

# 2019–20 NATIONAL POSTSECONDARY STUDENT AID STUDY (NPSAS:20)

Appendix D

Appendix D1: Institution Contacting Materials for Enrollment List  
Collection

(Carryover from OMB #1850-0666 v.24)

Appendix D2: Institution Contacting Materials for Student Records  
Collection

OMB # 1850-0666 v. 29

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

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second revision April 2020**

## **Appendix D1: Institution Contacting Materials for Enrollment List Collection**

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This appendix includes the contacting materials, instructions, and website text that will be used for recruiting institutions to participate in the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) enrollment list and student records collections. The materials in Appendix D1 were approved in July and September 2019 as part the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) Institution Collection (OMB #1850-0666 v.23-24) request. The student interview and student records portions of NPSAS:20 can be found in this document in Appendix D2, beginning on p. D-144.

The NPSAS:20 contact materials are divided by mailing, such that all materials for one mailing packet are included together. Mailings to institutions may include pens, notepads, or other small courtesy items bearing a logo related to the study and/or the National Center for Education Statistics (NCES), which will serve as reminders to institution staff as well as tokens of appreciation for their efforts. These items may also be distributed at conferences attended by potential NPSAS participants.

Each mailing in this appendix is separated by a heading, and each section includes a description of the mailing and the materials that are included. These descriptions are located in the gray box, directly below the section heading. An institution contacting flowchart is provided in the Supporting Statement Part B section B.3 of this submission.

The instructions and website text included in this appendix are based on those submitted for NPSAS:18-AC and assume that each institution will create their own student enrollment list files using the instructions and file specifications included in this appendix. NCES is currently exploring options to provide institutions with templates, programs for statistical software, or additional tools that will reduce the burden associated with gathering and formatting the data for the student enrollment list. If one of these approaches proves feasible, the materials below will be updated to give institutions the option of creating their own enrollment list file using the specifications or downloading the template or program provided to them on NCES' Postsecondary Data Portal (PDP) website.

For the sake of space, text stating OMB authorization and the control number has not been included in each letter and e-mail. However, unless otherwise indicated, all letters will include the following text:

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NCES is authorized to conduct the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you provide 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 Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. §1232g) allows for the release of institution record information to the Secretary of Education or her agent without prior consent of survey members (34 CFR §§ 99.31(a)(3)(iii) and 99.35).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0666. The time required to complete this information collection is estimated to average the number of minutes or hours listed below per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these

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data, please write directly to: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, Room 4007, Washington, DC 20202.

NPSAS:20 OMB Clearance No: 1850-0666 Expiration Date: xx/xx/xxxx  
NPSAS:20 List Collection: 5 hours, NPSAS:20 Student Records Collection: 30 hours

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Similarly, unless otherwise indicated, all e-mails will include the following text:

OMB Control Number: 1850-0666  
Learn more about our confidentiality procedures at: <https://surveys.nces.ed.gov/xxxx>.

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## Chief Administrator Mailing

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*This mailing (letter and corresponding e-mail) is sent to each institution's chief administrator at the start of data collection. The mailing includes a letter requesting the institution's participation in NPSAS:20 and a NPSAS:20 brochure. There will be four versions of the letters/emails to be sent to:*

- institutions that participated in NPSAS:18-AC, NPSAS:16, and/or the BPS or the HSLs student records (SR) collections (BPS:12 SR and HSLs:09 F2 SR respectively) and from which we are requesting both a fall (calibration) and a spring enrollment list*
- institutions that participated in NPSAS:18-AC, NPSAS:16, BPS:12 SR, and/or HSLs:09 F2 SR and from which we are requesting only a spring enrollment list*
- institutions that were not sampled for or did not participate in NPSAS:18-AC, NPSAS:16, BPS:12 SR, or HSLs:09 F2 SR and for which we identified a potential coordinator through the Higher Education Directory*
- institutions that were not sampled for or did not participate in NPSAS:18-AC, NPSAS:16, BPS:12 SR, or HSLs:09 F2 SR and for which we cannot identify a potential campus coordinator*

*The materials for this mailing are included below.*

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## Chief Administrator Letter and E-mail – Past Participant

(Date)

(Salutation) (FirstName) (LastName)

(Title)

(Institution)

(Address)

(City), (State) (Zip)

Dear (Salutation) (LastName):

The U.S. Department of Education’s National Center for Education Statistics (NCES) is beginning its next cycle of the National Postsecondary Student Aid Study (NPSAS). NPSAS is endorsed by [fill name of organization most closely tied to institution]. I am pleased to inform you that [Institution] has been selected to participate in this new cycle, NPSAS:20, focusing on students enrolled during the 2019-20 academic year. Data from NPSAS collections are used to inform a wide range of critical education policies. For the study to be successful and to be representative of institutions like yours, we need your help and participation. We have provided a general timeline of study activities for you below.

[Timeline graphic – see page D-60]

The last time [Institution] participated in NPSAS, [fill last PC we had] served as your Campus Coordinator. Soon, we will contact [him/her/him or her] with guidance on how to proceed with this new data collection. If you wish to name a new Coordinator, you may do so through the NCES Postsecondary Data Portal (PDP). We provide credentials allowing you to access the PDP at the bottom of this letter.

### Highlights of NPSAS:20

- NPSAS:20 results will be produced at national and, for undergraduates, at state levels, too.
- Assuming enough institutions participate, at the end of NPSAS:20 we will provide you with a 2019-20 data feedback report comparing financial aid estimates at the national, sector, and, for undergraduates, state levels.
- [If fall: Some institutions, including yours, are being asked to provide separate Fall and Spring enrollment lists to allow their students to be interviewed earlier in the data collection period, ensuring that we have enough time to collect the information needed for this cycle of NPSAS.]
- NPSAS:20 includes a longitudinal study component, the Beginning Postsecondary Students Longitudinal Study (BPS), which will report on the persistence, attainment, and employment of postsecondary students through their first 5 years of enrollment.
- The NPSAS:20 data collection website includes recent enhancements designed to make it easier for the Coordinator to complete study tasks.

Because we know your staff time is limited, we have been working very hard to simplify the reporting requirements and minimize the time and effort needed to participate in NPSAS:20.

**Want to learn more?**

To learn more about NPSAS overall, I invite you to visit the NCES study website (<https://nces.ed.gov/surveys/npsas/>). To learn more about how NPSAS data are used, visit the NPSAS research website at [https://nces.ed.gov/surveys/npsas/POLICY AND RESEARCH PAGE](https://nces.ed.gov/surveys/npsas/POLICY_AND_RESEARCH_PAGE).

We look forward to working with you over the next year. If you have questions about your participation in NPSAS:20, please contact RTI's data collection manager, [fill name for this institution], at XXXXXX (e-mail). I can be reached at XXXX (e-mail).

Sincerely yours,

(NCES staff name)

(NCES staff title)

National Center for Education Statistics (NCES)

Institute of Education Sciences

U.S. Department of Education

Enclosures

Please note: If you wish to update your Campus Coordinator, log in to the Postsecondary Data Portal using the following information:

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your user ID: (UserID)

**Chief Administrator Letter and E-mail – New Institution – Campus Coordinator Recommendation**

(Date)

(Salutation) (FirstName) (LastName)

(Title)

(Institution)

(Address)

(City), (State) (Zip)

Dear (Salutation) (LastName):

The U.S. Department of Education’s National Center for Education Statistics (NCES) is beginning its next cycle of the National Postsecondary Student Aid Study (NPSAS), a congressionally mandated study of how students and their families pay for college. I am pleased to inform you that [Institution] has been selected to participate in NPSAS:20, which will focus on students enrolled during the 2019-20 academic year. Data from NPSAS collections are used to inform a wide range of critical education policies. For the study to be successful and to be representative of institutions like yours, we need your help and participation. NPSAS is endorsed by [fill name of organization most closely tied to institution]. Assuming enough institutions participate, at the end of NPSAS:20 we will provide you with a 2019-20 data feedback report comparing financial aid estimates at the sector and national levels and, for undergraduates, at the state level as well.

**What’s required of you and your staff?**

Participation in NPSAS:20 occurs in steps, laid out for you below. We plan to invite [fill name] to serve as Campus Coordinator for [Institution]. If you wish to name a different Coordinator, we provide instructions on how to log in to the Postsecondary Data Portal (PDP), the data collection system for NPSAS:20, at the bottom of this letter. Soon, we will contact [fill name] with guidance on how to register your institution in the PDP and provide a 2019-20 enrollment list to our contractor, RTI International (RTI), the research organization carrying out the NPSAS:20 data collection on behalf of NCES. RTI will select a sample of students from your list and, later, collect data on sampled students’ enrollment, budget, and financial aid for 2019-20. Because we know your staff time is limited, we have been working very hard to simplify the reporting requirements and minimize the time and effort needed to participate in NPSAS:20.

[Timeline graphic – see page D-60]

**Want to learn more?**

To learn more about NPSAS overall, I invite you to visit the NCES study website (<https://nces.ed.gov/surveys/npsas/>). To learn more about how NPSAS data are used, visit the NPSAS research website at [https://nces.ed.gov/surveys/npsas/POLICY AND RESEARCH PAGE](https://nces.ed.gov/surveys/npsas/POLICY_AND_RESEARCH_PAGE).

We look forward to working with you over the next year. If you have questions about your participation in NPSAS:20, please contact RTI’s data collection manager, [fill name for this institution], at XXXXXX (e-mail). I can be reached at XXXX (e-mail).

Sincerely yours,

(NCES staff name)  
(NCES staff title)  
National Center for Education Statistics (NCES)  
Institute of Education Sciences  
U.S. Department of Education  
Enclosures

To name an alternative Campus Coordinator for [Institution], please visit the NPSAS:20 Postsecondary Data Portal (PDP):

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your user ID: (UserID)

## Chief Administrator Letter and E-mail – New Institution – No Campus Coordinator

(Date)

(Salutation) (FirstName) (LastName)

(Title)

(Institution)

(Address)

(City), (State) (Zip)

Dear (Salutation) (LastName):

The U.S. Department of Education’s National Center for Education Statistics (NCES) is beginning its next cycle of the National Postsecondary Student Aid Study (NPSAS), a congressionally mandated study of how students and their families pay for college. I am pleased to inform you that [Institution] has been selected to participate in NPSAS:20, which will focus on students enrolled during the 2019-20 academic year. Data from NPSAS collections are used to inform a wide range of critical education policies. For the study to be successful and to be representative of institutions like yours, we need your help and participation. NPSAS is endorsed by [fill name of organization most closely tied to institution]. Assuming enough institutions participate, at the end of NPSAS:20 we will provide you with a 2019-20 data feedback report comparing financial aid estimates at the sector and national levels and, for undergraduates, at the state level as well.

### What’s required of you and your staff?

Participation in NPSAS:20 occurs in steps, laid out for you below. All you have to do is name a Campus Coordinator, who will be asked to register your institution in the Postsecondary Data Portal (PDP), the data collection system for NPSAS:20, and provide a 2019-20 enrollment list to our contractor, RTI International (RTI), the research organization carrying out the NPSAS:20 data collection on behalf of NCES. RTI will select a sample of students from your list and, later, collect data on sampled students’ enrollment, budget, and financial aid for 2019-20. Because we know your staff time is limited, we have been working very hard to simplify the reporting requirements and minimize the time and effort needed to participate in NPSAS:20.

[Timeline graphic – see page D-60]

To name [Institution]’s Campus Coordinator, please visit the PDP:

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your user ID: (UserID)

### Want to learn more?

To learn more about NPSAS overall, I invite you to visit the NCES study website (<https://nces.ed.gov/surveys/npsas/>). To learn more about how NPSAS data are used, visit the NPSAS research website at [https://nces.ed.gov/surveys/npsas/POLICY AND RESEARCH PAGE](https://nces.ed.gov/surveys/npsas/POLICY_AND_RESEARCH_PAGE).

We look forward to working with you over the next year. If you have questions about your participation in NPSAS:20, please contact RTI’s data collection manager, [fill name for this institution], at XXXXXX (e-mail). I can be reached at XXXX (e-mail).

Sincerely yours,

(NCES staff name)

(NCES staff title)

National Center for Education Statistics (NCES)

Institute of Education Sciences

U.S. Department of Education

Enclosures

## **Study Brochure**

### **2019-20 National Postsecondary Student Aid Study (NPSAS:20)**

#### **What Is NPSAS?**

The National Postsecondary Student Aid Study (NPSAS) is a nationally representative study focused primarily on how students and their families pay for postsecondary education. Student interview data are combined with institution and administrative record data to form a comprehensive research dataset with information on student enrollment, financial aid, and employment. NPSAS data are used by federal and state government, postsecondary institutions, associations advocating for higher education, researchers, employers, and other private agencies. It is the primary source of information used to analyze the effectiveness of student financial aid and to inform public policy on programs such as Pell grants and Direct/Stafford loans.

In addition to national-level estimates, the 2019-20 academic year NPSAS data collection (NPSAS:20) will provide state-representative financial aid estimates for undergraduates, which will allow for evaluation of the different types of financial aid available at the state level. With these data, state decision makers can compare themselves to other states, as well as to the nation as a whole.

#### **How Are the Data Used?**

After each NPSAS is completed, NCES releases key statistics on financial aid then makes the data available to researchers who conduct their own analyses. NPSAS data are an important resource for informing decisions related to student financial aid programs and effecting change to the benefit of students and their families. Analysis of NPSAS data from prior years has led to reinstatement of year-round Pell grants and the “prior-prior year” change to the FAFSA, which enables students to better research their aid options and file for aid earlier. “Prior-prior year” means that students are able to use tax information from two years ago to file their FAFSA.

In addition to these more prominent examples, NPSAS data are regularly cited in association and other national reports, scholarly journals, newspaper articles, and other publications, on a variety of topics, including student demographics, financial aid and debt accumulation, and work while enrolled in postsecondary education.

#### **Why Should My Institution Participate?**

NPSAS is intended to be representative of students attending all types of postsecondary institutions. Your participation ensures that institutions and students like yours are accurately represented in the sample. Each institution is unique and cannot be “replaced” in NPSAS.

With your participation, and if enough institutions participate, you will receive a data feedback report comparing financial aid estimates at the sector and national levels and, for undergraduates, at the state level.

It is also important to note that NPSAS:20 will serve as the base-year study for the next **Beginning Postsecondary Students Longitudinal Study (BPS:20)**, which tracks first-time students' paths through postsecondary education over the course of six academic years. BPS permits examination of factors affecting student persistence in and completion of postsecondary education programs, their transitions to employment, and changes over time in their goals, marital status, income, and debt. Using BPS data to gain insight into these longer-term outcomes would not be possible without NPSAS.

### **Can I Access NPSAS National Data for My Own Use?**

Absolutely! NCES's DataLab (<https://nces.ed.gov/datalab>) provides a suite of powerful and intuitive online data tools for creating tables and conducting analyses using NPSAS and other NCES datasets. Many different reports and publications are also available for download from the main NCES website.

Institutions can use NPSAS data to expand their benchmarking work and provide a useful complement to their Integrated Postsecondary Education Data System (IPEDS) data.

### **About NCES**

NCES is authorized by federal law to collect, collate, analyze, and report complete statistics on the condition of education in the United States and other nations. Through the Higher Education Opportunity Act of 2008 (20 U.S.C. §1015), Congress requires that NCES collect information from postsecondary institutions about how students and their families finance education beyond high school. NPSAS has collected information from postsecondary students and institutions since 1987.

### **Confidentiality of Data**

NCES is required to follow strict procedures to protect personal information in the collection, reporting, and publication of data. All of the information provided by individuals or institutions 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 Family Educational Rights and Privacy Act of 1974 (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35) permits institutions to disclose personally identifiable information from students' education records, without consent, to authorized representatives of the Secretary of Education in connection with an evaluation of federally supported education programs. RTI International, as the contractor for NCES, has been given the authority to collect information from institution records on behalf of NCES.

### **Protection of Electronic Files**

All electronic files from institution records will be protected. Computer accounts used to access data will be password protected with multilevel access controls to ensure that only authorized individuals are allowed access to confidential data. For the web-based data collection, proven methods of protection for online sessions and data security over the Internet will be used. Secure Sockets Layer (SSL) protocol will be used to encrypt the data. All the data entry modules on the website will be



password protected, which will require the user to log in to the site before accessing confidential data.

**Preparation of Data for Public Release**

It will not be possible to identify specific individuals in any data released to the public (e.g., statistical tables and data files).

For assistance, please contact the Help Desk (9 AM to 9 PM ET):

or visit the website: <https://XXXXX>  
Postsecondary Data Portal Help Desk  
1-XXX-XXX-XXXX  
[XXX@rti.org](mailto:XXX@rti.org)

**If you have questions or concerns about NPSAS:20, contact:  
RTI International**

Jennifer Wine, Ph.D.  
Director, NPSAS:20  
[XXX@rti.org](mailto:XXX@rti.org)

**1-XXX-XXX-XXX**

## **National Center for Education Statistics (NCES)**

Tracy Hunt-White, Ph.D.  
NCES Project Officer, NPSAS:20

XXX@ed.gov  
(XXX) XXX-XXXX  
Conducted by

<NCES logo>

U.S. Department of Education  
National Center for Education Statistics (NCES), Washington, DC  
<https://nces.ed.gov>

OMB Control Number: 1850-0666. Learn more about our confidentiality procedures  
at: <https://surveys.nces.ed.gov/XXX>.

## Chief Administrator Reminder E-mail

We recently contacted you, asking that you name a Campus Coordinator to facilitate [fill institution]’s participation in the 2019-20 National Postsecondary Student Aid Study (NPSAS:20).

By participating, NPSAS:20 will provide you with estimates allowing you to compare your state with others and with the nation as a whole on key measures such as:

- Average financial need and percentage of students with financial need
- Average merit and need-based state grants and percentage of students with grants
- Cumulative loan debt
- Percentage of students with Pell grants
- Cumulative undergraduate borrowing by loan type

No other national study of financial aid does that! Your institution’s participation is important to ensuring we can provide state-level results for undergraduates.

It’s easy to kick off your participation. Just name your Campus Coordinator by visiting the NPSAS:20 Postsecondary Data Portal (PDP):

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your user ID: (UserID)

NPSAS is endorsed by [fill name of organization most closely tied to institution]. If you have questions about your participation, please contact RTI’s data collection manager, [fill name for this institution], at XXXXXX (e-mail). I can be reached at XXXX (e-mail).

(NCES staff name)

(NCES staff title)

National Center for Education Statistics (NCES)

Institute of Education Sciences

U.S. Department of Education

## Campus Coordinator Welcome Mailing

*This mailing is sent to each institution's NPSAS:20 coordinator. It includes a letter/e-mail welcoming the coordinator to NPSAS20, a NPSAS:20 brochure, and a guide for getting started. There will be five versions of the letter/e-mail:*

- institutions that participated in NPSAS:18-AC, NPSAS:16, BPS:12 SR, and/or HSLs:09 F2 SR and from which we are requesting both a fall (calibration) and a spring enrollment list*
- institutions that participated in NPSAS:18-AC, NPSAS:16, BPS:12 SR, and/or HSLs:09 F2 SR and from which we are requesting only a spring enrollment list*
- institutions that were not sampled for or did not participate in NPSAS:18-AC, NPSAS:16, BPS:12 SR, or HSLs:09 F2 SR and for which we identified a potential coordinator through the Higher Education Directory*
- institutions that were not sampled for or did not participate in NPSAS:18-AC, NPSAS:16, BPS:12 SR, or HSLs:09 F2 SR and for which the Chief Administrator named a coordinator*
- institutions that were not sampled for or did not participate in NPSAS:18-AC, NPSAS:16, BPS:12 SR, or HSLs:09 F2 SR and for which the IPEDS Keyholder recommended a coordinator*

*The same brochure included in the chief administrator mailing is included. The guide for getting started is included below.*

## Registration Letter and E-mail – Institutions in Both the Fall and Spring Collections

[Date]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Dear [Salutation] [LastName]:

The U.S. Department of Education’s National Center for Education Statistics (NCES) is beginning its next cycle of the National Postsecondary Student Aid Study (NPSAS), a congressionally mandated study of how students and their families pay for college. [Institution] has been selected to participate in NPSAS:20, which will focus on students enrolled during the 2019-20 academic year.

You are receiving this[letter/e-mail] because you were selected to be the NPSAS Campus Coordinator by the chief administrative officer of your institution the last time [Institution] was sampled for NPSAS in [LastSampledYear].

[If fall: For NPSAS:20, [Institution] has been selected among a small group of institutions to provide two Student Enrollment List files following the timeline below. The new Fall Enrollment List plays a key part in ensuring that we use the soundest methodology for the student interview component of the study. The Spring Enrollment List will include the same data elements as the fall list, so any queries you create in the fall can be reused in the spring with very few edits.] As a coordinator for NPSAS:20, you will be asked to complete the following tasks between now and November 2020:

[Timeline graphic – see page D-60]

As the study progresses, we will provide you with detailed instructions for completing each portion of the study. At this time, we ask that you log in to the NCES Postsecondary Data Portal (PDP) and complete the Registration Page using the information provided in the box below. Enclosed is a guide to help you. During Registration, you will be asked to name colleagues at your institution who may be involved in providing data for NPSAS:20. Users you name will gain access to the PDP and receive information on the study. For this reason, please be sure that the users you identify are allowed to see personal information about students.

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your user ID: (UserID)

Because we know your staff time is limited, we have been working very hard to simplify the reporting requirements and minimize the time and effort needed to participate in NPSAS:20. A representative of RTI International, our contractor for NPSAS:20, will reach out soon to answer any questions you may have.

For more information on NPSAS, please visit the NCES study website (<https://nces.ed.gov/surveys/npsas/>).

We look forward to working with you over the next year. If you have questions about your participation in NPSAS:20, please contact RTI’s data collection manager, [DCMforSchool], at [DCMe-mail]. I can be reached at [NCESe-mail].

Sincerely,

NCES staff name

NCES staff title  
National Center for Education Statistics (NCES)  
Institute of Education Sciences  
U.S. Department of Education  
Enclosures

**Registration Letter and E-mail – Spring Collection Only – Campus Coordinator Named from Other Source**

[Date]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Dear [Salutation] [LastName]:

The U.S. Department of Education’s National Center for Education Statistics (NCES) is beginning its next cycle of the National Postsecondary Student Aid Study (NPSAS:20), a congressionally mandated study of how students and their families pay for college. [Institution] has been selected to participate in NPSAS:20, which will focus on students enrolled during the 2019-20 academic year.

You are receiving this [letter/e-mail] because [If Higher Ed Directory: , as [fill position] for your institution, you are well placed to provide NPSAS:20 data on behalf of [Institution]. The chief administrative officer of your institution has been notified.]/[If named by Chief Administrator or IPEDS Keyholder: your institution’s [chief administrative officer named you to be the/IPEDS keyholder provided your name as a potential] NPSAS Campus Coordinator. As a coordinator for NPSAS:20, you will be asked to complete the following tasks between now and November 2020:

[Timeline graphic – see page D-60]

As the study progresses, we will provide you with detailed instructions for completing each portion of the study. At this time, we ask that you log in to the Postsecondary Data Portal (PDP) and complete the Registration Page using the information provided in the box below. Enclosed is a guide to help you. During Registration, you will be asked to name colleagues at your institution who may be involved in providing data for NPSAS:20. Users you name will gain access to the PDP and receive information on the study. For this reason, please be sure that the users you identify are allowed to see personal information about students.

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)  
Your user ID: (UserID)

Because we know your staff time is limited, we have been working very hard to simplify the reporting requirements and minimize the time and effort needed to participate in NPSAS:20. A representative of RTI International, our contractor for NPSAS:20, will reach out soon to answer any questions you may have.

For more information on NPSAS, please visit the NCES study website (<https://nces.ed.gov/surveys/npsas/>).

We look forward to working with you over the next year. If you have questions about your participation in NPSAS:20, please contact RTI’s data collection manager, [DCMforSchool], at [DCMe-mail]. I can be reached at [NCESe-mail].

Sincerely,

NCES staff name  
NCES staff title  
National Center for Education Statistics (NCES)  
Institute of Education Sciences

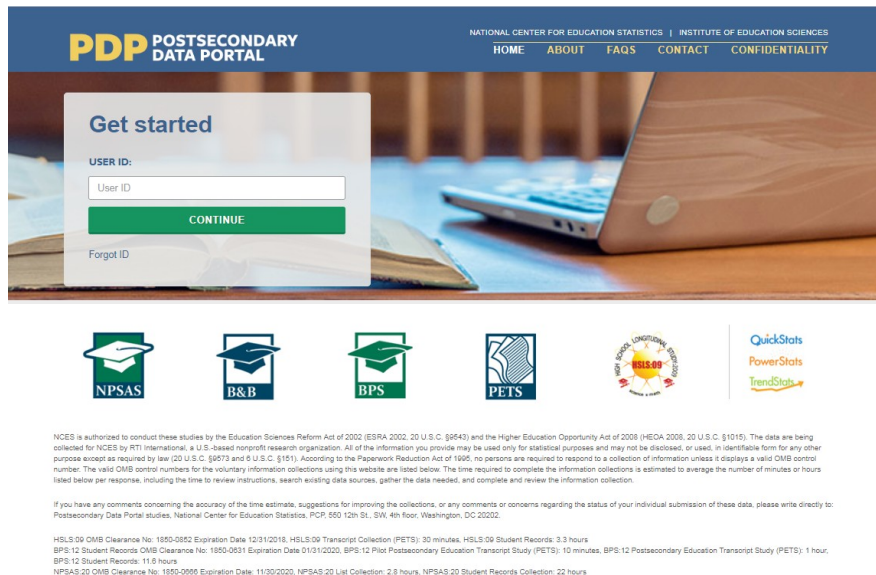
U.S. Department of Education

Enclosures



## Quick Guide to NPSAS:20

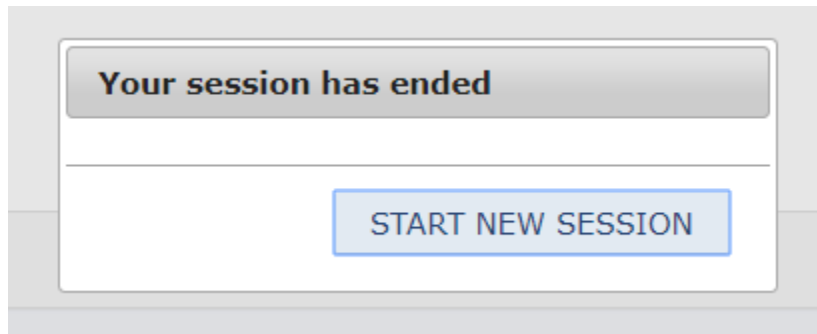
**The Postsecondary Data Portal (PDP)** is the data collection website for all institution-based postsecondary sample surveys conducted by the National Center for Education Statistics (NCES). You can access the PDP at [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx). The PDP provides information on the studies that have collected or are currently collecting data from colleges, universities, and vocational and trade schools throughout the United States. You can also find links to the studies' pages at NCES and to DataLab, which provides a suite of powerful and intuitive online data tools for creating tables and conducting analyses using NPSAS and other NCES datasets.



*This image is provided as an example. The PDP website is still being developed and the final image may include aesthetic changes that do not impact the content of the page.*

The PDP includes resources to help you complete NPSAS:20. On the **FAQs** page, you can learn about NCES and how your institution was chosen to participate. The **Contact** page lists the names, telephone numbers, and e-mail addresses for staff involved with the collections at NCES and at RTI International, the nonprofit organization collecting the data on behalf of NCES. Efforts to protect study data are detailed on the **Confidentiality** page.

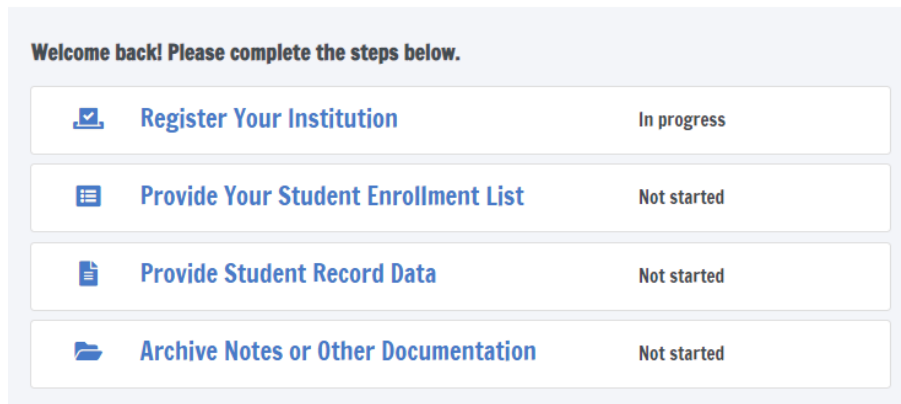
**Log in** to the PDP using the user ID listed on your welcome letter. You will be e-mailed a security code that will allow you to complete the log in process. Once logged in, you may *download your welcome packet, view instructional videos, and add additional users* from your institution. Please note that for security purposes, your session will end and you will be logged out of the PDP if you remain idle for 30 or more minutes.



*This image is provided as an example. The PDP website is still being developed and the final image may include aesthetic changes that do not impact the content of the page.*

The **PDP Task Menu** will show you the steps you need to complete as a participating institution.

## POSTSECONDARY DATA PORTAL TASK MENU



*This image is provided as an example. The PDP website is still being developed and the final image may include aesthetic changes that do not impact the content of the page.*

**The NPSAS:20 Help Desk** is available, 9 AM to 9 PM ET, to answer your questions about NPSAS:20, troubleshoot technical issues, and discuss any obstacles to participation. Contact us at.

**[number]**

**xxxx@rti.org**

As a NPSAS:20 participating institution, you will be asked to complete the following steps over the 2019-20 academic year:

[Timeline graphic - see page D-60]

**1. Register Your Institution** by designating staff who will provide your institution's data, specifying your institution's term structure, and answering some brief background questions about your institution.

Registration also sets the *due date* for the next step in the NPSAS:20 data collection. Due dates will vary based on the *term structure* you specify.

[graphic]

**2. Submit Your 2019-20 Student Enrollment List**, which will be used to select your institution's student sample. When it is time to prepare your list, RTI will send you detailed instructions about which students should be included on your enrollment list.

[graphic]

**3. Provide Student Record Data** for the students at your institution sampled for NPSAS:20. Student records data include *demographic, enrollment, budget, and financial aid* information. You will receive your list of sampled students approximately 4 to 6 weeks after you submit your student enrollment list.

*There are three modes* for submitting student records data:

- *Web mode* - recommended for samples of up to 20 students;
- *Excel mode* - recommended for samples of 20 to 100 students; and
- *CSV mode* - recommended for samples greater than 100.

[*Other options* for delivery of student record data – such as SAS or STATA files – can be arranged by contacting the Help Desk.]

[graphic]

## Registration Instructions

Registering your institution through the Postsecondary Data Portal (PDP) is an important first step in the NPSAS:20 data collection. As you register, you will be able to confirm your contact information, specify your institution's term structure, provide needed information about your institution, and establish a due date for the next step in data collection, *providing a student enrollment list*. This guide will help you make sure you have all the information you need to be successful.

To get started, log on to the Postsecondary Data Portal (PDP) at [surveys.nces.ed.gov/XXX](https://surveys.nces.ed.gov/XXX) and select "Register Your Institution" from the Task Menu. There you will find a brief video tutorial about registering your institution to help you get started.

### 1) Designate PDP Users

To begin, you will be asked to confirm your contact information and provide information for any additional staff who will assist you with providing your institution's NPSAS:20 data on the PDP. You may choose to designate staff from multiple departments at your institution in order to provide the **general demographic, enrollment, budget, and financial aid** data needed. Each person you designate will receive credentials for logging into the Postsecondary Data Portal website. For this reason, please be sure that the users you identify are allowed to see personal information about students.

### 2) Provide Your Term Structure

Next, you will need to specify your institution's term structure for the *2019-20 academic year*, that is from July 1, 2019 to June 30, 2020. Later, when you provide your institution's student records data, you will report each sampled student's enrollment status (e.g., full-time, half-time), and financial aid received, for the entire *2019-20 academic year* by term. For that reason, setting up the correct term structure is the most important step in the registration process.

If your institution has *distinct terms with explicit start and end dates*, you should report this information **by term**.

Term Name	Start Date	End Date
Summer I 2019	06/2019	08/2019
FA 2019	09/2019	12/2019
Spring 2020	01/2020	05/2020
Summer II 2020	06/2020	08/2020

ENROLLMENT STATUS & NUMBER OF HOURS ENROLLED PER TERM

Summer I 2019 06/2019 - 08/2019

Enrollment Status: Select | Credit or Clock Hours Enrolled

FA 2019 09/2019 - 12/2019

Enrollment Status: Select | Credit or Clock Hours Enrolled

*This image is provided as an example. The PDP website is still being developed and the final image may include aesthetic changes that do not impact the contact of the page.*

If your institution enrolls students *continuously throughout the year*, or if you have *more than 12 terms per year*, you should report your student data **by month**.

*This image is provided as an example. The developed and the final image may include do not impact the contact of the page.*

Whenever possible, we will preload information at structure, and you will be asked to confirm or update.

### Which Terms Should I Report?

You should enter the starting and ending month and year for all terms/enrollment periods at your institution for the 2019-20 academic year. 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*.

Be sure to include:

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

### Unique Situations in Terms:

**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. If your institution’s summer terms cross the June 30/July 1 cutoff (sometimes called “crossover terms”), enter summer terms for both the 2019 and 2020 summer sessions.

**Terms starting and ending in the same month, but on different days:**

If your institution has terms that share the same start and end month, but start and end on different days in the month, you can save time by only entering that term once (as month/year).

For example, the following sessions may be reported as a single term because they share the same start and end month:

These terms:	Start	End
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

Can all be reported as:	Start	End
Fall 2019	08/2019	12/2019



**Terms starting and ending in different months:** If your institution has terms that start or end in different months, please enter the terms separately.

<b>Term:</b>	<b>Start</b>	<b>End</b>
General college spring 2019	01/2020	05/2020
Medical school spring 2019	01/2020	04/2020
Law school spring 2019	02/2020	05/2020

### 3) Provide Background Information

Finally, you will be asked some brief questions about your institution, such as the type(s) of Student Information System(s) (SIS) you use and how you define standard academic credits.

### What Happens After Registration?

After you register, staff from RTI International, the data collection contractor, will contact you to confirm your due date for your enrollment list and provide detailed instructions for preparing the enrollment list file.

The enrollment list file will include the following information:

<b>General and Demographic Information</b>	<b>Enrollment Information</b>
Student name	Degree program
Student ID number	Class level
Social Security Number	Major
Date of Birth	High school completion date
Sex	Dual enrollment in high school
Ethnicity	Date first enrolled in your institution
Race	First-time beginning student indicator
Veteran/active duty military status	
Local address	
Permanent address	
E-mail address	
Phone number	

Once received, project staff will review your list to make sure it has all the necessary components. They may contact you if there are any questions about your list.

### **What Happens After You Submit Your Enrollment List?**

After your enrollment list is accepted, your institution's student sample will be selected. Project staff will contact you again, about 4 to 6 weeks after you submit your list, with instructions for providing student records data for the sampled students.

### **The NPSAS:20 Help Desk**

The Help Desk is available, 9 AM to 9 PM ET, to answer your questions about NPSAS:20, troubleshoot technical issues, and discuss any obstacles to participation. Contact us at [number] or xxxx@rti.org.

## Registration Reminder Letter and E-mail

[Date]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Dear [Salutation] [LastName]:

I am writing to remind you that [Institution] has been sampled for the 2019-20 National Postsecondary Student Aid Study (NPSAS:20), and that you have been identified as your institution's Campus Coordinator.

Key facts about NPSAS:20:

- It is the definitive dataset informing federal postsecondary financial aid policy and practice.
- It will provide national and, for undergraduates, state-level data across different institution types.
- It forms the sample for the Beginning Postsecondary Students Longitudinal Study (BPS), which will report on persistence, attainment, and employment among first-time postsecondary students.

Your participation is very important! Without it, students at [Institution] will not be represented in the NPSAS data.

Please log in to the Postsecondary Data Portal (PDP) and register your institution in our study data collection system at the website below.

PDP Website: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your User ID: [UserID]

If you have any further questions about the study, please contact us at [Xxxx@rti.org](mailto:Xxxx@rti.org), or [HelpDeskNumber].

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20



## Registration Thank You E-mail

Subject: NPSAS:20 Registration Completed

Dear [Salutation] [LastName]:

Thank you for completing the NPSAS:20 registration for [Institution]! This e-mail serves as a record that you have completed this task.

The next step in the study is submission of your [Summer/Fall 2019/2019-20 Enrollment List]. [When this phase of the study begins in January 2020/Shortly], you will receive a request with instructions for completing this step.

We very much appreciate your participation in this important study!

[Name]

Institution Relations Specialist

NPSAS:20

**DID YOU KNOW?** About 39 percent of undergraduates received student loans from any source in 2015-16.

Source: U.S. Department of Education, National Center for Education Statistics (NCES), 2015-16 National Postsecondary Student Aid Study (NPSAS:16).

## Coordinator Letter to Introduce the Data Collection Manager and Staff

*This mailing is sent to each institution's coordinator after the Welcome Letter to Introduce the Data Collection Manager for the region. The manager's business card will be attached.*

[Date]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Dear [Salutation] [LastName]:

We recently contacted you about the start of the next cycle of the National Postsecondary Student Aid Study (NPSAS) sponsored by the U.S. Department of Education's National Center for Education Statistics (NCES), a congressionally mandated study of how students and their families pay for college. Your institution has been selected to participate in NPSAS:20, and I am writing to introduce myself and my team.

As the Data Collection Manager for sampled institutions in your region, I am here to ensure that your NPSAS:20 experience is a positive one and that you receive timely and professional assistance as you respond to the request for information.

Examples of assistance we can provide include

- helping you complete the registration page;
- providing guidance on the data requested on the enrollment list; and
- assisting with technical issues such as difficulty accessing the website or uploading a file.

You can reach me or a member of my team Monday to Friday, 9AM to 5PM [fill time zone], or by appointment, at:

xxxx@rti.org  
[HelpDeskNumber]

To help us serve you more quickly, please have your institution's ID number, [SchoolID] handy when contacting us. Including this number in the subject line of emails or entering it when prompted on calls to us will ensure that your inquiry is routed directly to my team.

We're looking forward to working with you on NPSAS! To get started, please log in to the NCES Postsecondary Data Portal (PDP) and complete the Registration Page.

<https://surveys.nces.ed.gov/>

XXXX

Your user ID: (UserID)

Sincerely,

[DCM name]

Data Collection Manager, NPSAS:20

RTI International

## Coordinator List Request Mailing

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*This mailing is sent to each institution's coordinator after the Registration Page has been completed. It includes a letter that confirms the institution's due date for providing its student enrollment list and instructions for preparing the list. The letter and the instructions for this mailing is included below. There will be three versions:*

- *requesting a fall enrollment list from the calibration group*
- *requesting a spring enrollment list from the calibration group*
- *requesting a spring enrollment list (non-calibration)*

## List Request Letter and E-mail

[Date]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Dear [Salutation] [LastName]:

Thank you very much for registering for the 2019-20 National Postsecondary Student Aid Study (NPSAS:20). We are pleased that [Institution] will participate in this important study, conducted by the U.S. Department of Education's National Center for Education Statistics (NCES) and administered by RTI International.

Below is a summary of where you are in the study. The next step is providing your [Fall Student Enrollment List/Student Enrollment List/full-year Student Enrollment List].

[Timeline graphic - see page D-60]

**Your [Fall] Student Enrollment List due date is: [DueDate].** Please contact us at [PortalHelpE-mail] or [PortalHelpNumber] if you would like to discuss this date.

Enclosed are instructions for providing the Fall Student Enrollment List, which should include all eligible students enrolled in your institution between July 1, 2019 and [date]. [If Fall: As we mentioned in our first contact, this fall list will help to ensure we are using the soundest methodology for the student interview component of the study. In early 2020, we will request the same data elements for students enrolled between July 1, 2019 and April 30, 2020.] [The full-year list/This list] will be used to create a sample of students for the Student Records portion of the study.

**NEW FOR NPSAS:20** - Please include students who were concurrently enrolled in high school and your institution on your enrollment list. More details are in the instructions guide.

Postsecondary Data Portal Website: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your User ID: [UserID]

For more info on how NPSAS data are used, please visit [ResearchSiteURL].

Thank you for your efforts in support of NPSAS:20. If you have questions about your participation in NPSAS:20, please contact RTI's data collection manager, [DCMforSchool], at [DCMe-mail]. I can be reached at [NCESe-mail].

Sincerely,

Jennifer Wine, Ph.D.  
Director, NPSAS:20  
RTI International

NCES staff name  
NCES staff title  
National Center for Education Statistics (NCES)  
U.S. Department of Education

Enclosures

## Student Enrollment List Preparation Instructions

*Different versions of the student enrollment list preparation instructions will be sent to institutions depending on whether they were selected to provide a fall enrollment list. There will be three versions of the instructions:*

- 1) *Summer/fall enrollment list collection*
- 2) *Spring enrollment list for institutions selected for fall collection*
- 3) *Full-year enrollment list for institutions NOT selected for fall collection.*

### **Preparing Your [Summer/Fall 2019; Spring] Student Enrollment List for NPSAS:20**

These instructions will guide you through preparing the list of students enrolled at your institution between July 1, 2019 and [date]. [If summer/fall instructions: In early 2020, you will be asked to provide an updated list of students enrolled between July 1, 2019 and [date].]

[If Spring instructions only:

You have already provided a list of students enrolled at your institution between **July 1, 2019** and [date]. Now, please provide an updated list of all students enrolled between **July 1, 2019 and [date]**.

When providing the updated list, you may choose whichever option is most convenient for your institution:

- **Option A:** provide all students enrolled between July 1, 2019 and [date], regardless of whether they were already included on your fall enrollment list. Our staff will compare the two lists and deduplicate the students for you.
- **Option B:** include only those students who were newly enrolled between October 31, 2019 and [date] (e.g., exclude students you already provided on your fall enrollment list).]

### **Step 1: Determine Which Students to Include**

Your institution's enrollment list should include students from all campuses, colleges, and schools, including **graduate schools, reported to IPEDS under your institution's IPEDS UNITID.**

Provide a list of all eligible students enrolled at any time between July 1, 2019, and [date].

Some students may not be eligible for NPSAS; please carefully review the eligibility criteria below.

#### **Eligible for NPSAS:20**

Eligible students are those who, at any time between **July 1, 2019 and [date]**, were enrolled in a term or course of instruction at your institution that is one of the following:

- an academic program; OR

- a course for credit that could be applied toward fulfilling the requirements for an academic degree;
- an occupational or vocational program that requires at least 3 months or 300 clock hours of instruction to receive a degree, certificate, or other formal award;
- noncredit remedial coursework within a Title IV eligible program (up to 30 semester or trimester hours, 45 quarter hours, or 900 clock hours).

### **NOT Eligible for NPSAS:20**

Students are ineligible for NPSAS:20 if they meet any of the following conditions. Exclude these students from your student enrollment list.

**Refunded tuition.** Exclude students who dropped out of your institution early enough to receive a full refund of their tuition. See FAQs on page 3 for instructions about students impacted by COVID-19.

**Paid tuition solely to another institution.** Exclude students who attend this institution under joint arrangements with another institution and pay tuition solely to the other institution.

**Enrolled solely in a remedial program.** Students who are enrolled solely in a remedial program are not eligible.

For additional help determining which students should be included on your enrollment list, see the Frequently Asked Questions section on page 3 of this document.

### **Step 2: Prepare the Student Enrollment List**

Prepare your list, preferably as an Excel (.xlsx or .xls) or comma-separated values (.csv) file, using the **Student Enrollment List File Layout Specifications** included on **page 5** of this document.

The specifications provide a list of the data elements that we are requesting and the valid values for each element. If any of the requested elements do not apply to your institution, you may leave the field blank.

If you use codes other than the valid values listed in the file layout specifications, please provide us with a detailed description of the codes.

### **Step 3: Check for Errors**

Please take a moment and review your enrollment list file for errors. Examples of common errors found on student enrollment lists include:

1. **Data elements not associated with the correct student** because rows shifted during sorting or copying and pasting.
2. **Critical data elements not provided for all students.**
3. **Eligible students omitted** from the list because they attend campus/school other than the main campus (e.g., law school, medical school).

### **Step 4: Submit Your Student Enrollment List**

Gather the information below and have it on hand when you submit your student enrollment list on the PDP.

1. **Date the list was prepared:** Please record the date your student list was prepared, even if it is not the same as the date you submit the list.
2. **Contact information:** Please provide the name, department, e-mail address, and phone number for all individuals responsible for preparing your list in case we have questions about the list.
3. **Comments:** Provide any details that will clarify the layout of the enrollment list you are submitting, as well as any information necessary to correctly interpret the data provided. Define any special codes or abbreviations (e.g., major codes, class levels).
4. **Exclusion counts:** Provide counts of the students that were excluded from your Student Enrollment List for the following reasons:
  - student did not meet the NPSAS eligibility requirements listed in Step 1
  - student requested that their information not be provided to external parties
  - student was excluded for any other reason.

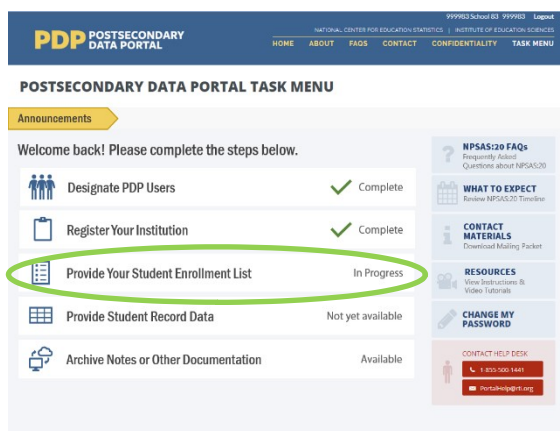
To ensure data quality, the number of students submitted on your list will be compared to enrollment counts reported to IPEDS. Providing us with information about the number of excluded students will help to explain discrepancies and will expedite the processing of your list.

5. An estimate of how long it took your institution to prepare the student enrollment list.

When you are ready, log in to the Postsecondary Data Portal website at [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx).

From the Task Menu, select **Provide Your Student Enrollment List** and follow the on-screen instructions. You will be asked to provide your list and the information list above.

**Uploading is the most secure and most efficient method for submitting your list. If you are unable to upload your list, please contact the Help Desk to make other arrangements.**



## Frequently Asked Questions



**Should I include non-degree seeking students?**

Yes. Non-degree seeking students should be included if they are enrolled in a course for credit that could be applied toward fulfilling the requirements for an academic degree.

**Should I include students taking remedial courses?**

It depends. Students who are taking noncredit remedial coursework within a Title IV eligible program are eligible and should be included. Students who are enrolled solely in a remedial program are not eligible and should not be included.

**Should I include students at branch or extension campuses on the list?**

Yes, if the branch or extension campus reports to IPEDS through the same IPEDS UNITID as the institution that was selected for NPSAS:20. If the branch or extension campus reports to IPEDS through a different IPEDS UNITID, do not include the students from the branch or extension campus on the student list.

**Our law/dental/medical/veterinary school has its own registrar's office. Should I include students from those schools on the list of enrolled students?**

Yes, if the other registrar's office reports to IPEDS through the same IPEDS UNITID as the institution that was selected for NPSAS:20. If the other registrar's office reports to IPEDS using a separate IPEDS UNITID, then students registered by that office should not be included.

**I understand that NPSAS is a financial aid study. Should I include students who did not apply for or did not receive financial aid?**

Yes. NPSAS includes aided as well as non-aided students.

**I understand that students on the list need to have been enrolled between July 1, 2019 and [date]. Does it matter if the student also had enrollment outside of that period?**

No. A student is eligible as long as he or she was enrolled at any time between July 1, 2019 and [date] and meets the other eligibility criteria, regardless of whether he or she also had enrollment outside of that timeframe.

**Should I include students who received a full tuition refund due to COVID-19?**

Yes, students who attended your institution in spring of 2020 and then received a full tuition refund solely due to COVID-19-related interruptions of study should be included. Student should only be excluded if one of the other exclusion reasons applies (e.g., enrolled solely in a remedial program, etc.).

**Should I include...nonmatriculated students?**

- ...non-degree seeking students?
- ...part-time students?
- ...postbaccalaureate students?
- ...students taking correspondence courses?
- ...distance education students?
- ...foreign exchange students?
- ...continuing education students?
- ...extension division students?

Yes, include these students on the list if they otherwise satisfy the student eligibility requirements on page 1.

Note that students may be eligible for NPSAS:20 even if they are not in a formal degree program. For example, someone who is taking a credit-bearing computer programming course to enhance his or her job skills would be considered eligible and should be included on the enrollment list.

**Should I include students who enrolled but later withdrew without completing any courses?**

Include all eligible students who enrolled and paid their tuition and fees UNLESS they withdrew early enough to receive a full refund of their tuition and fees.

**Should I include students taking courses on this campus when this is not the students' home institution?**

No, do not include students on your enrollment list who pay their tuition solely to another institution. We consider students to be enrolled at the institution to which they pay their tuition.

**Should I include graduate students on the list if they were enrolled in a graduate program but were only auditing courses (e.g., because they did not need any more credits for graduation)?**

Yes. Students enrolled in academic programs are eligible for this study, even if they are no longer enrolled in courses for credit.

**Should I include international students on the student enrollment list?**

Yes. International students should be included on the student enrollment list if they meet the other eligibility criteria. Note that study abroad students who are paying tuition to another institution are not eligible.

**My institution uses different student degree program classifications than you request. How should I provide degree program?**

If possible, please categorize your students within the student degree program categories that we request. However, if this is not possible, please classify the students as indicated in your institution's records and provide us with the definitions of these classifications. You can upload these classifications with your list, or e-mail them to [E-MAIL ADDRESS].

**What should I do if I cannot provide students' first names, middle initials, last names, and name suffixes as four separate fields?**

When uploading your file on the website, let us know how your file is constructed by providing comments in the text box located on the upload page or in an e-mail to [E-MAIL ADDRESS].

**What if my institution does not have student ID numbers separate from SSNs?**

If your institution does not have separate student ID numbers, you can either leave the student ID field blank or use SSN in the student ID field and the SSN field.

