ve have** already provided in this survey. All individually identifiable information supplied by individuals or institutions to a federal agency may be used only for statistical purposes and may not be disclosed or used in personally identifiable form for any other purpose, except as required by law [20 U.S.C. §

9573] and 6 U.S.C. §151]. However, giving us your Social Security number is completely voluntary and there is no penalty for not disclosing it.)

(Please enter the number without any dashes.)

Help Text: Your Social Security number ~~will help us to locate you when we conduct the follow-up survey~~ may be used to:

- collect additional data such as financial aid, student records, and related information from your institution and other sources, such as student loan databases and admissions testing agencies, and
- locate you when we conduct the follow-up survey.

Modifications to Appendix D, Institution Contacting Material (New text is denoted in red font.)

Modifications to Postsecondary Data Portal Website

- Revised - The instructions on the DESIGNATE form in the Registration page were revised to clarify the instructions related to deleting user accounts. The revised text for this form appears below and on page D-111.

DESIGNATE (All institutions)

Please confirm your contact information and provide information for any additional staff who will assist you with providing your institution’s data for NPSAS:20. Over the course of NPSAS:20, you will be asked to provide the following:

- Information about your institution’s term structure.
- A list of all students enrolled at your institution between July 1, 2019 and [date].
- Student records data, which includes demographic, enrollment, budget, and financial aid, for a subset of your students.

Each person you designate will receive credentials for logging into the Postsecondary Data Portal website. Please be sure that the users you identify are allowed to see personal information about students. You may need to designate staff from multiple departments at your institution.

You cannot delete the Campus Coordinator user account until you designate another person to be the Campus Coordinator.

- Revised - The instructions for the PROVTERM form in the Registration page were revised to clarify that users cannot revise their terms once they submit the page. The revised text for this form appears below and on page D-114.

PROVTERM (For institutions with no term information preloaded)

Enter the name, start date, end date, and academic year of each of the terms/enrollment periods occurring at <institution name> in the July 1, 2019 to June 30, 2020 timeframe. For each term, indicate the academic year as defined by your institution’s academic calendar. Terms may start prior to July 1, 2019 or end after June 30, 2020, but some portion of the term must occur between July 1 and June 30.

Please include:

- Summer sessions.
- Short sessions longer than two weeks in duration (e.g., Maymester, January term).
- Terms for special types of students (e.g. medical students).

How to report summer sessions: Summer sessions should be included if any portion of the term falls in the period of July 1, 2019 through June 30, 2020. For institutions with summer terms that cross the June 30/July 1 cutoff (sometimes called “crossover terms”), two years of summer sessions will fall in the July 1, 2019 to June 30, 2020 timeframe. If this is the case, please report both years of summer sessions and indicate the academic year for each term as defined by your institution’s academic calendar.

How to report overlapping terms: If your institution has more than one term that starts and ends in the same month, you only need to report the term one time. For example, if the general college and medical school both have fall semesters that start in August and end in December, you need only provide one fall semester, even if they don’t start on the same days of the month. If the terms start or end in different months, please provide the terms separately. For additional help, click here.

[Term name]	[start date]	[end date]	[academic year]	Remove
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[Term name]	[start date]	[end date]	[academic year]	Remove
[Term name]	[start date]	[end date]	[academic year]	Remove
[Term name]	[start date]	[end date]	[academic year]	Remove
[Term name]	[start date]	[end date]	[academic year]	Remove
[Term name]	[start date]	[end date]	[academic year]	Remove

If multiple terms share the same start and end month, you can save time by only entering that term once. The following sessions may be reported as a single term because they start and end in the same month:

Term Name	Start Date	End Date
General college fall 2019	08/07/2019	12/05/2019
Medical school fall 2019	08/09/2019	12/07/2019
Law school fall 2019	08/14/2019	12/14/2019

The following sessions should be reported as separate terms because they start and end in different months:

Term Name	Start Date	End Date
General college spring 2019	01/22/2020	05/05/2020
Medical school spring 2019	01/09/2020	04/28/2020
Law school spring 2019	02/04/2020	05/14/2020

Once you finalize, you will not be able to change these terms without assistance from NPSAS staff. Be sure your term structure is accurately reflected on this page before finalizing your Registration. If you need assistance, please contact the Help Desk.

- Revised - The content of the REGEND form was revised to provide a summary of users' Registration Page responses that they can save for later reference. The revised text for this form appears below and on page D-117.

REGEND

Thank you! Your institution is now registered for NPSAS:20. We will contact you soon to confirm your due date and provide additional information about preparing your student enrollment list.

In the meantime, you can view the list of data elements that will be requested on your student enrollment list.

As a reminder, you provided the following responses:

Institution name	[Response from INSTNAME form]
Terms for reporter institutions	[Response from REPORTTERM form]
Continuous enrollment	[Response from CONTCONF form]
How to report enrollment status	[Response from BENRTYPE form]
Enrollment list due date	[Response from LISTDATE form]
Standard credit	[Response from STANCREC form]
Student Information System	[Response from SIS form]
Obstacles to participation	[Response from OBSTACLE form]
Student contact materials	[Response from ENDORSE form]

Terms reported:

[Term name]	[start date]	[end date]	[academic
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			year]
[Term name]	[start date]	[end date]	[academic year]
[Term name]	[start date]	[end date]	[academic year]
[Term name]	[start date]	[end date]	[academic year]
[Term name]	[start date]	[end date]	[academic year]
[Term name]	[start date]	[end date]	[academic year]

- Revised – the audio script for the Mode Selection Video was revised to clarify that the Excel template file includes all four data sections of the student records instrument. The revised text appears below and on page D-176.

In Excel Mode, you will download an Excel template **that is pre-formatted with four data sections**, and then enter your student data offline. When you’ve finished entering data into the Excel template, you will upload it to the Portal website. We recommend Excel mode for institutions with up to 100 sampled students.

- Revised – the audio script for the Web Mode Video was revised to include mention of the debriefing questions that users will see after completing the student records data request. The revised text appears below and on page D-178.

When you have finished entering data for all students, click the **“Continue”** button at the bottom of the web mode grid. **You will be asked to answer some brief questions about how you submitted your data.** **Then, click the “Finalize All Student Record Information” button.** Once you finalize, you will no longer be able make changes.

- Revised – the audio script for the Excel Mode Video was revised to clarify that users will need to select data sections to be uploaded and to include mention of the debriefing questions that users will see after completing the student records data request. The revised text appears below and in appendix D on the pages listed below.

When you have finished entering student data, upload your saved file to the Portal website. **You will be asked to select which sections of your file you would like to upload. You can select individual sections or upload all four sections at once. You can upload your files multiple times; the most recent upload will overwrite previous uploads based on the sections you select** (p. D-181).

When you have finished uploading data for all students, click the **“Continue”** button at the bottom of the page (p. D-182).

You will be asked to answer some brief questions about how you submitted your data. Then, click the “Finalize All Student Record Information” button. Once you finalize, you will no longer be able make changes (p. D-182).

- Revised – the audio script for the CSV Mode Video was revised to include mention of the debriefing questions that users will see after completing the student records data request. The revised text appears below and on page D-185.

When you have finished uploading data for all students, click the **“Continue”** button at the bottom of the

page.

You will be asked to answer some brief questions about how you submitted your data. Then, click the “Finalize All Student Record Information” button. Once you finalize, you will no longer be able make changes.

Modifications to institution contact materials (Appendix D)

- Revised – the Student Records Codebook was revised to update the item wording for Private Aid or Other Government Aid to clarify the source of pre-filled term data and how institutions should report non-federal awards. The revised text in English appears below and in Appendix D on the pages D-224 (English) and D-305 (Spanish).

NOTE: CUSTOM WORDING. This document includes generic wording that you can use to begin compiling your institution's data, but you must download the CSV file specifications or the Excel template code to see the customized wording. You can download both of these documents on the PDP.

- For term-based institutions, this item will be pre-filled with terms that your institution reported on the Registration page. The item descriptions will be pre-filled with your institution's term names.
- For continuous enrollment institutions, this item will be prefilled with the July 1, 2019 to June 30, 2020 federal financial aid year.

FOR TERM-BASED INSTITUTIONS: For each private aid or other **federal** government aid award received by the student, report the total whole dollar amount disbursed for [your institution's pre-filled terms]. **These are the terms your institution reported for the 2019-20 academic year on the NPSAS:20 Registration Page. If you have questions about these terms, please contact the Help Desk.** Report the total amount disbursed for these terms combined, not separate amounts for each term. If the student has aid for this period that has not yet been disbursed, include the whole dollar amount that you expect to be disbursed. For example, if you need to report aid for the Summer 2020 term but the aid has not yet been disbursed, include the amount awarded that you expect to be disbursed.

FOR CONTINUOUS ENROLLMENT INSTITUTIONS: For each private aid or other **federal** government aid award received by the student, report the total whole dollar amount disbursed for the 2019-2020 financial aid year (July 1, 2019 to June 30, 2020). If the student has aid for this period that has not yet been disbursed, include the whole dollar amount awarded that you expect to be disbursed.

For additional guidance and examples, please see the NPSAS:20 Student Records Handbook, which is available on the Resources page of the PDP. You may report up to 3 private aid or other **federal** government aid awards per student in this section. If the student was awarded more than three private aid or other federal government aid awards, you can report the award in "Other Aid" at the end of this section. **Any non-federal government aid (such as awards from municipal governments or state aid not already reported in the State Aid section) should be reported in the Other Aid section.**

- Revised – the Student Records Handbook was revised to clarify that users will need to select data sections to be uploaded. The revised text in both English appears below and in Appendix D on pages D-240 (English) and D-259 (Spanish).