## NPSAS:20 Student Enrollment List File Layout Specifications

Field #	Student data element	Valid Values	Notes	Critical Data Element <sup>1</sup>	Max field length
1.	IPEDS UNITID			X	6
2.	Student ID			X	25
3.	First name			X	100
4.	Middle initial				50
5.	Last name			X	100
6.	Name suffix (e.g., Jr., Sr., III, etc.)				50
7.	Social Security Number (SSN)		We will use SSNs to match students to the U.S. Department of Education's Central Processing System (CPS) database, which contains information from the Free Application for Federal Student Aid (FAFSA), the National Student Loan Data System (NSLDS), and other databases prior to selecting the student sample. Matching to these databases prior to sampling will help us to select a representative sample of students.	X	9
8.	Date of birth month (MM)	01-12		X	2
9.	Date of birth day (DD)	01-31		X	2
10.	Date of birth year (YYYY)	1930-2004		X	4
11.	Sex	0 = Male 1 = Female 2 = Other -1 = Unknown			2
12.	Veteran or Active Duty Military status	0 = No 1 = Yes, veteran 2 = Yes, active duty military -1 = Unknown	Please indicate whether the sample member is a veteran of the U.S. Armed Forces or is serving on active duty (not whether the sample member is receiving veteran's benefits).		2
13.	Student was solely a dual enrollment high school student or completing high school requirements?	1 = Yes, student was enrolled in high school between July 1, 2019 and [date], 2020 0 = No, student was not enrolled in high school between July 1, 2019 and [date], 2020 -1 = Unknown	The purpose of this item is to identify students who are not eligible for NPSAS:20 because they were dually enrolled in high school or completing high school requirements for their entire period of enrollment at your institution in the July 1, 2019 to [date] timeframe. Answer YES if the student was dually enrolled in high school or completing high school requirements for all enrollment at your institution within the July 1, 2019 to [date] timeframe. Answer NO if the student was dually enrolled but completed high school and continued to be enrolled at your institution in a postsecondary course of study at any time between July 1, 2019 and [date].	X	2
14.	High school completion date month (MM)				2
15.	High school completion date day (DD)				2
16.	High school completion date year (YYYY)				4
17.	Ethnicity	0 = Not Hispanic or Latino 1 = Hispanic or Latino -1 = Unknown	If the student declined to provide his or her ethnicity or race, indicate "Unknown." Note that these ethnicity and race categories differ from those reported to IPEDS but are consistent with IPEDS requirements for the collection of ethnicity and race. For more information about IPEDS requirements for the collection and reporting of ethnicity and race, visit <a href="https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1">https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1</a> .		2

<sup>1</sup> Institutions that refuse to provide the full list of data elements will be offered a reduced list of data elements. Those institutions will receive a set of revised instructions that contain the items marked "X" in this column.

Field #	Student data element	Valid Values	Notes	Critical Data Element	Max field length
18.	Race: White	1 = Yes 0 = No -1 = Unknown	If the student declined to provide his or her ethnicity or race, indicate "Unknown." Note that these ethnicity and race categories differ from those reported to IPEDS but are consistent with IPEDS requirements for the collection of ethnicity and race. For more information about IPEDS requirements for the collection and reporting of ethnicity and race, visit <a href="https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1">https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1</a> .		2
19.	Race: Black or African American	1 = Yes 0 = No -1 = Unknown			2
20.	Race: Asian	1 = Yes 0 = No -1 = Unknown			2
21.	Race: American Indian or Alaska Native	1 = Yes 0 = No -1 = Unknown			2
22.	Race: Native Hawaiian or Pacific Islander	1 = Yes 0 = No -1 = Unknown			2
23.	Permanent address 1				100
24.	Permanent address 2				100
25.	Permanent city				100
26.	Permanent state				2
27.	Permanent country (if not U.S.)				50
28.	Permanent ZIP code				25
29.	Local/most recent address 1				100
30.	Local/most recent address 2				100
31.	Local/most recent city				100
32.	Local/most recent state				2
33.	Local/most recent ZIP code				9
34.	Phone number 1		Enter a valid 10-digit phone number with no spaces, parentheses, or dashes.		
35.	Phone number 1 type	1=Home 2=Mobile 3=Other			
36.	Phone number 2		Enter a valid 10-digit phone number with no spaces, parentheses, or dashes.		
37.	Phone number 2 type	1=Home 2=Mobile 3=Other			
38.	Campus e-mail				100
39.	Permanent e-mail				100
40.	Date first enrolled at this institution (month)	1 - 12			2
41.	Date first enrolled at this institution (day)	1 - 31			2
42.	Date first enrolled at this institution (year)	1940 - 2020			4

Field #	Student data element	Valid Values	Notes	Critical Data Element	Max field length
43.	First-time Beginning Student?	0 = No 1 = Yes	A student is considered a first-time beginner (FTB) for NPSAS:20 if he or she is an undergraduate student who enrolled in college for the first time at this institution between July 1, 2019 and June 30, 2020. Students are NOT FTBs if they were enrolled in a postsecondary class for credit at this or any other postsecondary institution prior to July 1, 2019, unless the credit was advanced placement (AP) credit, international baccalaureate (IB) credit, or any other postsecondary credit or formal award earned while the student was still completing high school. Please note that this is not the same as the first-time full-time designation reported to IPEDS.	X	1
44.	Degree Program	1 = Enrolled in undergraduate courses, not in a degree program 2 = Undergraduate certificate or diploma (occupational or technical program) 3 = Associate's degree 4 = Bachelor's degree 5 = Enrolled in graduate courses, not in a degree program 6 = Post-baccalaureate certificate program 7 = Dual bachelor's/master's degree 8 = Master's degree program 9 = Post-master's certificate 10 = Doctoral degree - research/scholarship 11 = Doctoral degree - professional practice 12 = Doctoral degree – other -1 = Unknown	In what degree program is this student enrolled? If the student is no longer enrolled, report the degree program for his or her last term enrolled. If the student was enrolled in more than one program, enter the highest degree program. If the student was enrolled in a dual degree program in which both degrees are the same level (such as a dual MD/PhD or dual MA/MBA), respond based on the student's primary degree program.	X	2
45.	Class level	1 = 1st Year/Freshman 2 = Sophomore 3 = Junior 4 = Senior 5 = 5th Year or higher undergraduate 6 = Undergraduate (unclassified) 7 = Student with bachelor's or advanced degree taking undergraduate courses 8 = 1st year graduate 9 = Beyond 1st year graduate 10 = Graduate (unclassified) -1=Unknown	Enter the student's class level. If the student is no longer enrolled, provide the student's class level during his or her last term enrolled. If class level was used to determine financial aid eligibility, report that class level for this item. Otherwise, report the class level as defined by your institution. Institutions typically define class level based on the number of earned credits. An example of a commonly used classification: • 0-29 earned credit hours for first-year/freshman • 30-59 earned credit hours for sophomore • 60-89 earned credit hours for junior • 90+ earned credit hours for senior.		2
46.	Student's first major		If your institution's majors include codes or abbreviations, please include an explanation with your enrollment list.	X	30

Field #	Student data element	Valid Values	Notes	Critical Data Element	Max field length
47.	Classification of Instructional Programs (CIP) code for student's first major	Format = NNNNNN (no decimal)	The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions. For more information about the Classification of Instructional Programs, see <a href="https://nces.ed.gov/ipeds/cipcode/">https://nces.ed.gov/ipeds/cipcode/</a> .	X	6
48.	Student's second major		If your institution's majors include codes or abbreviations, please include an explanation with your enrollment list.		30
49.	Classification of Instructional Programs (CIP) code for student's second major	Format = NNNNNN			6

## List Request Reminder Letter and E-mail

[Date]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Dear [Salutation] [LastName]:

I am writing to remind you of the [upcoming/recently passed] due date for your Student Enrollment List. This portion of the 2019-20 National Postsecondary Student Aid Study (NPSAS:20) will allow us to draw a sample of students enrolled at [Institution] for inclusion in the Student Records and Student Interview portions of the study.

Your current due date is [DueDate].

Please log into the Postsecondary Data Portal (PDP) and submit your Student Enrollment List.

PDP Website: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your User ID: [UserID]

If you need to set a new due date, or you have any further questions about the study, please contact us at [XXXX@rti.org](mailto:XXXX@rti.org), or [HelpDeskNumber].

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20



## List Thank You E-mail

Subject: NPSAS:20 Enrollment List Submitted

Dear [Salutation] [LastName]:

Thank you for submitting the [fill text: Fall/Spring Student Enrollment List for [Institution]]! This e-mail serves as a record that you have completed this task. We may contact you shortly if there are any questions about your file.

The next step in the study is submission of your full-year 2019-20 Enrollment List. In early 2020, you will receive a request with instructions for completing this step.

We very much appreciate your participation in this important study!

[Name]

Institution Relations Specialist

NPSAS:20

[IF FALL: **DID YOU KNOW?** In 2015-16, about 72 percent of undergraduate students received some form of financial aid, which includes grants, loans, and work-study.]

[IF SPRING: **DID YOU KNOW?** Among undergraduate students, the average amount of aid received from any sources was \$12,300 in 2015-16.]

Source: U.S. Department of Education, National Center for Education Statistics (NCES), 2015-16 National Postsecondary Student Aid Study (NPSAS:16).

## Other Contact Materials

### PDP User Approval E-mail for Campus Coordinator

Subject: Please approve new NPSAS:20 website user

Dear [Salutation] [LastName]:

I am writing to request your approval of [first name] [lastname] having access to the 2019-20 National Postsecondary Student Aid Study (NPSAS:20) Postsecondary Data Portal website. As the Campus Coordinator, your approval is needed before we create an account and user ID for additional institution staff who will be providing data for NPSAS:20. The request for this person's access comes from [current PDP user (name)/NPSAS:20 Help Desk staff]. Please simply reply to this e-mail saying that you approve. We will create a user ID for the individual and send it and the website address directly to the new user.

If you prefer, you can log in to the Postsecondary Data Portal (PDP) and approve the new user yourself. After logging in, click Manage PDP Users, find the person's name, and then click on the I Approve Access button.

If you have any questions about the study, please contact us at [Xxxx@rti.org](mailto:Xxxx@rti.org), or [HelpDeskNumber].

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20

PDP Website: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your User ID: [UserID]

**New Year's Card to Campus Coordinator**

Outside

Happy New Year from NPSAS:20

[NPSAS logo]

Inside

Best wishes for a wonderful year ahead.

[staff signature]

## Data You Can Use Mailer and E-mail

### NPSAS Gives You Data You Can Use...

*...but we need your participation.*

Did you know that you will be able to get data for [State] from the current National Postsecondary Student Aid Study (NPSAS)?

NPSAS will send you state-level financial aid estimates for undergraduates and other data you can share with your critical target audiences, like your institution's leadership and your state's legislators.

Key Data from NPSAS:

- Average financial need and percentage of students with need
- Average merit and need-based state grants and percentage of students with grants
- Cumulative undergraduate borrowing amounts by loan type

Please log in to our study website and register for NPSAS:20/provide an enrollment list on behalf of [Institution] as soon as you can. Your participation now will ensure that NPSAS provides the best quality data to the postsecondary community.

PDP Website: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your User ID: [UserID]

[IF MAILER: **NPSAS Help Desk:** [HelpDeskNumber] | [xxxx@rti.org](mailto:xxxx@rti.org)]

[IF E-MAIL: If you have any further questions about the study, please contact us at [XXXX@RTI.ORG](mailto:XXXX@RTI.ORG), or [HelpDeskNumber].

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20]

**“Please Represent Your State” Mailer and E-mail**  
**NPSAS is designed to represent <State>...**

*...but we need your participation.*

Did you know that you will be able to get state-level data for [State] for undergraduates from the current National Postsecondary Student Aid Study (NPSAS)?

Traditionally, NPSAS data have provided a national picture of how students and their families pay for college. NPSAS:20 is designed to also provide state-level information for undergraduates. Want to know how state aid granted in [State] compares to that of [NeighborState]? Or how total tuition charged in [Sector] schools in [State] compares to the national average? NPSAS cannot provide data for those comparisons without your participation.

Please log in to our study website and register for NPSAS:20/provide an enrollment list on behalf of [Institution] as soon as you can. Your participation now will ensure that NPSAS provides the best quality data to the postsecondary community.

PDP Website: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your User ID: [UserID]

[IF MAILER: **NPSAS Help Desk:** [HelpDeskNumber] | [xxxx@rti.org](mailto:xxxx@rti.org)]

[IF E-MAIL:           ]

If you have any further questions about the study, please contact us at [xxxx@rti.org](mailto:xxxx@rti.org), or [HelpDeskNumber].

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20]

## BPS Base Year Mailer and E-mail

### **NPSAS studies provide insight into student experience...**

*...but we need your participation.*

Did you know that the sample for the upcoming Beginning Postsecondary Students Longitudinal Study (BPS) will be drawn from the National Postsecondary Student Aid Study (NPSAS)?

BPS surveys first-time, beginning students three times over six years. Information collected from BPS participants will be compiled with transcript information and other administrative data to provide a comprehensive picture of student demographics, experiences, persistence, transfer, and degree attainment for the BPS population. The student enrollment list you provide for NPSAS:20 allows eligible first time students from [Institution] to be sampled for BPS.

Please log in to our study website and register for NPSAS:20/provide an enrollment list on behalf of [Institution] as soon as you can. Your participation now will ensure that NPSAS provides the best quality data to the postsecondary community.

PDP Website: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your User ID: [UserID]

[IF MAILER: **NPSAS Help Desk:** [HelpDeskNumber] | [xxxx@rti.org](mailto:xxxx@rti.org)]

[IF E-MAIL:

If you have any further questions about the study, please contact us at [xxxx@rti.org](mailto:xxxx@rti.org), or [HelpDeskNumber].

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20]

**Registration/List Collection Is Ending Mailer and Email**

**NPSAS Registration/List Collection is coming to an end...**

*...and we need your participation.*

We are moving into the next phase of NPSAS:20. So that [Institution] can move to the next phase as well, please log in to the Postsecondary Data Portal (PDP) and complete the NPSAS:20 registration/submit your student enrollment list at your earliest convenience.

Participating in NPSAS means having your institution's students represented in a national study on postsecondary student aid. Taking part, along with other institutions in [State], allows the National Center for Education Statistics (NCES) to provide state-representative data for undergraduates, which will be used to gain a better understanding of the financial aid landscape in [State]. The entire NPSAS team values your contribution; our study could not exist without it.

Please log in to the Postsecondary Data Portal (PDP) and [register your institution for NPSAS:20/submit a student enrollment list] at your earliest convenience.

PDP Website: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your User ID: [UserID]

If you need to set a new due date, or you have any further questions about the study, please contact us at [xxxx@rti.org](mailto:xxxx@rti.org), or [HelpDeskNumber].

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20

## Final Weeks of List Collection E-mail – From Project Director

Dear [Salutation] [LastName]:

Did you know that you will be able to get data for your state and region from the current National Postsecondary Student Aid Study (NPSAS:20)? NPSAS:20 will send you state-level financial aid estimates for undergraduates and other data you can share with your critical target audiences, like your institution's leadership and your state's legislators. Also with NPSAS:20 data, you will be able to compare your state with others and with national estimates on key measures like:

- Average financial need and percentage of students with need
- Average merit and need-based state grants and percentage of students with grants
- Cumulative loan debt
- Percentage of students with Pell grants
- Cumulative undergraduate borrowing by loan type

As you probably have heard already, we are in the final weeks of this NPSAS:20 collection. If you want to be able to receive these important data for (state), we need your help. Please upload the 2019-20 enrollment list for (Inst Name) to the NPSAS data portal (<https://surveys.nces.ed.gov/xxxx>). Your User ID is printed below – just follow the instructions and prompts to log in.

Please call [PhoneNumber] or send an e-mail to [e-mailAddr] if you have questions or need assistance with the process.

Study website: <https://surveys.nces.ed.gov/xxxx>  
User ID: (UserID)

Thank you for your support of NPSAS. Your participation now will ensure that NPSAS provides the best quality data to the postsecondary community.

Sincerely,

Jennifer Wine, Ph.D.  
Director, NPSAS:20



**Final Weeks of List Collection E-mail – From NCES**

Dear [Salutation] [LastName]:

I am e-mailing to encourage your institution’s participation in the 2019–20 National Postsecondary Student Aid Study (NPSAS:20). The last day to provide a student enrollment list and be included in the study is [EndDate]. NPSAS:20 is conducted by the National Center for Education Statistics (NCES) under a congressional mandate to gather information from postsecondary institutions on how students and their families finance college. Your participation is important to making this study a success.

NPSAS data play a key role in evaluating the effectiveness of federal financial aid programs in meeting the needs of students. NPSAS data are cited in journal and newspaper articles, foundation policy briefs, and a wide array of other publications and reports, and are focused on a variety of topics, including financial aid use and debt accumulation, education outcomes, and the changing demographics of today’s students. We want to make sure these data accurately represent, and are available to, institutions like yours. If enough institutions participate, including [fill institution], we will provide you with a data feedback report comparing financial aid estimates at the sector and national levels and, for undergraduates, at the state level.

We try to accommodate institutions’ individual needs whenever possible, and we do have some flexibility in certain aspects of the study. To discuss this, or if you have any questions about your participation in NPSAS:20, please contact the NPSAS Project Director, Dr. Jennifer Wine, at [PhoneNumber] or via e-mail at [e-mailAddr]. If you have any comments or general feedback that you would like to provide to NCES about this data collection, please contact me at [PhoneNumber] (e-mail address: [e-mailAddr]).

Please let us know how we can assist you. Thank you again for your cooperation and interest.

Sincerely,

NCES staff person  
NCES staff title  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education

**Please log on and provide data at:**  
<https://surveys.nces.ed.gov/>  
XXXX  
Your user name: «UserID»  
If you do not recall your password, click [Forgot](#)

(NCES)

## Reduced Data Elements List Collection E-mail – From Project Director

Dear [Salutation] [LastName]:

We are in the final weeks of the 2019-20 National Postsecondary Student Aid Study (NPSAS:20) and we need your help. We need a student enrollment list from your institution, <fill institution>, to make NPSAS:20 and its resulting data as beneficial as possible to the students, institutions, and organizations within the U.S. higher education community, as well as researchers, policymakers, and legislators at both the national and state levels. If you have already provided your list by the time this e-mail reaches you, please disregard this e-mail and thank you so much.

Each variable we request on the enrollment list is important to the study, but given that data collection ends at the end of the month and your institution's participation is so important we are now requesting that your student enrollment list contain only the following variables:

- First name
- Last name
- Social Security Number (or institution student ID if you are unable to provide SSN)
- Student Level (undergraduate student = 1; graduate student = 2)

To submit your enrollment list, please visit <https://surveys.nces.ed.gov/xxxx>, log in with the user ID below, and follow the prompts and instructions. After we receive your enrollment list, we will sample students from it and then request student records from your institution for only those students. Please call [PhoneNumber] or send an e-mail to [e-mailAddr] if you have questions or need assistance with the process.

Study website: <https://surveys.nces.ed.gov/xxxx>

User ID: [UserID]

Thank you for your support of the National Postsecondary Student Aid Study. Your efforts are greatly appreciated.

Sincerely,

Jennifer Wine, Ph.D.  
Director, NPSAS:20

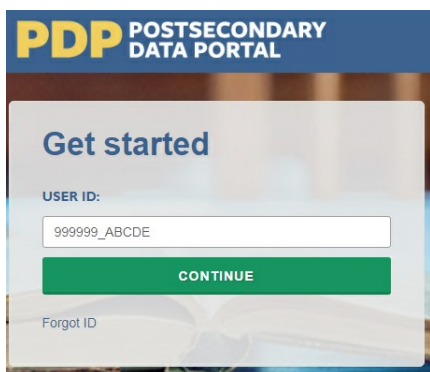
## Postsecondary Data Portal Login Instructions

*These instructions will be sent to institutions that have difficulty with the login process on an as-needed basis.*

In order to safeguard all data transmitted between your institution and NCES, we use a secure HTML website with two-factor authentication. This site is called the Postsecondary Data Portal (PDP) and can be accessed at [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx). Below are instructions on how to access the Portal and what to do if you are unable to gain access.

### 1) Go to the PDP website and enter your User ID.

You can find your User ID in the letter or E-mail we sent to you. If you cannot find that letter or e-mail, please contact our HelpDesk at xxx-xxx-xxxx and we will send your User ID to the e-mail address associated with the account. Once you have entered your User ID, click “Continue”.



The screenshot shows the 'PDP POSTSECONDARY DATA PORTAL' header. Below it is a 'Get started' section with a 'USER ID:' label. A text input field contains '999999\_ABCDE'. A green 'CONTINUE' button is positioned below the input field. At the bottom left, there is a link for 'Forgot ID'.

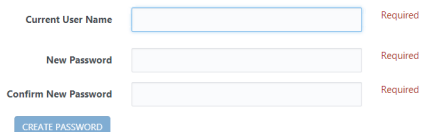
### 2) Create a Password (First Time Users)

The first time you access the PDP, you will need to create a password. You will also be prompted to create a new password every 60 days. Should you forget your password, you will be able to set a new password using the “Forgot Password” link. Below are the specifications for creating a password that the system will accept.

#### Create Password

Your new password:

- must contain at least eight characters, but no more than 14 characters
- must contain at least one English upper case character (A, B, C, ...Z)
- must contain at least one English lower case character (a, b, c, ...z)
- must contain at least one Westernized Arabic numeral (1, 2, 3, ...9)
- must contain at least one of the following non-alphanumeric ("special characters"): ~, !, #, \$, %, ^, &, \*, ?
- cannot contain your user name



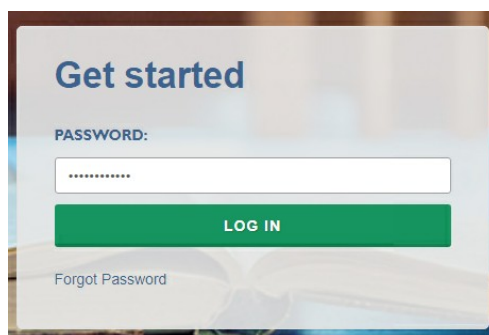
The form includes three input fields: 'Current User Name', 'New Password', and 'Confirm New Password'. Each field has a red 'Required' label to its right. A blue 'CREATE PASSWORD' button is located below the 'Confirm New Password' field.

Your password will expire in 60 days. At that time you will be required to create a new one.

### 3) Complete Two-Factor Authentication

After you create your password the first time, it will be valid for 60 days. The next step is to enter your password when prompted, and click “Log In”.

Entering the correct password will prompt the system to send a code via e-mail to the e-mail



The screenshot shows the 'PDP POSTSECONDARY DATA PORTAL' header. Below it is a 'Get started' section with a 'PASSWORD:' label. A text input field contains a masked password '\*\*\*\*\*'. A green 'LOG IN' button is positioned below the input field. At the bottom left, there is a link for 'Forgot Password'.

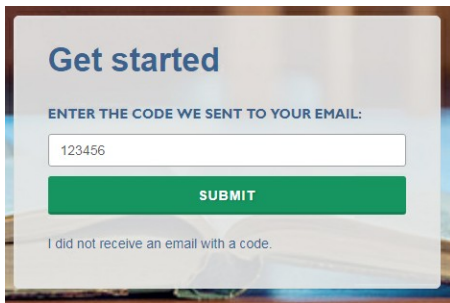
address associated with your User ID. It will come from the address no-reply@ed.gov. This e-mail can take up to 10 minutes to arrive in your inbox, depending on your institution's e-mail system. If you do not see it in your main inbox, please check any alternative inboxes you may have ("Other" inbox in Outlook, "Promotions" inbox in Gmail, etc.), as well as your Spam folder. If you still do not see the e-mail, please contact our Help Desk at xxx-xxx-xxxx or [helpdesk e-mail].

Reply Reply All Forward IM  
Mon 2/25/2019 10:12 AM  
no-reply@ed.gov  
Postsecondary Data Portal website security code

Thank you for beginning the log-in process at the NCES Postsecondary Data Portal (PDP) Website. Please enter the 6-digit security code shown below on the website to finish logging in. The code expires in 30 minutes.

123456

Enter the code provided in the e-mail when prompted, and you will be logged into the PDP.



## **Nonrespondent Follow-Up Materials**

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*Nonrespondents will be sent letters and informational flyers with information specific to institution type as needed during data collection. Letters and flyer content are included below. This section also includes a letter to state organizations requesting that they encourage specific non respondent institutions to participate.*

## Letter to Nonrespondent Institutions

[Date]

«cname»

«title»

«instname»

«Addr1» «Addr2»

«City», «st» «zip»

Dear «salutation» «lname»:

You are receiving this letter because we want to encourage your institution's participation in the 2019–20 National Postsecondary Student Aid Study (NPSAS:20). NPSAS:20 is conducted by the U.S. Department of Education's National Center for Education Statistics (NCES) under a congressional mandate to gather information from postsecondary institutions on how students and their families finance college.

### **Your participation is important to making this study a success.**

NPSAS data play a key role in evaluating the effectiveness of federal financial aid programs in meeting the needs of today's postsecondary students, and are helpful to the postsecondary institutions and researchers concerned with these students. NPSAS data appear in a wide array of reports, journal and newspaper articles, and foundation policy briefs which focus on a variety of topics, including financial aid use, debt accumulation, and education outcomes. Just as important, we want to make sure these data are available to you and institutions like yours. If enough institutions, including yours, participate, we will provide you with a data feedback report comparing financial aid estimates at the sector and national levels and, for undergraduates, at the state level as well – but unfortunately, the data feedback reports can be prepared for participating institutions only.

There are a variety of tools available for people who want to access NPSAS data through NCES's DataLab site (<https://nces.ed.gov/datalab>). PowerStats and QuickStats, for example, provide users with an interface for creating tables and conducting analyses with the prior NPSAS datasets. The College and Career Tables Library offers access to thousands of tables produced for NCES publications.

If you have any questions about accessing prior NPSAS data or your participation in NPSAS:20, please contact the NPSAS Project Director, Dr. Jennifer Wine, at [XXX] or via e-mail at [E-MAIL ADDRESS]. If you have any comments or general feedback that you would like to provide to NCES about this data collection, please contact Tracy Hunt-White, Ph.D., Project Officer, NPSAS:20, at XXX (e-mail address: [xxxx@ed.gov](mailto:xxxx@ed.gov)).

Thank you again for your cooperation and interest. Let us know how we can assist you.

Sincerely,

(NCES staff name)

(NCES staff title)

National Center for Education Statistics (NCES)

Institute of Education Sciences

U.S. Department of Education

**Please log on and provide data at:**

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Your user ID: «UserID»

If you do not recall your

Enclosure

## **Text of Flyer for Nonrespondents – Public Institutions**

(Page 1)

### **2019–20 National Postsecondary Student Aid Study (NPSAS:20)**

According to NPSAS:16 data, about 72 percent of all undergraduates received some form of financial aid in 2015–16: some 55 percent received federal aid, 22 percent received state aid, and 25 percent received aid funded by the postsecondary institution they attended.

NPSAS is a nationally representative study of how students and their families pay for postsecondary education. It has been conducted since 1987 by the U.S. Department of Education’s National Center for Education Statistics (NCES) and is congressionally mandated through the Higher Education Opportunity Act of 2008 (20 U.S.C. §1015). NPSAS is used by policymakers and researchers to better understand the financial needs of postsecondary students in the United States.

The National Center for Education Statistics (NCES) designed NPSAS:20 to provide representative samples for each of the U.S. states, making it different from most previous NPSAS studies. This design will allow researchers and other data users to generate state-representative financial aid estimates for undergraduates and compare financial aid types at the state level.

### **Family Educational Rights and Privacy Act of 1974**

The data request for NPSAS fully conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99). FERPA, under provision of 34 CFR §§ 99.31(a)(3)(iii) and 99.35, permits institutions to disclose without consent individual student education records to NCES, as an authorized representative of the Secretary of Education, in connection with an evaluation of federally supported education programs. RTI International, as the contractor for NCES, has been given the authority to collect information from institution records on behalf of NCES. Student data are subject to strict protections that are adhered to by NCES and its contractor organizations. All of the provided student 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).

### **Why Should Public Institutions Participate?**

We need **your** participation in NPSAS:20 to ensure that we have data on students’ financial aid needs and how well they are being met, especially in terms of federal student aid. NPSAS:16 data show the following:

- Fifty-five percent of all undergraduates received federal student aid.
- Thirty-nine percent of all undergraduates received federal Pell Grants and 36 percent took out federal Direct Loans.
- Undergraduates who received federal Pell Grants received an average amount of \$3,700.
- Undergraduate borrowers took out an average of \$6,600 in federal Direct Loans overall, \$3,700 in Direct Subsidized Loans, and \$4,000 in Direct Unsubsidized Loans.

### **Participants Receive a Data Feedback Report**



After the data are collected and if enough institutions, including yours, have participated, we will provide a data feedback report comparing financial aid estimates at the sector and national levels and, for undergraduates, at the state level.

(Page 2)

Page 2 of the flyer will look like the image below, but the information on the left side of the page will contain these updated data:

- NPSAS: Three-fifths of undergraduates received grant aid in 2015-16, and 39% borrowed money to pay college expenses.

[data from the below First Look table will be used to create a chart]

**Table 1. Percentage of undergraduates receiving selected types of financial aid, by control and level of institution, attendance pattern, dependency status, and income level: 2015–16**

Control and level of institution and student characteristics	Aid type					
	Any aid <sup>1</sup>	Any grants <sup>2</sup>	Any student loans <sup>3</sup>	Any work-study	Federal veterans' education benefits <sup>4</sup>	Direct PLUS Loans to parents
<b>Total</b>	<b>72.3</b>	<b>63.3</b>	<b>38.5</b>	<b>5.2</b>	<b>3.1</b>	<b>4.3</b>

Source: U.S. Department of Education, National Center for Education Statistics (NCES), 2015-16 National Postsecondary Student Aid Study (NPSAS:16).

- BPS: Among 2011–12 first-time beginning postsecondary students who first enrolled in a public 2-year institution, 8 percent had completed a certificate, 18 percent had completed an associate’s degree, and 13 percent had completed a bachelor’s degree by 2017. Among their peers who first enrolled in a 4-year institution, 59 percent had completed a bachelor’s degree, 6 percent had completed an associate’s degree, and 2 percent had completed a certificate at any institution by 2017.

[data from the below First Look tables will be used to create a chart]

**Table 2. ATTAINMENT AND PERSISTENCE RATES AT ANY INSTITUTION AMONG FIRST-TIME POSTSECONDARY STUDENTS BEGINNING AT A PUBLIC 2-YEAR INSTITUTION: Percentage distribution of 6-year undergraduate attainment and persistence status at any institution among 2011–12 first-time postsecondary students beginning at a public 2-year institution, by selected enrollment and student characteristics: 2012–17**

Selected enrollment and student characteristics	Attainment: Highest undergraduate credential attained at any institution by spring 2017			Persistence: No credential attained at any institution by spring 2017		
	Certificate	Associate's degree	Bachelor's degree	Enrolled at less-than-4-year institution		Not enrolled
				Enrolled at 4-year institution	Enrolled at less-than-4-year institution	
<b>Total</b>	<b>8.4</b>	<b>18.1</b>	<b>12.7</b>	<b>4.8</b>	<b>9.8</b>	<b>46.3</b>

**Table 3. ATTAINMENT AND PERSISTENCE RATES AT ANY INSTITUTION AMONG FIRST-TIME POSTSECONDARY STUDENTS BEGINNING AT A 4-YEAR INSTITUTION: Percentage distribution of 6-year undergraduate attainment and persistence status at any institution among 2011–12 first-time postsecondary students beginning at a 4-year institution, by selected enrollment and student characteristics: 2012–17**

Selected enrollment and student characteristics	Attainment: Highest undergraduate credential attained at any institution by spring 2017			Persistence: No credential attained at any institution by spring 2017		
	Certificate	Associate's degree	Bachelor's degree	Enrolled at less-than-4-year institution		Not enrolled
				Enrolled at 4-year institution	Enrolled at less-than-4-year institution	
<b>Total</b>	<b>2.3</b>	<b>6.0</b>	<b>59.1</b>	<b>8.3</b>	<b>2.6</b>	<b>21.7</b>

Source: U.S. Department of Education, National Center for Education Statistics (NCES), 2012/17 Beginning Postsecondary Students Longitudinal Study (BPS:12/17).

- B&B: Four years after completing their degree requirements, 16% of 2007-08 bachelor’s degree recipients were enrolled in additional education, 65% were employed full-time in one job, 14% were employed part time or in multiple jobs, 9% were unemployed, and 12% were out of the labor force.

[data from the below Web Tables will be used to create a chart]

### National Center for Education Statistics

**Table 1.**  
**SEX AND RACE/ETHNICITY: Percentage distribution of 2007–08 bachelor’s degree recipients’ demographic, enrollment, and employment characteristics, by sex and race/ethnicity: 2012—Continued**

Demographic, enrollment, and employment characteristics	Sex			Race/ethnicity <sup>1</sup>					Two or more races
	Total	Male	Female	White	Black	Hispanic	Asian	Other	
Bachelor’s degree major <sup>2</sup>									
STEM major <sup>3</sup>	16.2	25.3	9.4	15.6	15.0	12.2	32.3	12.8 !	13.9
Computer and information sciences	2.9	5.4	1.0	2.4	4.6	3.0	5.7	‡	‡
Engineering and engineering technology	6.0	11.5	1.9	5.8	5.1	4.4	13.3	‡	5.3 !
Biological and physical sciences, science technology, mathematics, and agricultural sciences	7.3	8.5	6.5	7.5	5.3	4.8	13.3	4.8 !	7.1
Non-STEM major	83.8	74.7	90.6	84.4	85.0	87.8	67.7	87.2	86.1
General studies and other <sup>7</sup>	3.0	2.6	3.4	3.1	2.9	2.8	3.1 !	‡	4.3 !
Social sciences	15.2	13.2	16.6	14.3	13.9	20.0	18.7	10.3 !	22.3
Humanities	11.7	11.1	12.1	12.6	4.9	11.9	6.7	23.3	13.5
Health care fields	7.6	2.3	11.4	7.9	9.3	5.7	5.8	8.5 !	4.3 !
Business	23.3	28.0	19.8	22.2	33.8	23.4	22.1	22.1 !	21.4
Education	8.2	3.7	11.5	9.4	4.8	6.4	2.3 !	‡	6.5
Other applied <sup>8</sup>	14.9	13.7	15.7	14.9	15.4	17.6	9.0	17.7	13.7
Enrollment status in 2012									
Enrolled full time	9.1	9.2	9.0	8.6	10.2	8.4	12.1	10.0 !	13.8
Enrolled part time	5.7	5.0	6.2	5.4	8.8	6.3	3.7	‡	7.7 !
Equal mix of full and part time	1.6	1.1	1.9	1.3	4.0	1.6 !	2.3 !	‡	1.5 !
Not enrolled	83.6	84.6	82.9	84.7	77.0	83.7	81.9	88.9	77.0
Federal undergraduate borrowing through 2012 <sup>9</sup>									
Did not borrow	40.2	43.6	37.6	40.8	26.7	38.1	57.2	31.8	39.2
Borrowed	59.8	56.4	62.4	59.2	73.3	61.9	42.8	68.2	60.8
Borrowed for any postsecondary education through 2012 <sup>10</sup>									
Did not borrow	28.4	31.4	26.1	29.4	16.4	27.1	38.7	17.6 !	25.5
Borrowed	71.6	68.6	73.9	70.6	83.6	72.9	61.3	82.4	74.5
Employment status in 2012 <sup>11</sup>									
Full-time, one job	65.4	69.8	62.2	67.9	57.0	61.4	58.7	55.9	54.2
Part-time, one job	7.9	5.9	9.3	8.0	6.5	9.5	6.8	‡	5.8 !
Multiple jobs	6.4	5.2	7.3	6.6	7.8	5.0	1.6 !	11.2 !	11.0
Unemployed	8.5	8.6	8.5	6.8	16.0	10.9	13.6	7.8 !	12.1
Out of the labor force	11.8	10.5	12.7	10.6	12.7	13.2	19.3	16.8 !	16.8

See notes at end of table.

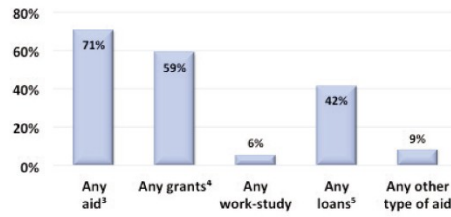
Source: U.S. Department of Education, National Center for Education Statistics (NCES), 2008/12 Baccalaureate and Beyond Longitudinal Study (B&B:08/12).

## FINDINGS FROM PAST NPSAS, BPS, AND B&B STUDIES

NPSAS spins off two longitudinal studies: the Beginning Postsecondary Students Longitudinal Study (BPS) and the Baccalaureate and Beyond Longitudinal Study (B&B). BPS follows a cohort of first-time beginning students up to six years after entering college. B&B follows a cohort of graduating college seniors up to ten years to learn about their labor market and further education.

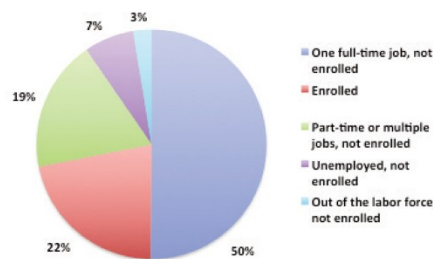
- > **NPSAS:** Three-fifths of undergraduates received grant aid in 2011–12, and 42 percent borrowed money to pay college expenses.
- > **BPS:** Among 2003–04 beginning students who first enrolled in a public 2-year institution, 12 percent had received a bachelor's degree, and 23 percent had earned a certificate or associate's degree by 2009. Among their peers who first enrolled in a public 4-year institution, 60 percent had received a bachelor's degree, and 5 percent had received a certificate or associate's degree by 2009.
- > **B&B:** One year after completing their degree requirements, 22 percent of 2007-08 bachelor's degree recipients were enrolled in additional education, 50 percent were employed full time in one job, 19 percent were employed part time or in multiple jobs, 7 percent were unemployed, and 3 percent were out of the labor force.

Percentage of undergraduates receiving financial aid, by type of aid: 2011–12



Source: U.S. Department of Education, National Center for Education Statistics, 2011–12 National Postsecondary Student Aid Study (NPSAS:12).

Employment status of 2007–08 bachelor's degree recipients: 2009



Source: U.S. Department of Education, National Center for Education Statistics, 2008 Baccalaureate and Beyond Longitudinal Study, First Follow-up (B&B:08/09).

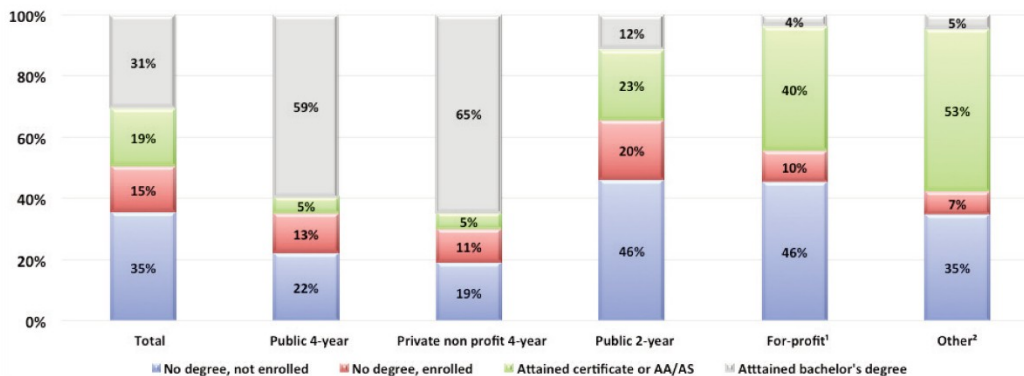
## DATA RESOURCES

The following tools are available for accessing these datasets through the NCES's DataLab site (<https://nces.ed.gov/datalab/>)

- > **PowerStats** provides users a drag-and-drop workspace in which they may select from many datasets—including NPSAS, B&B, and BPS—to create complex tables and conduct linear and logistic regression analyses. Users can maintain a library of their work, including variable specifications. A “Learn by Doing” library of step-by-step guides is available from the PowerStats homepage.
- > **QuickStats** supplies an interface for creating simple tables with the most frequently used variables in the available datasets.
- > **The College and Career Tables Library** offers access to over 5,000 tables produced for NCES postsecondary publications on a range of topics.

**FOR MORE INFORMATION ABOUT NPSAS AND ITS RELATED STUDIES, GO TO:**  
<http://nces.ed.gov/surveys/npsas/>

Education attainment of 2003–04 beginning postsecondary students, by type of institution first attended: 2009



Source: U.S. Department of Education, National Center for Education Statistics, 2003–04 Beginning Postsecondary Students Longitudinal Study, Second Follow-up (BPS:04/09).

<sup>1</sup> For-profit includes for-profit 4-year, 2-year, and less-than-2-year institutions. <sup>2</sup> Other includes private nonprofit 2-year institutions and public and private nonprofit less-than-2-year institutions.

<sup>3</sup> Any aid includes all types of financial aid and student loans from any source except parents, friends, or relatives. Includes Direct PLUS Loans to parents. <sup>4</sup> Any grants includes grants, scholarships, or tuition waivers from federal, state, institutional, or private sources, including employers. <sup>5</sup> Any loans includes federal, state, institutional, and private (alternative) loans to students. Does not include Direct PLUS Loans to parents.

<sup>6</sup> Graduates were defined as working full time if they worked 35 or more hours per week. <sup>7</sup> Graduates were defined as unemployed if they were not working but looking for work. <sup>8</sup> Graduates were defined as out of the labor force if they were not working and not looking for work.

## **Text of Flyer for Nonrespondents – For-Profit Institutions**

(Page 1)

### **2019-20 National Postsecondary Student Aid Study (NPSAS:20)**

According to NPSAS:16 data, sixty-nine percent of undergraduates at proprietary institutions in 2015-16 were first-generation postsecondary students (that is, a student for whom neither parent earned a bachelor's degree or higher), compared with 44 percent of students at private nonprofit institutions and 57 percent of students at public institutions.

NPSAS is a nationally representative study of how students and their families pay for postsecondary education. It has been conducted since 1987 by the U.S. Department of Education's National Center for Education Statistics (NCES) and is congressionally mandated through the Higher Education Opportunity Act of 2008 (20 U.S.C. §1015). NPSAS is used by policymakers and researchers to better understand the financial needs of postsecondary students in the United States.

NCES designed NPSAS:20 to provide representative samples for each of the U.S. states, making it different from most previous NPSAS studies. This design will allow researchers and other data users to generate state-representative financial aid estimates for undergraduates and compare financial aid types at the state level.

### **Family Educational Rights and Privacy Act of 1974**

The data request for NPSAS fully conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99). FERPA, under provision of 34 CFR §§ 99.31(a)(3)(iii) and 99.35, permits institutions to disclose without consent individual student education records to NCES, as an authorized representative of the Secretary of Education, in connection with an evaluation of federally supported education programs. RTI International, as the contractor for NCES, has been given the authority to collect information from institution records on behalf of NCES. Student data are subject to strict protections that are adhered to by NCES and its contractor organizations. All of the provided student 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).

### **Why Should Proprietary Institutions Participate?**

Proprietary institutions serve a diverse and disadvantaged student population. NPSAS:16 data show the following:

- The median age of students at proprietary institutions is 27 years old, whereas the median age of students at public institutions is 22 years and 21 years at private nonprofit institutions.
- The median income of parents of dependent students at proprietary institutions is \$31,000. At public institutions, the median parental income of dependent students is \$60,000 and \$86,000 for parents of dependent students at private nonprofit institutions.
- Twenty-seven percent of undergraduates at proprietary institutions are Black and 25 percent are Hispanic. At public institutions, 14 percent of undergraduates are Black and 25 percent are Hispanic. At private nonprofit institutions, the rates are 14 percent Black and 21 percent Hispanic.

We need **your** participation in NPSAS:20 to ensure that we have data on your students' financial aid needs and how well they are being met, especially in terms of federal student aid.

### **Participants Receive a Data Feedback Report**

After the data are collected and if enough institutions, including yours, have participated, we will provide a data feedback report comparing financial aid estimates at the sector and national levels and, for undergraduates, at the state level.

(Page 2 is the same as public institution flyer.)

## Request to State Organizations to Encourage Institution Participation

(Date)

(Salutation) (FirstName) (LastName)

(Title)

(Organization)

(Address)

(City), (State) (Zip)

Dear (Salutation) (LastName):

The National Center for Education Statistics (NCES) within the U.S. Department of Education is pleased to announce that the 2019-20 National Postsecondary Student Aid Study (NPSAS:20) is currently in progress in institutions across all 50 States, Puerto Rico, and the District of Columbia. NPSAS:20 is designed to provide national-level estimates on student financial aid, and now will be able to provide state-level estimates for undergraduates as well. State policymakers will have access to information on how state financial aid interacts with federal aid programs, be able to disaggregate types of state financial aid by student characteristics, and be able to benchmark measures such as merit- and need-based aid recipients against other similar states. In order for NPSAS:20 to be a success, we need your help!

As you know, for NPSAS:20 to produce these valuable state-level financial aid data for undergraduates in [fill State]/the [fill sector] in [fill state], your student sample must be representative. However, the current participation rate for your institutions [is / may] not [be] sufficient to yield a representative sample for [fill state/the [fill sector] in [fill state]. For that reason, I am writing to ask that you reach out to encourage institution participation. [For State Coordinating bodies or entities for which it is permissible to disclose the sampled institutions and contacts: Please e-mail [E-MAIL ADDRESS] if you would like information on which institutions have not yet responded.]

If you have any questions about the study, please contact Jennifer Wine, Ph.D., Director, NPSAS:20, at XXXX or via e-mail at [E-MAIL ADDRESS]. If you have any comments or general feedback that you would like to provide to NCES about this data collection, please contact Tracy Hunt-White, Ph.D., Project Officer, NPSAS:20, at XXXX (e-mail address: [xxxx@ed.gov](mailto:xxxx@ed.gov)). Thank you in advance for encouraging participation in this important study.

Sincerely,

(electronic signature)

NCES staffperson name

NCES staffperson title

National Center for Education Statistics (NCES)

Institute of Education Sciences

U.S. Department of Education

Enclosures

[the words "your State" will be replaced with "Puerto Rico" or "the District of Columbia" as appropriate]

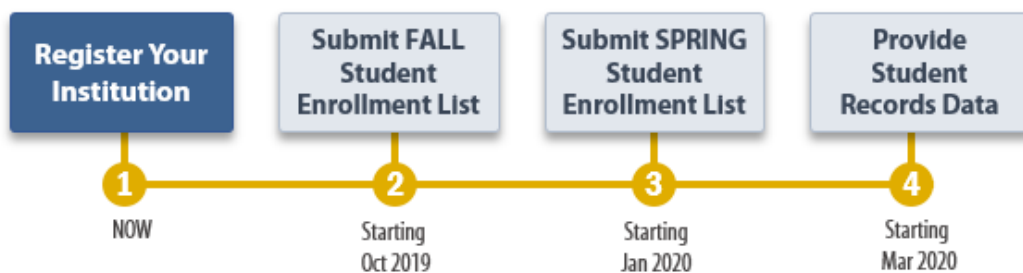
## NPSAS Study Timeline Graphic

The timeline graphics below will be used throughout the contact materials, PDP website text, instructions, and materials included in this appendix. “[Timeline graphic]” is used throughout the materials to indicate where the images will be inserted.

The graphic will be updated throughout collection based on (1) the intended audience for the materials (Chief Administrator or Campus Coordinator), (2) the institutions’ current step in the NPSAS:20 data collection process, and (3) whether the institution is selected for the fall 2019 enrollment list collection.

The three examples below illustrate how the timelines will appear and how they will be updated throughout NPSAS:20 data collection.

**Example A:** Initial timeline send to Campus Coordinators, for institutions participating in the fall 2019 enrollment list collection.

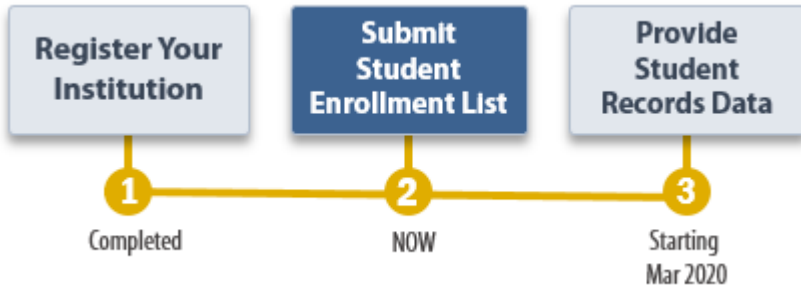


**Example B:** Initial timeline send to Campus Coordinators, for institutions selected for the spring 2020 enrollment list collection only (not the fall 2019 list collection).



**Example C:** Timeline sent to Campus Coordinators with the enrollment list request materials, after the initial steps have been completed.





## Spanish Mailing Materials

*Each of the letters included earlier in this appendix as well as the study brochure, the Quick Guide to NPSAS:20, and the timeline graphics have been translated into Spanish for institutions in Puerto Rico. The Spanish materials are included below.*

For the sake of space, text stating OMB authorization and the control number has not been included in each letter and e-mail in this document. However, unless otherwise indicated, all letters will include the following text:

NCES está autorizado a hacer el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria de 2019-20 (NPSAS:20) por el Acta de Reforma de las Ciencias de la Educación de 2002 (ESRA 2002, 20 U.S.C. § 9543) y el Acta de Oportunidad para Educación Superior de 2008 (HEOA 2008, 20 U.S.C. §1015). RTI International, una organización sin fines de lucro que realiza estudios y está basada en los Estados Unidos, está recopilando los datos para NCES. Toda la información que usted proporcione podrá usarse solamente para propósitos estadísticos y no podrá divulgarse ni usarse de manera que permita identificar a los participantes para ningún otro propósito, salvo que lo requiera la ley (20 U.S.C. § 9573 y 6 U.S.C. §151).

La Ley de Derechos Educativos y Privacidad Familiar de 1974 (FERPA, 20 U.S.C. §1232g) permite la entrega de récords institucionales al Secretario de Educación o su agente sin consentimiento previo de los miembros de la encuesta (34 CFR§§ 99.31 (a)(3)(iii) y 99.35).

Según lo establece el Acta de Reducción del Papeleo de 1995, ninguna persona está obligada a responder a un pedido de información si la misma no contiene un número de control de OMB válido. El número de control de OMB válido para recolectar esta información que se proporciona voluntariamente es 1850-0666. Se calcula que el tiempo necesario para completar este pedido de información es en promedio la cantidad de minutos aproximadamente por participante que se menciona abajo, incluyendo el tiempo que lleva revisar las instrucciones, buscar fuentes de datos existentes, juntar los datos necesarios, y completar y revisar la información que se solicita. Si usted tiene algún comentario con respecto a la precisión del cálculo de tiempo, sugerencias para mejorar esta encuesta, o cualquier comentario o inquietud acerca del estatus del envío de su encuesta individual, por favor escriba directamente a: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, Room 4007, Washington, DC 20202.

Número de control de OMB para NPSAS:20: 1850-0666

Fecha de Vencimiento: xx/xx/xxxx

Colección de listas: 5 horas

Colección de los récords estudiantiles: 30 horas

## Chief Administrator Letter and E-mail – Past Participant

(day) de (month) de (year)

(Salutation) (FirstName) (LastName)

(Title)

(Institution)

(Address)

(City), (State) (Zip)

Estimado(a) (Sr./Sra./Dr./Dra.) (LastName):

El Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos está comenzando el próximo ciclo del Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS por sus siglas en inglés). NPSAS cuenta con el apoyo de [fill name of organization most closely tied to institution.] Me complace informarle que [Institution] ha sido seleccionado(a) para participar en este nuevo ciclo, NPSAS:20, el cual se enfocará en los estudiantes matriculados durante el año académico 2019-20. Los datos de recolecciones de NPSAS se usan para informar una amplia variedad de políticas críticas de educación. Para que el estudio sea exitoso y representativo de instituciones como la suya, necesitamos su apoyo y participación. A continuación presentamos un calendario general de las actividades del estudio.

[Timeline graphic - see page D-102]

La última vez que [Institution] participó en NPSAS, [fill last PC we had] se desempeñó como Coordinador(a) de Campus. A la brevedad nos pondremos en contacto con [él/ella/él o ella] para darle instrucciones sobre cómo proceder para esta nueva recolección de datos. Si usted prefiere nombrar a otra persona como Coordinador(a), puede hacerlo a través del Portal de Datos de Postsecundaria de NCES (PDP). Al pie de esta carta encontrará las credenciales que le permitirán ingresar al PDP.

### Aspectos destacados de NPSAS:20

- Los resultados de NPSAS:20 se prepararán a nivel nacional y también, para los estudiantes subgraduados también a nivel estatal o territorial.
- Si suficientes instituciones participan, al final de NPSAS:20 le proporcionaremos a usted un reporte de resultados de los datos 2019-20 en el cual habrá comparaciones entre los estimaciones de ayuda económica a nivel nacional, por sector, y --para estudiantes subgraduados-- a nivel estatal o territorial.
- [If fall: A algunas instituciones, incluyendo la suya, se les está pidiendo que presenten una lista de estudiantes matriculados para el otoño y otra para la primavera, para permitir que sus estudiantes sean entrevistados más al principio del periodo de recolección de datos, lo cual asegurará que tengamos suficiente tiempo para recolectar la información necesaria para este ciclo de NPSAS.]
- NPSAS:20 incluye un componente que es un estudio longitudinal, el Estudio Longitudinal de Estudiantes que Comienzan Programas Postsecundarios (BPS por sus siglas en inglés), el cual reportará sobre la persistencia, los logros y el

empleo de los estudiantes postsecundarios a lo largo de sus primeros 5 años de matriculación.

- El sitio para recolección de datos de NPSAS:20 incluye mejoras recientes diseñadas para hacer más fácil (al Coordinador/a la Coordinadora/al Coordinador o a la Coordinadora) completar las actividades del estudio.

Somos conscientes de que el tiempo de su personal es limitado; por eso hemos estado esforzándonos por simplificar los requisitos de provisión de datos y minimizar el tiempo y el esfuerzo necesarios para participar en NPSAS:20.

## ¿Desea más información?

Para más información sobre NPSAS en general, le invito a visitar la página web de NCES sobre el estudio (<https://nces.ed.gov/surveys/npsas/>). Para saber más sobre cómo se utilizan los datos de NPSAS, visite la página de investigación de NPSAS en [https://nces.ed.gov/surveys/npsas/POLICY AND RESEARCH PAGE](https://nces.ed.gov/surveys/npsas/POLICY_AND_RESEARCH_PAGE).

Esperamos trabajar con usted en el curso del próximo año. Si tiene alguna pregunta sobre su participación en NPSAS:20, por favor póngase en contacto con [fill gender appropriate depending on who is named: el administrador/la administradora] de recolección de datos de RTI, [fill name for this institution], escribiéndole a XXXXXX. Puede comunicarse conmigo a mi dirección: XXXX.

Le saluda atentamente,

(NCES staff name)

(NCES staff title)

Centro Nacional para Estadísticas de Educación (NCES)

Instituto de Ciencias de Educación

Departamento de Educación de los Estados Unidos

Anexos

Nota: Si desea designar un Coordinador(a) de Campus alternativo(a), entre al Portal de Datos de Postsecundaria usando la siguiente información:

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Su ID de usuario (User ID):  
(UserID)

## **Chief Administrator Letter and E-mail – New Institution – Campus Coordinator Recommendation**

(day) de (month) de (year)

(Salutation) (FirstName) (LastName)

(Title)

(Institution)

(Address)

(City), (State) (Zip)

Estimado(a) (Sr./Sra./Dr./Dra.) (LastName):

El Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos está comenzando el próximo ciclo del Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS por sus siglas en inglés), estudio que se hace bajo un mandato del Congreso para entender cómo los estudiantes y sus familias pagan por sus estudios universitarios. Me complace informarle que [Institution] ha sido seleccionado(a) para participar en NPSAS:20, el cual se enfocará en los estudiantes matriculados durante el año académico 2019-20. Los datos de recolecciones de NPSAS se usan para informar una amplia variedad de políticas críticas de educación. Para que el estudio sea exitoso y representativo de instituciones como la suya, necesitamos su apoyo y participación. NPSAS cuenta con el apoyo de [fill name of organization most closely tied to institution.]. Si suficientes instituciones participan, al final de NPSAS:20 le proporcionaremos a usted un reporte de resultados de los datos 2019-20 en el cual habrá comparaciones entre los estimaciones de ayuda económica por sector y a nivel nacional. Para estudiantes subgraduados, también se incluirán estimaciones a nivel estatal o territorial.

### **¿Qué se requiere de usted y de su personal?**

La participación en NPSAS:20 se hace por pasos, los cuales están explicados más abajo. Planeamos invitar [fill name] para que sea [el Coordinador/la Coordinadora/el Coordinador o la Coordinadora] del Campus para [Institution]. Si usted prefiere nombrar a otra persona como Coordinador(a), le daremos instrucciones al pie de esta carta sobre cómo ingresar al Portal de Datos de Postsecundaria (PDP), el sistema para recolectar datos para NPSAS:20. A la brevedad nos pondremos en contacto con [fill name] para darle instrucciones sobre cómo registrar su institución en el PDP y proporcionar una lista de estudiantes matriculados de 2019-20 a nuestro contratista, RTI International, la organización de estudios de investigación que lleva a cabo la recolección de datos de NPSAS:20 en nombre de NCES. RTI seleccionará una muestra de estudiantes de la lista que ustedes proporcionen y, más adelante, recolectará datos sobre la matriculación, el presupuesto y la ayuda económica para 2019-20 de los estudiantes que estén en la muestra. Somos conscientes de que el tiempo de su personal es limitado; por eso hemos estado esforzándonos por simplificar los requisitos de provisión de datos y minimizar el tiempo y el esfuerzo necesarios para participar en NPSAS:20.

[Timeline graphic - see page D-102]

### **¿Desea más información?**

Para más información sobre NPSAS en general, le invito a visitar la página web de NCES sobre el estudio (<https://nces.ed.gov/surveys/npsas/>). Para saber más sobre cómo se utilizan los datos de NPSAS, visite la página de investigación de NPSAS en <https://nces.ed.gov/surveys/npsas/POLICY AND RESEARCH PAGE>.

Esperamos trabajar con usted en el curso del próximo año. Si tiene alguna pregunta sobre su participación en NPSAS:20, por favor póngase en contacto con [fill gender appropriate depending on who is named: el administrador/la administradora] de recolección de datos de RTI, [fill name for this institution], escribiéndole a XXXXXX. Puede comunicarse conmigo a mi dirección: XXXX.

Le saluda atentamente,

(NCES staff name)

(NCES staff title)

Centro Nacional para Estadísticas de Educación (NCES)

Instituto de Ciencias de Educación

Departamento de Educación de los Estados Unidos

Anexos

Para designar un Coordinador(a) de Campus alternativo(a) para [Institution], por favor visite el Portal de Datos de Postsecundaria (PDP):

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Su ID de usuario (User ID):  
(UserID)



## Chief Administrator Letter and E-mail – New Institution – No Campus Coordinator

(day) de (month) de (year)

(Salutation) (FirstName) (LastName)

(Title)

(Institution)

(Address)

(City), (State) (Zip)

Estimado(a) (Sr/Sra/Dr/Dra) (LastName):

El Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos está comenzando el próximo ciclo del Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS por sus siglas en inglés), un estudio que se hace bajo un mandato del Congreso para entender cómo los estudiantes y sus familias pagan por sus estudios universitarios. Me complace informarle que [Institution] ha sido seleccionado(a) para participar en NPSAS:20, el cual se enfocará en los estudiantes matriculados durante el año académico 2019-20. Los datos de recolecciones de NPSAS se usan para informar una amplia variedad de políticas críticas de educación. Para que el estudio sea exitoso y representativo de instituciones como la suya, necesitamos su apoyo y participación. NPSAS cuenta con el apoyo de [fill name of organization most closely tied to institution.]. Si suficientes instituciones participan, al final de NPSAS:20 le proporcionaremos a usted un reporte de resultados de los datos 2019-20 en el cual habrá comparaciones entre los estimaciones de ayuda económica por sector y a nivel nacional. Para estudiantes subgraduados, también se incluirán estimaciones a nivel estatal o territorial. **¿Qué se requiere de usted y de su personal?**

La participación en NPSAS:20 se hace por pasos, los cuales están explicados más abajo. Lo único que necesitamos de usted es que designe un Coordinador(a) de Campus, a quien le pediremos que registre su institución en el Portal de Datos de Postsecundaria (PDP), el sistema para recolectar datos para NPSAS:20 y le proporcione una lista de estudiantes matriculados de 2019-20 a nuestro contratista, RTI International, la organización de estudios de investigación que lleva a cabo la recolección de datos de NPSAS:20 en nombre de NCES. RTI seleccionará una muestra de estudiantes de la lista que ustedes proporcionen y, más adelante, recolectará datos sobre la matriculación, el presupuesto y la ayuda económica para 2019-20 de los estudiantes que estén en la muestra. Somos conscientes de que el tiempo de su personal es limitado; por eso hemos estado esforzándonos por simplificar los requisitos de provisión de datos y minimizar el tiempo y el esfuerzo necesarios para participar en NPSAS:20.

[Timeline graphic - see page D-102]

Para designar un Coordinador(a) de Campus para [Institution], por favor ingrese al PDP:

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Su ID de usuario (User ID):  
(UserID)

## **¿Desea más información?**

Para más información sobre NPSAS en general, le invito a visitar la página web de NCES sobre el estudio (<https://nces.ed.gov/surveys/npsas/>). Para saber más sobre cómo se utilizan los datos de NPSAS, visite la página de investigación de NPSAS en <https://nces.ed.gov/surveys/npsas/POLICY AND RESEARCH PAGE>.

Esperamos trabajar con usted en el curso del próximo año. Si tiene alguna pregunta sobre su participación en NPSAS:20, por favor póngase en contacto con [fill gender appropriate depending on who is named: el administrador/la administradora] de recolección de datos de RTI, [fill name for this institution], escribiéndole a XXXXXX. Puede comunicarse conmigo a mi dirección: XXXX.

Le saluda atentamente,

(NCES staff name)

(NCES staff title)

Centro Nacional para Estadísticas de Educación (NCES)

Instituto de Ciencias de Educación

Departamento de Educación de los Estados Unidos

Anexos

## Study Brochure

### **2019-20 Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS:20)**

#### **¿Qué es NPSAS?**

El Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS por sus siglas en inglés) es un estudio representativo a nivel nacional que se enfoca principalmente en cómo los estudiantes y sus familias pagan por los estudios postsecundarios. Los datos de las entrevistas a los estudiantes se combinan con los datos de los récords institucionales y administrativos para formar un conjunto de datos exhaustivo para investigación con información sobre matriculación, ayuda económica y empleo de los estudiantes. Los datos de NPSAS son usados por el gobierno federal y los gobiernos estatales, las instituciones postsecundarias, las asociaciones que propugnen la educación superior, los investigadores, empleadores y otras agencias privadas. Es la fuente principal de información que se usa para analizar la efectividad de la ayuda económica para estudiantes y para informar a programas de políticas públicas tales como las Becas Pell y los préstamos Directos/Stafford.

Además de estimaciones a nivel nacional, la recolección de datos de NPSAS del año académico 2019-20 (NPSAS:20) proporcionará estimaciones de ayuda económica para estudiantes subgraduados representativos a nivel estatal o territorial, lo cual permitirá evaluar los distintos tipos de ayuda económica disponibles a nivel estatal o territorial. Con estos datos, los encargados de las decisiones estatales o territoriales podrán compararse con otros estados, así como también con la nación en su conjunto.

#### **¿Cómo se usan los datos?**

Después de completar cada estudio NPSAS, NCES publica estadísticas claves sobre ayuda económica y luego pone los datos a disposición de investigadores que hacen sus propios análisis. Los datos de NPSAS son un recurso importante para informar las decisiones relacionadas con los programas de ayuda económica para estudiantes y hacer cambios que benefician a los estudiantes y a sus familias. El análisis de los datos de NPSAS de años previos ha llevado al restablecimiento de las Becas Pell a lo largo del año y el cambio a FAFSA de “prior-prior year”, todo lo cual permite a los estudiantes investigar mejor sus opciones de ayuda económica y presentar la solicitud para ayuda económica más temprano. “Prior-prior year” significa que los estudiantes pueden usar la información de impuestos de dos años atrás para presentar su solicitud FAFSA.

Además de estos ejemplos muy prominentes, los datos de NPSAS son citados regularmente en reportes de asociaciones y otras organizaciones nacionales, en revistas académicas, en artículos de periódicos y en otras publicaciones sobre temas variados, incluyendo datos demográficos de los estudiantes, ayuda económica y acumulación de deuda, así como también sobre trabajo de los estudiantes mientras están matriculados en educación postsecundaria.

#### **¿Por qué debería participar mi institución?**

El estudio NPSAS está diseñado para ser representativo de los estudiantes que asisten a instituciones postsecundarias de todo tipo. Su participación asegura que

instituciones y estudiantes como los de su institución estén representados certeramente en la muestra. Cada institución es única y no puede ser “reemplazada” en NPSAS.

Con su participación, y si suficientes instituciones participan, usted recibirá un reporte de resultados de los datos en el cual habrá comparaciones entre los estimaciones de ayuda económica por sector y a nivel nacional, y—para estudiantes subgraduados—a nivel estatal o territorial.

También es importante destacar que NPSAS:20 servirá como el estudio del año base del próximo **Estudio Longitudinal de Estudiantes que Comienzan Programas Postsecundarios (BPS:20 por sus siglas en inglés)**, el cual sigue a estudiantes universitarios de primera vez en su camino a través de los estudios postsecundarios durante el curso de seis años académicos. BPS permite examinar factores que afecta la persistencia y finalización de programas de estudios postsecundarios para los estudiantes, sus transiciones al empleo, y los cambios a lo largo del tiempo en sus metas, su estado civil, sus ingresos y deudas. Sin NPSAS, no sería posible usar datos de BPS para entender mejor estos resultados a más largo plazo.

### **¿Puedo tener acceso a los datos nacionales de NPSAS para mi propio uso?**

¡Sin duda! El DataLab de NCES (<https://nces.ed.gov/datalab>) proporciona un paquete de poderosas e intuitivas herramientas en línea para crear tabulaciones de datos y llevar a cabo análisis usando conjuntos de datos de NPSAS y otros datos de NCES. También hay disponibles numerosos y variados reportes y publicaciones que pueden descargarse del sitio principal de NCES.

Las instituciones pueden usar datos de NPSAS para extender su trabajo de establecer parámetros (*benchmarking*) y proporcionar un complemento útil a sus datos del Sistema Integrado de Datos de Educación Postsecundaria (IPEDS, por sus siglas en inglés).

### **Acerca de NCES**

NCES está autorizado por ley federal para recolectar, combinar, analizar y reportar estadísticas completas sobre la situación de la educación en los Estados Unidos y otros países. A través de la Ley de Oportunidades para la Educación Superior de 2008 (20 U.S.C. §1015), el Congreso requiere que NCES obtenga información de instituciones postsecundarias acerca de cómo los estudiantes y sus familias financian los estudios luego de la escuela secundaria. NPSAS ha recolectado información de estudiantes e instituciones postsecundarias desde 1987.

### **Confidencialidad de los datos**

NCES tiene que seguir estrictos procedimientos para proteger la información personal al recolectar, reportar y publicar los datos. Toda la información proporcionada por individuos o instituciones podrá usarse solamente para propósitos estadísticos y no podrá divulgarse ni usarse de manera que permita identificar a los participantes para ningún propósito salvo que lo requiera la ley (20 U.S.C. §9573 and 6 U.S.C. §151).

La Ley de Derechos Educativos y Privacidad Familiar de 1974 (FERPA, por sus siglas en inglés, 34 CFR §§ 99.31(a)(3)(iii) y 99.35) permite a las instituciones revelar información de los archivos educativos de los estudiantes que permita identificarlos,

sin el consentimiento de ellos, a representantes debidamente autorizados del Secretario de Educación en conexión con una evaluación de programas educativos que reciben fondos federales. RTI International es el contratista de NCES al cual se ha otorgado la autoridad para recolectar información de récords institucionales a nombre de NCES.

### **Protección de archivos electrónicos**

Se protegerá a todos los archivos electrónicos de récords de instituciones. Las cuentas de computadora que se usen para tener acceso a los datos estarán protegidas con una contraseña con controles de acceso multinivel para asegurar que solo a los individuos autorizados se les permite el acceso a datos confidenciales. Para la recolección de datos en Internet, se usarán métodos comprobados para la protección de sesiones en línea y seguridad de datos en Internet. Para encriptar los datos se usará el protocolo *Secure Sockets Layer* (SSL). Todos los módulos para ingreso de datos en el sitio de internet estarán protegidos con una contraseña, la cual requerirá que el usuario ingrese al sitio antes de poder tener acceso a datos confidenciales.

### **Preparación de los datos para divulgación pública**

No será posible identificar a individuos específicos en ningún dato divulgado al público (por ejemplo, tabulaciones estadísticas y archivos de datos).

Si necesita asistencia, por favor contacte a la Línea de Ayuda (de 9am a 5pm):

o visite el sitio: <https://XXXXX>  
Línea de ayuda del Portal de Datos de Postsecundaria  
1-XXX-XXX-XXXX  
[XXX@rti.org](mailto:XXX@rti.org)

**Si tiene alguna pregunta o inquietud acerca de NPSAS:20, puede contactar a:**

### **RTI International**

Jennifer Wine, Ph.D.  
Directora, NPSAS:20  
[XXX@rti.org](mailto:XXX@rti.org)

**1-XXX-XXX-XXX**

### **Centro Nacional para Estadísticas de Educación (NCES)**

Tracy Hunt-White, Ph.D.  
Oficial del Proyecto en NCES, NPSAS:20  
[XXX@ed.gov](mailto:XXX@ed.gov)  
(XXX) XXX-XXXX  
Llevado a cabo por

<NCES logo>

Departamento de Educación de los Estados Unidos  
Centro Nacional para Estadísticas de Educación (NCES), Washington, DC  
<https://nces.ed.gov>

Número de control de OMB: 1850-0666. Para más información sobre nuestros procedimientos de confidencialidad, visite a: <https://surveys.nces.ed.gov/XXX>.

## Registration Letter and E-mail – Institutions in Both the Fall and Spring Collections

[day] de [month] de [year]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Estimado(a) [Sr./Sra./Dr./Dra.] [LastName]:

El Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos está comenzando el próximo ciclo del Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS por sus siglas en inglés), un estudio que se hace bajo un mandato del Congreso para entender cómo los estudiantes y sus familias pagan por sus estudios universitarios. [Institution] ha sido seleccionado(a) para participar en NPSAS:20, el cual se enfocará en los estudiantes matriculados durante el año académico 2019-20.

Le estamos enviando [esta carta/este correo electrónico] porque el más alto funcionario administrativo de su institución le designó a usted como Coordinador(a) de Campus para NPSAS la última vez que [Institution] fue parte de la muestra de NPSAS en [LastSampledYear].

[If fall: Para NPSAS:20, [Institution] es parte de un pequeño grupo de instituciones que han sido seleccionadas para proporcionar dos Listas de Estudiantes Matriculados de acuerdo con el calendario que aparece a continuación. La nueva Lista de Estudiantes Matriculados de Otoño juega un papel fundamental para asegurar que podamos utilizar la metodología más robusta para el componente del estudio en que se entrevista a los estudiantes. La Lista de Estudiantes Matriculados de Primavera incluirá los mismos datos que la lista del otoño; por lo tanto, cualquier búsqueda que usted programe en el otoño en su sistema podrá reusarse en la primavera con muy pocos cambios.] Como coordinador(a) de NPSAS:20, le pediremos que complete las siguientes actividades entre ahora y noviembre de 2020:

[Timeline graphic – see page D-102]

A medida que el estudio avance, le daremos instrucciones detalladas para completar cada porción del estudio. Ahora le pedimos que ingrese al Portal de Datos de Postsecundaria (PDP) de NCES usando la información que le damos en el recuadro que aparece más abajo y que complete la Página de Registración. Adjunto encontrará una guía de ayuda. Durante la registración le preguntaremos los nombres de colegas en su institución que tal vez deban participar en la provisión de datos para NPSAS:20. Los usuarios que usted nombre tendrán acceso al PDP y recibirán información sobre el estudio. Por este motivo, por favor asegúrese que los usuarios que usted identifique están autorizados a ver información personal sobre los estudiantes.

[surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Su ID de usuario: (UserID)

Somos conscientes de que el tiempo de su personal es limitado; por eso hemos estado esforzándonos por simplificar los requisitos de provisión de datos y minimizar el tiempo y el esfuerzo necesarios para participar en NPSAS:20. Un representante de RTI International, nuestro contratista para NPSAS:20, se pondrá en contacto con usted a la brevedad para contestar cualquier pregunta que tenga.

Para más información sobre NPSAS, por favor visite la página web de NCES sobre el estudio (<https://nces.ed.gov/surveys/npsas/>).

Esperamos trabajar con usted en el curso del próximo año. Si tiene alguna pregunta sobre su participación en NPSAS:20, por favor póngase en contacto con [fill gender appropriate depending on who is named: el administrador/la administradora] de recolección de datos de RTI, [DCMforSchool], escribiéndole a [DCMe-mail]. Puede comunicarse conmigo a mi dirección: [NCESe-mail].



Le saluda atentamente,

NCES staff name

NCES staff title

Centro Nacional para Estadísticas de Educación (NCES)

Instituto de Ciencias de Educación

Departamento de Educación de los Estados Unidos

Anexos

**Registration Letter and E-mail – Spring Collection Only – Campus Coordinator Named from Other Source**

[day] de [month] de [year]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Estimado(a) [Sr./Sra./Dr./Dra.] [LastName]:

El Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos está comenzando el próximo ciclo del Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS por sus siglas en inglés), un estudio que se hace bajo un mandato del Congreso para entender cómo los estudiantes y sus familias pagan por sus estudios universitarios. [Institution] ha sido seleccionado(a) para participar en NPSAS:20, el cual se enfocará en los estudiantes matriculados durante el año académico 2019-20.

Le estamos enviando [esta carta/este correo electrónico] porque [If Higher Ed Directory: , como [fill position] de su institución, usted parece ser la persona indicada para proporcionar datos a NPSAS:20 en nombre de [Institution]. El más alto funcionario administrativo de su institución ha sido notificado.]/ [If named by Chief Administrator or IPEDS Keyholder: el [más alto funcionario administrativo/el responsable de acceso a IPEDS] de su institución nos dio su nombre como posible Coordinador(a) de Campus para NPSAS. Como coordinador(a) de NPSAS:20, le pediremos que complete las siguientes actividades entre ahora y noviembre de 2020]:

[Timeline graphic – see page D-102]

A medida que el estudio avance, le daremos instrucciones detalladas para completar cada porción del estudio. Ahora le pedimos que ingrese al Portal de Datos de Postsecundaria (PDP) de NCES usando la información que le damos en el recuadro que aparece más abajo y que complete la Página de Registración. Adjunto encontrará una guía de ayuda. Durante la registración le preguntaremos los nombres de colegas en su institución que tal vez deban participar en la provisión de datos para NPSAS:20. Los usuarios que usted nombre tendrán acceso al PDP y recibirán información sobre el estudio. Por este motivo, por favor asegúrese que los usuarios que usted identifique están autorizados a ver información personal sobre los estudiantes.

<p><a href="https://surveys.nces.ed.gov/xxxx">surveys.nces.ed.gov/xxxx</a> Su ID de usuario: (UserID)</p>
---

Somos conscientes de que el tiempo de su personal es limitado; por eso hemos estado esforzándonos por simplificar los requisitos de provisión de datos y minimizar el tiempo y el esfuerzo necesarios para participar en NPSAS:20. Un representante de RTI International, nuestro contratista para NPSAS:20, se pondrá en contacto con usted a la brevedad para contestar cualquier pregunta que tenga.

Para más información sobre NPSAS, por favor visite la página web de NCES sobre el estudio (<https://nces.ed.gov/surveys/npsas/>).

Esperamos trabajar con usted en el curso del próximo año. Si tiene alguna pregunta sobre su participación en NPSAS:20, por favor póngase en contacto con [fill gender appropriate

depending on who is named: el administrador/la administradora] de recolección de datos de RTI, [DCMforSchool], escribiéndole a [DCMe-mail]. Puede comunicarse conmigo a mi dirección: [NCESe-mail].

Le saluda atentamente,

NCES staff name

NCES staff title

Centro Nacional para Estadísticas de Educación (NCES)

Instituto de Ciencias de Educación

Departamento de Educación de los Estados Unidos

Anexos

## Coordinator Letter to Introduce the Data Collection Manager and Staff

[day] de [month] de [yearTitle]

[Institution]

[Address]

[City], [State] [Zip]

Estimado(a) [Sr/Sra/Dr/Dra] [LastName]:

Recientemente nos pusimos en contacto con usted acerca del comienzo del próximo ciclo del Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS por sus siglas en inglés), patrocinado por el Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos. NPSAS es un estudio encomendado por el Congreso acerca de cómo los estudiantes y sus familias pagan por los estudios universitarios. Su institución ha sido seleccionado(a) para participar en NPSAS:20 y el propósito de esta carta es el de presentarme y presentar a mi equipo.

Como Administrador(a) de Recolección de Datos para las instituciones de su región que están en la muestra, mi papel es el de asegurar que su experiencia con NPSAS:20 sea positiva y que usted reciba asistencia rápida y profesional cuando responda al pedido de información.

Ejemplos de asistencia que podemos proveerle incluyen:

- ayudarle a completar la página de registración;
- proveerle orientación con respecto a los datos que se les piden en la Lista de Estudiantes Matriculados; y
- asistencia con problemas técnicos, por ejemplo, con dificultades para ingresar al sitio de Internet o para cargar un archivo.

Usted puede comunicarse conmigo o con un miembro de mi equipo de lunes a viernes entre las 9AM y las 5PM [fill time zone], o con cita, a:xxxx@rti.org

[HelpDeskNumber]

Para poder servirle mas pronto, por favor tenga a mano el número de ID de su institución, [SchoolID]. Si se incluye este número en la línea del "Asunto" de correos electrónicos o si lo ingresan en llamadas a la línea gratis cuando se les pide, se asegurará que sus preguntas sean dirigidas directamente a mi equipo.

¡Estamos esperando trabajar con usted en NPSAS! Para comenzar, por favor ingresa al Portal de Datos de Postsecundaria (PDP) y complete la Página de Registración.

<https://surveys.nces.ed.gov/>

XXXX

Su ID de usuario: (UserID)

Atentamente,

[DCM name]

Administrador(a) de Recolección de Datos, NPSAS:20  
RTI International

## Institution Handbook Volume I

*This handbook, along with the student enrollment list instructions, will be sent to sampled institutions that are located in Puerto Rico. Volume I of the handbook covers registering for NPSAS:20 and providing the student enrollment list. Volume II of the handbook covers student records collection and will be included in the student interview and student records clearance package (v.25).*

### **Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria 2019-20 (NPSAS:20)**

#### **Manual de la institución: Libro I**

#### **Acerca de este manual**

Este manual guiará su participación en NPSAS:20 a través del sitio web del Portal de Datos de Postsecundaria (*Postsecondary Data Portal* o PDP).

**El Libro I** del manual introduce NPSAS:20 y cubre las primeras dos etapas del estudio: **registro de su institución** y **entrega de la lista de estudiantes matriculados**.

**El Libro II** del manual cubrirá la tercera etapa del estudio: **entrega de datos de récords de los estudiantes** para una muestra de estudiantes seleccionados de su institución. Usted recibirá el Libro II cuando sea el momento para preparar los datos de récords de los estudiantes.

#### **Contenido**

- Acerca de NPSAS:20
- Tour del Portal de Datos de Postsecundaria
- Ingreso al sitio web PDP
- Registro de su institución)
- Preguntas más frecuentes

**¿Necesita ayuda?** Se puede comunicar al servicio de asistencia (*Help Desk*) gratis al [number] o por correo electrónico a [xxxx@rti.org](mailto:xxxx@rti.org). El servicio de asistencia está disponible de 9:00 a.m. a 5:00 p.m. hora del este, de lunes a viernes.

#### **Acerca de NPSAS:20**

Su participación en el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (*National Postsecondary Student Aid Study*) o NPSAS, es importante. NPSAS es la fuente principal de datos que se utiliza para entender la efectividad de los programas de ayuda económica federal para los estudiantes y para tomar decisiones que afectan a los estudiantes y las instituciones a las que asisten. Como institución participante en NPSAS:20, se espera que complete varios pasos durante el año académico 2019-20. Usted completará estos pasos mediante el Portal de Datos de Postsecundaria, o PDP, en el sitio web. El sitio web PDP es donde se recolectan los datos para todas las encuestas del Centro Nacional para Estadísticas de Educación (NCES) de las muestras de estudiantes de las instituciones postsecundarias.

[Timeline graphic]

1. Primero, registre su institución en NPSAS:20. Durante el registro, usted designará al personal que va a enviar los datos para NPSAS:20. Es posible que necesite designar personal de varios departamentos en su institución para proporcionar los datos demográficos generales, de inscripción, de presupuesto y de ayuda económica. Cada persona que usted asigne recibirá sus propias credenciales para ingresar al sitio web PDP.

También, usted proporcionará los antecedentes generales sobre su institución, como la estructura de los períodos académicos y fijará la fecha límite de entrega para proporcionar la lista de estudiantes matriculados. La fecha límite de entrega (*due date*) para proporcionar su lista va a cambiar de acuerdo a la estructura de los períodos académicos de su institución.

2. A continuación, usted enviará una lista de todos los estudiantes matriculados (*student enrollment list*) en su institución en un periodo de tiempo específico. Las instrucciones para preparar la lista de estudiantes matriculados (*Student Enrollment List*) proporciona detalles acerca de qué estudiantes debe incluir en la lista.

Después de que usted envíe la lista de matriculación, revisaremos la lista y la muestra de estudiantes para NPSAS:20. Durante ese periodo de tiempo, es posible que nos comuniquemos con usted para hacerle preguntas sobre la lista.

3. Finalmente, usted enviará los datos de los récords de los estudiantes en su institución que fueron seleccionados para la muestra. Los datos de los récords de los estudiantes incluyen información demográfica, matriculación, presupuesto y ayuda económica. Recibirá su lista de muestra de estudiantes en aproximadamente 4 a 6 semanas después de enviar su lista de estudiantes matriculados.

## **Tour del Portal de Datos de Postsecundaria**

El Portal de Datos de Postsecundaria (PDP) cuenta con recursos de ayuda para completar NPSAS:20. Tenga en cuenta que el sitio web PDP solo está disponible en inglés; sin embargo, este manual ofrece descripciones en español sobre el contenido de las páginas de PDP publicadas en Internet. Si necesita ayuda para completar alguna parte de NPSAS:20, por favor comuníquese con el servicio de asistencia en inglés o en español.

- **Página principal (*Home Page*)/ Página de inicio de sesión (*Login*)**

La página principal es donde usted tiene que iniciar su sesión en PDP usando sus credenciales que le envió RTI. La página principal también incluye enlaces a más información sobre cada uno de los estudios que recopilan datos usando PDP. Para más detalles sobre cómo ingresar a PDP, vea la página [ ].

- **Qué puede esperar (*What to Expect*)**

La página Qué puede esperar (*What to Expect*) describe las etapas de la recolección de datos de NPSAS:20 y cuándo ocurrirá cada paso. El contenido de la página Qué puede esperar (*What to Expect*) se describe en español en la página [ ] de este manual.

La primera vez que ingrese al sitio PDP verá la página Qué puede esperar (*What to Expect*). Cada vez que vuelva a ingresar, irá directamente al Menú de tareas (*Task Menu*) de PDP. Puede acceder a la página Qué puede esperar (*What to Expect*) en cualquier momento haciendo clic en Qué puede esperar (*What to Expect*) en el Menú de Ayuda (*Help Menu*).

- **Menú de tareas (*Task Menu*)**

Menú de tareas (*Task Menu*) le guiará en la manera de proporcionar los datos para NPSAS:20 y los pasos que necesita completar después.

Cada paso será marcado como: En proceso (*In Progress*), No ha empezado (*Not Started*), Completo (*Complete*), Todavía no está disponible (*Not Yet Available*).

- Registre su institución (*Register Your Institution*)
- Proporcione la lista de estudiantes matriculados (*Provide Your Student Enrollment List*)
- Proporcione los datos del récord del estudiante (*Provide Student Record Data*)
- Notas de archivo u otra documentación (*Archive Notes or Other Documentation*)
- **Menú de ayuda (*Help Menu*)**
  - Anuncios (*Announcements*)
  - Qué puede esperar (*What to Expect*)
  - Preguntas frecuentes sobre NPSAS:20 (*NPSAS:20 FAQs*)
  - Materiales de Contacto (*Contact Materials*)
  - Recursos (*Resources*)
  - Cambiar mi contraseña (*Change My Password*)
  - Administración de usuarios de PDP (*Manage PDP Users*)

El Menú de ayuda (*Help Menu*) en la parte derecha incluye varios recursos para ayudarle a completar NPSAS:20.

- La página Qué puede esperar (*What to Expect*) incluye el calendario de recolección de datos de NPSAS:20.
- Los Anuncios (*Announcements*) se utilizarán para publicar anuncios en PDP durante la recolección de datos, tales como las fechas de entrega o



mantenimiento al sitio web. Los anuncios serán publicados en esta página y en la barra de Anuncios en la parte superior de la pantalla.

- La página Preguntas más frecuentes (*FAQs*) incluye información general sobre PDP y NPSAS, e información específica sobre las etapas de recolección de NPSAS:20.
- La página Recursos (*Resources*) tiene instrucciones, vídeos y otros materiales de referencia.
- En la página Materiales de contacto (*Contact Materials*), puede descargar una copia de los materiales que se envían por correo y documentos de apoyo que fueron enviados a su institución.
- La página Administración de usuarios de PDP (*Manage PDP Users*) le permite establecer credenciales de ingreso PDP para el personal adicional de su institución. Para muchas instituciones, NPSAS:20 posiblemente requiere coordinación entre varios departamentos dentro de su institución (tales como investigación institucional, tesorería/caja y oficinas de ayuda económica).

## Ingreso al sitio web PDP

El sitio web PDP usa autenticación de dos factores para proteger todos los datos que se transmiten entre su institución y NCES (Centro Nacional para Estadísticas de Educación); eso significa que necesitará una identificación de usuario (*User ID*), una contraseña (*Password*) y un código de seguridad (*Security Code*) para entrar a PDP. Por favor, siga las instrucciones a continuación para acceder al sitio web PDP. Si necesita ayuda comuníquese con el servicio de asistencia técnica.

### 1. Vaya a <https://surveys.nces.ed.gov/portal>

### 2. Ingrese su identificación de usuario (*Enter your User ID*)

Puede encontrar su identificación de usuario (*User ID*) en la carta o correo electrónico de bienvenida. Si no puede encontrar la carta o el correo electrónico, puede comunicarse con el servicio de asistencia al [xxx-xxx-xxxx].

Una vez que haya ingresado su identificación de usuario, haga clic en “Continue.”

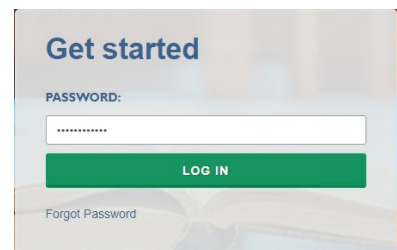
### 3. Ingrese o establezca su contraseña (*Enter or Create Your Password*) (Para usuarios que ingresan al sitio por primera vez)

La primera vez que ingrese a PDP, tendrá que crear una contraseña. Si olvida su contraseña (*password*), puede crear una contraseña nueva usando el enlace Olvidó su contraseña (*Forgot Password*). El portal PDP le pedirá que actualice su contraseña cada 60 días.

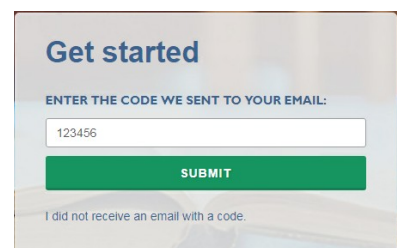
Si ya tiene una contraseña, regístrela cuando se le pida y haga clic en Iniciar sesión (*Log In*).

### 4. Ingrese su código de seguridad (*Enter Your Security Code*)

Una vez que ingrese su contraseña, PDP le enviará un código de seguridad a la dirección de correo electrónico asociada con su identificación de usuario. Ingrese el código y haga clic en Enviar (*Submit*) para completar el proceso de inicio de sesión.



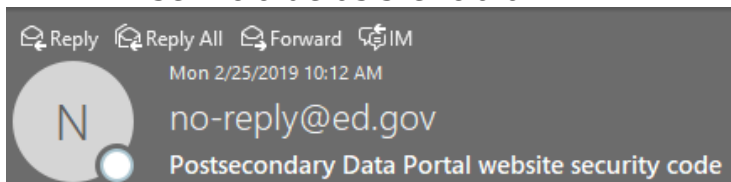
The screenshot shows a login form titled "Get started". It has a "PASSWORD:" label above a text input field containing several asterisks. Below the input field is a green button labeled "LOG IN". At the bottom left, there is a link that says "Forgot Password".



The screenshot shows a second step in the login process, also titled "Get started". It has a label "ENTER THE CODE WE SENT TO YOUR EMAIL:" above a text input field containing the number "123456". Below the input field is a green button labeled "SUBMIT". At the bottom left, there is a link that says "I did not receive an email with a code".

Si no recibe el código

- Vuelva a chequear en unos minutos. El correo electrónico puede tardar hasta 10 minutos para llegar a su bandeja de entrada, dependiendo del sistema de correo electrónico de su institución.
- Verifique cualquiera de las bandejas de entrada (*Inbox*) alternativas (e.g., Otra (*Other*) en *Outlook*, Promociones (*Promotions*) en *Gmail*) y la carpeta de *Spam*.
- Si todavía no aparece el correo electrónico, puede comunicarse con el servicio de asistencia al xxx-xxx-xxxx o xxxx@rti.org.



Gracias por comenzar el proceso de inicio de sesión en el sitio web del Portal de Datos de Postsecundaria (PDP) del Centro Nacional para Estadísticas de Educación (NCES). Por favor, ingrese el código de seguridad de 6 dígitos que se muestra a continuación para terminar de acceder al sitio web. El código es válido durante 30 minutos.

123456

## **Registro de su institución**

Registro de su institución (*Registering your institution*) a través del Portal de Datos de Postsecundaria (PDP) es un importante primer paso en la recopilación de datos de NPSAS:20. Mientras se registra, podrá confirmar su información de contacto, especificar la estructura del periodo académico, proporcionar la información necesaria sobre su institución y establecer la fecha límite de entrega para el siguiente paso en la recolección de datos, proporcionando la lista de estudiantes matriculados (*student enrollment list*). Esta guía le ayudará a asegurar que cuenta con toda la información necesaria para completar el registro de manera exitosa. Para comenzar, inicie una sesión en el Portal de Datos de Postsecundaria (PDP) [surveys.nces.ed.gov/XXX](https://surveys.nces.ed.gov/XXX) y seleccione Registre su institución (*Register Your Institution*) del Menú de tareas (*Task Menu*). Ahí encontrará un breve vídeo didáctico (*video tutorial*) que muestra la manera de registrar su institución para ayudarle a empezar.

### **1) Designe a los usuarios de PDP (*Designate PDP Users*)**

Para comenzar, se le pedirá que confirme su información de contacto y proporcione la información del personal adicional que le ayudará a ingresar los datos de su institución para NPSAS:20 en PDP. Es posible que usted decida designar personal de varios departamentos en su institución para proporcionar los datos **demográficos generales, de inscripción, de presupuesto y de ayuda económica**. Cada persona que usted asigne recibirá credenciales para acceder al sitio web del Portal de Datos de Postsecundaria (*Postsecondary Data Portal* o PDP). Por esta razón, asegúrese que los usuarios que identifique tienen permiso para ver la información personal de los estudiantes.

### **2) Proporcione la estructura de los semestres/trimestres (*Provide Your Term Structure*)**

A continuación, necesitará especificar la estructura de los períodos académicos del *año académico 2019-20*, es decir del 1 de julio de 2019 al 30 de junio de 2020. Más adelante, cuando proporcione los datos de los récords de estudiantes, reportará el estatus de matriculación del estudiante en la muestra (e.g. tiempo completo, medio tiempo), ayuda económica recibida, para todo el *año escolar 2019-20* por semestre/trimestre. Por esa razón, establecer la estructura correcta de los períodos académicos es el paso más importante en el proceso de registro. Si su institución tiene *distintos períodos académicos con fecha de inicio y fin*, debe reportar esta información por semestre/trimestre (**term**).

Term Name	Start Date	End Date
Summer I 2019	06/2019	08/2019
FA 2019	09/2019	12/2019
Spring 2020	01/2020	05/2020
Summer II 2020	06/2020	08/2020

**ENROLLMENT STATUS & NUMBER OF HOURS ENROLLED PER TERM**

Summer I 2019 06/2019 - 08/2019

Enrollment Status  Credit or Clock Hours Enrolled

---

FA 2019 09/2019 - 12/2019

Enrollment Status  Credit or Clock Hours Enrolled

Term Name	Nombre del semestre/trimestre
Start Date	Fecha de inicio
End Date	Fecha de fin
Summer 2019	Verano de 2019
FA 2019	Otoño de 2019
Spring 2020	Primavera 2020
Summer II 2020	Verano II 2020
<b>ENROLLMENT STATUS AND NUMBER OF HOURS ENROLLED PER TERM</b>	Estatus de matriculación y número de horas matriculado por semestre/trimestre
Select	Seleccione
Credit or Clock Hours Enrolled	Créditos u horas reloj de matriculación

Si su institución matricula estudiantes *en forma continua durante el año* o si tiene *más de 12 períodos académicos por año*, debe reportar los datos de los estudiantes **por mes**.

**ENROLLMENT STATUS & NUMBER OF HOURS ENROLLED PER MONTH**

July 2019

Enrollment Status  Credit or Clock Hours Enrolled

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August 2019

Enrollment Status  Credit or Clock Hours Enrolled

<b>ENROLLMENT STATUS AND NUMBER OF HOURS ENROLLED PER TERM</b>	Estatus de matriculación y número de horas matriculado por semestre/trimestre
July 2019	Julio de 2019
Enrollment Status	Estatus de matriculación
Select	Seleccione
Credit or Clock Hours Enrolled	Créditos u horas reloj de matriculación
August 2019	Agosto de 2019

Enrollment Status	Estatus de matriculación
Select	Selecione
Credit or Clock Hours Enrolled	Créditos u horas reloj de matriculación

Cuanto es posible, precargamos la información sobre la estructura de los períodos académicos de su institución y se le pedirá que confirme o actualice la información precargada.

### ¿Cuáles semestres/trimestres debo reportar?

Debe registrar el mes y año de inicio y fin de todos los semestres/trimestres, períodos de matriculación en su institución para el año académico 2019-20. Los semestres/trimestres pueden empezar el 1° de julio de 2019 y terminar el 30 de junio de 2020, pero *alguna parte del semestre/trimestre debe ocurrir entre el 1° de julio y el 30 de junio*.

Asegúrese de incluir:

- Sesiones de verano (se proporcionan las instrucciones a continuación).
- Sesiones cortas de más de dos semanas de duración (e.g, semestre/trimestre de un mes (*Maymester*), período académico de enero (*January term*)).
- Semestres/trimestres para ciertos tipos de estudiantes (e.g. estudiantes de medicina).

### **Situaciones únicas de los períodos académicos (Unique Situations in Terms):**

**Sesiones de verano (Summer sessions):** Las sesiones de verano se deben incluir si alguna parte del semestre/trimestre ocurrió durante el período del 1° de julio de 2019 al 30 de junio de 2020. Si los semestres/trimestres de verano de su institución cruzan la fecha límite del 30 de junio/1° de julio a veces llamados semestres/trimestres mezclados ("*crossover terms*"), regístrelos en ambas sesiones de verano de 2019 y de 2020.

**Períodos académicos que inician y terminan en el mismo mes, pero en diferentes días:** Si su institución tiene períodos académicos que comienzan y terminan el mismo mes, pero terminan en diferentes días del mes, puede ahorrar tiempo ingresando solamente ese período académico una vez (como mes/año). Por ejemplo, las siguientes sesiones se pueden reportar como un solo período académico porque comienzan y terminan el mismo mes:

Estos semestres/trimestres:	Inicio	Fin	Se puede reportar todo como:		
			Fin	Inicio	
Cursos generales de <i>College</i> , otoño de 2019	08/07/2019	12/05/2019	Otoño de 2019	08/2019	12/2019
Escuela de medicina, otoño de 2019	08/09/2019	12/07/2019			
Escuela de derecho, otoño de 2019	08/14/2019	12/14/2019			

**Semestres/trimestres que comienzan y terminan en diferentes meses:** Si su institución tiene semestres/trimestres que comienzan o terminan en diferentes meses, regístrelos por separado.

<b>Semestre/trimestre (Term ):</b>	<b>Inicio (Start )</b>	<b>Fin (End)</b>
Cursos generales de College, primavera de 2019 (General college spring 2019 )	01/2020	05/2020
Escuela de medicina, primavera de 2019 (Medical school spring 2019)	01/2020	04/2020
Escuela de derecho, primavera de 2019 (Law school spring 2019)	02/2020	05/2020

### 3) Proporcione información general

Finalmente, se le harán algunas preguntas breves sobre su institución, tales como, el sistema de información del estudiante que utilizan y cómo definen los créditos académicos estándar.

#### ¿Qué sucede después del registro?

Después de que se registre, el personal de RTI International, el contratista de recolección de datos se comunicará con usted para confirmar la fecha de entrega de su lista de matriculación y dar instrucciones detalles para preparar el archivo de la lista de matriculación.

El archivo de la lista de matriculación incluye la siguiente información:

#### **General and Demographic Information**

Student name

Student ID number

Social Security Number

Date of Birth

Sex

Ethnicity

Race

Veteran/active duty military status

Local address

Permanent address

E-mail address

Phone number

#### **Enrollment Information**

#### **Información general y demográfica**

Nombre del estudiante

Número de identificación del estudiante

Número de seguro social

Fecha de nacimiento

Sexo

Origen étnico

Raza

Veterano/militar en servicio activo

Dirección local

Dirección permanente

Dirección de correo electrónico

Número de teléfono

#### **Información de matriculación**

Degree program	Programa de estudio
Class level	Nivel de la clase
Major	Carrera
High school completion date	Fecha en que completó <i>High school</i>
Dual enrollment in high school	Doble matriculación en <i>High school</i>
Date first enrolled in your institution	Fecha en que se matriculó en su institución por primera vez
First-time beginning student indicator	Indicador de estudiante de primer ingreso

Una vez que se reciba la información, el personal del proyecto revisará la lista para asegurar que contiene todos los componentes necesarios. Se pueden comunicar con usted si hay alguna pregunta sobre la lista.

### **¿Qué sucede después de que envían la lista de estudiantes matriculados?**

Una vez que es aceptada su lista de estudiantes matriculados, se hace la selección de la muestra de estudiantes de su institución. El personal del proyecto se volverá a comunicar con usted nuevamente en unas 4 a 6 semanas después de que envió la lista, con instrucciones para que proporcione los datos de los récords de los estudiantes de la muestra.

### **Servicio de asistencia de NPSAS:20 (NPSAS:20 Help Desk)**

El servicio de asistencia está disponible de 9 a.m. a 9 p.m. hora del este, para responder preguntas sobre NPSAS:20, resolver problemas técnicos y hablar sobre cualquier obstáculo de participación. Comuníquese con nosotros al [number] o xxxx@rti.org.

### **Preguntas más frecuentes**

#### **Preguntas generales más frecuentes (FAQs) sobre el sitio web del Portal de Datos de Postsecundaria (PDP)**

#### **¿Quién está recolectando estos datos?**

El Centro Nacional para Estadísticas de Educación (NCES), que es parte del Instituto de Educación de Ciencias del Departamento de Educación de los Estados Unidos, realiza los estudios que se listan en la página principal de este sitio web. NCES, la entidad de estadísticas federal que recolecta y analiza datos sobre educación en los Estados Unidos y otras naciones, contrató a RTI International para recolectar datos para estos estudios. RTI International es una organización independiente sin fines de lucro que realiza estudios sociales y científicos, con oficinas centrales en la región del Research Triangle Park, en Carolina del Norte.

#### **¿Con qué autoridad NCES recolecta esta información?**

NCES está autorizado por el Congreso para llevar a cabo estos estudios, por la Ley de Reforma de las Ciencias Educativas de 2002 (ESRA 2002, 20 U.S.C. §9543) y la Ley de Oportunidades para la Educación Superior de 2008 (20 U.S.C. §1015). Cada estudio ha sido aprobado por la Oficina de Administración y Presupuesto (OMB).

#### **¿Cómo seleccionaron a mi institución?**

Para el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS), se obtiene una muestra de todas las instituciones bajo el Título IV que se

incluyen en el Sistema Integrado de Datos de Educación Postsecundaria (*Integrated Postsecondary Education Data System* o IPEDS), un depósito de datos de todas las instituciones en el marco del Título IV.

### **¿Por qué es importante la participación?**

**El Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS) es la fuente principal de datos que usan las agencias del gobierno federal y las asociaciones de educación superior para analizar la efectividad de los programas actuales de ayuda económica federal para estudiantes.** NPSAS brinda datos integrales sobre el estatus de matriculación de los estudiantes de postsecundaria, objetivos de educación, empleo y características demográficas. Muchas agencias y organizaciones, como la Oficina del Presupuesto del Congreso (*Congressional Budget Office* o CBO) del Departamento de Educación de los Estados Unidos, la Oficina de Rendición de Cuentas del Gobierno (*Government Accountability Office* o GAO), la Oficina de Administración y Presupuesto (*Office of Management and Budget* o OMB), el Consejo Americano de Educación (*American Council on Education* o ACE), y la Asociación Nacional de Administradores de Ayuda Económica para Estudiantes (*National Association of Student Financial Aid Administrators* o NASFAA) usan los datos de NPSAS para preparar reportes que influirán en la dirección de las políticas de ayuda económica federal para estudiantes.

**NPSAS además sirve como estudio del año inicial para dos estudios longitudinales de postsecundaria, el Estudio Longitudinal de Estudiantes que Comienzan Programas Postsecundarios (*Beginning Postsecondary Students Longitudinal Study* o BPS) y el Estudio Longitudinal de Estudiantes de Bachillerato y Estudios Avanzados (*Baccalaureate and Beyond Longitudinal Study* o B&B).** Estos estudios dan seguimiento a los estudiantes a través del tiempo y capturan ambos resultados sobre educación y empleo de los estudiantes de postsecundaria en toda la nación. La combinación de los datos recolectados por estos estudios permite el análisis de la importante relación entre los costos de educación postsecundaria, la carga de la ayuda económica, el desempeño académico y el empleo y los resultados financieros con el tiempo.

Los datos que recolectan estos estudios son utilizados por los investigadores, legisladores y administradores para analizar y establecer puntos de referencia nacional actuales sobre los estudiantes de postsecundaria; analizar las tendencias nacionales con el tiempo; y tomar decisiones informadas sobre educación postsecundaria a nivel institucional, estatal y nacional.