When you have finished entering data, return to the Excel mode page on the Portal and upload your completed file. **You will be asked to select which sections of your file you would like to upload. You can**

select individual sections or upload all four sections at once. You can upload your files multiple times; the most recent upload will overwrite previous uploads based on the sections you select.

- Revised – the Student Records Handbook was revised to refer institutions to the Financial Aid Type Cheat Sheet for guidance on categorizing financial aid awards. The revised text in both English appears below and in Appendix D on pages D-248 (English) and D-267 (Spanish).

The State Aid, Institution Aid, Private Aid or Other Government Aid, and Other Aid sections collect data differently. For each of these awards received by the student, provide the aid program name, type, source (if requested), and amount disbursed for up to 3 awards in each subsection. If the student has received more than 3 awards in each category, use the Other Aid section for overflow.

For help categorizing financial aid awards, see the Financial Aid Type Cheat Sheet. The Cheat Sheet includes the most common financial aid awards reported in your state.

Modifications to Appendix H, Student Records Instrument

- Revised – For help text for Total Tuition and Required Fees Charged (BTUITOT; p. H-24), Federal Aid (SUBSECTION: FEDERAL AID; p. H-29), State Aid (SUBSECTION: STATE AID; p. H-30), Institution Aid (SUBSECTION: INSTITUTION AID; p. H-33), and Other Aid (SUBSECTION: PRIVATE OR OTHER GOVERNMENT AID; p. H-40) was revised to clarify the source of pre-filled term data. The added text appears below and in Appendix H on the page numbers noted above.

These are the terms your institution reported for the 2019-20 academic year on the NPSAS:20 Registration Page. If you have questions about these terms, please contact the Help Desk.

The following example shows the full item wording for Total Tuition and Required Fees Charged with added text.

BTUITOT

Total Tuition and Required Fees Charged _____

[FOR TERM-BASED INSTITUTIONS: Report the total tuition and required fees charged to this student for [term1, term2, term3,...], prior to any aid, discounts, or waivers.] **These are the terms your institution reported for the 2019-20 academic year on the NPSAS:20 Registration Page. If you have questions about these terms, please contact the Help Desk.**

[FOR CONTINUOUS ENROLLMENT INSTITUTIONS: Report the total tuition and required fees charged to this student for the period July 1, 2019 to June 30, 2020, prior to any aid, discounts, or waivers.]

Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.

Include any out-of-state/out-of-district fees for applicable students.

Please enter the specific amount charged for this student (typically obtained from the business or bursar's office), not the budgeted tuition amount or the average tuition amount charged for students.

- Revised – The help text for Private Aid or Other Government Aid was revised to clarify how institutions should report non-federal awards and to clarify the source of pre-filled term data. The revised text appears below and on page H-36.

SUBSECTION: PRIVATE AID OR OTHER GOVERNMENT AID

[FOR TERM-BASED INSTITUTIONS: For each private or other **federal** government aid award received by the student, report the total whole dollar amount disbursed for [term1, term2, term3,...]. **These are the terms your institution reported for the 2019-20 academic year on the NPSAS:20 Registration Page. If you have questions about these terms, please contact the Help Desk.**

Report the total amount disbursed for these terms combined, not separate amounts for each term. If the student has aid for this period that has not yet been disbursed, include the whole dollar amount that you expect to be disbursed. For example, if you need to report aid for the Summer 2020 term but the aid has not yet been disbursed, include the amount awarded that you expect to be disbursed.]

[FOR CONTINUOUS ENROLLMENT INSTITUTIONS: For each private or other **federal** government aid award received by the student, report the total whole dollar amount disbursed for the 2019-2020 financial aid year (July 1, 2019 to June 30, 2020). If the student has aid for this period that has not yet been disbursed, include the whole dollar amount awarded that you expect to be disbursed.]

For additional guidance and examples, please see the NPSAS:20 Student Records Handbook, which is available on the Resources page of the PDP.

You may report up to 3 private or other **federal** government awards per student in this section. If the student was awarded more than three private or other **federal** government aid awards, you can report the award in "Other Aid" at the end of this section. **Any non-federal government aid (such as awards from municipal governments or state aid not already reported in the State Aid section) should be reported in the Other Aid section.**

- Revised – The response options for the three Private Aid or Other Government Aid Type items were revised to remove the Institution and State options. This change was made so that the response options for this item are consistent with the instructions provided in the help text. The revised items appear on pages H-38, H-39, and H-40 and a screenshot is provided below.

CFAGOVSR01 (NEW)

Private Aid or Other Government Aid Program Source 1 _____

- 1=Institution
- 2=State
- 3=Federal
- 4=Other