**La participación de cada institución en la muestra es esencial para el éxito del estudio.** Una participación completa asegura que los datos utilizados representan en forma precisa a los estudiantes que asisten a los diferentes tipos de instituciones postsecundarias en los Estados Unidos.

### **¿Es necesario obtener permiso de los estudiantes antes de proporcionar esta información?**

No. No se requiere el consentimiento del estudiante ni de los padres para revelar la información de los récords del estudiante para los propósitos de estos estudios. La solicitud de datos de NPSAS cumple totalmente con los requisitos de la Ley de Derechos Educativos y Privacidad Familiar de 1974 (*Family Educational Rights and Privacy Act of 1974* o FERPA). FERPA, bajo la provisión 34 CFR §§ 99.31(a)(3) y 99.35, permite a las instituciones revelar sin el consentimiento individual del



estudiante los récords educativos a NCES, como representante debidamente autorizado del Secretario de Educación en conexión con una evaluación de programas educativos que reciben fondos federales. Los datos de los estudiantes están sujetos a protecciones estrictas que cumplen NCES y sus organizaciones contratistas. Puede revisar este reglamento en el sitio web del Departamento de Educación de los Estados Unidos en <https://www2.ed.gov/policy/gen/reg/ferpa>. Los reglamentos de FERPA también estipulan que se debe reportar toda divulgación en el récord del estudiante, con una indicación de quién recibió la información y el interés legítimo en esta información. Para las escuelas que no tienen sistemas de registro estudiantil electrónico, pueden imprimir una notificación de divulgación (*Disclosure Notice*) de la página de Recursos (*Resources*) de este sitio web. Estas notificaciones cumplen los requerimientos de 34 CFR 99.32(a) de la Ley de Derechos Educativos y Privacidad Familiar (*Family Educational Rights and Privacy Act*, 20 U.S.C. §1232g). Los sistemas de registro estudiantil electrónico requieren la inserción de una declaración similar. La página de Recursos (*Resources*) también incluye una hoja informativa de FERPA, que describe la manera en que NPSAS cumple con los requisitos de FERPA.

**¿Se mantienen seguros y confidenciales los datos recolectados?**

Tanto NCES como RTI International siguen procedimientos estrictos para proteger la información de los participantes del estudio. Para obtener más información sobre confidencialidad y seguridad de los datos vea [surveys.nces.ed.gov/xxxx/Home/Confidentiality](https://surveys.nces.ed.gov/xxxx/Home/Confidentiality).

## **¿Qué tipo de asistencia ofrece el personal de RTI?**

El servicio de asistencia en RTI International está disponible para responder preguntas sobre los estudios y navegación de este sitio web. Por favor, llame al 1-XXX-XXX-XXXX o envíe un correo electrónico a [E-MAIL ADDRESS] con sus preguntas o preocupaciones. El personal de servicio de asistencia está disponible de 9 a. m. a 9 p. m. hora del este, de lunes a viernes.

## **Características y objetivo de NPSAS**

### **¿De qué se trata el estudio?**

NPSAS, diseñado para capturar información sobre cómo los estudiantes pagan por educación posterior a nivel secundaria, es la fuente de información principal de las agencias del gobierno federal y las asociaciones de educación superior que se usa para analizar la efectividad de los programas actuales de ayuda económica federal para estudiantes. NPSAS recolecta información de los estudiantes, datos demográficos, matriculación, gastos de vivienda y educación, empleo y tipo de asistencia económica, si la reciben los estudiantes (e.g. becas o subvenciones, becas de estudio, préstamos, asignación monetaria, contribución económica). NPSAS incluye estudiantes de todo tipo de instituciones postsecundarias—lucrativas privadas, sin fines de lucro públicas y privadas, *Colleges* y universidades de 2 y 4 años, e instituciones de menos de 2 años en los 50 estados, el Distrito de Columbia y Puerto Rico.

### **¿Por qué se comunican con las instituciones antes de que los datos de NPSAS sean necesario?**

El proporcionar la información general necesaria antes de obtener de las primeras listas de estudiantes matriculados da tiempo adicional para que las instituciones desarrollen un plan de acción para cada uno de los pasos de la recolección de datos.

### **¿Cómo seleccionaron a mi institución?**

Su institución fue seleccionada para la muestra de todas las instituciones bajo el Título IV incluidas en el Sistema Integrado de Datos de Educación Postsecundaria (*Integrated Postsecondary Education Data System* o IPEDS), un depósito de datos de todas las instituciones en el marco del Título IV. Para ser elegible para inclusión en la muestra de la institución, la institución debe cumplir las siguientes condiciones: (1) ofrecen un programa educativo diseñado para personas que han terminado la educación secundaria; (2) ofrecen un programa académico, ocupacional o vocacional de estudio con una duración de por lo menos 3 meses o 300 horas; (3) ofrecen acceso general al público, excepto las academias de servicio americano; y (4) están ubicadas en los 50 estados, el Distrito de Columbia o Puerto Rico.

### **¿Cuál es el objetivo de NPSAS:20?**

El Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS) es la fuente principal de datos que usan las agencias del gobierno federal y las asociaciones de educación superior para analizar la efectividad de los programas actuales de ayuda económica federal para estudiantes. NPSAS brinda datos integrales sobre el estatus de matriculación, objetivos de educación, empleo y características demográficas de los estudiantes de postsecundaria. Muchas agencias y organizaciones, como la Oficina del Presupuesto del Congreso (*Congressional Budget Office* o CBO) del Departamento de Educación de los Estados Unidos, la Oficina de Rendición de Cuentas del Gobierno (*Government*

Accountability Office o GAO), la Oficina de Administración y Presupuesto (*Office of Management and Budget o OMB*), el Consejo Americano de Educación (*American Council on Education o ACE*), y la Asociación Nacional de Administradores de Ayuda Económica para Estudiantes (*National Association of Student Financial Aid Administrators o NASFAA*) usan los datos de NPSAS para preparar reportes que influirán en la dirección de las políticas de ayuda económica federal para estudiantes.

### **¿Cuál es el rol del Coordinador del campus (*Campus Coordinator*)?**

El rol del Coordinador del campus (*Campus Coordinator*) es servir como enlace entre su institución y el contratista de recolección de datos de NCES, RTI International. El coordinador será responsable de proporcionar los datos para NPSAS y además puede colaborar con el personal en otras unidades dentro de la institución para obtener la información requerida.

### **¿Cuáles son los pasos de la recolección de datos?**

La recolección de datos de NPSAS consta de los siguientes pasos:

- 1) Si es necesario, el administrador principal de la institución nombra al Coordinador del campus.
- 2) El Coordinador del campus registra la institución en NPSAS:20, incluso designa a otros usuarios en la institución quienes ayudarán a proporcionar los datos.
- 3) El Coordinador proporciona la lista de estudiantes matriculados.
- 4) RTI International extrae una muestra de estudiantes de la lista de estudiantes matriculados.
- 5) El Coordinador proporciona los datos de los récords de los estudiantes en la muestra.

### **¿Cuánto tiempo tomará completar NPSAS?**

Se estima que el tiempo promedio para que cada institución complete todas las tareas del estudio es de 35 horas. El estimado incluye el tiempo promedio para registrar la institución (10 minutos), preparar la lista de estudiantes matriculados (5 minutos) y proporcionar los récords de los estudiantes (30 horas). Si tiene comentarios sobre la precisión de tiempo estimado, sugerencias para mejorar la recolección de datos o comentarios o preocupaciones sobre el estatus de su entrega individual de estos datos, puede escribir a: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202

## **Generar la Lista de estudiantes matriculados**

### **¿Cómo van a seleccionar la muestra en mi institución?**

La lista de estudiantes matriculados que usted proporcione al contratista de recolección de datos de NCES, RTI International, se utilizará para seleccionar una muestra al azar de estudiantes de todos los niveles, incluso estudiantes subgraduados, de maestría y doctorado.

### **¿Cuánto tiempo tomará generar la Lista de estudiantes matriculados?**

El tiempo promedio estimado necesario para generar la lista de estudiantes matriculados es de 5 horas. El estimado incluye tiempo para revisar las instrucciones de preparación de la lista y para preparar la lista de estudiantes matriculados.

### **¿Qué tengo que hacer primero?**

El Menú de tareas (*Task Menu*) de PDP le guiará en los pasos que necesita seguir. Si su institución aún no tiene un Coordinador del campus, el primer paso será que su

administrador principal complete la página Designe a un coordinador (*Designate a Coordinator*).

Una vez que se nombra al Coordinador del campus, él o ella debe completar la página Designe a los usuarios de PDP (*Designate PDP Users*), que se usa para confirmar la información de contacto del Coordinador del campus y proporcionar información del personal adicional quién ayudará a dar los datos de su institución para NPSAS:20.

Segundo, el coordinador debe completar la página Registre su institución (*Register Your Institution*). Esta página recolecta información general sobre su institución, sobre el semestre/trimestre/períodos de matriculación en su institución para el año académico 2019-20 y establece la fecha límite de entrega de la lista de estudiantes matriculados.

Después del registro, nos comunicaremos con el Coordinador para confirmar la fecha límite de entrega de la lista de estudiantes matriculados y dar instrucciones detalladas para prepararla.

### **¿Por qué necesitan la información de contacto de los estudiantes?**

La información de contacto de los estudiantes se utilizará para contactar a los estudiantes en la muestra e invitarlos a participar en la parte de la encuesta del estudio. Tenga en cuenta que toda la información provista por los individuos o las instituciones para NPSAS:20 puede ser usada solo para propósitos estadísticos y no puede ser divulgada, ni tampoco utilizadas de manera identificable por ningún otro objetivo excepto como lo requiere la ley (20 U.S.C. §9573 y 6 U.S.C. §151).

Si tiene preguntas o preocupaciones, puede contactar al servicio de asistencia al 1-XXX-XXX-XXXX o enviar un correo electrónico a [E-MAIL ADDRESS]. Le daremos información adicional sobre el estudio y las leyes que protegen la confidencialidad de los datos recolectados.

### **¿Cuándo necesitan la lista de estudiantes matriculados?**

Las listas de estudiantes matriculados se empezarán a recolectar en [date]. La fecha límite de entrega específica para su institución depende de la estructura de los períodos académicos y se determina después de completar la página Registre su institución (*Register Your Institution*).

Comuníquese a RTI llamando al 1-XXX-XXX-XXXX o por correo electrónico a [E-MAIL ADDRESS] si tiene preguntas o preocupaciones sobre el envío de la lista de estudiantes matriculados.

### **¿Por qué necesito proporcionar los números de seguro social (*Social Security numbers* o SSNs) además de los números de identificación de los estudiantes?**

Usamos el número de seguro social (SSN) como identificador para que la información de los estudiantes coincida con otros datos en NPSAS provenientes de otras fuentes de información pertinente a NPSAS. Ejemplos de otras fuentes incluye la base de datos del Sistema de Procesamiento Central del Departamento de Educación de los Estados Unidos (*U.S. Department of Education's Central Processing System* o CPS), que contiene información de Solicitud Gratuita de Ayuda Federal para Estudiantes (*Free Application for Federal Student Aid* o FAFSA), y el Sistema de Datos Nacional de Préstamos a Estudiantes (*National Student Loan Data System* o NSLDS). El poder enlazar estas bases de datos antes del muestreo nos ayuda a seleccionar una muestra de estudiantes representativa.

La divulgación de información a NCES sin consentimiento explícito es permitido bajo la Ley de Derechos Educativos y Privacidad Familiar de 1974 (*Family Educational*

*Rights and Privacy Act of 1974* o FERPA). FERPA, bajo la provisión 34 CFR §§ 99.31(a)(3) y 99.35, permite a las instituciones revelar sin el consentimiento del estudiante información personal de identificación de los récords educativos a NCES, como representante debidamente autorizado por el Secretario de Educación, en conexión con una evaluación de programas educativos que reciben fondos federales. RTI International, como contratista de NCES, ha sido autorizado para recolectar información de los récords de la institución a nombre de NCES. Una definición de información personal de identificación se puede encontrar en 34 CFR 99.3. Identificadores personales, tales como los números de Seguro Social (*Social Security Number*) y los números de identificación de los estudiantes, se incluyen en la definición. Puede revisar esta legislación en el sitio web del Departamento de Educación de los Estados Unidos (*U.S. Department of Education*) en <https://www2.ed.gov/policy/gen/reg/ferpa>.

Ambos, NCES y RTI International siguen procedimientos estrictos para proteger la privacidad y confidencialidad de los participantes del estudio. Información sobre la seguridad de los datos se encuentra en la página Confidencialidad (*Confidentiality*) en PDP. Para obtener más información sobre confidencialidad y seguridad de los datos vea [surveys.nces.ed.gov/xxxx/Home/Confidentiality](https://surveys.nces.ed.gov/xxxx/Home/Confidentiality).

### **¿Qué sucede con la lista de estudiantes matriculados después de que seleccionan la muestra?**

Los datos de la lista de estudiantes matriculados se almacenarán en una Red de seguridad reforzada (*Enhanced Security Network*), certificada y acreditada como red NIST con nivel de seguridad moderado. El Departamento de Educación de los Estados Unidos tiene requisitos estrictos para proteger la información personal de identificación (*personally identifiable information* o PII), y ambos NCES y RTI International se apegan a procedimientos estrictos para proteger la confidencialidad de la información PII y otros datos confidenciales en todas las etapas del proyecto. Estos procedimientos incluyen normas para la transferencia de información personal de identificación (PII); mantenimiento, almacenamiento y uso de identificadores directos; reemplazo de identificadores directos por códigos internos; seguridad de los archivos de seguridad de acuerdo con los Procedimientos de tratamiento de incidentes del Departamento de Educación de los Estados Unidos (*U.S. Department of Education Incident Handling Procedures*). Para más información sobre los niveles de seguridad en NIST, puede ver la publicación 199 de FIPS en <https://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.199.pdf>. Para obtener más información sobre confidencialidad y seguridad de los datos vea [surveys.nces.ed.gov/xxxx/Home/Confidentiality](https://surveys.nces.ed.gov/xxxx/Home/Confidentiality).

## Student Enrollment List Preparation Instructions

*Different versions of the student enrollment list preparation instructions will be sent to institutions depending on whether they were selected to provide a fall enrollment list. There will be three versions of the instructions:*

- 1) *Summer/fall enrollment list collection*
- 2) *Spring enrollment list for institutions selected for fall collection*
- 3) *Full-year enrollment list for institutions NOT selected for fall collection.*

### **Confección de la lista de inscripción de estudiantes [de verano/otoño] 2019 para NPSAS:20**

Estas instrucciones le servirán de guía para confeccionar la lista de estudiantes inscritos en su institución entre el 1 de julio de 2019 y el [date] de 2019. [If summer/fall instructions: *A principios de 2020, se le pedirá que proporcione una lista actualizada con los estudiantes inscritos entre el 1 de julio de 2019 y el 31 de marzo o el 30 de abril de 2020 (según cómo esté estructurado el semestre de su institución).*]

[If Spring instructions only:

Usted ya proporcionó la lista de estudiantes inscritos en su institución entre el **1 de julio de 2019 y [date] de 2019**. Ahora, sírvase proporcionar una lista actualizada de todos los estudiantes inscritos entre el **1 de julio de 2019 y [date] de 2020**.

Cuando proporcione la lista actualizada, puede elegir la opción que le resulte más práctica a la institución:

**Opción A:** incluir a todos los estudiantes inscritos entre el 1 de julio de 2019 y [date] de 2020, independientemente de que hayan sido incluidos o no en la lista de inscripción de otoño. Nuestro personal comparará las dos listas y eliminará a los estudiantes que estén duplicados.

**Opción B:** incluir únicamente a los estudiantes nuevos que se inscribieron entre el 31 de octubre de 2019 y el [date] de 2020 (es decir, excluir a los estudiantes que se incluyeron en la lista de inscripción de otoño).]

#### **Paso 1: Determinar qué estudiantes incluir**

La lista de inscripción de la institución debe incluir a los estudiantes de todos los campus, universidades y escuelas, incluidas las escuelas de posgrado, reportados al Sistema Integrado de Datos de Educación Postsecundaria (*Integrated Postsecondary Education Data System, IPEDS*) con la identificación (UNITID) de su institución.

**Proporcione una lista de todos los estudiantes elegibles inscritos durante el período comprendido entre el 1 de julio de 2019 y el [date] de 2019.**

Es posible que algunos estudiantes no sean elegibles para el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (*National Postsecondary Student Aid Study, NPSAS*). Lea con atención los criterios de elegibilidad que se detallan abajo.

#### **Elegibles para NPSAS:20**

Los estudiantes elegibles son aquellos que, en algún momento durante el período comprendido entre el **1 de julio de 2019 y [date] de 2019**, se inscribieron en un semestre o curso de instrucción de la institución, el cual es:

- un programa académico; *O*
- un curso que otorga créditos que pueden usarse para cumplir con los requisitos de obtención de un título académico;
- un programa ocupacional o vocacional que requiere un mínimo de tres meses o 300 horas reloj de instrucción para obtener un título, certificado u otro reconocimiento oficial;
- un curso de recuperación que no otorga créditos *dentro de un programa elegible según el título IV* (de hasta 30 horas semestrales o trimestrales, 45 horas por trimestre o 900 horas reloj).

### **NO elegibles para NPSAS:20**

Los estudiantes no son elegibles para NPSAS:20 si se da cualquiera de las siguientes situaciones. Estos estudiantes no se deben incluir en la lista de inscripción.

**Reembolso de matrícula.** *Se debe excluir* a los estudiantes que abandonaron la institución de manera temprana, a tal punto de que obtuvieron el *reembolso total* de la matrícula. Ve los preguntas más frecuentes en la pagina 3 para instrucciones sobre estudiantes impactado por COVID-19.

**Matrícula pagada únicamente a otra institución.** *Se debe excluir* a los estudiantes que asisten a esta institución por un convenio conjunto con otra institución y pagan la matrícula únicamente a la otra institución.

**Inscritos únicamente en programas de recuperación.** Los estudiantes que solo están inscritos en un programa de recuperación no son elegibles.

Para obtener más ayuda a la hora de determinar qué estudiantes se deben incluir en la lista de inscripción, vea la sección de **Preguntas frecuentes** en la página 3 de este documento.

### **Paso 2: Confeccionar la lista de inscripción de estudiantes**

Para confeccionar la lista, utilice preferentemente un archivo Excel (.xls o .xlsx) o de valores separados por coma (.csv), siguiendo las **Especificaciones de formato de archivo para la lista de inscripción de estudiantes** que se incluye en la **página 5** de este documento.

Estas especificaciones detallan los datos que requerimos y los valores que se consideran válidos para cada dato. Si alguno de los datos requeridos no aplica a su institución, puede dejar el campo vacío.

Si utiliza códigos diferentes a los valores válidos que se indican en las especificaciones de formato de archivo, incluya una descripción detallada de los códigos.

### **Paso 3: Revisar que no haya errores**

Tómese un momento para revisar el archivo de la lista de inscripción y ver que no tenga errores. Los siguientes son algunos ejemplos de errores comunes en las listas de inscripción:

1. **Datos no correspondientes al estudiante en cuestión** porque se cambiaron las filas al ordenar la lista, o al copiar y pegar.
2. **Ausencia de datos esenciales sobre algunos estudiantes.**

3. **Omisión de estudiantes elegibles** en la lista porque asisten a otro campus o escuela fuera de la sede principal (p. ej., escuela de leyes, escuela de medicina).

Paso 4: Enviar la lista de inscripción de estudiantes

Cuando envíe la Lista de inscripción de estudiantes a través del Portal de Datos de Postsecundaria (*Postsecondary Data Portal*, PDP), reúna la información que se indica abajo y téngala a mano.

1. **Fecha en que se confeccionó la lista:** indique la fecha en que se confeccionó la lista de estudiantes, aunque sea diferente a la fecha de envío de la lista.

2. **Información de contacto:** indique el **nombre**, el **departamento**, la **dirección de correo electrónico** y el **número de teléfono** de todas las personas responsables de confeccionar la Lista de inscripción de estudiantes, por si tenemos preguntas sobre la lista.

3. **Comentarios:** dé detalles para explicar el formato de la lista de inscripción que envía, y toda la información que sea necesaria para interpretar correctamente los datos proporcionados. Defina los códigos especiales o abreviaturas que se utilicen (p. ej., códigos de especializaciones, niveles de instrucción).

4. **Número de estudiantes excluidos:** indique el número de estudiantes que fueron excluidos de la Lista de inscripción por los siguientes motivos:

- el estudiante no cumplía con los requisitos de elegibilidad para NPSAS indicados en el paso 1;
- el estudiante solicitó que no se revelara su información a terceros;
- el estudiante fue excluido por otro motivo.

*Para garantizar la calidad de los datos, el número de estudiantes que se indique en la lista se comparará con los números de inscritos reportados al IPEDS. Contar con la información del número de estudiantes excluidos nos ayudará a entender las discrepancias y agilizará el procesamiento de la lista.*

5. Un cálculo del **tiempo que tomó** confeccionar la lista de inscripción de estudiantes.

Cuando esté listo para enviar la lista, inicie sesión en el sitio web del Portal de Datos de Postsecundaria, en <https://surveys.nces.ed.gov/portal>

En el menú de tareas, seleccione **Provide Your Student Enrollment List** (Enviar lista de inscripción de estudiantes) y siga las instrucciones en pantalla. Se le pedirá que envíe la lista junto con la información mencionada arriba.

**El método más seguro y eficiente para enviar la lista es cargándola al sistema. Si no puede cargar la lista, comuníquese con el servicio de asistencia para coordinar el envío de otra manera.**

The screenshot displays the PDP interface. At the top, the header includes the PDP logo and navigation links. A yellow announcement banner is present. The central 'TASK MENU' lists several tasks with their completion status. The 'Provide Student Record Data' task is highlighted with a green circle. The right sidebar contains various informational links and resources.

Preguntas frecuentes sobre estudiantes elegibles

**¿Debo incluir a estudiantes que no buscan obtener un título académico?**



Sí. Los estudiantes que no buscan obtener un título deben ser incluidos si están inscritos en un curso que otorga créditos y dichos créditos *pueden* usarse para cumplir con los requisitos de obtención de un título académico.

**¿Debo incluir a estudiantes de cursos de recuperación?**

Depende. Los estudiantes que asisten a cursos de recuperación que no otorgan créditos *dentro de un programa elegible según el título IV* son elegibles y deben ser incluidos. Los estudiantes que están inscritos *únicamente* en un programa de recuperación no son elegibles y no deben ser incluidos.

**¿Debo incluir a estudiantes de otros campus o sedes que dependen de la institución?**

Sí, siempre y cuando la sede o el campus informe al IPEDS utilizando la misma UNITID de IPEDS que utiliza la institución seleccionada para NPSAS:20. Si la sede o el campus informa al IPEDS con una UNITID diferente, no incluya a los estudiantes de estos establecimientos en la lista de estudiantes.

**Nuestra escuela de leyes/odontología/medicina/veterinaria tiene su propia oficina de admisiones. ¿Debo incluir a los estudiantes de esas escuelas en la lista de inscritos?**

Sí, siempre y cuando la oficina de admisiones informe al IPEDS utilizando la misma UNITID de IPEDS que utiliza la institución seleccionada para NPSAS:20. Si la oficina de admisiones informa al IPEDS con una UNITID diferente, los estudiantes inscritos por esa oficina no deben ser incluidos.

**Entiendo que NPSAS es un estudio de ayuda económica. ¿Debo incluir a estudiantes que no solicitaron o no recibieron ayuda económica?**

Sí. NPSAS incluye tanto a estudiantes que reciben ayuda económica como a quienes no la reciben.

**Entiendo que los estudiantes de la lista tienen que haberse inscrito entre el 1 de julio de 2019 y [date] de 2019. ¿Importa si el estudiante también hizo otra inscripción fuera de ese período?**

No. Los estudiantes son elegibles en tanto y en cuanto se hayan inscrito en el período comprendido entre el 1 de julio de 2019 y [date] de 2019, y cumplan con los demás criterios de elegibilidad, independientemente de que también hayan hecho otra inscripción fuera de ese plazo.

**¿Debo incluir estudiantes que recibieron un reembolso total de matrícula debido a COVID-19?**

Yes, students who attended your institution in spring of 2020 and then received a full tuition refund solely due to COVID-19-related interruptions of study should be included. They should only be excluded if one of the other exclusion reasons apply (e.g., enrolled solely in a remedial program, etc).

### **¿Debo incluir a...**

- ...estudiantes no matriculados?
- ...estudiantes que no buscan obtener un título académico?
- ...estudiantes a tiempo parcial?
- ...estudiantes de poslicenciatura?
- ...estudiantes de cursos por correspondencia?
- ...estudiantes de educación a distancia?
- ...estudiantes de intercambio extranjeros?
- ...estudiantes de educación continua?
- ...estudiantes de divisiones de extensión?

Sí, incluya a estos estudiantes en la lista si cumplen con los requisitos de elegibilidad que se detallan en la página 1.

Observe que los estudiantes pueden ser elegibles para NPSAS:20 aunque no estén inscritos en un programa de grado formal. Por ejemplo, si una persona está realizando un curso de programación informática para tener más conocimientos y ese curso otorga créditos, se consideraría elegible y debería ser incluida en la lista de inscripción.

### **¿Debo incluir a estudiantes que se inscribieron pero que luego abandonaron los estudios sin terminar?**

Se debe incluir a todos los estudiantes elegibles que se inscribieron y pagaron la matrícula y las cuotas, EXCEPTO que hayan abandonado los estudios de manera temprana a tal punto de que obtuvieron el reembolso total de dichos gastos.

### **¿Debo incluir a estudiantes que realizan cursos en este campus aunque no sea la institución de origen de los estudiantes?**

No, no incluya en la lista de inscripción a los estudiantes que pagan su matrícula únicamente a otra institución. Se considera que los estudiantes están inscritos en la institución a la que pagan la matrícula.

### **¿Debo incluir en la lista a estudiantes de posgrado que están inscritos en un programa de posgrado pero solo asisten a clases como oyentes (p. ej., porque no necesitan más créditos para graduarse)?**

Sí. Los estudiantes inscritos en programas académicos son elegibles para este estudio aunque ya no se inscriban en cursos para obtener créditos.

### **¿Debo incluir a estudiantes internacionales en la lista de inscripción?**

Sí. Los estudiantes internacionales se deben incluir en la lista de inscripción si cumplen con los demás criterios de elegibilidad. Observe que los estudiantes extranjeros que pagan la matrícula a otra institución no son elegibles.

### **Mi institución utiliza una clasificación de programas de grado diferente a la que ustedes requieren. ¿Cómo debo especificar los programas de grado?**

Si es posible, clasifique a los estudiantes usando las categorías de programas de grado que requerimos. Pero si esto no es posible, clasifique a los estudiantes tal como figuran en los registros de su institución e incluya una definición de dichas categorías. Puede cargar las categorías junto con la lista o enviarlas por correo electrónico a [xxxx@rti.org](mailto:xxxx@rti.org).

### **¿Qué debo hacer si no puedo ingresar el primer nombre, las iniciales del segundo nombre, el apellido y el sufijo del nombre en cuatro campos diferentes?**

Cuando cargue el archivo en el sitio web, indique de qué manera redactó el archivo haciendo comentarios en el cuadro de texto ubicado en la página de carga o enviando un correo electrónico a [xxxx@rti.org](mailto:xxxx@rti.org).

**¿Qué sucede si mi institución no utiliza un número de identificación de estudiante diferente al número de seguro social (Social Security Number, SSN)?**

Si su institución no usa números de identificación diferentes, puede dejar el campo de identificación vacío o usar el número de seguro social en ese campo y también en el campo de SSN.

## Especificaciones de formato de archivo para la lista de inscripción de estudiantes de NPSAS:20

N.º de campo	Dato del estudiante	Valores válidos	Notas	Dato esencial	Extensión máxima de campo
1.	UNITID de IPEDS			Sí	6
2.	Identificación del estudiante			Sí	25
3.	Primer nombre			Sí	100
4.	Inicial de segundo nombre				50
5.	Apellido			Sí	100
6.	Sufijo del nombre (p. ej., Jr., Sr., III, etc.)				50
7.	Número de seguro social (SSN)			Sí	9
8.	Mes de nacimiento (MM)	01-12		Sí	2
9.	Día de nacimiento (DD)	01-31		Sí	2
10.	Año de nacimiento (AAAA)	1930-2004		Sí	4
11.	Sexo	0 = Masculino 1 = Femenino 2 = Otro -1 = Se desconoce			2
12.	Condición de veterano o militar en servicio activo	0 = No 1 = Sí, veterano 2 = Sí, militar en servicio activo -1 = Se desconoce	Indique si el miembro de la muestra es veterano de las Fuerzas Armadas de EE. UU. o presta servicio activo (no el hecho de que reciba beneficios de veteranos).		2

N.º de campo	Dato del estudiante	Valores válidos	Notas	Dato esencial	Extensión máxima de campo
13.	¿El estudiante era solo un estudiante de secundaria doblemente inscrito o que completaba requisitos de la escuela secundaria?	1 = Sí, el estudiante estaba inscrito en la escuela secundaria entre el 1 de julio de 2019 y el [fecha] de 2020 0 = No, el estudiante no estaba inscrito en la escuela secundaria entre el 1 de julio de 2019 y el [fecha] de 2020 -1 = Se desconoce	El objetivo de este punto es identificar a los estudiantes que no son elegibles para NPSAS:20 debido a que se encontraban doblemente inscritos en la escuela secundaria o completaban requisitos de la escuela secundaria durante el período de inscripción de la institución comprendido entre el 1 de julio de 2019 y el [fecha]. Responda Sí si el estudiante se encontraba doblemente inscrito en la escuela secundaria o completaba requisitos de la escuela secundaria cuando se inscribió en la institución entre el 1 de julio de 2019 y el [fecha]. Responda NO si el estudiante estaba doblemente inscrito pero terminó la escuela secundaria y luego se inscribió en un curso de educación postsecundaria de la institución en algún momento entre el 1 de julio de 2019 y el [fecha].	Sí	2
14.	Mes en que terminó la escuela secundaria (MM)				2
15.	Día en que terminó la escuela secundaria (DD)				2
16.	Año en que terminó la escuela secundaria (AAAA)				4
17.	Origen étnico	0 = No hispano ni latino 1 = Hispano o latino -1 = Se desconoce	Si el estudiante se negó a responder sobre su raza u origen étnico, indique "Se desconoce".  Observe que estas categorías de raza u origen étnico difieren de las <i>informadas</i> al IPEDS, pero se conciben con los requisitos del IPEDS para la <i>obtención</i> de información étnica y racial.  Para ver más información sobre los requisitos del IPEDS para la obtención e informe de datos de raza y origen étnico, visite <a href="https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1">https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1</a> .		2

N.º de campo	Dato del estudiante	Valores válidos	Notas	Dato esencial	Extensión máxima de campo
18.	Raza: Blanco	1 = Sí 0 = No -1 = Se desconoce	Si el estudiante se negó a responder sobre su raza u origen étnico, indique "Se desconoce".  Observe que estas categorías de raza u origen étnico difieren de las <i>informadas</i> al IPEDS, pero se condicionan con los requisitos del IPEDS para la <i>obtención</i> de información étnica y racial.  Para ver más información sobre los requisitos del IPEDS para la obtención e informe de datos de raza y origen étnico, visite <a href="https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1">https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1</a> .		2
19.	Raza: Negro o afroamericano	1 = Sí 0 = No -1 = Se desconoce			2
20.	Raza: Asiático	1 = Sí 0 = No -1 = Se desconoce			2
21.	Raza: Nativo americano o nativo de Alaska	1 = Sí 0 = No -1 = Se desconoce			2
22.	Raza: Nativo de Hawái o de las islas del Pacífico	1 = Sí 0 = No -1 = Se desconoce			2
23.	Dirección de residencia permanente 1				100
24.	Dirección de residencia permanente 2				100
25.	Ciudad de residencia permanente				100
26.	Estado de residencia permanente				2
27.	País de residencia permanente (si no es EE. UU.)				50
28.	Código postal de residencia permanente				25
29.	Dirección local/más reciente 1				100
30.	Dirección local/más reciente 2				100
31.	Ciudad local/más reciente				100
32.	Estado local/más reciente				2
33.	Código postal local/más reciente				9
34.	Número de teléfono 1		Ingrese un número de teléfono válido de 10 dígitos, sin espacios, paréntesis ni guiones.		

N.º de campo	Dato del estudiante	Valores válidos	Notas	Dato esencial	Extensión máxima de campo
35.	Tipo de número de teléfono 1	1 = Particular 2 = Móvil 3 = Otro			
36.	Número de teléfono 2		Ingrese un número de teléfono válido de 10 dígitos, sin espacios, paréntesis ni guiones.		
37.	Tipo de número de teléfono 2	1 = Particular 2 = Móvil 3 = Otro			
38.	Correo electrónico del campus				100
39.	Correo electrónico permanente				100
40.	Fecha en que se inscribió por primera vez en la institución (mes)	1 - 12			2
41.	Fecha en que se inscribió por primera vez en la institución (día)	1 - 31			2
42.	Fecha en que se inscribió por primera vez en la institución (año)	1940 - 2020			4
43.	¿Inicia estudios por primera vez?	0 = No 1 = Sí	<p>En NPSAS:20, se considera que un estudiante inicia estudios por primera vez (first-time beginner, FTB) cuando es un estudiante que asiste a la universidad por primera vez y se inscribe en esta institución entre el 1 de julio de 2019 y el 30 de junio de 2020.</p> <p>El estudiante NO es FTB si se inscribió en un curso de educación postsecundaria para obtener créditos en esta o en otra institución postsecundaria antes del 1 de julio de 2019, a menos que el crédito haya sido de colocación avanzada (advanced placement, AP), licenciatura internacional (international baccalaureate, IB) u otro crédito de postsecundaria o reconocimiento oficial obtenido mientras el estudiante aún estaba en la escuela secundaria.</p> <p>Observe que esta categoría no es igual a la designación de estudiante por primera vez a tiempo completo que se informa al IPEDS.</p>		1

N.º de campo	Dato del estudiante	Valores válidos	Notas	Dato esencial	Extensión máxima de campo
44.	Programa de grado	1 = Inscrito en cursos de pregrado, no en un programa de grado 2 = Certificado o diploma de pregrado (programa técnico u ocupacional) 3 = Asociado 4 = Bachillerato 5 = Inscrito en cursos de posgrado, no en un programa de grado 6 = Programa de certificado de posgraduación 7 = Doble titulación en bachillerato y maestría 8 = Programa de maestría 9 = Certificado de posmaestría 10 = Doctorado (investigación/beca de estudios) 11 = Doctorado (práctica profesional) 12 = Doctorado (otro) -1 = Se desconoce	<p>¿En qué programa de grado está inscrito el estudiante? Si el estudiante ya no se encuentra inscrito, indique el programa de grado del último semestre en que estuvo inscrito.</p> <p>Si el estudiante se inscribió en más de un programa, indique el programa de grado académico más alto. Si el estudiante se inscribió en un programa de doble titulación donde ambos títulos son del mismo nivel (por ejemplo, doctorado y doctorado en medicina, o maestría en humanidades y maestría en administración de empresas), responda en función del programa académico principal del estudiante.</p>	Sí	2
45.	Nivel de instrucción	1 = Estudiante de grado de 1.er año 2 = Estudiante de grado de 2.º año 3 = Estudiante de grado de 3.er año 4 = Estudiante de grado de 4.º año 5 = Estudiante de grado de 5.º año o años superiores 6 = Estudiante de grado (sin clasificar) 7 = Estudiante con bachillerato o título avanzado que realiza cursos de pregrado 8 = Estudiante de posgrado de 1.er año 9 = Estudiante de posgrado de años superiores 10 = Estudiante de posgrado (sin clasificar) -1 = Se desconoce	<p>Ingrese el nivel de instrucción del estudiante. Si el estudiante ya no se encuentra inscrito, indique el nivel de instrucción que tenía en el último semestre en el que estuvo inscrito.</p> <p>Si se usó el nivel de instrucción para determinar la elegibilidad para recibir ayuda económica, indique ese nivel en este punto. De lo contrario, indique el nivel de instrucción que defina la institución. Normalmente, las instituciones definen el nivel de instrucción según la cantidad de créditos obtenidos.</p> <p>El siguiente es un ejemplo de clasificación usado con frecuencia:</p> <ul style="list-style-type: none"> <li>• Entre 0 y 29 horas de crédito para estudiantes de grado de primer año</li> <li>• Entre 30 y 59 horas de crédito para estudiantes de grado de segundo año</li> <li>• Entre 60 y 89 horas de crédito para estudiantes de grado de tercer año</li> <li>• 90 horas o más de crédito para estudiantes de grado de cuarto año</li> </ul>		2

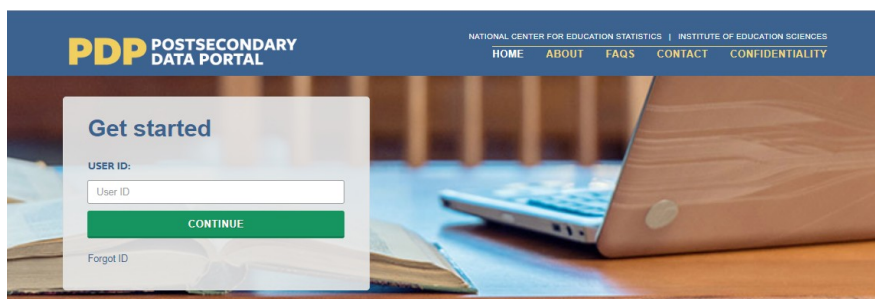


N.º de campo	Dato del estudiante	Valores válidos	Notas	Dato esencial	Extensión máxima de campo
46.	Primera especialización del estudiante		Si las especializaciones de su institución tienen códigos o abreviaturas, incluya una explicación en la lista de inscripción.	Sí	30
47.	Código de clasificación de programas de enseñanza (CIP) para la primera especialización del estudiante	Formato = NNNNNN (sin decimales)	La clasificación de programas de enseñanza (Classification of Instructional Programs, CIP) ofrece un esquema taxonómico que permite un seguimiento e informe preciso de las áreas de estudio y la finalización de programas. Para ver más información sobre la clasificación de programas de enseñanza, visite <a href="http://nces.ed.gov/ipeds/cipcode">http://nces.ed.gov/ipeds/cipcode</a> .	Sí	6
48.	Segunda especialización del estudiante		Si las especializaciones de su institución tienen códigos o abreviaturas, incluya una explicación en la lista de inscripción.		30
49.	Código de clasificación de programas de enseñanza (CIP) para la segunda especialización del estudiante	Formato = NNNNNN			6

## Quick Guide to NPSAS:20

### Guía rápida para NPSAS:20

**El Portal de Datos de Postsecundaria (PDP)** es el sitio en internet para la recolección de datos para todas las encuestas postsecundarias por muestreo basadas en instituciones que realiza el Centro Nacional para Estadísticas de Educación (NCES). Usted puede ingresar al PDP en [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx). El PDP brinda información sobre los estudios en los cuales hemos recolectado datos (o estamos haciéndolo actualmente) de colegios, universidades y escuelas vocacionales y de oficios por todo los Estados Unidos. También puede encontrar enlaces a las páginas de cada estudio en NCES y para el DataLab, donde se proporciona un paquete de poderosas e intuitivas herramientas en línea para crear tabulaciones de datos y llevar a cabo análisis usando conjuntos de datos de NPSAS y otros datos de NCES.



NCES is authorized to conduct these studies by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §644) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you provide 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. §6573 and 5 U.S.C. §151). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for the voluntary information collections using this website are listed below. The time required to complete the information collections is estimated to average the number of minutes or hours listed below per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate, suggestions for improving the collections, or any comments or concerns regarding the status of your individual submission of these data, please write directly to Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

HSLIS:09 OMB Clearance No: 1850-0852 Expiration Date: 12/31/2018, HSLIS:09 Transcript Collection (PETS): 30 minutes, HSLIS:09 Student Records: 3.3 hours  
BPS: 12 Student Records OMB Clearance No: 1850-0851 Expiration Date: 01/31/2020, BPS: 12 Pilot Postsecondary Education Transcript Study (PETS): 10 minutes, BPS: 12 Postsecondary Education Transcript Study (PETS): 1 hour,  
BPS: 12 Student Records: 11.6 hours  
NPSAS:20 OMB Clearance No: 1850-0906 Expiration Date: 11/30/2020, NPSAS:20 List Collection: 2.8 hours, NPSAS:20 Student Records Collection: 22 hours



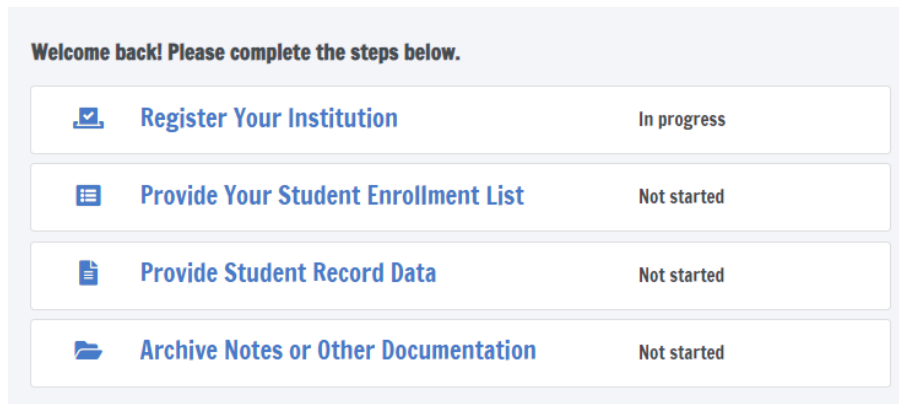
*This image is provided as an example. The PDP website is still being developed and the final image may include aesthetic changes that do not impact the content of the page.*

El PDP incluye recursos para ayudarle a completar NPSAS:20. En la página de **Preguntas Frecuentes (FAQs)** usted podrá informarse sobre NCES y sobre cómo su institución salió seleccionada para participar. La página de **Contactos (Contact)** tiene una lista con los nombres, números de teléfono y direcciones de correo electrónico del personal que trabaja en la recolección de datos en NCES y en RTI International, la organización sin fines de lucro que está recolectando los datos en nombre de NCES. Las medidas tomadas para proteger los datos del estudio se detallan en la página de **Confidencialidad (Confidentiality)**.

**Ingresa** al PDP con el ID de usuario (user ID) que aparece en su carta de bienvenida. Le enviaremos por correo electrónico un Código de seguridad que le permitirá completar el proceso de ingreso. Una vez ingresado al portal, podrá *descargar su paquete de bienvenida, mirar videos instructivos y agregar usuarios adicionales* de su institución.

El **Menú de Tareas del PDP** le mostrará los pasos que necesita completar como institución participante.

### POSTSECONDARY DATA PORTAL TASK MENU



*This image is provided as an example. The PDP website is still being developed and the final image may include aesthetic changes that do not impact the content of the page.*

**La Línea de Ayuda de NPSAS:20** está disponible de 9 AM a 9 PM hora del Este, para contestar sus preguntas sobre NPSAS:20, identificar y resolver problemas técnicos, y hablar sobre cualquier obstáculo para su participación. Puede contactarnos en:

**[number]**

**xxxx@rti.org**

Como institución participante en NPSAS:20, se les pedirá que completen los siguientes pasos durante el año académico 2019-20:

[Timeline graphic - see page D-100-101]

**1. Registrar su institución** designando al personal que proporcionará los datos de su institución, especificando la estructura de periodos académicos de su institución y contestando algunas breves preguntas sobre las características de su institución.

La registración también permite fijar *la fecha límite* para el paso siguiente en la recolección de datos de NPSAS:20. Las fechas límites dependerán de la *estructura de periodos académicos* que usted especifique.

[graphic]

**2. Entregue su Lista de Estudiantes Matriculados de 2019-20**, la cual se usará para seleccionar la muestra de estudiantes de su institución. Cuando llegue el momento de preparar su lista, RTI le enviará instrucciones detalladas sobre cuáles estudiantes deberá incluir en su lista de estudiantes matriculados.

[graphic]

**3. Proporcione los Datos de los Récorde de los Estudiantes** para los estudiantes de su institución seleccionados en la muestra para NPSAS:20. Los datos de los récorde de los estudiantes incluyen información *demográfica, de matriculación, de presupuesto y de asistencia financiera*. Usted recibirá su lista de estudiantes

seleccionados en la muestra aproximadamente de 4 a 6 semanas después que usted envíe su lista de estudiantes matriculados.

*Hay tres modos* para enviar los datos de los récords de los estudiantes:

- Modo *Web* - se recomienda para muestras de hasta 20 estudiantes;
- Modo *Excel* - se recomienda para muestras de entre 20 y 100 estudiantes; y
- Modo *CSV* - se recomienda para muestras de más de 100 estudiantes.

[*Otras opciones* para entregar los datos de los récords de los estudiantes - como archivos de SAS o STATA - se pueden permitir si contacta a la Línea de Ayuda.]

[graphic]

## List Request Letter and E-mail

[day] de [month] de [year]

[Salutation] [FirstName] [LastName]

[Title]

[Institution]

[Address]

[City], [State] [Zip]

Estimado(a) [Sr/Sra/Dr/Dra] [LastName]:

Muchas gracias por registrarse para el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria de 2019-20 (NPSAS:20). Nos complace que [Institution] participará en este estudio importante que lleva a cabo el Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos. El estudio es administrado por RTI International.

A continuación, hay un resumen de su progreso en el estudio. El próximo paso es entregar su [Lista de Estudiantes Matriculados de Otoño/Lista de Estudiantes Matriculados/Lista de Estudiantes Matriculados para todo el año].

[Timeline graphic - see page D-100-101]

**Su Lista de Estudiantes Matriculados [de Otoño] tiene como fecha límite de entrega: [DueDate].** Por favor póngase en contacto con nosotros en [PortalHelpE-mail] o llamando a [PortalHelpNumber] si quiere hablar sobre esta fecha.

Adjunto encontrará instrucciones para proporcionar la Lista de Estudiantes Matriculados [de Otoño], la cual debe incluir a todos los estudiantes elegibles, matriculados en su institución entre el 1° de julio de 2019 y [date]. [If Fall: Como mencionamos en nuestro primer contacto, esta lista de otoño nos ayudará a asegurar que estamos utilizando la metodología más robusta para el componente del estudio en que se entrevista a los estudiantes. A principios de 2020, le pediremos los mismos datos para los estudiantes matriculados entre el 1° de julio de 2019 y el 30 de abril de 2020.] [La lista para todo el año/ Esta lista] se usará para crear una muestra de estudiantes para la porción del estudio sobre los Récords Estudiantiles.

**NUEVO EN NPSAS:20** - Por favor incluya en su lista de estudiantes matriculados a los estudiantes que estaban matriculados al mismo tiempo en la escuela secundaria y en su institución. Hay más detalles sobre esto en la guía de instrucciones.

Portal de Datos de Postsecundaria: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Su ID de usuario: [UserID]

Para más información sobre cómo se usan los datos de NPSAS, por favor visite [ResearchSiteURL].

Gracias por sus esfuerzos para apoyar a NPSAS:20. Si tiene alguna pregunta sobre su participación en NPSAS:20, por favor póngase en contacto con [fill gender appropriate depending on who is named: el administrador/la administradora] de recolección de datos de RTI, [DCMforSchool], escribiéndole a [DCMe-mail]. Puede comunicarse conmigo a mi dirección: [NCESe-mail].

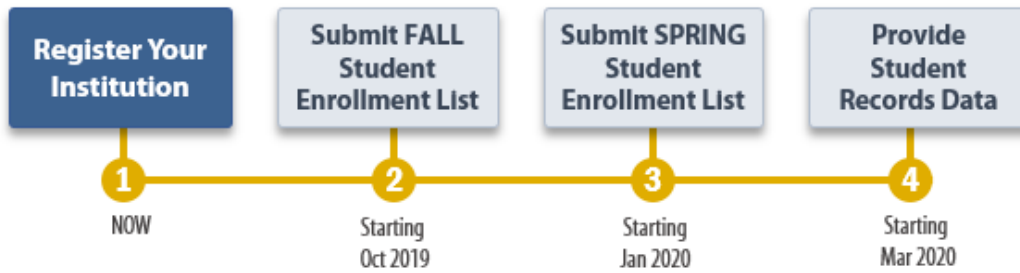
Le saluda atentamente,

Jennifer Wine, Ph.D.  
Directora, NPSAS:20  
RTI International

NCES staff name  
NCES staff title  
Centro Nacional para Estadísticas de Educación (NCES)  
Departamento de Educación de los Estados Unidos



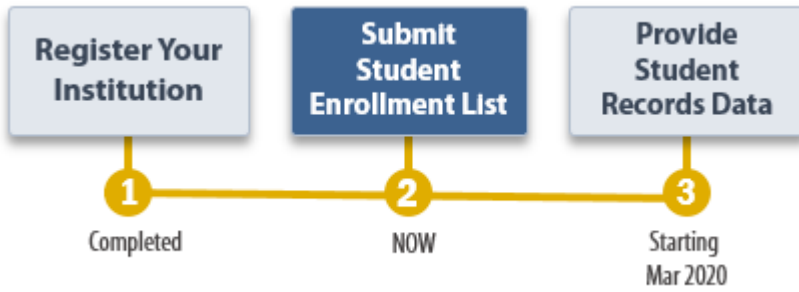
## Timeline Graphics



Registre su institución	Entregue la lista de estudiantes matriculados de OTOÑO	Entregue la lista de estudiantes matriculados en PRIMAVERA	Proporcione los datos de los récords estudiantiles
1	2	3	4
AHORA	Comenzando en octubre de 2019	Comenzando en enero de 2020	Comenzando en marzo de 2020



Registre su institución	Entregue la lista de estudiantes matriculados	Proporcione los datos de los récords estudiantiles
1	2	3
AHORA y hasta enero de 2020	Comenzando en enero de 2020	Comenzando en marzo de 2020



Registre su institución	Entregue la lista de estudiantes matriculados	Proporcione los datos de los récords estudiantiles
1	2	3
Completado	AHORA	Comenzando en marzo de 2020



## PDP Website Content – Pre-Login (Not Study Specific)

*The Postsecondary Data Portal (PDP) is the web-based data collection system for all NCES sample studies that collect data from postsecondary institutions. The sections of the website that are accessible prior to login include generic information about NCES postsecondary studies and the PDP itself, including answers to frequently asked questions. The content of these pages is included below. Study-specific information that is available after login is included in the next section.*

### Home page

The PDP website hosts data collection for multiple studies, and therefore some information may be added or removed as studies that use the PDP begin and end. This content includes the list of studies, their OMB numbers, and time estimates; links to the NCES websites for each study; and the list of contact persons.

Before a study is added, revisions and additions to the portal's content will be submitted to OMB for review as part of the study's clearance request; the website will be changed after the request is approved.

### Page Header

About the PDP

PDP FAQs

Contact Us

Confidentiality

### Login Area

Get Started

USERID \_\_\_\_\_

Forgot ID? Click Send User ID below to have your user ID sent to the e-mail address that you enter. Otherwise, click Cancel.

E-mail Address: \_\_\_\_\_

### Studies That Use the PDP

[NPSAS logo] National Postsecondary Student Aid Study - Learn more <link to NCES website for NPSAS>

[B&B logo] Baccalaureate & Beyond Longitudinal Study - Learn more <link to NCES website for B&B>

[BPS logo] Beginning Postsecondary Students Longitudinal Study - Learn more <link to NCES website for BPS>

[HSL:09 logo] High School Longitudinal Study of 2009 - Learn more <link to NCES website for HSL:09>

[QuickStats/PowerStats/TrendStats logos] DataLab - Learn more <link to <https://nces.ed.gov/datalab/>>

### PRA Statement

NCES is authorized to conduct these studies by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you

provide 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 Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. §1232g) allows for the release of institution record information to the Secretary of Education or her agent without prior consent of survey members (34 CFR §§ 99.31(a)(3)(iii) and 99.35).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for the voluntary information collections using this website are listed below. The time required to complete the information collections is estimated to average the number of hours listed below per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate, suggestions for improving the collections, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, Room 4007, Washington, DC 20202.

NPSAS:20 OMB Clearance No: xxxx-xxxx Expiration Date: xx/xx/xxxx

NPSAS:20 List Collection: 5 hours, NPSAS:20 Student Records Collection: hours

## **Footer**

[ED logo]

[IES logo]

<Link to <https://nces.ed.gov/>>

## **About the PDP**

### **About this website**

The Postsecondary Data Portal (PDP) is the data collection website for all NCES institution-based postsecondary sample surveys. The PDP reduces the time it takes to respond to NCES data requests and makes the data submission process as simple and straightforward as possible.

Benefits of the PDP include the following:

- **Centralization.** It is a central hub for uploading postsecondary institution data for all NCES sample studies.
- **Continuity.** Future data requests will remain as static as possible, and reports or programs you create to provide the data can be updated minimally to complete future requests.
- **Security.** Data are secured through password-protected access and Secure Sockets Layer (SSL) encryption.
- **Tools at Your Fingertips.** You can access DataLab, our powerful, easy-to-use suite of online data analysis tools that includes more than 30 federal education datasets.

Any data released to the public will be in aggregate form (e.g., statistical tables, graphs). Review the FAQs or log in to learn more about confidentiality and data security on the PDP. Background information on each study can be accessed from the Home page.

The Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015) authorize NCES to collect and disseminate information about education in the United States. NCES is the primary federal statistical entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the Institute of Education Sciences of the U.S. Department of Education. NCES fulfills a Congressional mandate to collect, collate, analyze, and report complete statistics on the condition of American education; conduct and publish reports; and review and report on education activities internationally.

NCES has contracted with RTI International to administer the studies included on this website. RTI is an independent, nonprofit contract research organization located in Research Triangle Park, NC, that was established by a joint action of three major universities in North Carolina: University of North Carolina at Chapel Hill, North Carolina State University, and Duke University. RTI began operations in 1958 and has provided contract support to NCES on postsecondary research dating back to 1971.

Annually, NCES also conducts a system of interrelated surveys entitled the Integrated Postsecondary Education Data System (IPEDS) through a different website. IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. IPEDS data are made available to students and parents through the College Navigator college search website and to researchers and others through the IPEDS Data Center.

#### **FAQs (prior to log-in)**

These FAQs are available from the PDP home page before the user logs in.

#### **Who is collecting these data?**

The National Center for Education Statistics (NCES), part of the U.S. Department of Education's Institute of Education Sciences, conducts the studies listed on the Home page of this website. NCES, the primary federal statistical entity for collecting and analyzing data related to education in the U.S. and other nations, contracts with RTI International to collect data for these studies. RTI International is an independent, nonprofit research organization based in the Research Triangle of North Carolina.

#### **By what authority does NCES collect this information?**

NCES is authorized by Congress to conduct these studies in the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). Each study has been approved by the U.S. Office of Management and Budget (OMB).

#### **How was my institution selected?**

For the National Postsecondary Student Aid Study (NPSAS), institutions are sampled from all Title IV institutions included in the Integrated Postsecondary Education Data System (IPEDS), a repository of data on all Title IV institutions.

#### **Why is participation important?**

**The National Postsecondary Student Aid Study (NPSAS) is the primary source of data used by federal government agencies and higher education associations to analyze the effectiveness of current federal student financial aid programs.** NPSAS provides comprehensive data on postsecondary students' enrollment status, education goals, employment, and demographic characteristics.

Many agencies and organizations, including the U.S. Department of Education, the Congressional Budget Office (CBO), the Government Accountability Office (GAO), the Office of Management and Budget (OMB), the American Council on Education (ACE), the National Association of Independent Colleges and Universities (NAICU), and the National Association of Student Financial Aid Administrators (NASFAA) use NPSAS data to prepare reports that influence the direction of federal student aid policies.

**NPSAS also serves as the base year study for two longitudinal postsecondary studies, the Beginning Postsecondary Students Longitudinal Study (BPS) and the Baccalaureate and Beyond Longitudinal Study (B&B).**

These studies follow students over time and capture both education and employment outcomes for postsecondary students across the nation. The combination of data collected by these studies allows for analyses of the important links between the cost of postsecondary education, financial aid burden, academic performance, and employment and financial outcomes over time.

The data collected through the studies are used by researchers, policymakers, and administrators to analyze and nationally benchmark information about current postsecondary students; to analyze national trends over time; and to inform decisions about postsecondary education at the institutional, state, and national levels.

**Participation of each sampled institution is critical to the success of the study.** Full participation assures that the data used accurately represent students attending all different types of postsecondary institutions in the United States.

**Do we need to have the student's permission before providing this information?**

No. Student or parental consent is not required for release of student record information for the purposes of these studies. The data request for NPSAS fully conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA, under provision of 34 CFR §§ 99.31(a)(3)(iii) and 99.35, permits institutions to disclose without consent individual student education records to NCES, as an authorized representative of the Secretary of Education, in connection with an evaluation of federally supported education programs. Student data are subject to strict protections that are adhered to by NCES and its contractor organizations. You can review this regulation on the U.S. Department of Education's website at <https://www2.ed.gov/policy/gen/reg/ferpa>.

FERPA regulations also stipulate that all disclosures be reported in the student record, with an indication of who received the information and their legitimate interests in the information. For schools without electronic student record systems, a Disclosure Notice can be printed from the Resources page of this website. These notices fulfill the requirements of 34 CFR 99.32(a) pursuant to the Family Educational Rights and Privacy Act (20 U.S.C. §1232g). Electronic student record systems will require the insertion of a similar statement. The Resources page also includes a FERPA Fact Sheet, which includes more information about how NPSAS conforms to FERPA requirements.

**Are the collected data kept secure and confidential?**

Both NCES and RTI International follow strict procedures to protect study participants' information. For more information on confidentiality and data security see [surveys.nces.ed.gov/xxxx/Home/Confidentiality](https://surveys.nces.ed.gov/xxxx/Home/Confidentiality).

## What assistance is available from RTI staff?

The Help Desk at RTI International is available to answer your questions about the studies and navigating this website. Please call 1-XXX-XXX-XXXX or e-mail [E-MAIL ADDRESS] with your questions or concerns. Help Desk staff are available Monday to Friday from 9 AM to 5 PM in Eastern, Central, Mountain, and Pacific time.

## Contact Us

**CONTACT US**

Name

Email

Organization (optional)

Phone (optional)

Comments

The contact information you provide in this form will only be used to follow up on your message.

Telephone contact information can be found at the bottom of each page of this website.

## Confidentiality

### Confidentiality and Data Security

All of the information provided as part of NCES sample studies 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). Any student data released to the general public (for example, in statistical tables) are formatted so that it is not possible to identify specific individuals.

Specific measures have been taken to protect data submitted through this website:

- Data are collected over a secure server and connection, protected by Secure Sockets Layer technology (SSL; 128-bit encryption). A unique study identification variable (not the Social Security number or institution student ID) are created and maintained for each sampled student to protect against inadvertent disclosure of confidential data.
- All electronic data are secured in protected data files, and personally identifiable information (PII) is stored in files separate from the descriptive information. The data are stored securely on an Enhanced Security Network, which is certified and accredited as a NIST moderate security level network. NCES and RTI employ strict procedures for the transfer of PII; maintenance, storage, and use of direct identifiers; replacement of direct identifiers with internal codes; security of master survey files; and reporting of data security breaches in accord with the

U.S. Department of Education Incident Handling Procedures. For more information on NIST security level, please see FIPS Publication 199 at <https://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.199.pdf>.

- All NCES staff and contractors are subject to severe fines and possible imprisonment for disclosing individual responses.
- All RTI project staff members have signed Confidentiality Agreements and Affidavits of Nondisclosure and are prohibited by law from using the obtained information for any purposes other than this research study.
- Data security procedures are reviewed and approved by NCES data security staff.

Confidentiality and data security protection procedures have been put in place for the studies accessible through this website to ensure that the contractor and its subcontractors comply with all privacy requirements, including:

1. The statement of work of each contract;
2. Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. §1232(g));
3. Privacy Act of 1974 (5 U.S.C. §552a);
4. Privacy Act Regulations (34 CFR Part 5b);
5. Computer Security Act of 1987;
6. U.S.A. Patriot Act of 2001 (P.L. 107-56);
7. Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9573);
8. Cybersecurity Enhancement Act of 2015 (6 U.S.C. §151);
9. Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection;
10. The U.S. Department of Education General Handbook for Information Technology Security General Support Systems and Major Applications Inventory Procedures (March 2005);
11. The U.S. Department of Education Incident Handling Procedures (February 2009);
12. The U.S. Department of Education, ACS Directive OM: 5-101, Contractor Employee Personnel Security Screenings;
13. NCES Statistical Standards; and
14. All new legislation that impacts the data collected through the contract for this study.

The data collection contractor complies with the U.S. Department of Education's IT security policy requirements as set forth in the Handbook for Information Assurance Security Policy and related procedures and guidance, as well as IT security requirements in the Federal Information Security Management Act (FISMA), Federal Information Processing Standards (FIPS) publications, Office of Management and Budget (OMB) Circulars, and the National Institute of Standards and Technology (NIST) standards and guidance. All data products and publications will also adhere to the NCES Statistical Standards, as described at the website: <https://nces.ed.gov/statprog/2012/>.

## PDP Website Content – After Login

*This section includes content of the Postsecondary Data Portal (PDP) that is available to users after logging in to the website. The post-login webpages are customized based on the study or studies for which the institution has been sampled. The Task Menu, Designate a Coordinator, and Designate PDP Users pages are used for all studies that collect data through the PDP. The remaining pages in this section are specific to the NPSAS:20 enrollment list collection. The content of these pages, included below, was based primarily on the materials developed and approved for NPSAS:18-AC (OMB #1850-0666).*

### Welcome Page

Welcome to NPSAS:20! This page provides an overview of what to expect during NPSAS:20. [You can view this page any time by clicking What to Expect in the Help Menu at right.]

### Announcements

This section will be used to post announcements on the PDP during data collection, if needed. Content of these announcements may include upcoming website maintenance or updates about technical problems with the PDP (such as bug fixes).

### What to Expect During NPSAS:20

The Introduction to NPSAS:20 Video (right) introduces what to expect during NPSAS:20 and the resources available to you on the Postsecondary Data Portal website.

[NPSAS:20 Overview Video]

### NPSAS:20 Timeline

[Graphic depicting steps in NPSAS:20 data collection]

As an institution participating in NPSAS:20, you will be expected to complete the following steps during the 2019-20 academic year:

#### **1. Register Your Institution - starting October 2019**

Designate staff who will provide your institution's data, specify your institution's term structure, and answer some brief background questions about your institution.

#### **2. Provide Your Student Enrollment List - starting [date] *[For non-calibration institutions]***

Submit a list of all students enrolled at your institution between July 1, 2019 and [date]. The due date for providing your list will vary based on your institution's term structure.

#### **2a. Provide Your FALL Student Enrollment List - starting [date] *[For calibration institutions]***

Submit a list of all students enrolled at your institution between July 1, 2019 and October 31, 2019. The due date for providing your list will vary based on your institution's term structure.

## **2b. Provide Your SPRING Student Enrollment List - starting [date] [For calibration institutions]**

Submit a list of all students enrolled at your institution between July 1, 2019 and [date]. The due date for providing your list will vary based on your institution's term structure.

## **3. Provide Student Records Data - starting March 2020**

Submit additional information for the students at your institution who are sampled for NPSAS:20. The student records data includes demographic, enrollment, budget, and financial aid information. You will receive your list of sampled students approximately 4 to 6 weeks after you submit your student enrollment list.

You can view this page any time by clicking "What to Expect" in the Help Menu at right.

### **Task Menu**

The Task Menu displays a checklist of items that the institution completes to provide data. The specific items that appear on the Task Menu are customized for each study. The Task Menu below shows an example for an institution that has been selected for NPSAS:20 only. There are currently no planned data collections that will overlap with NPSAS:20

Welcome back! Please complete the steps below.

- Designate a Coordinator
- Register Your Institution
- Provide Your Student Enrollment List
- Provide Student Record Data
- Archive Notes or Other Documentation

### **Designate A Coordinator Page**

*This page will only appear on the Task Menu for institutions without a prior coordinator from NPSAS:18-AC, BPS:12 SR, or HSLs:09 F2 SR.*

Please provide the name and contact information for the person who will serve as your institution's Campus Coordinator for NPSAS:20. We will follow up with the Coordinator to provide instructions and upcoming deadlines.

Please note that we need a 'FedEx-friendly' address - no PO Box addresses, please!

### **Campus Coordinator**

Salutation		
Name		
Title		
Department		Select the option that most closely matches the Campus Coordinator's department at your institution.
Address		
Telephone		
E-mail		
Alternate e-		



mail		
------	--	--

**Registration Page**

*On this page, institutions will be asked to confirm their term structure or provide terms for the 2019-20 NPSAS year. Institutions will receive a subset of these of items depending on whether (1) their term structure was preloaded into the PDP, (2) whether they are a continuous enrollment institution, and (3) whether the institution is set up as a reporter institution (i.e., the institution will provide data via a central contact person for several campuses/schools in the NPSAS study).*

**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.

**Campus Coordinator (User 1)**

Salutation	[Coordinator salutation]	
Name	[Coordinator name]	
Title	[Coordinator title]	
Department	[Coordinator department]	Select the option that most closely matches this user’s department at your institution.
Address	[Coordinator address]	
Telephone	[Coordinator telephone]	
E-mail	[Coordinator e-mail]	
Alternate e-mail		
Campus Coordinator?	Yes/No	
Should be copied on e-mails about NPSAS:20?	Yes/No	

**[ADD USER]**

User 2		
Salutation		
Name		
Title		
Department		Select the option that

		most closely matches this user's department at your institution.
Address		
Telephone		
E-mail		
Alternate e-mail		
Campus Coordinator?	Yes/No	
Should be copied on e-mails about NPSAS:20?	Yes/No	

You can add users any time by selecting "Manage PDP Users" from the right-hand menu.

[ADD USER] [DELETE USER] [APPROVE USER]

**REGINST** (All institutions)

As a reminder, participating in NPSAS:20 involves a few steps.

[Timeline graphic - see page D-60]

Next you will designate your PDP users and register your institution to participate in NPSAS:20. This step will involve answering some brief questions about your institution and providing information about your institution's term structure.

Before you begin, watch this brief video that walks you through the registration process.

[Registration page video]

**INSTNAME** (All institutions)

Our records indicate that the name of your institution is <name>.

Is that correct?

1 = Yes

0 = No

If no, please enter the correct name of your institution: \_\_\_\_\_

**TERMINST** (All institutions)

When you provide student records data, you will be asked to report each sampled student's enrollment status (such as full-time or half-time) for the period of July 1, 2019 to June 30, 2020. You will also be asked about students' tuition, budget, and financial aid during this period. To collect this information, we need to know about your institution's term structure.

If your institution has distinct terms with explicit start and end dates, you should report students' enrollment information **by term**.

If your institution enrolls students continuously throughout the year, or if you have more than 12 terms per year, you should report students' enrollment information **by month**.

**REPORTTERM** (For Reporter institutions only)

Click here to review the list of institutions selected for NPSAS:20.

Do all these institutions have the same term structure? For example,

Do all these institutions enroll continuously throughout the year?

Do all of these institutions have explicit terms with the same start and end dates?

1 = All institutions are on the same schedule

2 = Some institutions have different schedules

**REPORTDIFF** (For Reporter institutions only)

Thank you. We will contact you to discuss the best way to report enrollment status for your sampled students.

**CONTCNF** (For institutions that are preloaded as continuous enrollment institutions)

As a reminder, when you provide student records data, to report each sampled student's enrollment status (such as full-time or half-time) between July 1, 2019 and June 30, 2020. To collect this information, we need to learn about your institution's term structure.

Our records indicate that your institution offers continuous enrollment for your students, rather than terms with explicit start and end dates. Is this correct?

1 = Yes

0 = No

**TERMCONF** (For institutions with terms preloaded)

Our records indicate that your institution has the following terms for the July 1, 2019 to June 30, 2020 academic year.

As a reminder, when you provide student records data, you will be asked to indicate students' enrollment status for each of these terms. You will also be asked about students' tuition, budget, and financial aid for this period.

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

Are these terms correct? To review the instructions about which terms should be included, click here.

1= Yes, these terms are correct

2 = No, I need to revise these terms

3 = No, my institution has continuous enrollment

**BENRTYPE** (For institutions with no term information preloaded)

As a reminder, when you provide student records data, you will be asked to report each sampled student's enrollment status (such as full-time or half-time) for the period of July 1, 2019 to June 30, 2020. You will also be asked about students' tuition, budget, and financial aid during this period.

Please indicate whether you will report students' enrollment status by term or by month. If you are not sure which to choose, contact our Help Desk at [number].

**Report by term.** Provide term names and dates for each term in the July 1, 2019 to June 30, 2020 timeframe. For details about which terms should be included, review Step 4 below.

**Report by month.** Report enrollment status for each calendar month within the academic year. Recommended for institutions that enroll continuously throughout the academic year, or for institutions with more than 12 terms in the academic year.

1 = Report Enrollment Status by Term

2 = Report Enrollment Status by Month

**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
[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.

### **REVTERM** (For institutions with term information preloaded)

Please revise your institution's 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.
- 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
[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

**LISTDATE** (For institutions in spring enrollment list collection only)

In the next stage of the study, you will be asked to provide a list of all students enrolled at your institution between July 1, 2019 and [date]. We need to establish the date you will be able to provide this list.

Please plan to provide the list when you will be able to report the final list of students who were enrolled between July 1, 2019 and [date]. Please remember to take your institution's add/drop period into account.

[Click here](#) to view the list of data elements that will be requested on your student enrollment list.

Based on your institution's term structure, your suggested due date is [date]. Can you provide the enrollment list by this date?

- 1 = Yes, we will provide the list by [date].
- 0 = No, please contact me to discuss a due date.

**LISTDATE** (For institutions in fall and spring enrollment list collections)

In the next stage of the study, you will be asked to provide two lists of students enrolled at your institution. We need to establish the date you will be able to provide these lists. Click here to view the list of data elements that will be requested on your student enrollment list.

The **first list** will include all students enrolled between **July 1, 2019 and October 31, 2019**. Please plan to provide this list when you will be able to report the final list of students who were enrolled between July 1, 2019 and October 31, 2019. A member of our team will contact you to discuss a due date for this list.

The **second list** will include all students enrolled between **July 1, 2019 and [date]**. Please plan to provide this list when you will be able to report the final list of students who were enrolled between July 1, 2019 and [date]. Please remember to take your institution's add/drop periods into account.

The suggested due date for your **second list** (students enrolled from July 1, 2019 through [date]) is [date]. Can you provide the first enrollment list by this date?

- 1 = Yes, we will provide the second list by [date].
- 0 = No, please contact me to discuss a due date.

Please provide following data elements on your student enrollment list. We will send you detailed instructions for creating the student enrollment list in advance of your due date.

<b>General and Demographic Information</b>	<b>Enrollment Information</b>
Student name	Degree program
Student ID number	Class level
Social Security Number	Major
Date of Birth	High school completion date
Sex	Dual enrollment in high school
Ethnicity	Date first enrolled in your institution
Race	First-time beginning student indicator
Veteran/active duty military status	
Local address	
Permanent address	
E-mail address	
Phone number	

**STANCREC** (All institutions)

How many units of credit does your institution typically award upon satisfactory completion of a standard academic course (e.g., English 101)?

- 1 = 1 unit
- 2 = 3 units
- 3 = Other Amount (specify)

- 4 = Differs by program, class level, or for some other reason
- 5 = Institution is clock hour only

**SIS** (All institutions)

What student records software system does your institution currently use (e.g., Banner, Peoplesoft)?

- 1 = Ellucian Banner
- 2 = Ellucian Colleague
- 3 = Ellucian PowerCampus
- 4 = Jenzabar CX
- 5 = Jenzabar EX
- 6 = Oracle PeopleSoft
- 7 = Other (specify):

**OBSTACLE** (All institutions)

Please indicate any major obstacles that may impact your institution’s participation in NPSAS:20. If you have no obstacles to report, click Next to continue.

- 1 = Software transition
- 2 = Accreditation
- 3 = Merging with another institution
- 4 = Closing/teaching out
- 5 = Other (specify):

Comments:

**ENDORSE** (All institutions)

We would like to include your name and title in the contact materials we send to students sampled from your institution. This information will help students understand the importance of NPSAS and the role that institution support plays in the success of the study.

If you agree, we will include the following sentence in some of our student letters and emails. [Click here](#) to see examples of these materials.

“In recent months, we have worked closely with [contact name], [contact title] at your institution to facilitate [institution name]’s participation in this important research.”

May we mention your name and title in the contact materials we send to students sampled from your institution?

- 1 = Yes
- 0 = No

[IF YES:] Thank you. Your name and title will appear in the letter as follows. Please make any necessary corrections, then click Next to continue with registration.

First Name	[Contact first name]
Last Name	[contact last name]
Title	[contact title]
Department Name	[contact title]

**REGEND** (All institutions)



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 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]

## Enrollment List Page

### Provide Your Student Enrollment List

Follow the steps below to submit your student enrollment list.

1. Review Instructions and Prepare Your List
2. Check your list for errors

Please take the time to review your list for errors, including the following common errors:

- Data associated with the wrong student (i.e., rows shifted during sorting or copying and pasting).
- Critical data elements are missing (e.g., Item 43: First-time Beginning Student)
- List omits students from campuses/schools (e.g., law school, medical school) reported under your IPEDS UNITID.
- List omits dually-enrolled high school students who otherwise meet the NPSAS eligibility criteria.

### 3. Provide information about your list

Date your list of students was prepared:

Staff who prepared the list: Select the person(s) we should contact for questions about your institution's student enrollment list.

[PDP User 1]

[PDP User 2]

[PDP User 3]

Other:

Name \_\_\_\_\_

Department \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone number \_\_\_\_\_

In the space below, provide any information that will help us review your enrollment list, including details about the file layout, special codes or abbreviations, or any other information necessary to correctly interpret the data you provided.

Comments: \_\_\_\_\_

#### Report excluded student counts

In each of the categories shown below, approximately how many students have been excluded from your institution's enrollment list?

<b>Exclusion reason</b>	<b>Count of students</b>
Did not meet the NPSAS eligibility requirements	
Student requested that their information not be provided to external parties	
Excluded for any other reason	
Total	

### 4. Upload Student Enrollment List

Press the Upload File button to locate your enrollment list file.

\*(Files must be of type: .txt, .csv, .xls, .xlsx, .doc or .zip. Please zip your file if it is larger than 3MB.)

[Upload File]

How long did it take your institution to prepare the student enrollment list? \_\_\_\_ hours

#### Step 5. Finalize

[Submit]

Thank you, your institution's enrollment list has been submitted. We will review your list and contact you if we have any questions.

We will contact you again when your student sample is ready and it is time to provide student records data, approximately 4-6 weeks from now. Click here to view the list of student records data elements that will be requested. You can view this list any time on the Resources page of the PDP. You only need to provide these data elements for

the subset of students who are sampled for NPSAS:20, so please do not prepare your data submission until you have received the sampled student list.

### **Archive Notes or Other Documentation Page**

If you have notes, programs, or other documentation about how you prepared the data request that you would like to store for future reference, you can upload them to this page. This step is optional.

In the future, if your institution is selected for another NPSAS study, this documentation will be available for your institution to download from the PDP.

These files will be stored using the same safeguards as the student-level data collected through this website. More information about data security on the PDP may be found on the Confidentiality page.

### **FAQs (after log-in)**

This section contains answers to frequently asked questions (FAQs) about the National Postsecondary Student Aid Study (NPSAS) and other studies that collect data using the PDP website.

Click Expand All to view all FAQs on one page. You can also download a copy of these FAQs as a PDF document.

### **General FAQs about NCES sample studies**

#### **Who is collecting these data?**

The National Center for Education Statistics (NCES), part of the U.S. Department of Education's Institute of Education Sciences, conducts the studies listed on the Home page of this website. NCES, the primary federal statistical entity for collecting and analyzing data related to education in the U.S. and other nations, contracts with RTI International to collect data for these studies. RTI International is an independent, nonprofit research organization based in the Research Triangle of North Carolina.

#### **By what authority does NCES collect this information?**

NCES is authorized by Congress to conduct these studies in the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). Each study has been approved by the U.S. Office of Management and Budget (OMB).

#### **Why is participation important?**

**The National Postsecondary Student Aid Study (NPSAS) is the primary source of data used by federal government agencies and higher education associations to analyze the effectiveness of current federal student financial aid programs.** NPSAS provides comprehensive data on postsecondary students' enrollment status, education goals, employment, and demographic characteristics. Many agencies and organizations, including the U.S. Department of Education, the Congressional Budget Office (CBO), the Government Accountability Office (GAO), the Office of Management and Budget (OMB), the American Council on Education (ACE), the National Association of Independent Colleges and Universities (NAICU), and the National Association of Student Financial Aid Administrators (NASFAA) use NPSAS data to prepare reports that influence the direction of federal student aid policies.

**NPSAS also serves as the base year study for two longitudinal postsecondary studies, the Beginning Postsecondary Students Longitudinal**

## **Study (BPS) and the Baccalaureate and Beyond Longitudinal Study (B&B).**

These studies follow students over time and capture both education and employment outcomes for postsecondary students across the nation. The combination of data collected by these studies allows for analyses of the important links between the cost of postsecondary education, financial aid burden, academic performance, and employment and financial outcomes over time.

The data collected through the studies are used by researchers, policymakers, and administrators to analyze and nationally benchmark information about current postsecondary students; to analyze national trends over time; and to inform decisions about postsecondary education at the institutional, state, and national levels.

**Participation of each sampled institution is critical to the success of the study.** Full participation assures that the data used accurately represent students attending all different types of postsecondary institutions in the United States.

### **Do we need to have the student's permission before providing this information?**

No. Student or parental consent is not required for release of student record information for the purposes of these studies. The data request for NPSAS fully conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA, under provision of 34 CFR §§ 99.31(a)(3)(iii) and 99.35, permits institutions to disclose without consent individual student education records to NCES, as an authorized representative of the Secretary of Education, in connection with an evaluation of federally supported education programs. Student data are subject to strict protections that are adhered to by NCES and its contractor organizations. You can review this regulation on the U.S. Department of Education's website at <https://www2.ed.gov/policy/gen/reg/ferpa>.

FERPA regulations also stipulate that all disclosures be reported in the student record, with an indication of who received the information and their legitimate interests in the information. For schools without electronic student record systems, a Disclosure Notice can be printed from the Resources page of this website. These notices fulfill the requirements of 34 CFR 99.32(a) pursuant to the Family Educational Rights and Privacy Act (20 U.S.C. §1232g). Electronic student record systems will require the insertion of a similar statement. The Resources page also includes a FERPA Fact Sheet, which includes more information about how NPSAS conforms to FERPA requirements.

### **Are the collected data kept secure and confidential?**

Both NCES and RTI International follow strict procedures to protect study participants' information. For more information on confidentiality and data security see [surveys.nces.ed.gov/xxxx/Home/Confidentiality](https://surveys.nces.ed.gov/xxxx/Home/Confidentiality).

### **What assistance is available from RTI staff?**

The Help Desk at RTI International is available to answer your questions about the studies and navigating this website. Please call 1-XXX-XXX-XXXX or e-mail [E-MAIL ADDRESS] with your questions or concerns. Help Desk staff are available Monday to Friday from 9 AM to 5 PM in Eastern, Central, Mountain, and Pacific time.

## **NPSAS FAQs**

### **Background and Purpose of NPSAS**

## **What is this study all about?**

NPSAS, which is designed to capture information on how students pay for education beyond high school, is the primary source of data used by federal government agencies and higher education associations to analyze the effectiveness of current federal student financial aid programs. NPSAS collects information on students' demographics, enrollment, education and living expenses, employment, and the type of financial assistance, if any, received by students (e.g., grants, scholarships, loans, awards, stipends). NPSAS includes students from all types of postsecondary institutions—private-for-profit, public and private nonprofit, 2- and 4-year colleges and universities, and less-than-2-year institutions in the 50 states, the District of Columbia, and Puerto Rico.

## **Why are institutions contacted before NPSAS data are needed?**

Providing institutions with the basic information needed before the earliest student enrollment lists are collected provides additional time for institutions to develop an action plan to address each of the data collection steps.

## **How was my institution selected?**

Your institution was sampled from all institutions included in the Integrated Postsecondary Education Data System (IPEDS), a repository of data on all Title IV institutions. To be eligible for inclusion in the institution sample, an institution must have met the following conditions: (1) offered an education program designed for persons who have completed secondary education; (2) offered an academic, occupational, or vocational program of study lasting at least 3 months or 300 clock hours; (3) offered access to the general public, except for U.S. service academies; and (4) been located in the 50 states, the District of Columbia, or Puerto Rico.

## **What is the purpose of NPSAS:20?**

The National Postsecondary Student Aid Study (NPSAS) is the primary source of data used by federal government agencies and higher education associations to analyze the effectiveness of current federal student financial aid programs. NPSAS provides comprehensive data on the enrollment status, education goals, employment, and demographic characteristics of postsecondary students. Many agencies and organizations, including the U.S. Department of Education, the Congressional Budget Office (CBO), the Government Accountability Office (GAO), the Office of Management and Budget (OMB), the American Council on Education (ACE), the National Association of Independent Colleges and Universities (NAICU), and the National Association of Student Financial Aid Administrators (NASFAA) use NPSAS data to prepare reports that influence the direction of federal student aid policies.

## **What is the role of the Campus Coordinator?**

The Campus Coordinator's role is to serve as a liaison between your institution and the NCES data collection contractor, RTI International. The Coordinator will be responsible for providing data for NPSAS and may also collaborate with staff in other units within the institution to obtain the requested information.

## **What are the steps involved with data collection?**

NPSAS data collection comprises the following steps:

- 1) If necessary, the institution's chief administrator names a Campus Coordinator.

- 2) The Campus Coordinator registers the institution for NPSAS:20, including designating other users at the institution who will help provide data.
- 3) The Coordinator provides the student enrollment list.
- 4) RTI International draws a sample of students from the student enrollment list.
- 5) The Coordinator provides student records data for the sampled students.

### **How much time will NPSAS take to complete?**

The estimated average time for each institution to complete all the tasks for this study is 35 hours. This estimate includes the average time to register the institution (10 minutes), prepare the student enrollment list (5 hours), and provide the student record data (30 hours). If you have any comments concerning the accuracy of this time estimate, suggestions for improving the data collections, or any comments or concerns regarding the status of your individual submission of these data, please write to: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202

### **Creating the Student Enrollment List**

#### **How will the sample at my institution be selected?**

The enrollment list that you provide to the NCES data collection contractor, RTI International, will be used to select a random sample of students at all academic levels, including undergraduate, master's, and doctoral students.

#### **How long will it take to create the student enrollment list?**

The estimated average time needed to create the list of enrolled students is 5 hours. This estimate includes time for reviewing list preparation instructions and preparing the student enrollment list.

#### **What do I need to do first?**

The PDP Task Menu will walk you through the steps you need to complete. If your institution doesn't yet have a Campus Coordinator, the first step will be for your Chief Administrator to fill out the Designate a Coordinator page.

Once the Campus Coordinator is named, he or she should complete the Designate PDP Users page, which is used to confirm contact information for the Campus Coordinator and provide information for any additional staff who will assist with providing your institution's data for NPSAS:20.

Second, the Coordinator should complete the Register Your Institution page. This page collects background information about your institution, information about the term/enrollment periods at your institution for the 2019-20 academic year, and sets a due date for your student enrollment list.

After registering, we will contact the Coordinator to confirm your due date for the student enrollment list and provide detailed instructions preparing the list.

#### **Why do you need students' contact information?**

The contact information will be used to contact sampled students and invite them to participate in the student survey portion of the study. Note that all information provided by individuals or institutions for NPSAS:20 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).

If you have questions or concerns, please contact the Help Desk at 1-XXX-XXX-XXXX or send an e-mail to [E-MAIL ADDRESS]. We will supply additional information about the study and the laws protecting the confidentiality of the data collected.

### **When do you need the list of enrolled students?**

Enrollment lists will be collected beginning in [date]. The specific due date for your institution is based on your term structure and is determined after the “Register Your Institution Page” is completed.

Please contact RTI at 1-XXX-XXX-XXXX or via e-mail at [E-MAIL ADDRESS] if you have any questions or concerns about submitting your student enrollment list.

### **What should I do if I cannot provide students’ first names, middle initials, last names, and name suffixes as four separate fields?**

When uploading your file on the website, let us know how your file is constructed by providing comments in the text box located on the upload page or in an e-mail to [E-MAIL ADDRESS].

### **Why do I need to provide Social Security numbers (SSNs) in addition to student ID numbers?**

We use SSN as an identifier to match data for students included in NPSAS with data from other sources that have information pertinent to NPSAS. Examples of other sources include the U.S. Department of Education's Central Processing System (CPS) database, which contains information from the Free Application for Federal Student Aid (FAFSA), and the National Student Loan Data System (NSLDS). Matching to these databases prior to sampling will help us to select a representative sample of students.

The release of this information to NCES without explicit consent is permissible under the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA, under provision of 34 CFR §§ 99.31(a)(3)(iii) and 99.35, permits institutions to disclose without consent personally identifiable information from student education records to NCES, as an authorized representative of the Secretary of Education, in connection with an evaluation of federally supported education programs. RTI International, as the contractor for NCES, has been given the authority to collect information from institution records on behalf of NCES. A definition of personally identifiable information can be found in 34 CFR 99.3. Personal identifiers, such as Social Security numbers and student numbers, are included in the definition. You can review this legislation on the U.S. Department of Education’s website at <https://www2.ed.gov/policy/gen/reg/ferpa>.

Both NCES and RTI follow strict procedures to protect the privacy and confidentiality of study participants. Information about data security may be found on the Confidentiality page on the PDP. For more information on confidentiality and data security see [surveys.nces.ed.gov/xxxx/Home/Confidentiality](https://surveys.nces.ed.gov/xxxx/Home/Confidentiality).

### **What will happen to the student enrollment list file after you select the sample?**

The student enrollment list data will be stored securely on an Enhanced Security Network, which is certified and accredited as a NIST moderate security level network. The U. S. Department of Education has strict requirements to protect personally identifiable information (PII), and both NCES and RTI International employ strict procedures for protecting the confidentiality of PII and other sensitive information in all phases of the project. These procedures include guidelines for the transfer of PII;

maintenance, storage, and use of direct identifiers; replacement of direct identifiers with internal codes; security of master survey files; and reporting of data security breaches in accordance with the U.S. Department of Education Incident Handling Procedures. For more information on NIST security level, please see FIPS Publication 199 at <https://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.199.pdf>. For more information on confidentiality and data security see [surveys.nces.ed.gov/xxxx/Home/Confidentiality](https://surveys.nces.ed.gov/xxxx/Home/Confidentiality).

### **Contact Materials Page**

Download an electronic copy of the hardcopy packets that were mailed to your institution.

### **Welcome Packet to Chief Administrator**

Welcome Letter  
NPSAS:20 Brochure

### **Welcome Packet to Campus Coordinator**

Registration Letter  
NPSAS:20 Brochure  
Quick Guide to NPSAS:20  
Registration Instructions

### **Student Enrollment List Request Packet**

Enrollment List Request Letter  
Student Enrollment List Instructions

### **Student Records Request Packet**

Student Records Request Letter  
Student Records Handbook

### **Resources Page**

#### **General NPSAS:20 Resources**

NPSAS:20 Brochure  
NPSAS:20 Endorsements (Included in appendix B)  
Confidentiality and Data Security Fact Sheet  
FERPA Fact Sheet  
Disclosure Notice  
NPSAS:20 Overview [VIDEO]  
Registering Your Institution [VIDEO]  
NPSAS:20 Frequently Asked Questions  
Quick Guide to NPSAS:20  
Registration Instructions

#### **Student Enrollment List Resources**

Student Enrollment List Instructions  
Student Enrollment List Overview [VIDEO]

#### **Student Records Resources (These materials are included in Appendix D2 and can be viewed beginning on p. D-148.)**

Financial Aid Types Cheat Sheet  
Student Records Codebook



Student Records Item Overview Handout

Student Records Handbook

FSA Handbook (link to external website)

Student Records: Selecting a Mode [VIDEO]

Student Records: Web Mode [VIDEO]

Student Records: Excel Mode [VIDEO]

Student Records: CSV Mode [VIDEO]

FSA Guidance for COVID-19 (link to external website)

NASFAA Guidance for COVID-19 (link to external website)

To download an electronic copy of the hardcopy packets that were mailed to your institution, [click here](#).

To review the Frequently Asked Questions, [click here](#).

## Resource Materials

*This section includes content that appears in the “Resources” section of the Postsecondary Data Portal (PDP).*

### Confidentiality and Data Security Fact Sheet

## **THE 2019-20 NATIONAL POSTSECONDARY STUDENT AID STUDY**

### **Confidentiality and Data Security Fact Sheet**

Your institution has been selected to participate in the 2019-20 National Postsecondary Student Aid Study (NPSAS:20). NPSAS is designed to provide information on how students and their families meet the cost of education beyond high school. Lists of students provided by institutions will be used to select a sample of students who will be asked to complete a questionnaire online.

### **Data Collected for NPSAS**

The information collected about students includes demographic information used for sampling (such as degree program); contact information; and personal identifiers (such as Social Security numbers and student IDs), which are used to deduplicate lists of students across institutions and to match students against federal financial aid records. The security of this information is, of course, of paramount importance to the U.S. Department of Education’s National Center for Education Statistics (NCES) and its contractors, as well as to participating institutions and respondents. It is important for each institution sampled to be fully aware of the federal laws that both authorize the release of student information and protect the confidentiality of record data and survey responses.

### **NPSAS is Authorized by Congress**

The Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015) authorize NCES to collect, acquire, compile, and disseminate full and complete statistics on the condition and progress of education, including postsecondary education. The provisions of ESRA can be found at the following website:  
<https://www.ed.gov/policy/rschstat/leg/edpicks.jhtml?src=ln>.

### **Federal Law Protects the Confidentiality of Data Collected for NPSAS**

Both NCES and its contractor for NPSAS:20, RTI International, follow strict procedures to protect the privacy and confidentiality of study participants. All RTI project staff members have signed confidentiality agreements and affidavits of nondisclosure. Any data released to the public are in aggregate form (e.g., statistical tables, graphs) so that individual students cannot be identified. All of the information provided by individuals and institutions 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). For more information on confidentiality and data security see [surveys.nces.ed.gov/xxxx/Home/Confidentiality](https://surveys.nces.ed.gov/xxxx/Home/Confidentiality).

### **Federal Law Authorizes Release of Personally Identifiable Information to NCES and Its Agents**

NPSAS:20 requests students' directory and personally identifiable information from institutions. The Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015) authorize NCES and its current contractors (RTI International for NPSAS:20) to gather this information.

The data request for NPSAS fully conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) [20 U.S.C. 1232g; 34 CFR Part 99]. FERPA is designed to protect the privacy rights of students and their families by providing consistent standards for the release of personally identifiable student and family information. NCES and its data collection agent for NPSAS:20, RTI International, are explicitly authorized under an exception to FERPA's general consent rule (in which the right to consent is held by the student, regardless of age) to obtain student-level data from institutions. This exception provides for the collection of data on any eligible student, without prior consent, if the disclosure is to authorized representatives of the Secretary of Education [34 CFR §§ 99.31(a)(3)(iii) and 99.35]. You can review this regulation on the U.S. Department of Education's website at <https://www2.ed.gov/policy/gen/reg/ferpa>. For questions regarding the applicability of FERPA to this study, school officials may contact the Family Policy Compliance Office (FPCO) at this e-mail address: [+@ed.gov](mailto:+@ed.gov).

### **Data Collected are Stored Securely**

Both NCES and RTI International follow strict procedures to protect study participants' information. These procedures include obtaining signed confidentiality agreements from all personnel who will have access to individual identifiers, personnel training regarding the meaning of confidentiality, and controlled access to computer files.

All electronic data from institution records and students are carefully protected. Computer accounts used to access electronic data are password protected. Only project staff members with clearance from the study database manager are able to log on to these accounts. Personally identifying variables (e.g., name, address, and phone numbers) are kept separate from data variables such as educational experience or financial aid.

A unique study identification number (not the Social Security number or student ID) are created and maintained for each sampled student to protect against inadvertent disclosure of confidential data. Any data released to the general public (for example, statistical tables) are tailored so that it is not possible to identify specific individuals or institutions.

These confidentiality and data security protection procedures have been put in place to ensure that RTI International and its subcontractors comply with all privacy requirements, including:

1. The statement of work of each contract;
2. Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. §1232(g));
3. Privacy Act of 1974 (5 U.S.C. §552a);
4. Privacy Act Regulations (34 CFR Part 5b);
5. Computer Security Act of 1987;
6. U.S.A. Patriot Act of 2001 (P.L. 107-56);
7. Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9573);
8. Cybersecurity Enhancement Act of 2015 (6 U.S.C. §151);

9. Foundations of Evidence-Based Policymaking Act of 2018, Title III, Part B, Confidential Information Protection;
10. The U.S. Department of Education General Handbook for Information Technology Security General Support Systems and Major Applications Inventory Procedures (March 2005);
11. The U.S. Department of Education Incident Handling Procedures (February 2009);
12. The U.S. Department of Education, ACS Directive OM: 5-101, Contractor Employee Personnel Security Screenings;
13. NCES Statistical Standards; and
14. All new legislation that impacts the data collected through the contract for this study.

The data collection contractor, RTI International, complies with the U.S. Department of Education's IT security policy requirements as set forth in the Handbook for Information Assurance Security Policy and related procedures and guidance, as well as IT security requirements in the Federal Information Security Management Act (FISMA), Federal Information Processing Standards (FIPS) publications, Office of Management and Budget (OMB) Circulars, and the National Institute of Standards and Technology (NIST) standards and guidance. All data products and publications will also adhere to the NCES Statistical Standards, as described at the website: <https://nces.ed.gov/statprog/2012/>.

## FERPA Fact Sheet

### FERPA Fact Sheet

**The release of the information requested for NPSAS:20 without explicit consent is permissible under the Family Educational Rights Privacy Act (FERPA).** For the purposes of this collection of data, FERPA permits educational institutions to disclose personally identifiable information from students' education records, without consent, to authorized representatives of the Secretary of Education in connection with an evaluation of Federally supported education programs (34 CFR §§ 99.31(a)(3)(iii) and 99.35). As a contractor for NCES, RTI is an authorized representative of the Secretary.

FERPA requires educational institutions to maintain a record of the disclosure of student information to NCES (see 34 CFR 99.32). The record of disclosure must include: 1) the parties who have requested or received personally identifiable information records (NCES/RTI) and 2) the legitimate interests the parties had in obtaining the information (the 2019-20 National Postsecondary Student Aid Study). For institutions without electronic student record systems, a Disclosure Notice may be printed from the Resources page on the PDP.

**See the highlighted sections below for excerpts of FERPA that pertain to this exemption and the requirement to maintain a record of the disclosure.**

### **Family Educational Rights and Privacy Act, 34 CFR PART 99**

#### **Subpart A—GENERAL**

§99.1 To which educational agencies or institutions do these regulations apply?

§99.2 What is the purpose of these regulations?

§99.3 What definitions apply to these regulations?

§99.4 What are the rights of parents?

§99.5 What are the rights of students?

§99.7 What must an educational agency or institution include in its annual notification?

§99.8 What provisions apply to records of a law enforcement unit?

#### **Subpart B—WHAT ARE THE RIGHTS OF INSPECTION AND REVIEW OF EDUCATION RECORDS?**

§99.10 What rights exist for a parent or eligible student to inspect and review education records?

§99.11 May an educational agency or institution charge a fee for copies of education records?

§99.12 What limitations exist on the right to inspect and review records?

#### **Subpart C—WHAT ARE THE PROCEDURES FOR AMENDING EDUCATION RECORDS?**

§99.20 How can a parent or eligible student request amendment of the student's education records?

§99.21 Under what conditions does a parent or eligible student have the right to a hearing?

§99.22 What minimum requirements exist for the conduct of a hearing?

## **Subpart D—MAY AN EDUCATIONAL AGENCY OR INSTITUTION DISCLOSE PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATION RECORDS?**

§99.30 Under what conditions is prior consent required to disclose information?

§99.31 Under what conditions is prior consent not required to disclose information?

§99.32 What recordkeeping requirements exist concerning requests and disclosures?

§99.33 What limitations apply to the redisclosure of information?

§99.34 What conditions apply to disclosure of information to other educational agencies or institutions?

§99.35 What conditions apply to disclosure of information for Federal or State program purposes?

§99.36 What conditions apply to disclosure of information in health and safety emergencies?

§99.37 What conditions apply to disclosing directory information?

§99.38 What conditions apply to disclosure of information as permitted by State statute adopted after November 19, 1974, concerning the juvenile justice system?

§99.39 What definitions apply to the nonconsensual disclosure of records by postsecondary educational institutions in connection with disciplinary proceedings concerning crimes of violence or non-forcible sex offenses?

## **Subpart E—WHAT ARE THE ENFORCEMENT PROCEDURES?**

§99.60 What functions has the Secretary delegated to the Office and to the Office of Administrative Law Judges?

§99.61 What responsibility does an educational agency or institution, a recipient of Department funds, or a third party outside of an educational agency or institution have concerning conflict with State or local laws?

§99.62 What information must an educational agency or institution or other recipient of Department funds submit to the Office?

§99.63 Where are complaints filed?

§99.64 What is the investigation procedure?

§99.65 What is the content of the notice of investigation issued by the Office?

§99.66 What are the responsibilities of the Office in the enforcement process?

§99.67 How does the Secretary enforce decisions?

## **Subpart A—GENERAL**

### **§99.1 To which educational agencies or institutions do these regulations apply?**

(a) Except as otherwise noted in §99.10, this part applies to an educational agency or institution to which funds have been made available under any program administered by the Secretary, if—

(1) The educational institution provides educational services or instruction, or both, to students; or

(2) The educational agency is authorized to direct and control public elementary or secondary, or postsecondary educational institutions.

(b) This part does not apply to an educational agency or institution solely because students attending that agency or institution receive non-monetary benefits under a program referenced in paragraph (a) of this section, if no funds under that program are made available to the agency or institution.

(c) The Secretary considers funds to be made available to an educational agency or institution of funds under one or more of the programs referenced in paragraph (a) of this section—

(1) Are provided to the agency or institution by grant, cooperative agreement, contract, subgrant, or subcontract; or

(2) Are provided to students attending the agency or institution and the funds may be paid to the agency or institution by those students for educational purposes, such as under the Pell Grant Program and the Guaranteed Student Loan Program (titles IV-A-1 and IV-B, respectively, of the Higher Education Act of 1965, as amended).

(d) If an educational agency or institution receives funds under one or more of the programs covered by this section, the regulations in this part apply to the recipient as a whole, including each of its components (such as a department within a university).

(Authority: 20 U.S.C. 1232g)

## **Subpart D—MAY AN EDUCATIONAL AGENCY OR INSTITUTION DISCLOSE PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATION RECORDS?**

### **§99.30 Under what conditions is prior consent required to disclose information?**

(a) The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records, except as provided in §99.31.

(b) The written consent must:

(1) Specify the records that may be disclosed;

(2) State the purpose of the disclosure; and

(3) Identify the party or class of parties to whom the disclosure may be made.

(c) When a disclosure is made under paragraph (a) of this section:

(1) If a parent or eligible student so requests, the educational agency or institution shall provide him or her with a copy of the records disclosed; and

(2) If the parent of a student who is not an eligible student so requests, the agency or institution shall provide the student with a copy of the records disclosed.

(d) "Signed and dated written consent" under this part may include a record and signature in electronic form that—

(1) Identifies and authenticates a particular person as the source of the electronic consent; and

(2) Indicates such person's approval of the information contained in the electronic consent.

(Authority: 20 U.S.C. 1232g (b)(1) and (b)(2)(A))

### **§99.31 Under what conditions is prior consent not required to disclose information?**

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

(1)(i)(A) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.

(B) A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party—

(1) Performs an institutional service or function for which the agency or institution would otherwise use employees;

(2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and

(3) Is subject to the requirements of §99.33(a) governing the use and redisclosure of personally identifiable information from education records.

(ii) An educational agency or institution must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. An educational agency or institution that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement in paragraph (a)(1)(i)(A) of this section.

(2) The disclosure is, subject to the requirements of §99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

NOTE: Section 4155(b) of the No Child Left Behind Act of 2001, 20 U.S.C. 7165(b), requires each State to assure the Secretary of Education that it has a procedure in place to facilitate the transfer of disciplinary records with respect to a suspension or expulsion of a student by a local educational agency to any private or public elementary or secondary school in which the student is subsequently enrolled or seeks, intends, or is instructed to enroll.

(3) The disclosure is, subject to the requirements of §99.35, to authorized representatives of—

(i) The Comptroller General of the United States;

(ii) The Attorney General of the United States;

(iii) The Secretary; or

(iv) State and local educational authorities.

(4)(i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

(A) Determine eligibility for the aid;

(B) Determine the amount of the aid;

(C) Determine the conditions for the aid; or

(D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a)(4)(i) of this section, *financial aid* means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

(5)(i) The disclosure is to State and local officials or authorities to whom this information is specifically—

(A) Allowed to be reported or disclosed pursuant to State statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or



(B) Allowed to be reported or disclosed pursuant to State statute adopted after November 19, 1974, subject to the requirements of §99.38.

(ii) Paragraph (a)(5)(i) of this section does not prevent a State from further limiting the number or type of State or local officials to whom disclosures may be made under that paragraph.

(6)(i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:

(A) Develop, validate, or administer predictive tests;

(B) Administer student aid programs; or

(C) Improve instruction.

(ii) Nothing in the Act or this part prevents a State or local educational authority or agency headed by an official listed in paragraph (a)(3) of this section from entering into agreements with organizations conducting studies under paragraph (a)(6)(i) of this section and redisclosing personally identifiable information from education records on behalf of educational agencies and institutions that disclosed the information to the State or local educational authority or agency headed by an official listed in paragraph (a)(3) of this section in accordance with the requirements of §99.33(b).

(iii) An educational agency or institution may disclose personally identifiable information under paragraph (a)(6)(i) of this section, and a State or local educational authority or agency headed by an official listed in paragraph (a)(3) of this section may redisclose personally identifiable information under paragraph (a)(6)(i) and (a)(6)(ii) of this section, only if—

(A) The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information;

(B) The information is destroyed when no longer needed for the purposes for which the study was conducted; and

(C) The educational agency or institution or the State or local educational authority or agency headed by an official listed in paragraph (a)(3) of this section enters into a written agreement with the organization that—

(1) Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;

(2) Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement;

(3) Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students, as defined in this part, by anyone other than representatives of the organization with legitimate interests; and

(4) Requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

(iv) An educational agency or institution or State or local educational authority or Federal agency headed by an official listed in paragraph (a)(3) of this section is not required to initiate a study or agree with or endorse the conclusions or results of the study.

(v) For the purposes of paragraph (a)(6) of this section, the term *organization* includes, but is not limited to, Federal, State, and local agencies, and independent organizations.

(7) The disclosure is to accrediting organizations to carry out their accrediting functions.

(8) The disclosure is to parents, as defined in §99.3, of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.

(9)(i) The disclosure is to comply with a judicial order or lawfully issued subpoena.

(ii) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with—

(A) A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

(B) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or

(C) An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

(iii)(A) If an educational agency or institution initiates legal action against a parent or student, the educational agency or institution may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the educational agency or institution to proceed with the legal action as plaintiff.

(B) If a parent or eligible student initiates legal action against an educational agency or institution, the educational agency or institution may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the educational agency or institution to defend itself.

(10) The disclosure is in connection with a health or safety emergency, under the conditions described in §99.36.

(11) The disclosure is information the educational agency or institution has designated as “directory information”, under the conditions described in §99.37.

(12) The disclosure is to the parent of a student who is not an eligible student or to the student.

(13) The disclosure, subject to the requirements in §99.39, is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. The institution may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed.

(14)(i) The disclosure, subject to the requirements in §99.39, is in connection with a disciplinary proceeding at an institution of postsecondary education. The

institution must not disclose the final results of the disciplinary proceeding unless it determines that—

(A) The student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and

(B) With respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

(ii) The institution may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.

(iii) This section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.

(15)(i) The disclosure is to a parent of a student at an institution of postsecondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if—

(A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and

(B) The student is under the age of 21 at the time of the disclosure to the parent.

(ii) Paragraph (a)(15) of this section does not supersede any provision of State law that prohibits an institution of postsecondary education from disclosing information.

(16) The disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable Federal guidelines.

(b)(1) *De-identified records and information.* An educational agency or institution, or a party that has received education records or information from education records under this part, may release the records or information without the consent required by §99.30 after the removal of all personally identifiable information provided that the educational agency or institution or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

(2) An educational agency or institution, or a party that has received education records or information from education records under this part, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that—

(i) An educational agency or institution or other party that releases de-identified data under paragraph (b)(2) of this section does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code;

(ii) The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and

(iii) The record code is not based on a student's social security number or other personal information.

(c) An educational agency or institution must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other

parties to whom the agency or institution discloses personally identifiable information from education records.

(d) Paragraphs (a) and (b) of this section do not require an educational agency or institution or any other party to disclose education records or information from education records to any party except for parties under paragraph (a)(12) of this section.

(Authority: 20 U.S.C. 1232g(a)(5)(A), (b), (h), (i), and (j)).

### **§99.32 What recordkeeping requirements exist concerning requests and disclosures?**

(a)(1) An educational agency or institution must maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, as well as the names of State and local educational authorities and Federal officials and agencies listed in §99.31(a)(3) that may make further disclosures of personally identifiable information from the student's education records without consent under §99.33(b).

(2) The agency or institution shall maintain the record with the education records of the student as long as the records are maintained.

(3) For each request or disclosure the record must include:

(i) The parties who have requested or received personally identifiable information from the education records; and

(ii) The legitimate interests the parties had in requesting or obtaining the information.

(4) An educational agency or institution must obtain a copy of the record of further disclosures maintained under paragraph (b)(2) of this section and make it available in response to a parent's or eligible student's request to review the record required under paragraph (a)(1) of this section.

(5) An educational agency or institution must record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in §99.31(a)(10) and §99.36:

(i) The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and

(ii) The parties to whom the agency or institution disclosed the information.

(b)(1) Except as provided in paragraph (b)(2) of this section, if an educational agency or institution discloses personally identifiable information from education records with the understanding authorized under §99.33(b), the record of the disclosure required under this section must include:

(i) The names of the additional parties to which the receiving party may disclose the information on behalf of the educational agency or institution; and

(ii) The legitimate interests under §99.31 which each of the additional parties has in requesting or obtaining the information.

(2)(i) A State or local educational authority or Federal official or agency listed in §99.31(a)(3) that makes further disclosures of information from education records under §99.33(b) must record the names of the additional parties to which it discloses information on behalf of an educational agency or institution and their legitimate interests in the information under §99.31 if the information was received from:

(A) An educational agency or institution that has not recorded the further disclosures under paragraph (b)(1) of this section; or

(B) Another State or local educational authority or Federal official or agency listed in §99.31(a)(3).

(ii) A State or local educational authority or Federal official or agency that records further disclosures of information under paragraph (b)(2)(i) of this section may maintain the record by the student's class, school, district, or other appropriate grouping rather than by the name of the student.

(iii) Upon request of an educational agency or institution, a State or local educational authority or Federal official or agency listed in §99.31(a)(3) that maintains a record of further disclosures under paragraph (b)(2)(i) of this section must provide a copy of the record of further disclosures to the educational agency or institution within a reasonable period of time not to exceed 30 days.

(c) The following parties may inspect the record relating to each student:

(1) The parent or eligible student.

(2) The school official or his or her assistants who are responsible for the custody of the records.

(3) Those parties authorized in §99.31(a) (1) and (3) for the purposes of auditing the recordkeeping procedures of the educational agency or institution.

(d) Paragraph (a) of this section does not apply if the request was from, or the disclosure was to:

(1) The parent or eligible student;

(2) A school official under §99.31(a)(1);

(3) A party with written consent from the parent or eligible student;

(4) A party seeking directory information; or

(5) A party seeking or receiving records in accordance with §99.31(a)(9)(ii)(A) through (C).

(Authority: 20 U.S.C. 1232g(b)(1) and (b)(4)(A))

### **§99.35 What conditions apply to disclosure of information for Federal or State program purposes?**

(a)(1) Authorized representatives of the officials or agencies headed by officials listed in §99.31(a)(3) may have access to education records in connection with an audit or evaluation of

Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

(2) The State or local educational authority or agency headed by an official listed in §99.31(a)(3) is responsible for using reasonable methods to ensure to the greatest extent practicable that any entity or individual designated as its authorized representative—

(i) Uses personally identifiable information only to carry out an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements related to these programs;

(ii) Protects the personally identifiable information from further disclosures or other uses, except as authorized in paragraph (b)(1) of this section; and

(iii) Destroys the personally identifiable information in accordance with the requirements of paragraphs (b) and (c) of this section.

(3) The State or local educational authority or agency headed by an official listed in §99.31(a)(3) must use a written agreement to designate any authorized representative, other than an employee. The written agreement must—

(i) Designate the individual or entity as an authorized representative;

(ii) Specify—

(A) The personally identifiable information from education records to be disclosed;

(B) That the purpose for which the personally identifiable information from education records is disclosed to the authorized representative is to carry out an audit or evaluation of Federal- or State-supported education programs, or to enforce or to comply with Federal legal requirements that relate to those programs; and

(C) A description of the activity with sufficient specificity to make clear that the work falls within the exception of §99.31(a)(3), including a description of how the personally identifiable information from education records will be used;

(iii) Require the authorized representative to destroy personally identifiable information from education records when the information is no longer needed for the purpose specified;

(iv) Specify the time period in which the information must be destroyed; and

(v) Establish policies and procedures, consistent with the Act and other Federal and State confidentiality and privacy provisions, to protect personally identifiable information from education records from further disclosure (except back to the disclosing entity) and unauthorized use, including limiting use of personally identifiable information from education records to only authorized representatives with legitimate interests in the audit or evaluation of a Federal- or State-supported education program or for compliance or enforcement of Federal legal requirements related to these programs.

(b) Information that is collected under paragraph (a) of this section must—

(1) Be protected in a manner that does not permit personal identification of individuals by anyone other than the State or local educational authority or agency headed by an official listed in §99.31(a)(3) and their authorized representatives, except that the State or local educational authority or agency headed by an official listed in §99.31(a)(3) may make further disclosures of personally identifiable information from education records on behalf of the educational agency or institution in accordance with the requirements of §99.33(b); and

(2) Be destroyed when no longer needed for the purposes listed in paragraph (a) of this section.

(c) Paragraph (b) of this section does not apply if:

(1) The parent or eligible student has given written consent for the disclosure under §99.30; or

(2) The collection of personally identifiable information is specifically authorized by Federal law.

(Authority: 20 U.S.C. 1232g(b)(1)(C), (b)(3), and (b)(5))

**Disclosure Notice**

Information from student records for this individual has been provided to RTI International, a data collection agent for the 2019-20 National Postsecondary Student Aid Study (NPSAS:20), conducted by the National Center for Education Statistics (NCES) within the U.S. Department of Education. This disclosure statement fulfills the requirement of 34 CFR 99.32(a) pursuant to the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g).

Strict protection of all information obtained for NPSAS:20 is assured by current federal laws and regulations. All of the information provided 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).

March 2019

NPSAS:20 OMB # 1850-0666; Expiration Date: (insert date)

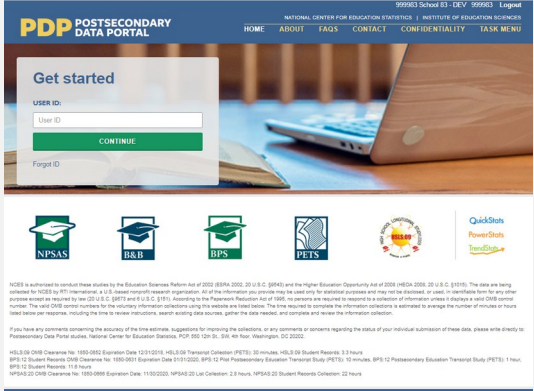

## Scripts and Storyboards for Instructional Videos

*Brief instructional videos will be embedded throughout the PDP and will walk users through participating in NPSAS:20 and providing data. Scripts and storyboards for the first three videos are provided below. The images in these storyboards are provided as examples of the content that will appear in the videos. The PDP website is still being developed; the final videos may include aesthetic changes that do not impact the content of the pages.*

*Scripts and storyboards for four student records videos are included in Appendix D2 and can be seen beginning on p. D-137.*



## NPSAS:20 Overview Video

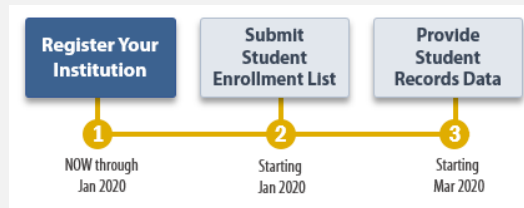
Script for Audio	Visual	Scene Description
<p>Your participation in the National Postsecondary Student Aid Study, or NPSAS, is important. NPSAS is the primary data source used to understand the effectiveness of federal student financial aid programs and to make decisions that affect students, their families, and the institutions they attend.</p> <p><b>As an institution participating in NPSAS:20, you will be expected to complete several steps over the 2019-20 academic year. You will complete these steps through the Postsecondary Data Portal, or PDP, website. The PDP website is the data collection website for all NCES institution-based postsecondary sample surveys.</b></p>		<p>Shot of PDP home page. Cursor clicks in Get Started box, logs in to the PDP.</p>
<p>First, you will register your institution for NPSAS:20. When you register, you will designate staff who will submit data for NPSAS:20. You may need to designate staff from multiple departments at your institution to provide general demographic, enrollment, budget, and financial aid data. Each person you designate will receive their own credentials for logging into the PDP website.</p>		<p>Shot of NPSAS timeline graphic. Mouse over and highlight “Register Your Institution.”</p>

You will also provide important background information about your institution, including your term structure, and set the due date for providing your student enrollment list. The due date for providing your list will vary based on your institution's term structure.

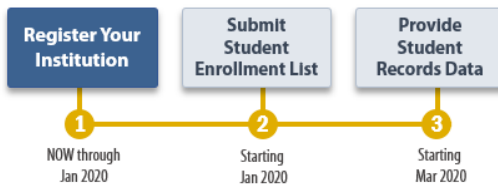
Next, you will submit a list of all students enrolled at your institution between July 1, 2019 and April 30, 2020. After you submit your enrollment list, we will review the list and sample the students for NPSAS:20. During this time, we may contact you with questions about the list.

**A small group of institutions will also be asked to submit an enrollment list in fall 2019."**

Finally, you will submit student records data for the students at your institution who are sampled for NPSAS:20. The student records data includes demographic, enrollment, budget, and financial aid information. You will receive your list of sampled students approximately 4 to 6 weeks after you submit your student enrollment list.



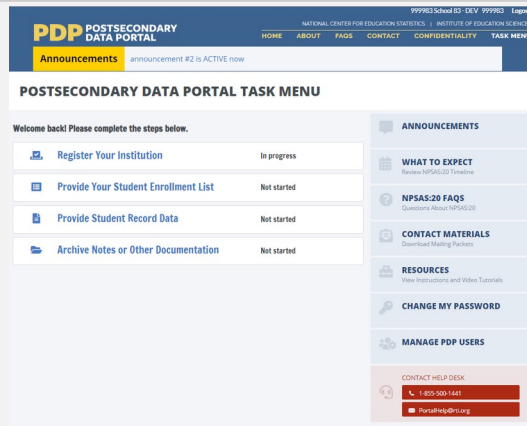
Shot of NPSAS timeline graphic. Mouse over and highlight "Submit Student Enrollment List."



Shot of NPSAS timeline graphic. Mouse over and highlight "Provide Student Records Data."

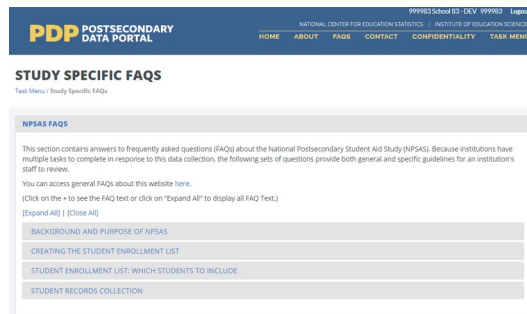
The PDP has resources to help you complete NPSAS:20:

- The Task Menu will show you the steps you need to complete next.



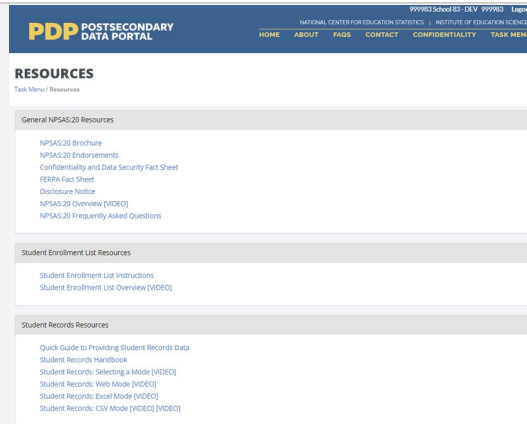
Shot of PDP Task Menu. Mouse over to highlight steps in the Task Menu.

- View the FAQs page to answer your questions about NPSAS:20.



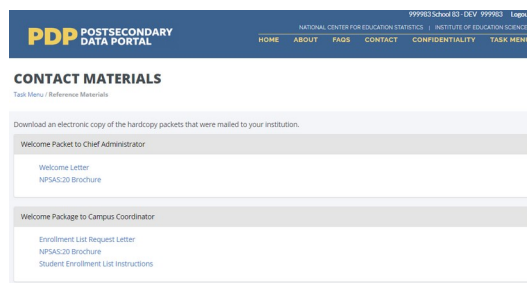
Click FAQs link, open FAQ page.

- The Resources page has instructions, videos, and other reference materials.
- 



Click Resources link, open Resources page.

- On the Contact Materials page, you can download a copy of the mailing materials that were sent to your institution.
- 



Click Contact Materials link, open Contact Materials page.

On the Manage PDP Users page, you can manage the staff at your institution who have access to the PDP.

**PDP POSTSECONDARY DATA PORTAL**

NATIONAL CENTER FOR EDUCATION STATISTICS | INSTITUTE OF EDUCATION SCIENCES

HOME ABOUT PAGES CONTACT CONFIDENTIALITY TASK MENU

### MANAGE MY USERS

As Primary Coordinator for this institution, you are the only person who can add additional users. Click Add User below to add a new user. A user ID will be generated for the person, and you can select whether an email with that information is sent to the user. Study staff, including the Help Desk, do not have access to password information.

To send or re-send the user ID or a security code (needed to reset their password) to the user, click "Resend User ID" or "Forgot Password" on their row below. You can also edit the user's first name, last name, and email address if needed.

**ADD USER**

User Name	First Name	Last Name	Email	Role	Status	Resend User ID	Forgot Password
999983			jessica@m.org	PC	✓	⊗	⊗
999983_2020E	AdminName	AdminName	pernel-help@m.org	ADMIN	✓	⊗	⊗

Showing 1 to 2 of 2 rows

Click Manage PDP Users link, open Manage PDP Users page.

Finally, if you need assistance, you can contact the Help Desk.

**PDP POSTSECONDARY DATA PORTAL**

NATIONAL CENTER FOR EDUCATION STATISTICS | INSTITUTE OF EDUCATION SCIENCES

HOME ABOUT PAGES CONTACT CONFIDENTIALITY TASK MENU

**Announcements** announcement #2 is ACTIVE now

### POSTSECONDARY DATA PORTAL TASK MENU

Welcome back! Please complete the steps below.

Register Your Institution	In progress
Provide Your Student Enrollment List	Not started
Provide Student Record Data	Not started
Archive Notes or Other Documentation	Not started

- ANNOUNCEMENTS
- WHAT TO EXPECT
- NPSAS:20 FAQs
- CONTACT MATERIALS
- RESOURCES
- CHANGE MY PASSWORD
- MANAGE PDP USERS

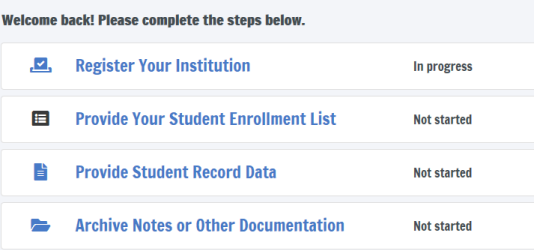
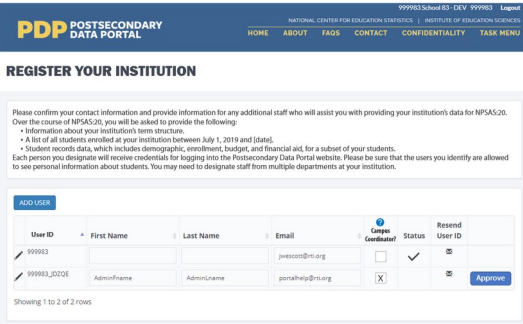
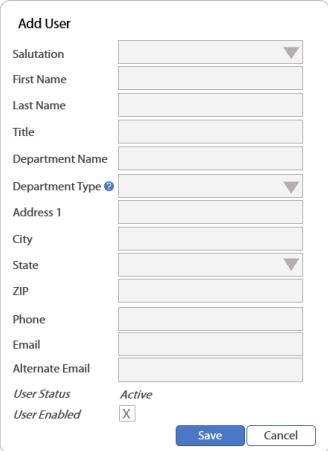
CONTACT HELP DESK

1-800-904-1441

ihunahelp@m.org

Shot of Task Menu. Mouse over to highlight Help Desk contact information.

## Registration Page Video

Script for audio	Visual	Scene Description
<p><b>When you register your institution for NPSAS:20, you will first designate staff at your institution who will provide data.</b></p>		<p>Open on shot of PDP Task Menu. Mouse over “Register” link, click to open registration page.</p>
<p><b>You may need to designate staff from multiple departments at your institution to provide general demographic, enrollment, budget, and financial aid data.</b></p>		<p>Shot of DESIGNATE form on the registration page. Mouse over form, click Add User button to add a new user.</p>
<p><b>Each person you designate will receive their own credentials for logging in to the PDP website.</b></p>		<p>Shot of Add User form. Enter contact information for the new user into the form.</p>

Next, we will collect information about your institution's term structure. This information will be used for two purposes:

- Setting your due date for providing the student enrollment list.
- Determining how you will report student-level enrollment and financial aid data.

**PDP POSTSECONDARY DATA PORTAL**  
NATIONAL CENTER FOR EDUCATION STATISTICS | INSTITUTE OF EDUCATION SCIENCES  
HOME ABOUT PAGES CONTACT CONFIDENTIALITY TASK MENU

**REGISTER YOUR INSTITUTION**

**Background: Reporting Term Structure**

When you provide student records data, you will be asked to report each sampled student's enrollment status (such as full-time or half-time) for the period of July 1, 2019 to June 30, 2020. You will also be asked about students' tuition, budget, and financial aid during this period. To collect this information, we need to know about your institution's term structure.

If your institution has distinct terms with explicit start and end dates, you should report students' enrollment information **by term**.

If your institution enrolls students continuously throughout the year, or if you have more than 12 terms per year, you should report students' enrollment information **by month**.

PREVIOUS | EXIT TO TASK MENU | NEXT

Shot of TERMINST form.

When you provide student records data, you will be asked to report each sampled student's enrollment status (such as full-time or half-time) and financial aid received for the period of July 1, 2019 to June 30, 2020.

If your institution has distinct terms with explicit start and end dates, you should report this information by term.

**ENROLLMENT STATUS & NUMBER OF HOURS ENROLLED PER TERM**

Summer I 2019 06/2019 - 08/2019

Enrollment Status: Select | Credit or Clock Hours Enrolled: [ ]

FA 2019 09/2019 - 12/2019

Enrollment Status: Select | Credit or Clock Hours Enrolled: [ ]

Close shot of Enrollment Status section from Student Records instrument.

Mouse over drop-down box, click to expand the box, select "full-time" response option.

During registration, you will be asked to confirm or provide the term name, start date, and end date for every term in the July 1, 2019 to June 30, 2020 time period.

**PDP POSTSECONDARY DATA PORTAL**  
NATIONAL CENTER FOR EDUCATION STATISTICS | INSTITUTE OF EDUCATION SCIENCES  
HOME ABOUT PAGES CONTACT CONFIDENTIALITY TASK MENU

**REGISTER YOUR INSTITUTION**

**Revise Terms and Term Dates**

Please revise your institution's terms/enrollment periods occurring at School 83 - DEV for the 2019-2020 academic year (July 1, 2019 to June 30, 2020). 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.
- 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 many institutions, 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.

**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.

	Term Number	Term Name	Start Date	End Date
REMOVE	1	Summer I 2019	6 2019	8 2019
REMOVE	2	FA 2019	9 2019	12 2019
REMOVE	3	Spring 2020	1 2020	5 2020
REMOVE	4	Summer II 2020	6 2020	8 2020

ADD TERM

Shot of REVTERM form. Mouse over drop-down boxes and revise start and end dates for one term. Click Next.

If your institution enrolls students continuously throughout the year, or if you have more than 12 terms per year, you should choose to report enrolment information by month.

Shot of BENRTYPE form. Mouse over form, select “Report Enrollment Status by Month” option.

Whenever possible, we will preload information about your institution’s term structure. You can either confirm the preloaded information or choose to provide new term information.

Term Name	Start Date	End Date
Summer I 2019	06/2019	08/2019
FA 2019	09/2019	12/2019
Spring 2020	01/2020	05/2020
Summer II 2020	06/2020	08/2020

Shot of TERMCONF form.

Finally, you will be asked some brief background questions about your institution.

Shot of SIS form. Click one of the radio button options, click Next.

Once you submit information through the Registration page, you will no longer be able to make changes. Please contact us if you need to revise your registration information.

Shot of OBSTACLE form. Click one of the checkboxes, then click Save and Finalize Registration.

## Enrollment List Page Video

Script for Audio	Visual	Scene Description												
<p>The next step for NPSAS:20 is to submit a list of all students enrolled at your institution between July 1, 2019 and [date] who are eligible for NPSAS:20.</p>	 <p>Welcome back! Please complete the steps below.</p> <table border="1"> <tr> <td></td> <td><a href="#">Register Your Institution</a></td> <td>In progress</td> </tr> <tr> <td></td> <td><a href="#">Provide Your Student Enrollment List</a></td> <td>Not started</td> </tr> <tr> <td></td> <td><a href="#">Provide Student Record Data</a></td> <td>Not started</td> </tr> <tr> <td></td> <td><a href="#">Archive Notes or Other Documentation</a></td> <td>Not started</td> </tr> </table>		<a href="#">Register Your Institution</a>	In progress		<a href="#">Provide Your Student Enrollment List</a>	Not started		<a href="#">Provide Student Record Data</a>	Not started		<a href="#">Archive Notes or Other Documentation</a>	Not started	<p>Open on shot of PDP Task Menu. Mouse over “Provide your student enrollment list” link, click to open page.</p>
	<a href="#">Register Your Institution</a>	In progress												
	<a href="#">Provide Your Student Enrollment List</a>	Not started												
	<a href="#">Provide Student Record Data</a>	Not started												
	<a href="#">Archive Notes or Other Documentation</a>	Not started												
<p>The enrollment list instructions include information about which students are eligible and should be included on your enrollment list.</p>	 <p><b>PDP POSTSECONDARY DATA PORTAL</b> NATIONAL CENTER FOR EDUCATION STATISTICS   INSTITUTE OF EDUCATION SCIENCES 999903 School ID - DEV 999903 Logout</p> <p>Task Menu / Student Enrollment List</p> <p>Provide Your Student Enrollment List</p> <p>Follow these <a href="#">instructions</a> to prepare your student enrollment list.</p> <p>Check your list for errors</p> <p>Please take the time to review your list for errors, including the following common errors:</p> <ul style="list-style-type: none"> <li>Is the contact information provided associated with the correct name (i.e., make sure that the rows did not shift)?</li> <li>Is degree program provided for all students?</li> <li>Did you include students from all campuses/schools (e.g., law school, medical school) reported under your IPEDS UNITID?</li> <li>Did you exclude students concurrently enrolled in high school or a high school completion program?</li> </ul>	<p>Shot of Provide Your Student Enrollment List page. Cursor over instructions hyperlink and click link.</p>												
<p>The list instructions also include file layout specifications. These specifications include the list of data elements you should include on your list and which data elements are most critical.</p>	 <p><b>Preparing Your Student Enrollment List for NPSAS:20</b></p> <p>These instructions will guide you through preparing the list of students enrolled at your institution between July 1, 2019 and [date].</p> <p><b>Step 1: Determine Which Students to Include</b></p> <p>Your institution's enrollment list should include students from all campuses, colleges, and schools, including graduate schools, reported to IPEDS under your institution's IPEDS UNITID.</p> <p>Provide a list of all eligible students enrolled at any time between July 1, 2019, and [date].</p> <p>Some students may not be eligible for NPSAS; please carefully review the eligibility criteria below.</p> <table border="1"> <tr> <td data-bbox="638 1360 857 1570"> <p><b>Eligible for NPSAS:20</b></p> <p>Eligible students are those who, at any time between July 1, 2019 and [date], were enrolled in a term or course of instruction at your institution that is one of the following:</p> <ul style="list-style-type: none"> <li>an academic program; <i>OR</i></li> <li>a course for credit that could be applied toward fulfilling the requirements for an academic degree;</li> <li>an occupational or vocational program that requires at least 3 months or 300 clock hours of instruction to receive a degree, certificate, or other formal award;</li> <li>noncredit remedial coursework within a Title IV eligible program (up to 30 semester or trimester hours, 45 quarter hours, or 900 clock hours).</li> </ul> </td> <td data-bbox="862 1360 1097 1570"> <p><b>NOT Eligible for NPSAS:20</b></p> <p>Students are ineligible for NPSAS:20 if they meet any of the following conditions. Exclude these students from your student enrollment list.</p> <p><b>Refunded tuition.</b> Exclude students who dropped out of your institution early enough to receive a <i>full refund</i> of their tuition.</p> <p><b>paid tuition solely to another institution.</b> Exclude students who attend this institution under joint arrangements with another institution and pay tuition solely to the other institution.</p> <p><b>Enrolled solely in a remedial program.</b> Students who are enrolled solely in a remedial program are not eligible.</p> </td> </tr> </table>	<p><b>Eligible for NPSAS:20</b></p> <p>Eligible students are those who, at any time between July 1, 2019 and [date], were enrolled in a term or course of instruction at your institution that is one of the following:</p> <ul style="list-style-type: none"> <li>an academic program; <i>OR</i></li> <li>a course for credit that could be applied toward fulfilling the requirements for an academic degree;</li> <li>an occupational or vocational program that requires at least 3 months or 300 clock hours of instruction to receive a degree, certificate, or other formal award;</li> <li>noncredit remedial coursework within a Title IV eligible program (up to 30 semester or trimester hours, 45 quarter hours, or 900 clock hours).</li> </ul>	<p><b>NOT Eligible for NPSAS:20</b></p> <p>Students are ineligible for NPSAS:20 if they meet any of the following conditions. Exclude these students from your student enrollment list.</p> <p><b>Refunded tuition.</b> Exclude students who dropped out of your institution early enough to receive a <i>full refund</i> of their tuition.</p> <p><b>paid tuition solely to another institution.</b> Exclude students who attend this institution under joint arrangements with another institution and pay tuition solely to the other institution.</p> <p><b>Enrolled solely in a remedial program.</b> Students who are enrolled solely in a remedial program are not eligible.</p>	<p>Shot of enrollment list instructions document. Scroll down to the file layout specifications table.</p>										
<p><b>Eligible for NPSAS:20</b></p> <p>Eligible students are those who, at any time between July 1, 2019 and [date], were enrolled in a term or course of instruction at your institution that is one of the following:</p> <ul style="list-style-type: none"> <li>an academic program; <i>OR</i></li> <li>a course for credit that could be applied toward fulfilling the requirements for an academic degree;</li> <li>an occupational or vocational program that requires at least 3 months or 300 clock hours of instruction to receive a degree, certificate, or other formal award;</li> <li>noncredit remedial coursework within a Title IV eligible program (up to 30 semester or trimester hours, 45 quarter hours, or 900 clock hours).</li> </ul>	<p><b>NOT Eligible for NPSAS:20</b></p> <p>Students are ineligible for NPSAS:20 if they meet any of the following conditions. Exclude these students from your student enrollment list.</p> <p><b>Refunded tuition.</b> Exclude students who dropped out of your institution early enough to receive a <i>full refund</i> of their tuition.</p> <p><b>paid tuition solely to another institution.</b> Exclude students who attend this institution under joint arrangements with another institution and pay tuition solely to the other institution.</p> <p><b>Enrolled solely in a remedial program.</b> Students who are enrolled solely in a remedial program are not eligible.</p>													



Once you've prepared and reviewed your list, upload your list file on the PDP.

Shot of Provide Your Student Enrollment List page. Cursor clicks on Select File button, selects a file to upload, and uploads file.

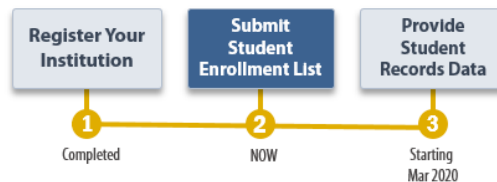
Please also provide counts of ineligible students that you excluded from your list. This information will help us review the list and compare it against enrollment counts reported to IPEDS.

Shot of Provide Your Student Enrollment List page. Cursor clicks on each field and enters a value.

After you submit your enrollment list, we will review the list and sample the students for NPSAS:20. During this time, we may contact you with questions about the list.

Cursor scrolls to the end of the page and clicks the Submit button.

Once your students have been sampled, we will contact you again with instructions for providing student records data for the sampled students. We will contact you with these instructions about 4 to 6 weeks after you submit your list.



Shot of NPSAS:20 timeline.

## **Appendix D2: Institution Contacting Materials for Student Records Collection**

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This appendix includes the contacting materials, instructions, and website text that will be used for recruiting institutions to participate in the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) student records collection. The materials below are based primarily on those developed and approved for the 2017–18 National Postsecondary Student Aid Study, Administrative Collection (NPSAS:18-AC) [OMB #1850-0666 v.20-21].

Each mailing in this appendix is separated by a heading, and each section includes a description of the mailing and the materials that are included. These descriptions are located in the gray box, directly below the section heading. Mailings to institutions may also include pens, notepads, or other small courtesy items bearing an National Center for Education Statistics (NCES) or U.S. Department of Education logo, which will serve as reminders to institution staff as well as tokens of appreciation for their efforts. These items may also be distributed at conferences attended by potential NPSAS participants.

The instructions and website text included in this appendix assume that each institution will submit student records data using the instructions and file specifications included in this appendix. NCES is currently exploring options to provide institutions with additional options for providing student records data that will reduce the burden associated with gathering, formatting, and recoding data to match the specifications. These options may include SAS templates or database queries that are customized for the institution’s student information management systems. If any new approaches prove feasible, the materials below will be updated to give institutions the option of providing their student records data in this new format.

To conserve space, text regarding the authorization to conduct the study and compliance with FERPA has not been included in each letter and e-mail in this document. However, all letters will include the following text:

---

NCES is authorized to conduct the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you provide 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 Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. §1232g) allows for the release of institution record information to the Secretary of Education or her agent without prior consent of survey members (34 CFR §§ 99.31(a)(3)(iii) and 99.35).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0666. The time required to complete this information collection is estimated to average the number of minutes or hours listed below per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this information collection, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, Room 4007, Washington, DC 20202.

NPSAS:20 OMB Clearance No: 1850-0666 Expiration Date: xx/xx/xxxx  
NPSAS:20 List Collection: 5 hours, NPSAS:20 Student Records Collection: 30 hours

---

All e-mails will include:

OMB Control Number: 1850-0666

Learn more about our confidentiality procedures at: <https://surveys.nces.ed.gov/xxxx>.

## Contents

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Student Records Request Letter and E-mail (same text).....	D-148
E-mail to Introduce/Reintroduce Data Collection Manager and Staff.....	D-150
Student Records Reminder Letter and E-mail.....	D-151
NPSAS:20 Participation Complete E-mail.....	D-153
NPSAS:20 Participation Thank You Letter to Campus Coordinator (a token is included).....	D-154
Enclosure.....	D-154
Informational E-mails for Other Departments and Programmer.....	D-155
Informational E-mail for Financial Aid Director/Registrar/Bursar.....	D-156
IT Programmer Informational E-mail.....	D-158
End of Data Collection E-mails.....	D-160
Final Weeks of Student Records E-mail – From Project Director.....	D-161
Final Weeks of Student Records E-mail – From NCES.....	D-162
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Scripts and Storyboards for Instructional Videos.....	D-175
Resources.....	D-186
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Student Records Codebook.....	D-186
Student Records Handbook.....	D-232
Student Records Item Overview Handout.....	D-250
Spanish Resources.....	D-251
Institution Handbook Volume II.....	D-251
Student Records Codebook.....	D-273

## Student Records Request Mailing and Follow-ups

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*These mailings are sent to each institution's campus coordinator after the student enrollment list has been submitted and the sample of students has been selected for the student records phase of the study. It includes a letter that confirms the institution's due date for providing its student records data and a handbook on preparing the data. The letter and handbook are included below. There will be two versions of the letter:*

- institutions that provided student records files for NPSAS:18-AC; and*
- institutions that were not sampled for NPSAS:18-AC, or that were sampled but did not provide student records data.*

*Also provided are an e-mail introducing/reintroducing the Data Collection Manager, a reminder letter/e-mail that will be sent out if the institution misses its due date, a thank you e-mail that will be sent automatically when the student records submission is finalized, and a notification e-mail that will be sent once the institution's student records data have passed quality control checks.*

---

## Student Records Request Letter and E-mail (same text)

[Date]

[Salutation] [FirstName] [LastName]

[Dear [Salutation] [CCLastName]:

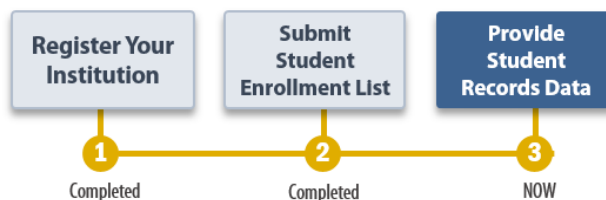
Thank you very much for providing your student enrollment list for the 2019-20 National Postsecondary Student Aid Study (NPSAS:20). From the list, we have selected a sample of [SampleSize] students to represent [InstitutionName] in the study. Because NPSAS:20 is now designed to produce national estimates as well as estimates at the state level, your sample may be larger than ones selected in past NPSAS studies. We are excited about this expanded scope and look forward to working with you to be sure [InstitutionName] is represented in this important research. This study is endorsed by [fill name of organization most closely tied to institution].

At this final step of your participation in NPSAS:20, we are asking you to **compile and submit student records data for your sampled students**, including information on demographics, enrollment, budget, and financial aid. A list of the students sampled is available on the Postsecondary Data Portal (PDP). Here is the web address for the PDP and your User ID:

PDP Website: <https://surveys.nces.ed.gov/xxxx>

Your User ID: [UserID]

We have enclosed a Student Records Handbook to guide you through the process of data preparation and submission. [If submitted student records for NPSAS:18-AC: Some small changes have been made to the student records data elements since your institution submitted data for the NPSAS collection in 2018. These changes are listed in the *What's New* section of the Student Records Handbook and on the Resources page of the PDP. Please be sure to update your programming code and queries accordingly.]



### Your Student Records due date is: [DueDate].

With adequate institution participation, state-level financial aid estimates and other data from NPSAS:20 will be available to state legislators and policymakers; leaders at postsecondary institutions, systems, and associations; researchers; and others who will use the data in ways that ultimately benefit students. You will be able to compare your own state with other states and the nation as a whole on many critical measures. You also will be able to look at differences for undergraduate students in different subgroups, including those attending institutions in different sectors.

RTI's data collection manager for your region, [DCMforSchool], is happy to answer any questions you may have and discuss strategies for gathering your student records data. You can reach [DCMfirstame] and [his/her] team at [Xxxx@rti.org](mailto:Xxxx@rti.org) or [HelpDeskNumber]. (To facilitate a quicker response, please reference your institution's ID number, [schoolID].) Our staff are available from 9 AM to 5 PM [fill time zone], or by appointment, Monday through Friday.

Thank you for your efforts in support of NPSAS:20.

NCES staff name	Jennifer Wine, Ph.D.
NCES staff title	Director, NPSAS:20
National Center for Education Statistics (NCES) RTI International	
Institute of Education Sciences	
U.S. Department of Education	

Enclosure

*The following block of legal text will appear on the email form of this document, superseding the usual email block seen on p. D-117.*

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NCES is authorized to conduct the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you provide 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 Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. §1232g) allows for the release of institution record information to the Secretary of Education or her agent without prior consent of survey members (34 CFR §§ 99.31(a)(3)(iii) and 99.35).

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## E-mail to Introduce/Reintroduce Data Collection Manager and Staff

Dear [Salutation] [CCLastName]:

We recently contacted you, asking that you provide student records data for the 2019-20 National Postsecondary Student Aid Study (NPSAS:20). [Fill if same coordinator: During this final phase of the study, please keep in mind that my team and I are here] [Fill if new coordinator: I am writing to introduce myself and my staff to you. As the Data Collection Manager for your region, I am here] to ensure that your NPSAS:20 experience is a positive one and that you receive timely and professional assistance as you complete the request. You can reach us at [xxxx@rti.org](mailto:xxxx@rti.org) or [HelpDeskNumber] Monday to Friday, 9AM to 5PM [fill time zone]. (To facilitate a quicker response, please reference your institution's ID number, [schoolID].) We are also happy to schedule an appointment outside of business hours if that is more convenient for you.

Examples of assistance we can provide during this phase of the study include:

- helping select the best submission mode for you;
- providing guidance on the data elements requested for the study; and
- developing strategies for converting your data to one of the formats our data collection systems accept.

We look forward to working with you to make NPSAS:20 a success!

In case it is helpful, I have included the Postsecondary Data Portal website and your User ID below.

PDP Website: <a href="https://surveys.nces.ed.gov/xxxx">https://surveys.nces.ed.gov/xxxx</a> Your User ID: [UserID]
--

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20

## Student Records Reminder Letter and E-mail

CCLastName]:

I am writing to remind you of the [upcoming/recently passed] due date for your student records submission. This is the final task of the 2019-20 National Postsecondary Student Aid Study (NPSAS:20). Your data are very important for ensuring that NPSAS is representative in [InstitutionState].

Your current due date is [DueDate].

Please log in to the Postsecondary Data Portal (PDP) and submit your student records data.

PDP Website: <https://surveys.nces.ed.gov/xxxx>

Your User ID: [UserID]

If you need to set a new due date, or you have any further questions about the study, please contact me or a member of my team at [xxxx@rti.org](mailto:xxxx@rti.org) or [HelpDeskNumber]. (To facilitate a quicker response, please reference your institution's ID number, [schoolID].)

Sincerely,

[DCMName]

## Student Records Thank You E-mail

Subject: NPSAS:20 Student records submitted

Dear [Salutation] [CCLastName]:

Thank you for submitting your NPSAS:20 student records data.

We will contact you if our student records team has questions about your data. Once your submission passes our quality control processes, we will notify you that the participation of [InstitutionName] in NPSAS:20 is complete.

We strongly suggest that you take a moment to access the **Archive Notes or Other Documentation** task on the Postsecondary Data Portal. This optional task allows you to upload the notes, queries, and code you used to gather your data. All files you upload now will be available to your institution's coordinator the next time [InstitutionName] is sampled for NPSAS, making participation easier and more efficient.

PDP Website: <https://surveys.nces.ed.gov/xxxx>

Your User ID: [UserID]

We very much appreciate your participation in this important study!

[Name]

[Institution Relations Specialist or Data Collection Manager]

**DID YOU KNOW?** Thirty-nine percent of undergraduates received a Pell grant in 2015-16.

Source: U.S. Department of Education, National Center for Education Statistics (NCES), 2015-16 National Postsecondary Student Aid Study (NPSAS:16).

**NPSAS:20 Participation Complete E-mail**

Subject: NPSAS:20 Participation Complete

Dear [Salutation] [CCLastName]:

I am pleased to inform you that your NPSAS:20 student records data have passed our quality control checks. Your participation on behalf of [InstitutionName] is now complete.

Thank you very much for your contribution to NPSAS:20!

[Name]

[Institution Relations Specialist or Data Collection Manager]

**NPSAS:20 Participation Thank You Letter to Campus Coordinator (a token is included)**

[Date]

[Salutation] [FirstName] [LastName]

[Institution]

[Address]

[City], [State] [Zip]

Dear [Salutation] [CALastName]:

I would like to thank you for your institution's participation in the 2019-20 National Postsecondary Student Aid Study (NPSAS:20). The data provided by your institution will help inform researchers, educators, and policymakers about characteristics of the nation's postsecondary students and how they pay for their education. In addition to national level data, if enough institutions participate, NPSAS:20 will provide financial aid estimates for undergraduates by state and institution type once the data can be released.

You can access the most recent NPSAS national data for your own use. NCES's DataLab (<https://nces.ed.gov/datalab>) provides a suite of powerful and intuitive online data tools for creating tables and conducting analyses using NPSAS and other NCES datasets. A variety of reports and publications are also available for download from the main NCES website. Institutions can use NPSAS data to expand their benchmarking work and provide a useful complement to their Integrated Postsecondary Education Data System (IPEDS) data.

Again, thank you for your participation in NPSAS and your continued support of NCES postsecondary studies.

Sincerely,

Tracy Hunt-White, Ph.D. Project Officer, NPSAS:20 National Center for Education Statistics (NCES) Institute of Education Sciences U.S. Department of Education	Jennifer Wine, Ph.D. Director, NPSAS:20 RTI International
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Enclosure

## Informational E-mails for Other Departments and Programmer

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*These e-mails will be sent to people who are assisting the Campus Coordinator in providing NPSAS:20 data. Likely staff include the financial aid director, the registrar, and the bursar, as well as the programmer who creates CSV files, as appropriate. The data collection staff will have conversations with the Campus Coordinator to determine which data require involvement of staff in other departments. If the Campus Coordinator agrees, the informational e-mail will be sent to these individuals to inform them about NPSAS and establish direct communication. The programmer e-mail will be sent, if the Campus Coordinator agrees, when the programming of CSV files is delegated to another person at the institution.*

*The Informational E-mail for Financial Aid Director/Registrar/Bursar has two attachments, the NPSAS:20 brochure and a list of the subset of the student records data elements they are being asked to provide. The list of student records data elements is included in the Student Records Codebook (see page 148 of this appendix).*

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**Informational E-mail for Financial Aid Director/Registrar/Bursar**

Subject: U.S. Department of Education’s NPSAS:20 – Information needed from your department

Dear [Salutation] [ContactLastName]:

The U.S. Department of Education’s National Center for Education Statistics (NCES) is currently conducting the 2019-20 National Postsecondary Student Aid Study (NPSAS:20), a congressionally mandated study of how students and their families pay for college. [InstitutionName] has been selected to participate in NPSAS:20, which focuses on students enrolled during the 2019-20 academic year.

**What is NPSAS about?** NPSAS collects student-level data from institutions across four main categories: student demographics, enrollment, budget, and financial aid. The data are compiled to provide nationally- representative data, and for undergraduates, state-representative data as well, allowing researchers and policymakers to perform in-depth analyses of financial aid policy nationwide and in [InstitutionState].

**Why are we reaching out to you?** For NPSAS:20, [CCSalutation] [CCFirstName] [CCLastName] is coordinating the collection, processing, and submission of these data on behalf of your institution. [CCSalutation] [CCLastName] has informed us that a subset of the data we are requesting are managed by [DepartmentName/your office], so we wanted to reach out and make sure you are familiar with the purpose of the study and the nature of the data we are requesting. Attached are a brochure about NPSAS:20 and a list of the data we are asking your [department/office] to provide.

**How do we protect the data?** Because data privacy and security are of the utmost importance when working with student data, we want to assure you that these data are collected in compliance with FERPA and all applicable federal privacy regulations. Visit the Postsecondary Data Portal (PDP) website and click on **Confidentiality** for additional information.

I encourage you to contact the data collection manager for your region, [DCMforSchool], and [his/her] team at [Xxxx@rti.org](mailto:Xxxx@rti.org) or [HelpDeskNumber] to discuss the requested data in detail and obtain answers to any questions you may have about the study. (To facilitate a quicker response, please reference your institution’s ID number, [schoolID].)

[If person already has UserID: You may also refer to the PDP website for additional information using the UserID that [CCSalutation] [CCLastName] created for you:

PDP Website: <https://surveys.nces.ed.gov/xxxx>

Your User ID: [UserID]

][If person does not have a UserID: If you need access to the PDP website to provide data, please contact [CCSalutation] [CCLastName] to request that you be added as a user and receive log in credentials.]

Thank you for your efforts in support of NPSAS:20.

Sincerely,

Jennifer Wine, Ph.D.  
Director, NPSAS:20

RTI International

Enclosures



*The following block of legal text will appear on this email, superseding the usual email block seen on p. D-117.*

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NCES is authorized to conduct the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you provide 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 Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. §1232g) allows for the release of institution record information to the Secretary of Education or her agent without prior consent of survey members (34 CFR §§ 99.31(a)(3)(iii) and 99.35).

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## IT Programmer Informational E-mail

Subject: U.S. Department of Education's NPSAS:20 – Information for CSV programmers

Dear [Salutation] [UserLastName]:

The U.S. Department of Education's National Center for Education Statistics (NCES) is currently conducting the 2019-20 National Postsecondary Student Aid Study (NPSAS:20), a congressionally mandated study of how students and their families pay for college. [InstitutionName] has been selected to participate in NPSAS:20, which focuses on students enrolled during the 2019-20 academic year.

**Why are we reaching out to you?** For NPSAS:20, [CCSalutation] [CCFirstName] [CCLastName] is coordinating the collection, processing, and submission of these data on behalf of your institution. [CCSalutation] [CCLastName] has informed us that they have asked you to prepare CSV files for the student records portion of the study, so we wanted to reach out and make sure you are familiar with the specifications of the data we are requesting.

**What data are we requesting?** NPSAS collects student-level data across four main categories: student demographics, enrollment, budget, and financial aid. For each of these categories, we are requesting a CSV file that provides data coded to our specifications for students sampled to participate in NPSAS. The list of sampled students and the specifications for creating the CSV files are available under the *Provide Student Record Data* task on the Postsecondary Data Portal (PDP) website.

[If programmer already has a UserID: You may log in using the User ID that [CCSalutation] [CCLastName] created for you:

PDP Website: <https://surveys.nces.ed.gov/xxxx>

Your User ID: [UserID]

] [If programmer does not have a UserID: If you need access to the PDP website to provide data, please contact [CCSalutation] [CCLastName] to request that you be added as a user and receive log in credentials.]

**What's New?** If you have provided student records CSV files for past NPSAS collections, thank you! Also, please pay special attention to the 'What's New?' section on the instructions tab of the specifications file. This section summarizes the changes you will need to make to your previous code to create your institution's NPSAS:20 submission.

I encourage you to contact me or a member of my team at [Xxxx@rti.org](mailto:Xxxx@rti.org) or [HelpDeskNumber] with any questions you have about the study, or to discuss issues you encounter while preparing these files. (To facilitate a quicker response, please reference your institution's ID number, [schoolID].)

Thank you for your efforts in support of NPSAS:20.

Sincerely,

[DCMName]

Data Collection Manager, NPSAS:20

*The following block of legal text will appear on this email, superseding the usual email block seen on p. D-117.*

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NCES is authorized to conduct the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you provide 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 Family Educational Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. §1232g) allows for the release of institution record information to the Secretary of Education or her agent without prior consent of survey members (34 CFR §§ 99.31(a)(3)(iii) and 99.35).

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## End of Data Collection E-mails

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*The following e-mails will be sent toward the end of the student records data collection period. There are two versions of the Final Weeks of Data Collection E-mail: one from the NPSAS:20 project director and the other from the NCES project officer. These are meant to prompt institutions that have not yet submitted student records data. The Student Records Options E-mail lays out options we can provide to enable institutions with limited capacity to participate. The NPSAS Is Complete Thank You E-mail is sent to the chief administrator of the institution (as well as the Campus Coordinator) to give credit to institution staff who worked on the institution's submission.*

## Final Weeks of Student Records E-mail – From Project Director

Subject: NPSAS:20 Ends Soon – We need your participation.

Dear [Salutation] [CCLastName]:

**How do you benefit from participating in NPSAS:20?** Did you know that you will be able to obtain data for your state and sector from the current National Postsecondary Student Aid Study (NPSAS:20) if enough institutions from your state participate? If we get sufficient institution participation, state-level financial aid estimates and other data from NPSAS:20 will be shared with your institution, the states, with leaders and researchers in postsecondary education, and others who will use the data in ways that ultimately benefit students. You will be able to compare your own state with other states and with the nation as a whole on key measures like:

- Average financial need and percentage of students with need
- Average merit- and need-based state grants and percentage of students with grants
- Cumulative loan debt
- Percentage of students with Pell grants
- Cumulative undergraduate borrowing by loan type

**What to do next?** We are in the final weeks of this NPSAS:20 collection. Your participation can help ensure these important statistics accurately represent [InstitutionState]. Please provide student records data for [InstitutionName] on the Postsecondary Data Portal (PDP) website:

PDP Website: <https://surveys.nces.ed.gov/xxxx>

Your User ID: [UserID]

Please contact the data collection team for your region at [HelpDeskNumber] or [Xxxx@rti.org](mailto:Xxxx@rti.org) if you have questions or need assistance with the process. (To facilitate a quicker response, please reference your institution's ID number, [schoolID].)

Thank you for your support of NPSAS. Your participation will ensure that NPSAS:20 can provide the highest quality data to the postsecondary community.

Sincerely,

Jennifer Wine, Ph.D.  
Director, NPSAS:20

**Final Weeks of Student Records E-mail – From NCES**

Subject: NPSAS:20 – Last chance to participate

Dear [Salutation] [CCLastName]:

I am e-mailing to encourage your institution’s participation in the 2019–20 National Postsecondary Student Aid Study (NPSAS:20). **The last day to provide student records data for inclusion in the study is [EndDate].** NPSAS:20 is conducted by the National Center for Education Statistics (NCES) under a congressional mandate to gather information from postsecondary institutions on how students and their families finance college. Your participation is important to making this study a success.

NPSAS data play a key role in evaluating the effectiveness of federal financial aid programs in meeting the needs of students. Data from previous NPSAS studies, which have been cited in journal and newspaper articles and foundation policy briefs, are focused on a variety of topics important to the higher education community, including financial aid use and debt accumulation, education outcomes, and changing demographics of today’s students. We want to make sure these data accurately represent, and are available to, institutions like yours. If you participate, we will provide you with summary reports containing financial aid estimates at the national level. If enough institutions participate, we will also be able to provide financial aid estimates by institution type and undergraduate state-level estimates.

We try to accommodate institutions’ individual needs whenever possible, and we do have some flexibility in certain aspects of the study. To discuss this, or if you have any questions about your participation in NPSAS:20, please contact the NPSAS Project Director, Dr. Jennifer Wine, at [JWPhoneNumber] or via e-mail at [JWe-mailAddr]. If you have any comments or general feedback that you would like to provide to NCES about this data collection, please contact me at [NCESPhoneNumber] (e-mail address: [NCESe-mailAddr]).

Please let us know how we can assist you. Thank you again for your cooperation and interest.

Sincerely,

NCES staff person  
NCES staff title  
National Center for Education Statistics  
Institute of Education Sciences  
U.S. Department of Education

**Please log on and  
provide data at:**  
<https://surveys.nces.ed.gov/>  
xxxx  
Your User ID: [UserID]  
If you do not recall your  
password, click Forget

(NCES)

## Student Records Options E-mail – From Project Director

Subject: NPSAS:20 – Reimbursement, reduced data, submit in any format

Dear [Salutation] [CCLastName]:

We are in the final weeks of the 2019-20 National Postsecondary Student Aid Study (NPSAS:20) and we still need your student records data! With your participation, NPSAS:20 data will be of greatest benefit to students, institutions, and organizations within the U.S. higher education community as well as policymakers and legislators.

If you have already provided student records data by the time this message reaches you, thank you very much; please disregard this e-mail.

If you are not planning to provide NPSAS student records data, we ask you to please reconsider participating so your institution will be represented in the data along with other institutions in [InstitutionState] that have already submitted their student records.

To facilitate your submission, we are pleased to offer the following accommodations to help encourage your participation in NPSAS:

- reimbursement to help offset some of your labor or staffing costs;
- a request for a reduced set of the most critical data, requiring less time to compile; and/or
- an alternate submission format that allows you to upload data in any format or file type that is convenient for you, rather than making your data conform to our template or CSV specifications.

Please contact the data collection team for your region at [HelpDeskNumber] or [Xxxx@rti.org](mailto:Xxxx@rti.org) to discuss these options and your next steps toward completing the study. (To facilitate a quicker response, please reference your institution's ID number, [schoolID].)

PDP Website: <https://surveys.nces.ed.gov/xxxx>

Your User ID: [UserID]

Thank you for your support of NPSAS:20. Your efforts are greatly appreciated.

Sincerely,

Jennifer Wine, Ph.D.  
Director, NPSAS:20

**NPSAS Is Complete Thank You E-mail – From Project Director**

Subject: Thank you for participating in NPSAS:20

Dear [Salutation] [CALastName]:

On behalf of our entire team, I would like to thank you for your institution's participation in the 2019-20 National Postsecondary Student Aid Study (NPSAS:20). In an effort to thank all who participated in the success of this collection, we would like to recognize [this individual/these individuals] at your institution:

[ListPDPContacts]

The data provided by your institution will help inform researchers, educators, and policymakers about the nation's postsecondary students and how they pay for their education. In addition to national level data, if enough institutions participate, NPSAS:20 will provide financial aid estimates for undergraduates by state and institution type. We hope to send summary reports to participating institutions by [EstimatedSendDate].

Again, thank you for your participation in NPSAS and your continued support of NCES postsecondary studies.

Sincerely,

Jennifer Wine, Ph.D.  
Director, NPSAS:20



## Spanish Mailing Materials

*The Student Records Request Letter/Email, two informational emails, and the NPSAS:20 Participation Thank You Letter have been translated into Spanish for institutions in Puerto Rico. The Spanish materials are included below.*

To conserve space, text regarding the authorization to conduct the study and compliance with FERPA has not been included in each letter and e-mail in this section. However, all letters will include the following text:

NCES está autorizado a hacer el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria de 2019-20 (NPSAS:20) por el Acta de Reforma de las Ciencias de la Educación de 2002 (ESRA 2002, 20 U.S.C. § 9543) y el Acta de Oportunidad para Educación Superior de 2008 (HEOA 2008, 20 U.S.C. §1015). RTI International, una organización sin fines de lucro que realiza estudios y está basada en los Estados Unidos, está recopilando los datos para NCES. Toda la información que usted proporcione podrá usarse solamente para propósitos estadísticos y no podrá divulgarse ni usarse de manera que permita identificar a los participantes para ningún otro propósito, salvo que lo requiera la ley (20 U.S.C. § 9573 y 6 U.S.C. §151).

La Ley de Derechos Educativos y Privacidad Familiar de 1974 (FERPA, 20 U.S.C. §1232g) permite la entrega de récords institucionales al Secretario de Educación o su agente sin consentimiento previo de los miembros de la encuesta (34 CFR§§ 99.31 (a)(3)(iii) y 99.35).

Según lo establece el Acta de Reducción del Papeleo de 1995, ninguna persona está obligada a responder a un pedido de información si la misma no contiene un número de control de OMB válido. El número de control de OMB válido para recolectar esta información que se proporciona voluntariamente es 1850-0666. Se calcula que el tiempo necesario para completar este pedido de información es en promedio la cantidad de minutos aproximadamente por participante que se menciona abajo, incluyendo el tiempo que lleva revisar las instrucciones, buscar fuentes de datos existentes, juntar los datos necesarios, y completar y revisar la información que se solicita. Si usted tiene algún comentario con respecto a la precisión del cálculo de tiempo, sugerencias para mejorar esta encuesta, o cualquier comentario o inquietud acerca del estatus del envío de su encuesta individual, por favor escriba directamente a: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, Room 4007, Washington, DC 20202.

Número de control de OMB para NPSAS:20: 1850-0666

Fecha de Vencimiento: xx/xx/xxxx

Colección de listas: 5 horas

Colección de los récords estudiantiles: 30 horas

E-mails will include:

No. de Control de OMB: 1850-0666

Obtén más información sobre nuestros procedimientos de confidencialidad en  
<https://surveys.nces.ed.gov/xxxx.aspx>

## Student Records Request Letter and E-mail

[Date]

[Salutation] [FirstName] [LastName]

[Institution]

[Address]

[City], [State] [Zip]

Estimado(a) [Salutation] [CCLastName]:

Muchas gracias por enviarnos la lista de estudiantes matriculados para el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria de 2019-20 (NPSAS:20). Utilizando esa lista hemos seleccionado una muestra de [SampleSize] estudiantes que representarán a [InstitutionName] en el estudio. Debido a que NPSAS:20 ahora es un estudio diseñado para permitir producir estimados nacionales, además de estimados a nivel estatal y por tipo de institución, su muestra tal vez sea de mayor tamaño que en previos estudios de NPSAS. Nos complace la mayor dimensión de la muestra y esperamos trabajar con usted para asegurar que [InstitutionName] esté representado(a) en este importante proyecto de investigación. El estudio cuenta con el apoyo de [fill name of organization most closely tied to institution].

Para este paso final de la participación de su institución en NPSAS:20, le estamos pidiendo que **reúna y nos envíe datos de los récords de los estudiantes seleccionados para su muestra**, incluyendo información sobre datos demográficos, inscripción, presupuesto y ayuda financiera. La lista de los estudiantes en la muestra está disponible en el Portal de Datos de Postsecundaria (PDP). A continuación aparece la dirección en Internet del portal PDP y su ID de usuario:

Sitio del PDP en Internet: [surveys.nces.ed.gov/xxxx](https://surveys.nces.ed.gov/xxxx)

Su ID de usuario: [UserID]

Le estamos enviando un Manual de la Institución: Libro II para guiarle en el proceso de preparación y entrega de datos. [If submitted student records for NPSAS:18-AC: Desde que su institución entregó datos para NPSAS:18-AC, hemos hecho pequeños cambios a los datos específicos de los récords de los estudiantes. Los cambios aparecen en una lista en la sección *Qué hay de nuevo* del Manual de la Institución: Libro II y en la página de Recursos (*Resources*) del PDP. Por favor asegúrese de que el código de programación y los reportes estén al día y reflejen esos cambios.]



**La fecha límite para entregar los Récords de Estudiantes es: [DueDate].**

Con una participación adecuada por parte de las instituciones, los estimados de ayuda financiera a nivel estatal y otros datos de NPSAS:20 se pondrán a disposición de los legisladores estatales; de los líderes de instituciones, sistemas y asociaciones

postsecundarias; de investigadores y otras personas que usarán los datos de maneras que beneficien a los estudiantes en última instancia. Usted podrá comparar los estimados de su estado con los de otros estados y con estimados nacionales en muchas medidas críticas, y muchas más para subgrupos y diferentes sectores.

[El administrador/La administradora] de recolección de datos de RTI para la región de su institución, [DCMforSchool], contestará con gusto cualquier pregunta que usted tenga y podrá conversar con usted sobre estrategias para reunir los datos de los récords de estudiantes. Usted puede comunicarse con [DCMfirstame] y su equipo dirigiéndose a [Xxxx@rti.org](mailto:Xxxx@rti.org) o llamando a [HelpDeskNumber]. (Para facilitar una respuesta más rápida, por favor haga referencia al número de identificación (ID) de su institución, [schoolID].) Nuestro personal está disponible entre las 9 AM y las 5 PM [fill time zone], o si necesita otro horario puede solicitar una cita, de lunes a viernes.

Muchas gracias por sus esfuerzos para apoyar a NPSAS:20.

Le saluda atentamente,

NCES staff name	Jennifer Wine, Ph.D.
NCES staff title	Directora, NPSAS:20
Centro Nacional para Estadísticas de Educación (NCES)	RTI International
Instituto de Ciencias de Educación	
Departamento de Educación de los Estados Unidos	

Anexos

*The following block of legal text will appear on this email, superseding the usual email block seen on p. D-165.*

NCES está autorizado a hacer el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS) de 2019-20 por el Acta de Reforma de las Ciencias de la Educación de 2002 (ESRA 2002, 20 U.S.C., § 9543) y la Ley de Oportunidades de Educación Superior de 2008 (HEOA 2008, 20 U.S.C. §1015). RTI International, una organización sin fines de lucro que realiza estudios y está basada en los Estados Unidos, está recolectando los datos para NCES. Toda la información que usted proporcione podrá usarse solamente para propósitos estadísticos y no podrá divulgarse ni usarse de manera que permita identificar a individuos para ningún otro propósito, salvo que lo requiera la ley (20 U.S.C., § 9573 y 6 U.S.C. §151).

La Ley de Derechos Educativos y Privacidad Familiar de 1974 (FERPA, 20 U.S.C. §1232g) permite que se divulgue la información en el registro de la institución a la Secretaría de Educación o a su agente, sin previo consentimiento de los miembros de la encuesta. (34 CFR §§ 99.31(a)(3)(iii) y 99.35).

## Informational E-mail for Financial Aid Director/Registrar/Bursar

Asunto: Estudio NPSAS:20 (por sus siglas en inglés) del Departamento de Educación de los Estados Unidos.- Información que se necesita de su departamento.

Estimado(a) [Salutation] [ContactLastName]:

El Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos, está llevando a cabo actualmente el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria 2019-2020 (NPSAS:20 por sus siglas en inglés). Este estudio ha sido ordenado por el Congreso para estudiar cómo los estudiantes y sus familias pagan por los estudios postsecundarios. [Nombre de la Institución] ha sido seleccionada para participar en NPSAS:20, el cual se enfoca en los estudiantes matriculados durante el año académico 2019-20.

**¿De qué trata NPSAS?** NPSAS recolecta de las instituciones cuatro categorías principales de datos a nivel estudiantil: datos demográficos, matrícula, presupuesto y ayuda económica de los estudiantes. Los datos se recolectan para proporcionar datos representativos a nivel nacional y, para los estudiantes subgraduados, también datos representativos a nivel estatal, de tal manera que permita a investigadores y legisladores realizar análisis exhaustivos sobre políticas de ayuda económica a nivel nacional y en [InstitutionState].

**¿Por qué nos ponemos en contacto con usted?** Para el estudio NPSAS:20, [CCSalutation] [CCFirstName] [CCLastName] está coordinando la recolección, el proceso y el envío de estos datos en nombre de su institución. [CCSalutation] [CCLastName] nos ha informado que una parte de los datos que estamos solicitando es administrada por [DepartmentName/su oficina], por eso queríamos comunicarnos con usted para estar seguros de que está familiarizado con el propósito del estudio y la naturaleza de los datos que estamos solicitando. Estamos adjuntando un folleto sobre el estudio NPSAS:20 y una lista de los datos que estamos solicitando que nos proporcione su [departamento/oficina].

**¿Cómo protegemos la información?** Debido a que la privacidad y seguridad de información son de suma importancia cuando se trabaja con datos de estudiantes, queremos asegurarle que esta información se recolecta en conformidad con FERPA (Ley de Derechos Educativos y Privacidad Familiar) y todas las regulaciones federales de privacidad que aplican. Visite el sitio en Internet del Portal de Datos de Postsecundaria (PDP por sus siglas en inglés) y presione **Confidencialidad** para obtener información adicional.

Le sugiero que se ponga en contacto con el administrador de recolección de datos en su región, [DCMforSchool], y su equipo escribiendo a [Xxxx@rti.org](mailto:Xxxx@rti.org) o llamando al [HelpDeskNumber] para hablar en detalle sobre los datos que se solicitan y obtener respuestas a cualquier pregunta que pueda tener sobre el estudio. (Para recibir una respuesta más rápida, por favor indique el número de identificación de su institución, [schoolID].)

[If person already has UserID: Usted puede también recurrir al sitio del PDP en Internet para obtener información adicional usando la Identificación de Usuario que [CCSalutation] [CCLastName] ha creado para usted:

Sitio PDP en Internet: <https://surveys.nces.ed.gov/xxxx>

Su identificación de usuario: [UserID]

[If person does not have a UserID: Si necesita tener acceso al sitio PDP en Internet para proporcionar datos, por favor póngase en contacto con [CCSalutation] [CCLastName] para solicitar que lo/la agreguen como usuario y recibir credenciales de inicio de sesión.]

Muchas gracias por sus esfuerzos en apoyo al estudio NPSAS:20.

Atentamente,  
Jennifer Wine, Ph.D.  
Directora, NPSAS:20  
RTI International

Anexo

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La Ley de Derechos Educativos y Privacidad Familiar de 1974 (FERPA, 20 U.S.C. §1232g) permite que se divulgue la información en el registro de la institución a la Secretaría de Educación o a su agente, sin previo consentimiento de los miembros de la encuesta. (34 CFR §§ 99.31(a)(3)(iii) y 99.35).

## IT Programmer Informational E-mail

Asunto: Estudio NPSAS:20 (por sus siglas en inglés) del Departamento de Educación de los Estados Unidos.- Información para los programadores CSV

Estimado(a) [Salutation] [UserLastName]:

El Centro Nacional para Estadísticas de Educación (NCES por sus siglas en inglés) del Departamento de Educación de los Estados Unidos, está llevando a cabo actualmente el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria 2019-2020 (NPSAS:20 por sus siglas en inglés). Este estudio ha sido ordenado por el Congreso para estudiar cómo los estudiantes y sus familias pagan por los estudios secundarios. [Nombre de la Institución] ha sido seleccionada para participar en NPSAS:20, el cual se enfoca en los estudiantes matriculados durante el año académico 2019-20.

**¿Por qué nos ponemos en contacto con usted?** Para el estudio NPSAS:20, [CCSalutation] [CCFirstName] [CCLastName] está coordinando la recolección, el proceso y el envío de estos datos en nombre de su institución. [CCSalutation] [CCLastName] nos ha informado que ellos le han pedido a usted que prepare archivos CSV para la parte del estudio que recolecta récords de los estudiantes y por eso quieríamos comunicarnos con usted para asegurarnos de que está familiarizado con las especificaciones de los datos que estamos solicitando.

**¿Qué datos estamos solicitando?** NPSAS recolecta de las instituciones cuatro categorías principales de datos a nivel estudiantil: datos demográficos, matrícula, presupuesto y ayuda económica de los estudiantes. Para cada una de estas categorías, estamos solicitando un archivo CSV que proporciona datos codificados según nuestras especificaciones de los estudiantes de la muestra para participar en el estudio NPSAS. La lista de los estudiantes en la muestra y las especificaciones para crear los archivos CSV están disponibles en el sitio de Internet llamado Portal de Datos de Postsecundaria (PDP por sus siglas en inglés), bajo la actividad *Proporcionar Datos de los Récords de los Estudiantes* (Provide Student Record data).

[If programmer already has a UserID: Usted puede iniciar sesión usando la Identificación de Usuario que [CCSalutation] [CCLastName] ha creado para usted:

Sitio PDP en Internet: <https://surveys.nces.ed.gov/xxxx>

Su identificación de usuario: [UserID]

[If programmer does not have a UserID: Si necesita tener acceso al sitio del PDP en Internet para proporcionar datos, por favor póngase en contacto con [CCSalutation] [CCLastName] para solicitar que lo/la agreguen como usuario y recibir credenciales de inicio de sesión.]

**¿Qué noticias hay? (What's New?)** Si ya ha proporcionado archivos CSV del estudiante en recolecciones anteriores de NPSAS, se lo agradecemos. De igual manera, por favor ponga atención especial en la pestaña de instrucciones del archivo de especificaciones. Esta sección tiene un resumen de los cambios que usted necesitará hacer a sus programas anteriores para crear lo que su institución debe entregar para NPSAS:20.

Le sugiero que se ponga en contacto conmigo o con un miembro de mi equipo escribiendo a [XXXX@rti.org](mailto:XXXX@rti.org) o llamando al [HelpDeskNumber] con cualquier pregunta que pueda tener sobre el estudio, o para consultar por cualquier inquietud que

encuentre mientras prepara estos archivos. (Para recibir una respuesta más rápida, por favor indique el número de identificación de su institución, [schoolID].)

Muchas gracias por sus esfuerzos en apoyo al estudio NPSAS:20.

Atentamente,

[DCMName]

Administrador de Recolección de Datos, NPSAS:20



*The following block of legal text will appear on this email, superseding the usual email block seen on p. D-165.*

NCES está autorizado a hacer el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria (NPSAS) de 2019-20 por el Acta de Reforma de las Ciencias de la Educación de 2002 (ESRA 2002, 20 U.S.C., § 9543) y la Ley de Oportunidades de Educación Superior de 2008 (HEOA 2008, 20 U.S.C. §1015). RTI International, una organización sin fines de lucro que realiza estudios y está basada en los Estados Unidos, está recolectando los datos para NCES. Toda la información que usted proporcione podrá usarse solamente para propósitos estadísticos y no podrá divulgarse ni usarse de manera que permita identificar a individuos para ningún otro propósito, salvo que lo requiera la ley (20 U.S.C., § 9573 y 6 U.S.C. §151).

La Ley de Derechos Educativos y Privacidad Familiar de 1974 (FERPA, 20 U.S.C. §1232g) permite que se divulgue la información en el registro de la institución a la Secretaría de Educación o a su agente, sin previo consentimiento de los miembros de la encuesta. (34 CFR §§ 99.31(a)(3)(iii) y 99.35).

**NPSAS:20 Participation Thank You Letter to Campus Coordinator (a token is included)**

[Date]

[Salutation] [FirstName] [LastName]

[Institution]

[Address]

[City], [State] [Zip]

Estimado(a) [Salutation] [CALastName]:

Quiero agradecerle por la participación de su institución en el Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria 2019-20 (NPSAS:20). Los datos que su institución proporcionó ayudarán a informar a investigadores, educadores y legisladores sobre las características de los estudiantes postsecundarios de la nación y sobre cómo ellos pagan por su educación. Además de proveer datos a nivel nacional, si suficientes instituciones participan, NPSAS:20 podrá proporcionar estimaciones de ayuda económica para estudiantes subgraduados por estado y tipo de institución una vez que los datos se hagan públicos.

Usted puede acceder a los más recientes datos nacionales de NPSAS para su propio uso. El DataLab de NCES (<https://nces.ed.gov/datalab>) proporciona un paquete de poderosas e intuitivas aplicaciones de datos, para crear tabulaciones y llevar a cabo análisis usando NPSAS y otras bases de datos de NCES. También hay disponibles una variedad de reportes y publicaciones para descargar en el sitio web principal de NCES. Las instituciones pueden usar datos de NPSAS para extender su trabajo para establecer parámetros (*benchmarking*) y proporcionar un complemento útil a sus datos del Sistema Integrado de Datos de Educación Postsecundaria (IPEDS por sus siglas en inglés).

Una vez más, gracias por su participación en NPSAS y su continuo apoyo a los estudios postsecundarios de NCES.

Le saluda atentamente,

Tracy Hunt-White, Ph.D.

Oficial del proyecto, NPSAS:20

Centro Nacional para Estadísticas de Educación (NCES)

Instituto de Ciencias de Educación

Departamento de Educación de los Estados Unidos

Jennifer Wine, Ph.D.

Directora, NPSAS:20

RTI International

Anexo

## **PDP Website Content for Student Records Collection**

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*This section includes content of the Postsecondary Data Portal (PDP) that is available to users at sampled institutions, after logging in to the website, and specifically pertains to the student records collection. All other PDP content for NPSAS:20 can be seen in this document beginning on p. D-77.*

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## **Frequently Asked Questions – Student Records (SR) Collection**

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*This section includes FAQs that specifically apply to the student records collection. FAQs pertaining to other parts of the NPSAS:20 collection can be seen in this document beginning on p. D-91.*

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### **What data are you requesting?**

NPSAS requests data about student demographics, enrollment, budget (costs of attendance), and financial aid. For a brief overview of the data items requested, see the *NPSAS:20 Student Records Data Item Overview*. For full details about item definitions and file layout specifications, see the *NPSAS:20 Student Records Codebook*. These documents are available on the Resources page on the PDP.

### **Where can I find the data requested?**

NPSAS requests data about student demographics, enrollment, budget (costs of attendance), and financial aid. These data are typically collected from the Institutional Research Office, the Admissions or Registrar's Office, the Bursar's or Business Office, and/or the Financial Aid Office, depending on how your institution structures its data systems. You may need to coordinate with multiple offices at your institution to compile the data. See the Student Records Handbook for more details about the data requested. If you need assistance, please contact the Help Desk with your questions at [number] or [\[EMAIL ADDRESS\]](#).

### **What has changed since NPSAS:18-AC?**

If you participated in the NPSAS:18-AC student record collection in 2018, you will notice some data item changes have been made for NPSAS:20. These changes are intended to increase data quality, clarify item definitions, and improve instructions. You can find the list of changes in the *NPSAS:20 Student Records Codebook* and the "What's New" page of the *NPSAS:20 Student Records Handbook*, which are available on the Resources page of the PDP.

### **How long does it take to collect student records data for NPSAS:20?**

We estimate that providing the requested student records data will take about 30 hours on average. If you have any concerns about the amount of time it is taking you to provide the requested data, please call the Help Desk at [number]. RTI will work with you to successfully complete this data collection effort.

### **How do we provide the data?**

There are three methods, or modes, available for providing the student records data through the PDP website:

- Web mode: keying data into the PDP, one student at a time
- Excel mode: filling in and then uploading an Excel template
- CSV mode: uploading CSV (comma separated value) data files created by you or a programmer

If you cannot provide data using one of these modes, please contact our Help Desk to discuss custom options.

### **What assistance is available from the NCES contractor, RTI International, staff?**

The NPSAS Help Desk is available to answer your questions from 9:00 am to 5:00 pm [time zone], Monday - Friday. Please call [number] or e-mail us at [EMAIL ADDRESS].

### **Student Records Debriefing**

*This section includes debriefing questions that institutions will be prompted to answer after they submit student records data.*

How long did it take your institution to prepare the student records data? \_\_\_\_ hours

If there are any comments that you would like to share with us about your institution's data or your experience completing NPSAS:20, please provide them below.

Comments \_\_\_\_\_

Did your institution do any of the following in response to COVID-19? Select all that apply.

- 1=Extended spring break
- 2=Reduced the length of one or more academic terms
- 3=Moved some or all courses to online instruction
- 4=Did not do any of these

Did your institution offer any emergency financial aid related to COVID-19?

- 0=No
- 1=Yes
- 1=Unknown

Did your institution issue any refunds or reimbursements of tuition and fees related to COVID-19?

- 0=No
- 1=Yes
- 1=Unknown

Did your institution issue any refunds or reimbursements of room and board related to COVID-19?

- 0=No
- 1=Yes
- 1=Unknown

Did your institution continue to pay students with work-study jobs or non-work-study jobs during closures, even if they were not able to perform work?

0=No

1=Yes

-1=Unknown

Did your institution cancel any current or future study abroad programs due to COVID-19?

0=No

1=Yes

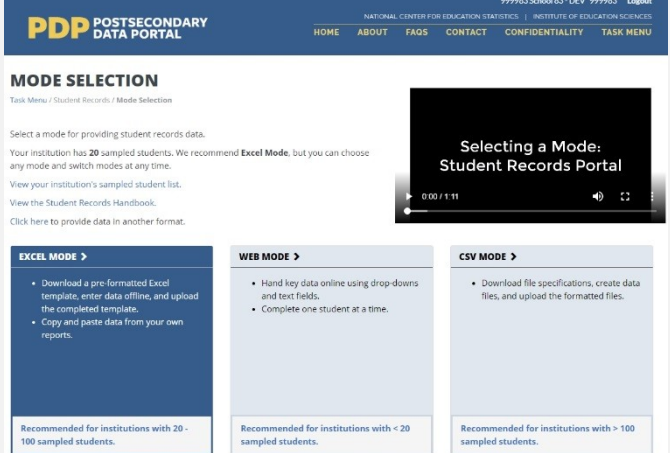
-1=Unknown

## Scripts and Storyboards for Instructional Videos

Brief instructional videos will be embedded throughout the PDP and will walk users through participating in NPSAS:20 and providing data. Scripts and storyboards for the videos pertaining to the student records collection are provided below. The images in these storyboards are provided as examples of the content that will appear in the videos. The PDP website is still being developed; therefore, the final videos may include aesthetic changes that do not impact the content of the pages.

Scripts and storyboards for the other PDP videos can be seen in this document beginning on p. D-107.

## Mode Selection Video

Script for Audio	Visual	Scene Description
<p>To get started, select a mode for providing student records data. You can choose from three mode options: web mode, Excel mode, and CSV mode.</p>	 <p><b>MODE SELECTION</b> Task Menu / Student Records / Mode Selection</p> <p>Select a mode for providing student records data. Your institution has 20 sampled students. We recommend <b>Excel Mode</b>, but you can choose any mode and switch modes at any time. View your institution's sampled student list. View the Student Records Handbook. Click here to provide data in another format.</p> <p><b>EXCEL MODE &gt;</b></p> <ul style="list-style-type: none"> <li>Download a pre-formatted Excel template, enter data offline, and upload the completed template.</li> <li>Copy and paste data from your own reports.</li> </ul> <p>Recommended for institutions with 20 - 100 sampled students.</p> <p><b>WEB MODE &gt;</b></p> <ul style="list-style-type: none"> <li>Hand key data online using drop-downs and text fields.</li> <li>Complete one student at a time.</li> </ul> <p>Recommended for institutions with &lt; 20 sampled students.</p> <p><b>CSV MODE &gt;</b></p> <ul style="list-style-type: none"> <li>Download file specifications, create data files, and upload the formatted files.</li> </ul> <p>Recommended for institutions with &gt; 100 sampled students.</p>	<p>Shot of mode selection screen. Mouse over mode selection buttons.</p>

In Web Mode, you will key student records data one student at a time. We recommend web mode for smaller institutions, such as those with fewer than 20 sampled students. You can also use web mode to edit data that you entered using Excel or CSV mode.

**PDP POSTSECONDARY DATA PORTAL**  
 NATIONAL CENTER FOR EDUCATION STATISTICS | INSTITUTE OF EDUCATION SCIENCES  
 HOME ABOUT FAQS CONTACT CONFIDENTIALITY TASK MENU

**MODE SELECTION**  
 Task Menu / Student Records / Mode Selection

Select a mode for providing student records data.  
 Your institution has 20 sampled students. We recommend Excel Mode, but you can choose any mode and switch modes at any time.  
 View your institution's sampled student list.  
 View the Student Records Handbook.  
 Click here to provide data in another format.

**EXCEL MODE >**

- Download a pre-formatted Excel template, enter data offline, and upload the completed template.
- Copy and paste data from your own reports.

Recommended for institutions with 20 - 100 sampled students.

**WEB MODE >**

- Hand key data online using drop-downs and text fields.
- Complete one student at a time.

Recommended for institutions with < 20 sampled students.

**CSV MODE >**

- Download file specifications, create data files, and upload the formatted files.

Recommended for institutions with > 100 sampled students.

Mouse over Web Mode button, inset shot of web mode data entry in top right corner of video.

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.

**PDP POSTSECONDARY DATA PORTAL**  
 NATIONAL CENTER FOR EDUCATION STATISTICS | INSTITUTE OF EDUCATION SCIENCES  
 HOME ABOUT FAQS CONTACT CONFIDENTIALITY TASK MENU

**MODE SELECTION**  
 Task Menu / Student Records / Mode Selection

Select a mode for providing student records data.  
 Your institution has 20 sampled students. We recommend Excel Mode, but you can choose any mode and switch modes at any time.  
 View your institution's sampled student list.  
 View the Student Records Handbook.  
 Click here to provide data in another format.

**EXCEL MODE >**

- Download a pre-formatted Excel template, enter data offline, and upload the completed template.
- Copy and paste data from your own reports.

Recommended for institutions with 20 - 100 sampled students.

**WEB MODE >**

- Hand key data online using drop-downs and text fields.
- Complete one student at a time.

Recommended for institutions with < 20 sampled students.

**CSV MODE >**

- Download file specifications, create data files, and upload the formatted files.

Recommended for institutions with > 100 sampled students.

Mouse over Excel Mode button, inset shot of Excel mode data entry in top right corner of video.

In CSV mode, you will download your list of sampled students and a specifications document for creating Comma Separate Value, or CSV, files. You will create 4 CSV files following the specifications document and upload the completed files. We recommend CSV mode for institutions with more than 100 sampled students.

You can switch modes at any time, and any data that you previously entered will be pre-filled for you.

**PDP POSTSECONDARY DATA PORTAL** NATIONAL CENTER FOR EDUCATION STATISTICS | INSTITUTE OF EDUCATION SCIENCES  
HOME ABOUT FAQs CONTACT CONFIDENTIALITY TASK MENU

**MODE SELECTION**  
Task Menu / Student Records / Mode Selection

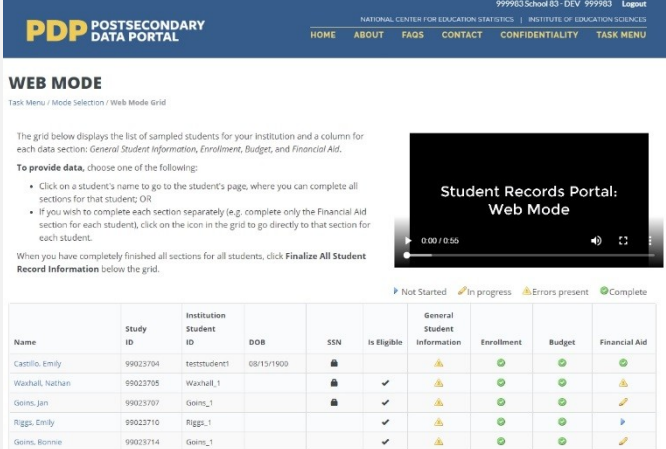
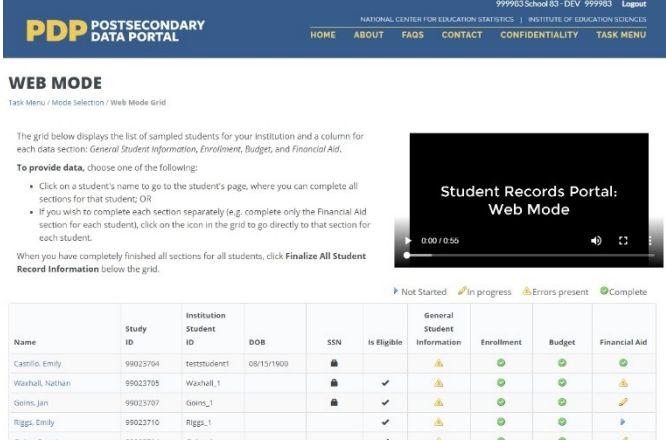
Select a mode for providing student records data.  
Your institution has **20** sampled students. We recommend **Excel Mode**, but you can choose any mode and switch modes at any time.  
View your institution's sampled student list.  
View the Student Records Handbook.  
Click here to provide data in another format.

EXCEL MODE >	WEB MODE >	CSV MODE >
<ul style="list-style-type: none"><li>Download a pre-formatted Excel template, enter data offline, and upload the completed template.</li><li>Copy and paste data from your own reports.</li></ul>	<ul style="list-style-type: none"><li>Hand key data online using drop-downs and text fields.</li><li>Complete one student at a time.</li></ul>	<ul style="list-style-type: none"><li>Download file specifications, create data files, and upload the formatted files.</li></ul>
Recommended for institutions with 20 - 100 sampled students.	Recommended for institutions with < 20 sampled students.	Recommended for institutions with > 100 sampled students.

Mouse over CSV Mode button, inset shot of CSV mode data entry in top right corner of video.



# Web Mode Video

Script for Audio	Visual	Scene Description																																																												
<p>The web mode grid displays a list of your institution's sampled students and your progress entering data for each section.</p>	 <p><b>WEB MODE</b> Task Menu / Mode Selection / Web Mode Grid</p> <p>The grid below displays the list of sampled students for your institution and a column for each data section: <i>General Student Information, Enrollment, Budget, and Financial Aid.</i></p> <p>To provide data, choose one of the following:</p> <ul style="list-style-type: none"> <li>Click on a student's name to go to the student's page, where you can complete all sections for that student; OR</li> <li>If you wish to complete each section separately (e.g. complete only the Financial Aid section for each student), click on the icon in the grid to go directly to that section for each student.</li> </ul> <p>When you have completely finished all sections for all students, click <b>Finalize All Student Record Information</b> below the grid.</p> <p>▶ Not Started   ▶ In progress   ▶ Errors present   ▶ Complete</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Study ID</th> <th>Institution Student ID</th> <th>DOB</th> <th>SSN</th> <th>Is Eligible</th> <th>General Student Information</th> <th>Enrollment</th> <th>Budget</th> <th>Financial Aid</th> </tr> </thead> <tbody> <tr> <td>Castillo, Emily</td> <td>99023704</td> <td>teststudent1</td> <td>08/15/1900</td> <td>🔒</td> <td>✓</td> <td>🚩</td> <td>🟢</td> <td>🟢</td> <td>🟡</td> </tr> <tr> <td>Waxhall, Nathan</td> <td>99023705</td> <td>Waxhall_1</td> <td></td> <td>🔒</td> <td>✓</td> <td>🚩</td> <td>🟢</td> <td>🟢</td> <td>🟡</td> </tr> <tr> <td>Goins, Jan</td> <td>99023707</td> <td>Goins_1</td> <td></td> <td>🔒</td> <td>✓</td> <td>🚩</td> <td>🟢</td> <td>🟢</td> <td>🟡</td> </tr> <tr> <td>Riggs, Emily</td> <td>99022710</td> <td>Riggs_1</td> <td></td> <td>🔒</td> <td>✓</td> <td>🚩</td> <td>🟢</td> <td>🟢</td> <td>🟡</td> </tr> <tr> <td>Goins, Bonnie</td> <td>99023714</td> <td>Goins_1</td> <td></td> <td>🔒</td> <td>✓</td> <td>🚩</td> <td>🟢</td> <td>🟢</td> <td>🟡</td> </tr> </tbody> </table>	Name	Study ID	Institution Student ID	DOB	SSN	Is Eligible	General Student Information	Enrollment	Budget	Financial Aid	Castillo, Emily	99023704	teststudent1	08/15/1900	🔒	✓	🚩	🟢	🟢	🟡	Waxhall, Nathan	99023705	Waxhall_1		🔒	✓	🚩	🟢	🟢	🟡	Goins, Jan	99023707	Goins_1		🔒	✓	🚩	🟢	🟢	🟡	Riggs, Emily	99022710	Riggs_1		🔒	✓	🚩	🟢	🟢	🟡	Goins, Bonnie	99023714	Goins_1		🔒	✓	🚩	🟢	🟢	🟡	<p>Shot of web mode grid page. Mouse over columns in grid to highlight students' identifying information, legend, and progress indicator icons.</p>
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Once you have chosen the sampled student, provide data in each of the four sections on the page: General Student Information, Enrollment, Budget, and Financial Aid. When you change a field, it will turn green to indicate that the data have been saved.

Shot of web mode data entry page. Cursor navigates to each tab: General, Enrollment, Budget and Financial Aid.

When you have finished entering data for each section, click the Check for Errors button at the bottom of the section. This will check the data you provided and indicate whether there are any errors.

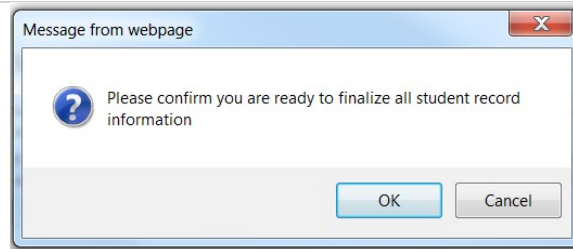
Close-up shot of web mode navigation buttons. Cursor clicks finalize button and scrolls up to view errors.

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.

Name	Study ID	Institution Student ID	DOB	SSN	Is Eligible	General Student Information	Enrollment	Budget	Financial Aid
Castillo, Emily	99023704	teststudent1	08/13/1900			Not Started	In progress	In progress	Complete
Waxhall, Nathan	99023705	Waxhall_1			✓	Not Started	In progress	In progress	Complete
Goins, Jan	99023707	Goins_1			✓	Not Started	In progress	In progress	Complete
Riggs, Emily	99023710	Riggs_1			✓	Not Started	In progress	In progress	Complete
Goins, Bonnie	99023714	Goins_1			✓	Not Started	In progress	In progress	Complete
Kreige, Quincy	99023719	Kreige_1			✓	Not Started	In progress	In progress	Complete
East, Irene	99023725	East_1			✓	Not Started	In progress	In progress	Complete
Iler, Susan	99023732	Iler_1			✓	Not Started	In progress	In progress	Complete
Riggs, Harold	99023740	Riggs_1	06/12/2000		✓	Not Started	In progress	In progress	Complete
Jackson, Van	99023748	Jackson_1			✓	Not Started	In progress	In progress	Complete

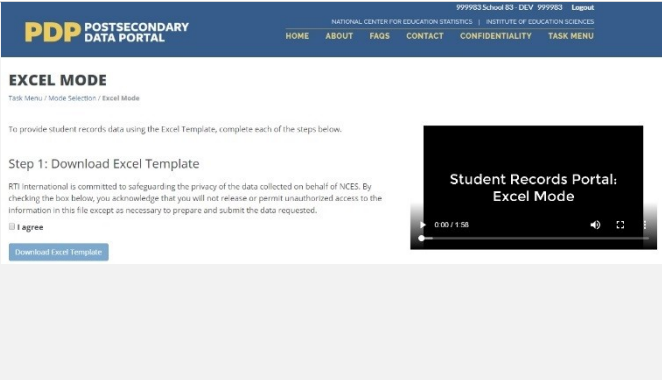
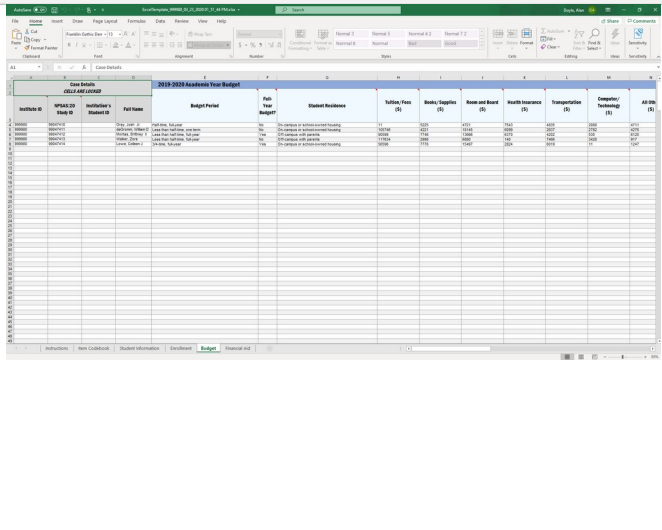
Shot of web mode grid. Cursor clicks the “Finalize All Student Record Information” button.

**A final confirmation notification pop up box will appear for you to confirm finalizing all Student Records information. Once you finalize, you will no longer be able to make changes.**

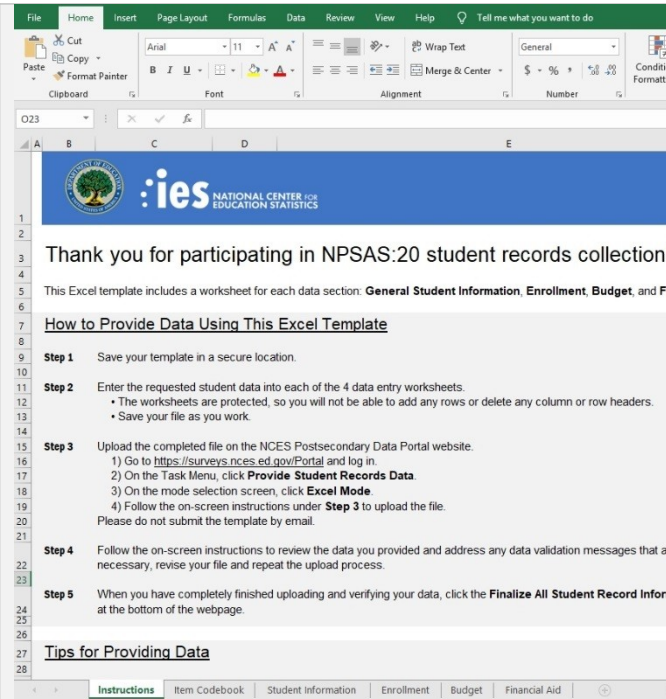


Shot of web mode grid with confirmation box. Cursor clicks OK to dismiss the box.

## Excel Mode Video

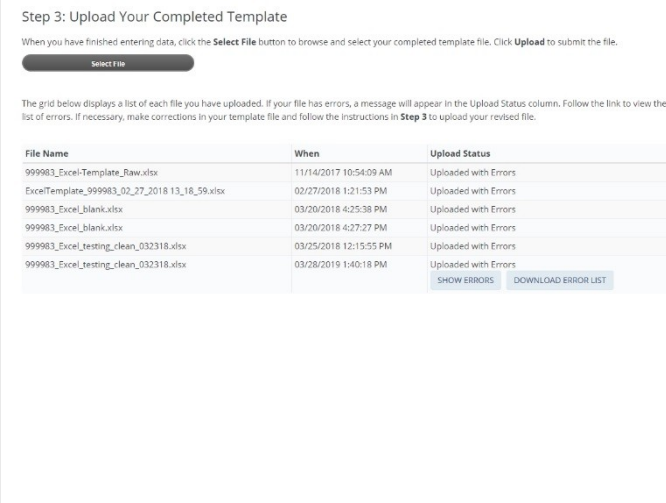
Script for Audio	Visual	Scene Description
<p>In Excel mode, you will download a pre-formatted Excel spreadsheet file, fill out the file offline, and then upload the completed file. Prior to downloading the Excel template, check the “I agree” box that you agree to safeguard the file.</p>		<p>Shot of Excel mode page. Cursor scrolls down through page. Cursor clicks the “I agree” checkbox.</p>
<p>When you download the file, any data that you have previously provided will be pre-filled in the template. There are six tabs in the file. The first tab has instructions for uploading the file. The second tab has a codebook, which lists the requested data elements and the valid response options for each item. The last four tabs correspond to each of the data sections: General Student Information, Enrollment, Budget, and Financial Aid.</p>		<p>Shot of template all tabs, with data.</p>

Fill out each of the data tabs by typing data into the fields or selecting response options from the drop-down list. You can also copy and paste data from other files into the template.



Shot of Excel template file. Cursor clicks through workbook tabs and enters data in one of the tabs.

When you have finished entering student data, upload your saved file to the Portal website. You have the option of uploading specific sections of your template, or all four sections at once as in past studies. You will be asked to select the sections of your file that the PDP will accept. You can upload your files multiple times; the most recent upload will overwrite previous uploads based on the sections you select.



Shot of Excel page on PDP. Cursor selects a file to upload and uploads the file.

**If your files have any errors or are missing critical items, the Portal will alert you.**

**A list of errors and their corresponding students will appear in the Portal, and can also be downloaded as an Excel file. You can even compare past error reports, review your data issues, and upload fixes as needed.**

File Name	When	Upload Status
999983_Excel_Template_Raw.xlsx	11/14/2017 10:54:09 AM	Uploaded with Errors
ExcelTemplate_999983_02_27_2018_13_18_58.xlsx	02/27/2018 12:15:53 PM	Uploaded with Errors
999983_Excel_Blank.xlsx	03/20/2018 4:25:38 PM	Uploaded with Errors
999983_Excel_Blank.xlsx	03/20/2018 4:27:27 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/25/2018 12:15:55 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/28/2019 1:40:18 PM	Uploaded with Errors

HIDE ERRORS   DOWNLOAD ERROR LIST

Critical Errors

Row	Study ID	Student	Field Name	Message
3	99023704	n/a	n/a	The Study ID is not valid for this Institution.
12	99023705	n/a	n/a	The Study ID is not valid for this Institution.
6	99023707	n/a	n/a	The Study ID is not valid for this Institution.
10	99023710	n/a	n/a	The Study ID is not valid for this Institution.
5	99023714	n/a	n/a	The Study ID is not valid for this Institution.

Shot of Excel page on PDP. Cursor scrolls to list of uploaded files and expands the list of upload errors.

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

Step 4: Review the Data You Provided

Select one of the options below to review your uploaded data in a table format. If necessary, make corrections to your template and follow the instructions in Step 3 to upload your revised file.

If you would rather edit one case at a time (instead of submitting revised files), you can return to the Mode Selection page and select **Web Mode**. The data you uploaded will be pre-filled for each student; make your corrections and follow the on-screen instructions to finalize your data.

Review Data in an Excel File   Review Data in a Separate Tab

Step 5: Finalize Your Data

When you have completely finished uploading and verifying your data, click **Finalize All Student Record Information**.

Thank you for your participation!

Finalize All Student Record Information   Return to Task Menu

Shot of Excel page on PDP. Cursor clicks “Finalize All Student Record Information” button.

**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.**

The grid below displays a list of each file you have uploaded. If your file has errors, a message will appear in the Upload Status column; follow the link to view the list of errors. If necessary, make corrections in your template file and follow the instructions in Step 3 to upload your revised file.

File Name: Copy of ExcelTemplate\_999983\_02\_27\_2018\_13\_18\_58.xlsx

Message from webpage: Please confirm you are ready to finalize all student record information

Step 4: Review the Data You Provided

Select one of the options below to review your uploaded data in a table format. If necessary, make corrections to your template and follow the instructions in Step 3 to upload your revised file.

If you would rather edit one case at a time (instead of submitting revised files), you can return to the Mode Selection page and select **Web Mode**. The data you uploaded will be pre-filled for each student; make your corrections and follow the on-screen instructions to finalize your data.

Review Data in an Excel File   Review Data in a Separate Tab

Step 5: Finalize Your Data

When you have completely finished uploading and verifying your data, click **Finalize All Student Record Information**.

Thank you for your participation!

Finalize All Student Record Information   Return to Task Menu

Shot of confirmation pop-up window. Cursor clicks OK to dismiss the window.

# CSV Mode Video

Script for Audio	Visual	Scene Description																																																																																																									
<p>In CSV mode, you will download a file specifications document, and then create comma separate value, or CSV, files according to the specs.</p>	<p><b>NPSAS:20 Student Records CSV File Specifications: General Student Information</b>  <b>A=Alpha N=Numeric AN=Alphanumeric</b>                      If a field does not apply to a student, or if you do not have the requested information, please leave the field blank.</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Field Label</th> <th>Required (Y/N)</th> <th>Max Length</th> <th>Format</th> <th>Valid Values</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>File Specification-Version</td> <td></td> <td>N</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1 Number</td> <td></td> <td>N</td> <td>2 N</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 Institute ID</td> <td></td> <td>Y</td> <td>6 N</td> <td></td> <td></td> <td>Your institution's FRED ID.</td> </tr> <tr> <td>3 Study ID</td> <td></td> <td>Y</td> <td>8 N</td> <td></td> <td></td> <td>The student's 8-digit study ID number, issued by FF.</td> </tr> <tr> <td>4 Student ID</td> <td></td> <td>N</td> <td>10 N</td> <td></td> <td></td> <td>Your institution's student ID.</td> </tr> <tr> <td>5 First Name</td> <td></td> <td>Y</td> <td>30 A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6 Middle Name</td> <td></td> <td>N</td> <td>50 A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7 Last Name</td> <td></td> <td>Y</td> <td>50 A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8 Suffix</td> <td></td> <td>N</td> <td>10 A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9 SON</td> <td></td> <td>N</td> <td>9 N</td> <td></td> <td></td> <td>Order the student's 9-digit SON in the sequence of names.</td> </tr> <tr> <td>10 DOB Month</td> <td></td> <td>Y</td> <td>2 N</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11 DOB Day</td> <td></td> <td>Y</td> <td>2 N</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12 DOB Year</td> <td></td> <td>Y</td> <td>4 N</td> <td></td> <td>1940 - 2008</td> <td></td> </tr> <tr> <td>13 Sex</td> <td></td> <td>Y</td> <td>2 N</td> <td></td> <td>0=Male 1=Female 2=Unknown</td> <td></td> </tr> </tbody> </table>	Field	Field Label	Required (Y/N)	Max Length	Format	Valid Values	Comments	File Specification-Version		N	1				1 Number		N	2 N				2 Institute ID		Y	6 N			Your institution's FRED ID.	3 Study ID		Y	8 N			The student's 8-digit study ID number, issued by FF.	4 Student ID		N	10 N			Your institution's student ID.	5 First Name		Y	30 A				6 Middle Name		N	50 A				7 Last Name		Y	50 A				8 Suffix		N	10 A				9 SON		N	9 N			Order the student's 9-digit SON in the sequence of names.	10 DOB Month		Y	2 N				11 DOB Day		Y	2 N				12 DOB Year		Y	4 N		1940 - 2008		13 Sex		Y	2 N		0=Male 1=Female 2=Unknown		<p>Shot of CSV file specifications document.</p>
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<p>There are four files, one for each data section: General Student Information, Enrollment, Budget, and Financial Aid. The file specifications indicate the number of fields that are required for each file, the order in which the data elements should be submitted, and the valid values for each data element.</p>	<p><b>NPSAS:20 Student Records CSV File Specifications: General Student Information</b>  <b>A=Alpha N=Numeric AN=Alphanumeric</b>                      If a field does not apply to a student, or if you do not have the requested information, please leave the field blank.</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Field Label</th> <th>Required (Y/N)</th> <th>Max Length</th> <th>Format</th> <th>Valid Values</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>File Specification-Version</td> <td></td> <td>N</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1 Number</td> <td></td> <td>N</td> <td>2 N</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 Institute ID</td> <td></td> <td>Y</td> <td>6 N</td> <td></td> <td></td> <td>Your institution's FRED ID.</td> </tr> <tr> <td>3 Study ID</td> <td></td> <td>Y</td> <td>8 N</td> <td></td> <td></td> <td>The student's 8-digit study ID number, issued by FF.</td> </tr> <tr> <td>4 Student ID</td> <td></td> <td>N</td> <td>10 N</td> <td></td> <td></td> <td>Your institution's student ID.</td> </tr> <tr> <td>5 First Name</td> <td></td> <td>Y</td> <td>30 A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6 Middle Name</td> <td></td> <td>N</td> <td>50 A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7 Last Name</td> <td></td> <td>Y</td> <td>50 A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8 Suffix</td> <td></td> <td>N</td> <td>10 A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9 SON</td> <td></td> <td>N</td> <td>9 N</td> <td></td> <td></td> <td>Order the student's 9-digit SON in the sequence of names.</td> </tr> <tr> <td>10 DOB Month</td> <td></td> <td>Y</td> <td>2 N</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11 DOB Day</td> <td></td> <td>Y</td> <td>2 N</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12 DOB Year</td> <td></td> <td>Y</td> <td>4 N</td> <td></td> <td>1940 - 2008</td> <td></td> </tr> <tr> <td>13 Sex</td> <td></td> <td>Y</td> <td>2 N</td> <td></td> <td>0=Male 1=Female 2=Unknown</td> <td></td> </tr> </tbody> </table>	Field	Field Label	Required (Y/N)	Max Length	Format	Valid Values	Comments	File Specification-Version		N	1				1 Number		N	2 N				2 Institute ID		Y	6 N			Your institution's FRED ID.	3 Study ID		Y	8 N			The student's 8-digit study ID number, issued by FF.	4 Student ID		N	10 N			Your institution's student ID.	5 First Name		Y	30 A				6 Middle Name		N	50 A				7 Last Name		Y	50 A				8 Suffix		N	10 A				9 SON		N	9 N			Order the student's 9-digit SON in the sequence of names.	10 DOB Month		Y	2 N				11 DOB Day		Y	2 N				12 DOB Year		Y	4 N		1940 - 2008		13 Sex		Y	2 N		0=Male 1=Female 2=Unknown		<p>Cursor clicks through the tabs on the CSV file specifications document.</p>
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It is extremely important that you follow the file specifications exactly. If your CSV files do not have the correct number of fields, the data will not be read into the Portal. If you find yourself needing to skip a data element, be sure to include a comma as a placeholder for that data element.

**NPSAS:20 Student Records CSV File Specifications: General Student Information**

A=Alpha, N=Numeric, AN=Alphanumeric  
If a field does not apply to a student, or if you do not have the requested information, please leave the field blank.

Field	Field Label	Critical Item Y/N	Max Length	Format	Valid Values	Comments
1	File Specification Version	N	2	N	1	
2	Number	N	6	N		
3	Institute ID	Y	8	N		Your institution's FROD ID.
4	Student ID	N	20	N		Your student's Alpha numeric number, including 00.
5	First Name	Y	50	A		Your institution's student ID.
6	Middle Name	N	50	A		
7	Last Name	Y	50	A		
8	Suffix	N	10	A		
9	DOB	N	9	N		Enter the student's date of birth in no special or special.
10	DOB Month	Y	2	N	1 - 12	
11	DOB Day	Y	2	N	1 - 31	
12	DOB Year	Y	4	N	1900 - 2000	
13	Sex	Y	2	N	0=Male 1=Female 2=Unknown	

Shot of CSV file specifications. Cursor scrolls down and highlights the number of fields in the file. Inset shot at top-right shows a correctly formatted CSV file.

Once you've created your files, upload them on the Portal website. There are separate upload areas for each of the four file types; be sure you upload them in the correct section. You can upload the files multiple times; the most recent upload will overwrite previous uploads.

Step 3: Upload Your Completed CSV Files

When you have finished preparing your files, upload them one at a time in one of the four panels below. Click the **Select File** button to browse and select your completed file. Click **Upload** to submit the file. Repeat the upload process for each file. Before uploading your files for the other three sections, we recommend you upload the Student Information file FIRST.

**Student Information**  
(Upload First)

SELECT FILE...

UPLOAD FILE

View upload history

**Enrollment**

SELECT FILE...

UPLOAD FILE

View upload history

**Budget**

SELECT FILE...

UPLOAD FILE

View upload history

**Financial Aid**

SELECT FILE...

UPLOAD FILE

View upload history

The table below displays the files you have uploaded for the **Student Information** section. If your file has errors, a message will appear in the Upload Status column. Follow the link to view the list of errors. If necessary, make corrections in your file(s) and follow the instructions in Step 3 to upload the revised file(s).

File Name	When	Upload Status
CSV_general_wrong#fields.csv	03/20/2018 4:30:58 PM	Uploaded with Errors
999983_General_Eligibility_Validation.csv	03/22/2018 1:22:40 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 1:24:03 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 1:25:45 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 5:31:19 PM	Upload Success

Shot of the CSV page on the PDP. Cursor highlights the upload box for each file type.

If your files have any errors or are missing critical items, the Portal will alert you. A list of errors and their corresponding students will appear in the Portal and can also be downloaded as an Excel file. You will be able to review your data issues and upload fixes as needed.

999983\_General\_Eligibility\_Validation.csv 03/23/2018 6:07:25 PM Uploaded with Errors

CSV\_general\_wrong#fields.csv 03/23/2018 6:09:57 PM Uploaded with Errors [SHOW ERRORS](#) [DOWNLOAD ERROR LIST](#)

[HIDE ERRORS](#) [DOWNLOAD ERROR LIST](#)

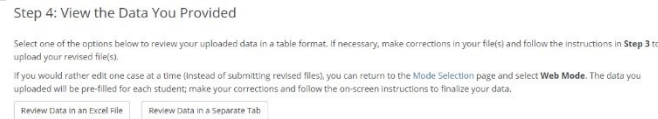
**Critical Errors**

Row	Study ID	Student	Field Name	Message
2	99023704	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
11	99023705	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
5	99023707	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
9	99023710	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
4	99023714	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.

Shot of CSV page on PDP. Cursor scrolls to list of uploaded files and expands the list of upload errors.

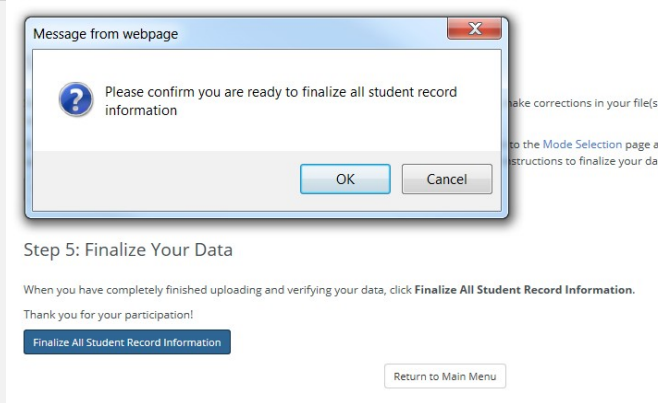
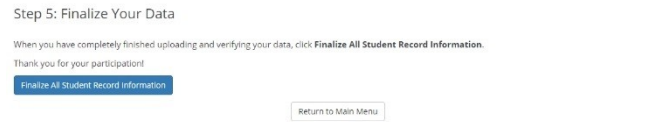


**When you have finished uploading data for all students, click the “Continue” button at the bottom of the page.**



**Shot of CSV page on PDP. Cursor clicks “Finalize All Student Record Information” button.**

**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.**



**Shot of confirmation pop-up window. Cursor clicks OK to dismiss the window.**

## Resources

*The following section includes content that appears in the “Resources” section of the Postsecondary Data Portal (PDP). This submission includes only new items pertaining to student records collection.*

### Financial Aid Types Cheat Sheet

*This document will be posted on the Resources page of the PDP and will serve as an aid for institutions that need assistance categorizing financial aid programs. The table below serves as an example of aid programs that may appear on the document. The actual list of financial aid programs will be customized based on the institution’s state.*

The table below lists common financial aid programs for your institution’s state and how they should be reported for NPSAS:20 student records collection. For all financial aid awards, please provide the program name in your data submission. Aid program names will not be released with the final data, but they will help NPSAS staff verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.

Need-based versus merit-based aid: Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either “need-based” or “both need and merit-based.” Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.

Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as “Tuition and Fees Refunded for COVID-19” in the Enrollment section.

For additional help categorizing aid awards, contact the Help Desk at [number] or [email address].

Financial Aid Program	Aid Source	NPSAS:20 student records section	Financial Aid Type
DOD Armed Forces Grant	Federal	Priv/Oth Gvmt	15=ROTC/Armed Forces Grant
CA Promise Grant	State	State	6=Tuition waiver, non-faculty/staff
FL Bright Futures	State	State	2=Grant/scholarship, merit-based
WA College Bound Scholarship	State	State	1=Grant/scholarship, need-based
NJ Skills Partnership Training Grant	State	State	18=WIA/job training/vocational rehabilitation
AZ Leap Grant	State	State	1=Grant/scholarship, need-based
GA Hope Scholarship	State	State	2=Grant/scholarship, merit-based

IA National Guard Grant	State	State	15=ROTC/armed forces grant
NM Lottery Scholarship	State	State	2=Grant/scholarship, merit-based
KY Veteran Dependent	State	State	16=Veterans' benefits
NJ Class Loan	State	State	7=Loan
WA Opportunity Grant	State	State	3=Grant/scholarship, both need and merit
WA Passport to College	State	State	4=Grant/scholarship, neither need nor merit

## Student Records Codebook

*This codebook includes a list of all items in the student records instrument. The content of the instrument is detailed in appendix I. This codebook document will be available to institutions as a PDF file in the Resources section of the PDP and will be included in the Excel template file and the CSV file specifications document. The codebook will also include the “What’s New” section of the Student Records Handbook, listed on page D-198 of this document. The final codebook document may include aesthetic changes that do not impact the content of the codebook.*



# NPSAS:20 Student Records Item Codebook

This file includes all data items requested for NPSAS:20 student records collection. There are 4 data sections: General Student Information, Enrollment, Budget (Cost of Attendance), and Financial Aid.

- If you choose CSV mode, you will create a separate .csv file for each data section.
- If you choose Excel mode, you will provide each section on a separate tab in the Excel template workbook file.

Please note that data items 1-4 in each section are needed for CSV files only. In the Excel template file, these fields will be pre-filled for you.

## **Important Note: Customized Item Wording**

Note that some data items include customized wording that will be pre-filled for your institution. These items are indicated below by "NOTE: CUSTOM WORDING" in the Item Notes column. 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.

## **Changes since NPSAS:18-AC**

If you participated in the NPSAS:18-AC student record collection in 2018, you will notice some data item changes have been made for NPSAS:20. These revisions are intended to increase data quality, clarify item definitions, and improve instructions. These data items are noted in this document by shaded rows. For details about what changed, see the "What's New" page, which is included in the Student Records Handbook, the CSV file specifications, the Excel template codebook, and at the end of this document.

## **Missing Data Items**

If a field does not apply to a student, or if you do not have the requested information, please leave the field blank. You will receive error messages when you upload if any critical data items are missing (see note below).ow).

If you are providing .csv files, do not omit the field from your file – if you upload a file with the wrong number of fields, the upload will fail. Instead, insert a comma for the field, but leave the value blank.

## **Critical Data Items**

The "Critical Data Item?" column indicates items that are most important for NPSAS:20. You will receive error messages on the PDP if these data items are missing from your submission.

Yes\* indicates that the item is conditionally critical, depending on responses to other items. For example,

- Ineligible Reason is critical if you indicate that the student is not eligible for NPSAS:20.
- State Aid Program Name, Type, and Amount are critical for students that received state aid. If you indicate that the

student received state aid, you will receive an error message if you do not provide the name, type, and amount for at least one state award.

## Section 1 of 4: General Student Information

Field #	Item Label	Item Description	Critical Data Item ?	Valid Values & Data Format	Item Notes & Help Text
1 <i>CSV only</i>	VERSION	File Specification Version Number	Yes	1	This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
2 <i>CSV only</i>	INSTID	Institute ID	Yes		Your institution's IPEDS ID. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
3 <i>CSV only</i>	STUDYID	Study ID	Yes		The student's 8-digit study ID number, issued by RTI. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
4 <i>CSV only</i>	STUDID	Student ID			Your institution's student ID. In the Excel template, this field will be pre-filled for you.
5	FNAME	First Name	Yes		
6	MNAME	Middle Name	Yes		
7	LNAME	Last Name	Yes		
8	SUFFIX	Suffix			
9	SSN	Social Security Number (SSN)	Yes		Enter the student's 9-digit SSN with no spaces or dashes. We will use SSNs to match students to the U.S. Department of Education's Central Processing System (CPS) database, which contains information from the Free Application for Federal Student Aid (FAFSA), the National Student Loan Data System (NSLDS), and other databases prior to selecting the student sample. Matching to these databases prior to sampling will help us to select a representative sample of students.
10	DOBM	DOB Month	Yes	1 - 12	
11	DOBD	DOB Day	Yes	1 - 31	
12	DOBY	DOB Year	Yes	1930 - 2004	
13	SEX	Sex	Yes	0=Male 1=Female 2=Other -1=Unknown	

Field #	Item Label	Item Description	Critical Data Item ?	Valid Values & Data Format	Item Notes & Help Text
14	ELIGIBLE	Student is eligible for NPSAS:20?	Yes	1=Yes 0=No	<p>Note [Web and Excel mode]: this item defaults to Yes unless you change the selection. Note [CSV mode]: if you leave this item blank, the student will be treated as eligible for NPSAS:20. If you think that this student is ineligible for NPSAS:20, indicate No and select a reason that the student is ineligible. You do not need to provide any other data for ineligible students.</p> <p>Note about students ineligible due to a tuition refund: students who attended your institution in spring of 2020 and then received a full tuition refund solely due to COVID-19 related interruptions of study should be marked as eligible. These students should only be marked as ineligible if one of the other ineligible reasons apply (e.g., student was enrolled in a high school completion program, etc.).</p> <p>The student is ineligible for NPSAS:20 if he or she meets any of the following conditions:</p> <ul style="list-style-type: none"> <li>•<b>Not enrolled at institution:</b> Student was not enrolled at this institution at any time from July 1, 2019 to June 30, 2020.</li> <li>•<b>Tuition refund:</b> Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2019 to June 30, 2020. If the student received a full tuition refund solely because of a COVID-19-related interruption of study but would otherwise be eligible for NPSAS:20, the student should be marked as eligible.</li> <li>•<b>Enrolled in another institution:</b> Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution.</li> <li>•<b>Length of program:</b> Student was enrolled in an occupational/technical program of study that required less than 3 months or 300 clock/contact hours of instruction.</li> <li>•<b>Non-credit:</b> Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate or diploma program, or in a term for credit that could be transferred to another school.</li> <li>•<b>Completing high school:</b> Student was still completing high school requirements for the last term enrolled.</li> </ul>

Field #	Item Label	Item Description	Critical Data Item ?	Valid Values & Data Format	Item Notes & Help Text
15	ELIGREASON	Ineligible Reason	Yes*	1=Not enrolled 2=Tuition refund 3=Enrolled in another institution 4=Length of program 5=Non-credit 6=Completing high school 7=GED or high school completion 8=Adult basic education program	<p>Select the reason that the student is not eligible for NPSAS:20. Note about students ineligible due to a tuition refund: students who attended your institution in spring of 2020 and then received a full tuition refund solely due to COVID-19 related interruptions of study should be marked as eligible. These students should only be marked as ineligible if one of the other ineligible reasons applies (e.g., student was enrolled in a high school completion program, etc.).</p> <ul style="list-style-type: none"> <li>•<b>Not enrolled at institution:</b> Student was not enrolled at this institution at any time from July 1, 2019 to June 30, 2020.</li> <li>•<b>Tuition refund:</b> Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2019 to June 30, 2020. If the student received a full tuition refund solely because of a COVID-19-related interruption of study but would otherwise be eligible for NPSAS:20, the student should be marked as eligible.</li> <li>•<b>Enrolled in another institution:</b> Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution.</li> <li>•<b>Length of program:</b> Student was enrolled in an occupational/technical program of study that required less than 3 months or 300 clock/contact hours of instruction.</li> <li>•<b>Non-credit:</b> Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate or diploma program, or in a term for credit that could be transferred to another school.</li> <li>•<b>Completing high school:</b> Student was still completing high school requirements for the last term enrolled.</li> <li>•<b>GED or high school completion program:</b> Student was enrolled solely in a GED or high school completion program for the last term enrolled.</li> <li>•<b>Adult basic education program:</b> Student was enrolled solely in an adult basic education program (e.g., ESL, literacy) for the last term enrolled.</li> </ul>



Field #	Item Label	Item Description	Critical Data Item ?	Valid Values & Data Format	Item Notes & Help Text
16	MARITAL	Marital Status	Yes	0=Not married (single, widowed, divorced) 1=Married 2=Separated -1=Unknown	This item is critical because it contributes to determining students' dependency status. If you do not know this student's marital status, please select Unknown.
17	MAIDNAME	Maiden Name			
18	SFNAME	Spouse First Name			
19	SMNAME	Spouse Middle Name			
20	SLNAME	Spouse Last Name			
21	CITIZEN	Citizenship Status		1=US citizen or US national 2=Resident alien, permanent resident, or other eligible non-citizen 3=Foreign/International Student with student visa -1=Unknown	Please indicate the student's citizenship status using one of the response options provided. Do not provide the student's country of origin.
22	VETERAN	Veteran or Active Duty Military	Yes	0=No 1=Yes, veteran 2=Yes, active duty military -1=Unknown	Please indicate whether the sample member is a veteran of the U.S. Armed Forces or is serving on active duty (not whether the sample member is receiving veteran's benefits).
23	HSCOMP	High School Completion Type	Yes	1=High School Diploma 2=GED or other equivalency 3=High school completion certificate 4=Foreign high school 5=Home schooled 6=No high school degree/certificate -1=Unknown	
24	HSYEAR	High School Completion Year		1940 - 2020	

Field #	Item Label	Item Description	Critical Data Item ?	Valid Values & Data Format	Item Notes & Help Text
25	ETHNICITY	Ethnicity	Yes	0=Not Hispanic or Latino 1=Hispanic or Latino -1=Unknown	Note that these items are critical, and you will receive an error message for leaving them blank. If you do not know a student's ethnicity or race, please select Unknown. Note that these race and ethnicity categories differ from those reported to IPEDS, but are consistent with IPEDS requirements for the collection of race and ethnicity. For more information about IPEDS requirements for the collection and reporting of race and ethnicity, visit <a href="https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1">https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1</a> .
26	RACEW	Race: White	Yes	1=Yes 0=No -1=Unknown	You will receive an error message if you (a) leave all race items blank, or (b) select No for all race items. To resolve the error message, you may either select Yes for at least one race item or select Unknown for all race items.
27	RACEB	Race: Black or African American	Yes	1=Yes 0=No -1=Unknown	You will receive an error message if you (a) leave all race items blank, or (b) select No for all race items. To resolve the error message, you may either select Yes for at least one race item or select Unknown for all race items.
28	RACEAS	Race: Asian	Yes	1=Yes 0=No -1=Unknown	You will receive an error message if you (a) leave all race items blank, or (b) select No for all race items. To resolve the error message, you may either select Yes for at least one race item or select Unknown for all race items.
29	RACEAI	Race: American Indian or Alaska Native	Yes	1=Yes 0=No -1=Unknown	You will receive an error message if you (a) leave all race items blank, or (b) select No for all race items. To resolve the error message, you may either select Yes for at least one race item or select Unknown for all race items.

Field #	Item Label	Item Description	Critical Data Item ?	Valid Values & Data Format	Item Notes & Help Text
30	RACENH	Race: Native Hawaiian or Other Pacific Islander	Yes	1=Yes 0=No -1=Unknown	You will receive an error message if you (a) leave all race items blank, or (b) select No for all race items. To resolve the error message, you may either select Yes for at least one race item or select Unknown for all race items.
31	PMADD1	Permanent Address Line 1			
32	PMADD2	Permanent Address Line 2			
33	PMADDC	Permanent Address City			
34	PMADDC	Permanent Address State			Enter the 2-character postal abbreviation.
35	PMADDZ	Permanent Address Zip			Enter a 5-digit or 9-digit ZIP code with no spaces, parentheses, or dashes.
36	PMADDCY	Permanent Address Country (if not USA)			If USA, leave blank.
37	PERMRES	Permanent resident		1=Yes 0=No -1=Unknown	Is the student a permanent resident of the state in which your institution is located?
38	LADD1	Local/Most Recent Address Line 1			
39	LADD2	Local/Most Recent Address Line 2			
40	LADDC	Local/Most Recent Address City			
41	LADDS	Local/Most Recent Address State			Enter the 2-character postal abbreviation.
42	LADDZ	Local/Most Recent Address Zip			Enter the 5-digit or 9-digit ZIP code with no spaces, parentheses, or dashes.
43	PHONE1	Phone 1 Number			Enter a valid 10-digit phone number with no spaces, parentheses, or dashes. Example: 2025551234
44	TYPE1	Phone 1 Type		1=Home 2=Mobile 3=Other	

Field #	Item Label	Item Description	Critical Data Item ?	Valid Values & Data Format	Item Notes & Help Text
45	PHONE2	Phone 2 Number			Enter a valid 10-digit phone number with no spaces, parentheses, or dashes.
46	TYPE2	Phone 2 Type		1=Home 2=Mobile 3=Other	
47	CAMEMAIL	Campus Email			Example: jsmith@example.edu
48	PERMEMAIL	Personal Email			
49	PFNAME	Parent First Name			
50	PMNAME	Parent Middle Name			
51	PLNAME	Parent Last Name			
52	PSUFFIX	Parent Suffix			
53	PADD1	Parent Address Line 1			
54	PADD2	Parent Address Line 2			
55	PADDC	Parent Address City			
56	PADDS	Parent Address State or Province			Enter the 2-character postal abbreviation.
57	PADDZ	Parent Address Zip			Enter a 5-digit or 9-digit ZIP code with no spaces, parentheses, or dashes.
58	PADDCY	Parent Country (if not USA)			If USA, leave blank.
59	PEMAIL	Parent Email			
60	PPHONE	Parent Phone			Enter a valid 10-digit phone number with no spaces, parentheses, or dashes.
61	PCELL	Parent Cell Phone			Enter a valid 10-digit phone number with no spaces, parentheses, or dashes.
62	PINTPHONE	Parent International Phone			
63	OFNAME	Other Contact First Name			

Field #	Item Label	Item Description	Critical Data Item ?	Valid Values & Data Format	Item Notes & Help Text
64	OMNAME	Other Contact Middle Name			
65	OLNAME	Other Contact Last Name			
66	OSUFFIX	Other Contact Suffix			
67	OTHREL	Relationship of Other Contact to Student		1=Parent 2=Guardian 3=Sibling 4=Aunt 5=Uncle 6=Grandparent 7=Spouse 8=Friend 9=Colleague 10=Other -1=Unknown	
68	OADD1	Other Contact Address Line 1			
69	OADD2	Other Contact Address Line 2			
70	OADDC	Other Contact Address City			
71	OADDS	Other Contact Address State or Province			Enter the 2-character postal abbreviation.
72	OADDZ	Other Contact Address Zip			Enter a 5-digit or 9-digit ZIP code with no spaces, parentheses, or dashes.
73	OADDCY	Other Contact Country (if not USA)			If USA, leave blank.
74	OEMAIL	Other Contact Email			
75	OPHONE	Other Phone			Enter a valid 10-digit phone number with no spaces, parentheses, or dashes.
76	OCELL	Other Cell Phone			Enter a valid 10-digit phone number with no spaces, parentheses, or dashes.



## Section 2 of 4: Enrollment

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
1 <i>CSV only</i>	VERSION	File Specification Version Number	Yes	1	This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
2 <i>CSV only</i>	INSTID	Institute ID			Your institution's IPEDS ID. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
3 <i>CSV only</i>	STUDYID	Study ID			The student's 8-digit study ID number, issued by RTI. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
4 <i>CSV only</i>	STUDID	Student ID			Your institution's student ID. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
5	FDATEM	Date First Enrolled at this Institution (Month)		1 - 12	Enter the date the student enrolled at this institution for the first time, even if this date occurred prior to this academic year.
6	FDATED	Date First Enrolled at this Institution (Day)		1 - 31	
7	FDATEY	Date First Enrolled at this Institution (Year)		1940 - 2020	
8	LDATEM	Date Last Enrolled at this Institution (Month)		1 - 12	If the student is no longer enrolled at this institution, enter the student's last date of enrollment. If the student is still enrolled at the institution, leave this item blank. Indicate whether your institution accepted transfer credits for this student from another postsecondary institution. Please exclude remedial or developmental courses.
9	LDATED	Date Last Enrolled at this Institution (Day)		1 - 31	
10	LDATEY	Date Last Enrolled at this Institution (Year)		1940 - 2020	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
11	TRANSFER	Accepted Transfer Credit?		1=Yes 0=No	Indicate whether your institution accepted transfer credits for this student from another postsecondary institution. Please exclude remedial or developmental courses.
12	REMEDIAL	Ever Taken Remedial Course(s)?		1=Yes 0=No -1=Unknown	Since completing high school, has the student taken any remedial/developmental courses to improve their basic skills in English, math, reading, or writing? If possible, answer Yes if your records indicate that the student took any remedial courses since high school, even if they were not taken at your institution. Please answer Yes if the student took co-requisite developmental courses (sometimes known as gateway courses), in which the student was enrolled in a course that included both developmental and post-development content.
13	FTB	First-time Beginning Student?	Yes	1=Yes 0=No	A student is considered a first-time beginner (FTB) for NPSAS:20 if he or she is an undergraduate student who enrolled in college for the first time at this institution between July 1, 2019 and June 30, 2020.  Students are NOT FTBs if they were enrolled in a postsecondary class for credit at this or any other postsecondary institution prior to July 1, 2019, unless the credit was advanced placement (AP) credit, international baccalaureate (IB) credit, or any other postsecondary credit or formal award earned while the student was still completing high school.  Please note that this is not the same as the first-time full-time designation reported to IPEDS.
14	RECBACH	Received Bachelor's Degree?		1=Yes 0=No -1=Unknown	Select Yes if the student has already obtained a bachelor's degree, even if it was not awarded by this institution.
15	BACHDATE M	Date Bachelor's Received (Month)		1 - 12	If the student has obtained a bachelor's degree, enter the date the degree was received. If the student has not yet received a bachelor's degree, leave this item blank.
16	BACHDATE D	Date Bachelor's Received (Day)		1 - 31	
17	BACHDATE Y	Date Bachelor's Received (Year)		1940 - 2004	



Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
18	ACTE	ACT English Score		1 - 36	Enter the student's ACT English score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
19	ACTM	ACT Mathematics Score		1 - 36	Enter the student's ACT Math score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
20	ACTR	ACT Reading Score		1 - 36	Enter the student's ACT Reading score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
21	ACTS	ACT Science Score		1 - 36	Enter the student's ACT Science score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
22	ACTC	ACT Composite Score		1 - 36	Enter the student's ACT Composite score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
23	SATREAD	SAT Evidence-Based Reading and Writing Score		200 - 800	Enter the student's SAT Evidence-Based Reading and Writing score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy. For students who took the SAT test prior to March 2016, please report the Critical Reading score in this field.
24	SATMATH	SAT Math Score		200 - 800	Enter the student's SAT Math score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy. For students who took the SAT test prior to March 2016, please report the Mathematics score in this field.
25	SATESSAY	SAT Essay Score		2 - 8 (SAT Essay) or 200 - 800 (SAT Writing)	Enter the student's SAT Essay score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy. If the student did not take the Essay portion of the SAT, please leave this field blank. For students who took the SAT test prior to March 2016, please report the Writing score in this field.

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
26	PROGRAM	Program/Degree	Yes	1=Enrolled in undergraduate courses, not in a degree program 2=Undergraduate certificate or diploma (occupational or technical program) 3=Associate's degree 4=Bachelor's degree 5=Enrolled in graduate courses, not in a degree program 6=Post-baccalaureate certificate program 7=Dual bachelor's/master's degree 8=Master's degree program 9=Post-master's certificate 10=Doctoral degree - research/scholarship 11=Doctoral degree - professional practice 12=Doctoral degree - other -1=Unknown	<p>In what degree program was this student enrolled on June 30, 2020? If the student was no longer enrolled on June 30, 2020, report the degree program for his or her last term enrolled between July 1, 2019 and June 30, 2020. If the student's last term enrolled was suspended due to COVID-19, report the student's degree program as of the last day of classes.</p> <p>If the student was enrolled in more than one program, enter the highest degree program. If the student was enrolled in a dual degree program in which both degrees are the same level (such as a dual MD/PhD or dual MA/MBA), select the student's primary degree program.</p>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
27	GRADTYPE	Graduate Degree Type (FOR GRADUATE DEGREES ONLY)		1=Master of Science (MS) 2=Master of Arts (MA) 3=Master of Education (M.Ed) or Teaching (MAT) 4=Master of Business Administration (MBA) 5=Master of Public Administration (MPA) 6=Master of Social Work (MSW) 7=Master of Fine Arts (MFA) 8=Master of Public Health (MPH) 9=Master of Divinity (M.Div) 10=Other master's degree program not listed 11=Doctor of Philosophy (PhD) 12=Doctor of Education (EdD) 13=Doctor of Science or Engineering 14=Doctor of Psychology (PsyD) 15=Doctor of Business or Public Admin (DBA, DPA) 16=Doctor of Fine Arts (DFA) 17=Doctor of Theology (ThD) 18=Law (JD, LLB) 19=Medicine or Osteopathic Medicine (MD, DO) 20=Dentistry (DDS, DMD) 21=Chiropractic (DC, DCM) 22=Pharmacy (PharmD) 23=Optometry (OD) 24=Podiatry (DPM, DP, PodD) 25=Veterinary medicine (DVM) 26=Other doctoral degree not listed	FOR GRADUATE STUDENTS ONLY. In what type of graduate degree program was this student enrolled on June 30, 2020? If the student was no longer enrolled on June 30, 2020, report the graduate degree program type for his or her last term during his or her last term enrolled between July 1, 2019 and June 30, 2020. If the student's last term enrolled was suspended due to COVID-19, report the student's graduate degree program type as of the last day of classes. This item applies to graduate students only; for all other students, leave this item blank.

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
28	CLASSLVL	Class Level	Yes	1=1st Year/Freshman 2=Sophomore 3=Junior 4=Senior 5=5th Year or Higher Undergraduate 6=Undergraduate (unclassified) 7=Student with bachelor's or advanced degree taking undergraduate courses 8=1st year Graduate 9=Beyond 1st year Graduate 10=Graduate (unclassified) -1=Unknown	<p>Enter the student's class level as of June 30, 2020. If the student was no longer enrolled on June 30, 2020, provide the student's class level during his or her last term enrolled between July 1, 2019 and June 30, 2020. If the student's last term enrolled was suspended due to COVID-19, report the student's class level as of the last day of classes.</p> <p>If class level was used to determine financial aid eligibility, report that class level for this item. Otherwise, report the class level as defined by your institution. Institutions typically define class level based on the number of earned credits.</p> <p>An example of a commonly used classification:</p> <ul style="list-style-type: none"> <li>• 0-29 earned credit hours for first-year/freshman</li> <li>• 30-59 earned credit hours for sophomore</li> <li>• 60-89 earned credit hours for junior</li> <li>• 90+ earned credit hours for senior.</li> </ul>
29	DEGDATEM	Degree Completion Date (Month)		1 - 12	<p>If the student has completed the degree program, enter the date the degree was received.</p>
30	DEGDATED	Degree Completion Date (Day)		1 - 31	
31	DEGDATEY	Degree Completion Date (Year)		1940 - 2004	
32	EXPECT	Expected to complete degree requirements before June 30, 2020?		1=Yes 0=No	<p>Is the student expected to have completed the requirements for their current degree program on or before June 30, 2020? Completion of the requirements means all required classes have been taken and passed and sufficient credit or clock hours have been earned. Some students may not yet have been awarded their degree or certificate by the institution, even though the requirements have been completed.</p> <p>Leave this item blank if any of the following apply:</p> <ul style="list-style-type: none"> <li>• You are completing this request after June 30, 2020.</li> <li>• The student has completed his or her degree (completed degrees are collected separately in this section).</li> <li>• The student is no longer enrolled in this institution.</li> </ul>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
33	CUMGPA	Cumulative (Unweighted) GPA		N.NN or NNN.N	Please provide the student's cumulative GPA as of June 30, 2020. If your institution uses a 4point scale, please enter GPA with two decimal places (x.xx). If your institution uses a 100 point scale, enter the grade with one decimal place (xx.x).
34	MAJOR1	First Major			
35	MAJOR1CIP	First Major CIP Code		NNNNNN	<p>Please provide the CIP code for this student's first major as of June 30, 2020. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2019 and June 30, 2020. If the student's last term enrolled was suspended due to COVID-19, report the student's first major as of the last day of classes.</p> <p>CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking. For more information about the Classification of Instructional Programs, see <a href="https://nces.ed.gov/ipeds/cipcode/">https://nces.ed.gov/ipeds/cipcode/</a>.</p> <p>If you cannot report the major CIP code, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.</p>
36	MAJOR2	Second Major			

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
37	MAJOR2CIP	Second Major CIP Code		NNNNNN	<p>Please provide the CIP code for this student's first major as of June 30, 2020. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2019 and June 30, 2020. If the student's last term enrolled was suspended due to COVID-19, report the student's second major as of the last day of classes.</p> <p>CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking. For more information about the Classification of Instructional Programs, see <a href="https://nces.ed.gov/ipeds/cipcode/">https://nces.ed.gov/ipeds/cipcode/</a>.</p> <p>If you cannot report the major CIP code, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.</p>
38	MAJUND	Major Undeclared		1=Yes 0=No	Indicate Yes if the student's major was undeclared.
39	PROGCLOCK	Total Number of Clock Hours in Program			If this student is enrolled in a clock hour program, what is the total length of the program in clock/contact hours? If the student is not enrolled in a clock hour program, leave blank.
40	CUMCLOCK	Cumulative Clock Hours Completed			Please provide the total cumulative clock hours earned by this student as of June 30, 2020. Include all clock hours earned, even if they do not count toward the student's degree/program requirements.
41	PROGCRED	Total Number of Credit Hours in Program			If this student is enrolled in a credit hour program, what is the total length of the program in credit/contact hours? If the student is not enrolled in a credit hour program, leave blank.

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
42	CUMCRED	Cumulative Credit Hours Completed			Please provide the total cumulative credit hours earned by this student as of June 30, 2020. Include all credit hours earned, even if they do not count toward the student's degree/program requirements.
43	TUITION	Total Tuition and Mandatory Fees Charged (\$)	Yes	0 - 120000	<p><i>NOTE: CUSTOM WORDING</i>  <i>The wording for this item will be customized for your institution. 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 codebook to see the customized wording. You can download both of these documents on the PDP.</i></p> <p>The amount entered should be the amount CHARGED for the period(s) in which the student was enrolled between July 1, 2019 and June 30, 2020, prior to any aid, discounts, or waivers.</p> <ul style="list-style-type: none"> <li>● Please report the tuition and required fees charged prior to any refunds or reimbursements due to COVID-19. If any part of the student's tuition was refunded or reimbursed, please report that amount separately under "Tuition Refund for COVID-19."</li> <li>● 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.</li> <li>● Include any out-of-state/out-of-district fees for applicable students.</li> <li>● 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.</li> </ul>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
44	TUITIONREF	Tuition and Fees Refunded for COVID-19 (\$)		0 - 120000	Please report the amount of tuition or fees refunded or reimbursed to the student due to COVID-19. If the student did not receive a tuition or fee refund or reimbursement due to COVID-19, leave this item blank. This item is only for reporting tuition or fee refunds or reimbursements due to COVID-19. Tuition waivers for other reasons should be reported as aid in the financial aid section. Do not report tuition refunds or reimbursements for COVID-19 as financial aid.
45	ROOMREF	Room and Board Refunded for COVID-19	Yes	0=No 1=Yes 2=Institution does not offer room and board -1=Unknown	Indicate whether your institution refunded any portion of the student's room and board fees for the July 1, 2019 to June 30, 2020 academic year due to COVID-19.



Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
46	RESIDENCY	Residency for Tuition Purposes		1=In-district 2=In-state tuition based on legal residence 3=In-state tuition for other reason (e.g., veteran status) 4=Out-of-state 5=No differential tuition based on residency -1=Unknown	<p>Please indicate the student's tuition classification for the 2019-2020 academic year.</p> <ul style="list-style-type: none"> <li>•An in-district student is a student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.</li> <li>•An in-state student is a student who is a legal resident of the state in which he/she attends school.</li> </ul> <p>A student may receive in-state or reduced tuition even if he/she is not a legal resident of the state, such as through programs that offer in-state tuition to veterans or through tuition reciprocity agreements with adjacent states. Report these students as 'in-state tuition for other reason', even if the reduced tuition is higher than in-state tuition.</p> <p>An out-of-state student is a student who is not a legal resident of the state in which he/she attends school.</p>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
47	ENRSTAT1	Term 1 Enrollment Status	Yes	0=Not enrolled 1=Full-time 2=3/4-time 3=Half-time 4=Less than half-time	<p><i>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 codebook to see the customized wording. You can download both of these documents on the PDP.</i></p> <ul style="list-style-type: none"> <li>• For term-based institutions, this item will repeat for each term that your institution reported on the Registration page. The item descriptions will be pre-filled with your institution's term names.</li> <li>• For continuous enrollment institutions, this item will be listed 12 times - once for each month in the July 1, 2019 to June 30, 2020 federal financial aid year.</li> </ul> <p>Enter the student's enrollment status in this term/month.</p> <p>For institutions with interruptions of study related to COVID-19: If the student's enrollment status changed due to COVID-19 (e.g., for institution closure or a partial cancellation of a student's course load), please report the student's most recent enrollment status. For example, a student who was enrolled full time in spring 2020 but dropped to half-time status due to COVID-19 related course cancellations should be reported as half-time.</p> <p>For institutions without interruptions of study related to COVID-19: If enrollment status was used to determine financial aid eligibility, report that enrollment status for this item. Otherwise, report the enrollment status as defined by your institution. Institutions typically define enrollment status based on the number of credit or clock hours attempted.</p> <p>For example, students who are enrolled as a full-time student typically carry at least</p> <ul style="list-style-type: none"> <li>• 12 semester or quarter hours per term at the undergraduate level or 9 credit hours per term at the graduate level.</li> <li>• 24 semester hours or 36 quarter hours per academic year for an educational program using credit hours for a program of less than one academic year.</li> </ul>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
48	CRED	Term 1 Credit Hours	Yes		<p><i>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 codebook to see the customized wording. You can download both of these documents on the PDP.</i></p> <ul style="list-style-type: none"> <li>• <i>For term-based institutions, this item will repeat for each term that your institution reported on the Registration page. The item descriptions will be pre-filled with your institution's term names.</i></li> <li>• <i>For continuous enrollment institutions, this item will be listed 12 times - once for each month in the July 1, 2019 to June 30, 2020 federal financial aid year.</i></li> </ul> <p>Enter the number of credit hours or clock hours this student attempted for this term/month. If the student's credit or clock hours attempted changed due to COVID-19 (e.g., for institution closure or a partial cancellation of a student's course load), please report the student's most recent credit or clock hours attempted. For example, a student who was enrolled for 12 credit hours in spring 2020 but dropped to 6 credit hours due to COVID-19-related course cancellations should be reported as 6 credit hours. If you were not able to provide an enrollment status for this term, the number of credit hours or clock hours is critical for determining this student's enrollment intensity.</p>



## Section 3 of 4: Budget (Cost of Attendance)

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
1 <i>CSV only</i>	VERSION	File Specification Version Number	Yes	1	This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
2 <i>CSV only</i>	INSTID	Institute ID			Your institution's IPEDS ID. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
3 <i>CSV only</i>	STUDYID	Study ID			The student's 8-digit study ID number, issued by RTI. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
4 <i>CSV only</i>	STUDID	Student ID			Your institution's student ID. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
5	BUDPER	Budget Period	Yes	1=Full-time, full-year 2=Full-time, one term 3=3/4-time, full-year 4=3/4-time, one term 5=Half-time, full-year 6=Half-time, one term 7=Less than half-time, full-year 8=Less than half-time, one term 9=Other	<p>Select the budget period that matches the budgeted costs of attendance you will provide for this student.</p> <p>1. If possible, please provide the full-time, full-year budget that matches this student's program and residence, even if the student was not enrolled full-time for the entire year. (Below you will be asked to indicate whether the full-year budget includes costs for summer terms.)</p> <p>2. If a full-time, full-year budget is not available, you can use Pell guidelines to prorate the amount to reflect the costs for a full-time student enrolled for a full academic year in the student's academic program. See below for definitions and more information about prorating costs of attendance.</p> <p>3. If a full-time, full-year budget is not available and you cannot provide a prorated amount, you may provide budgeted costs of attendance for other budget periods.</p> <p>For examples and additional guidance for prorating budgeted cost of attendance, please see the NPSAS:20 Student Records Handbook (available on the Resources page of the PDP).            For guidance on reporting budgeted costs of attendance for students impacted by COVID-19, please see the Student Records Handbook on the Resources page of the PDP or contact the Help Desk.</p>
6	FULLYEAR	Full-year Budget	Yes*	1=Yes, the full-year budget includes summer term(s) 0=No, the full-year budget does NOT include summer term(s)	<p>If you provided a full-year budget for this student (Budget Period = 1, 3, 5, or 7), please indicate whether the budgeted costs of attendance include summer terms. If you provided a one term budget, leave this item blank.</p>
7	STURES	Student Residence		1=On-campus or school-owned housing 2=Off-campus without parents 3=Off-campus with parents -1=Unknown	<p>For purposes of determining the student's budgeted cost of attendance for the 2019-20 academic year, what was the student's housing/residence status?</p>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
8	BTUITION	Tuition/Fees (\$)	Yes	0 - 120000	For the budget period you specified for this student, enter the BUDGETED cost for tuition and fees for this student. This amount may differ from the total tuition and fees CHARGED (requested in the enrollment section), and is typically obtained from the financial aid office. Enter an amount with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number.
9	BBOOKS	Books/Supplies (\$)		0 - 10000	For the budget period you specified for this student, enter the BUDGETED cost for books & supplies for this student. Enter an amount with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number.
10	BBOARD	Room and Board (\$)		0 - 40000	For the budget period you specified for this student, enter the BUDGETED cost for room & board for this student. Enter an amount with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number.
11	BHEALTH	Health Insurance (\$)		0 - 10000	For the budget period you specified for this student, enter the BUDGETED cost for health insurance for this student. Enter an amount with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number.
12	BTRANS	Transportation (\$)		0 - 10000	For the budget period you specified for this student, enter the BUDGETED cost for transportation for this student. Enter an amount with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number.

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
13	BCOMP	Computer/ Technology (\$)		0 - 10000	For the budget period you specified for this student, enter the BUDGETED cost for computer/technology for this student. For example: a reasonable cost, as determined by your institution, for the rental or purchase of a personal computer that the student will use for study for budget period you specified for this student. Enter an amount with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number.
14	BOTHER	All Others (\$)		0 - 10000	For the budget period you specified for this student, enter the total budgeted cost of attendance not included in any of the previous budget categories.
15	BTOTAL	Total Budgeted Cost of Attendance (\$)	Yes	0 - 200000	For the budget period you specified for this student, enter the total budgeted cost of attendance.



## Section 4 of 4: Financial Aid

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
1 <i>CSV only</i>	VERSION	File Specification Version Number	Yes	1	This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
2 <i>CSV only</i>	INSTID	Institute ID			Your institution's IPEDS ID. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
3 <i>CSV only</i>	STUDYID	Study ID			The student's 8-digit study ID number, issued by RTI. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
4 <i>CSV only</i>	STUDID	Student ID			Your institution's student ID. This item is required for CSV files. In the Excel template, this field will be pre-filled for you.
5	SAPWARN	Financial Aid Warning		1=Yes 0=No	Based on your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2019 to June 30, 2020 financial aid year, was the student placed on financial aid warning? For information about Satisfactory Academic Progress, see the FSA Handbook at <a href="#">[link]</a> . A link to the FSA Handbook is also available on the Resources page of the PDP.
6	SAPPROB	Financial Aid Probation		1=Yes 0=No	Based on your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2019 to June 30, 2020 financial aid year, was the student placed on financial aid probation? For information about Satisfactory Academic Progress, see the FSA Handbook at <a href="#">[link]</a> . A link to the FSA Handbook is also available on the Resources page of the PDP.
7	SAPINEL	Financial Aid Ineligibility		1=Yes 0=No	Based on your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2019 to June 30, 2020 financial aid year, was the student ineligible to receive Title IV financial aid? For information about Satisfactory Academic Progress, see the FSA Handbook at <a href="#">[link]</a> . A link to the FSA Handbook is also available on the Resources page of the PDP.
8	FEDGATE	Student had Federal Aid for the 2019-2020	Yes	1=Yes 0=No	<i>NOTE: CUSTOM WORDING.</i> 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

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
		financial aid year?			<p><i>customized wording. You can download both of these document on the PDP.</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• For continuous enrollment institutions, this item will be pre-filled with the July 1, 2019 to June 30, 2020 federal financial aid year.</li> </ul> <p>FOR TERM-BASED INSTITUTIONS: For each of the federal aid programs below, report the total whole dollar amount disbursed for [your institution's pre-filled terms]. 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.</p> <p>FOR CONTINUOUS ENROLLMENT INSTITUTIONS: For each federal 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.</p> <p>For additional guidance and examples, please see the NPSAS:20 Student Records Handbook, which is available on the Resources page of the PDP. If the student was awarded a type of federal financial aid not listed here, you will have an opportunity to enter the name, type, and amount awarded in 'Other Aid' at the end of this section.</p> <p>For guidance on reporting financial aid for students impacted by COVID-19, please see the Student Records Handbook on the Resources page of the PDP or contact the Help Desk.</p>
9	PELL	Pell Grant (\$)	Yes*	0 - 10000	
10	SUBDIR	Subsidized	Yes*	0 - 10000	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
		Direct/Stafford Loan (\$)			
11	SUBINDIR	Unsubsidized Direct/Stafford Loan (\$)	Yes*	0 - 27000	
12	PARPLUS	Parent PLUS Loan (\$)	Yes*	0 - 75000	
13	GRADPLUS	Graduate PLUS Loan (\$)	Yes*	0 - 100000	
14	TEACH	Federal TEACH Grant (\$)	Yes*	0 - 6000	
15	PERKINS	Perkins Loan (\$)	Yes*	0 - 12000	
16	SEOG	Federal SEOG Grant (\$)	Yes*	0 - 5000	
17	WORKSTUD	Federal Work Study Awarded (\$)	Yes*	0 - 8000	Federal Work-Study awarded refers to the maximum amount the student could earn through the Work-Study Program over the course of the academic year. For example, if the student was awarded \$1000 and actually earned \$500, enter \$1000 for this item. Note: For this item only, please report the amount awarded. For all other financial aid awards, report the amount disbursed/expected to be disbursed.
18	IRAQ	Iraq and Afghanistan Service Grant (\$)	Yes*	0 - 7000	
19	VETBEN	Veterans Benefit (\$)	Yes*	0 - 120000	Veterans' education benefits include programs administered by the U.S. Department of Veterans Affairs, including such programs as the GI Bill (for example, Post-9/11 GI Bill, Montgomery GI Bill), the Reserve Educational Assistance Program (REAP), and Dependents' Educational Assistance program (DEA). Department of Defense (DOD) Armed Forces Grants and other benefits for active duty military should not be reported as veterans benefits. For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk.

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
20	STATEGATE	Student had State Aid for the 2019-2020 financial aid year?	Yes	1=Yes 0=No	<p><i>NOTE: CUSTOM WORDING.</i> 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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>For continuous enrollment institutions, this item will be pre-filled with the July 1, 2019 to June 30, 2020 federal financial aid year.</li> </ul> <p>FOR TERM-BASED INSTITUTIONS: For each state aid award received by the student, report the total whole dollar amount disbursed for [your institution's pre-filled terms]. 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.</p> <p>FOR CONTINUOUS ENROLLMENT INSTITUTIONS: For each state 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.</p> <p>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 state awards per student in this section. If the student was awarded more than three state aid awards, you can report the award in "Other Aid" at the end of this section. For guidance on reporting financial aid for students impacted by COVID-19, please see the Student Records Handbook on the Resources page of the PDP or contact the Help Desk.</p>
21	SPROG1	State Program 1 Name	Yes*		Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
					correctly coded.  If the student does not have state aid, leave these fields blank.
22	STYPE1	State Program 1 Type	Yes*	1=Grant/scholarship, need-based 2=Grant/scholarship, merit-based 3=Grant/scholarship, both need and merit 4=Grant/scholarship, neither need nor merit 5=Grant/scholarship, unknown 6=Tuition waiver, non-faculty/staff 7=Loan 8=Work-study 9=Athletic scholarship 10=Tuition waiver, faculty/staff 11=Teaching assistantship/stipend 12=Research assistantship/stipend 13=Other assistantship/stipend 14=Traineeship 15=ROTC/Armed forces grants 16=Veterans benefits 17=Resident advisor/assistant (RA) benefits 18=WIA/Job training/Vocational rehabilitation 19=Employer aid 20=Aid for COVID-19	Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria. For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.
23	SAMT1	State Program 1 Amount (\$)	Yes*	0 - 60000	
24	SPROG2	State Program 2 Name	Yes*		Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.  If the student does not have state aid, leave these fields blank.
25	STYPE2	State Program 2 Type	Yes*	1=Grant/scholarship, need-based 2=Grant/scholarship, merit-based 3=Grant/scholarship, both need and merit 4=Grant/scholarship, neither need nor merit 5=Grant/scholarship, unknown	Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
				6=Tuition waiver, non-faculty/staff 7=Loan 8=Work-study 9=Athletic scholarship 10=Tuition waiver, faculty/staff 11=Teaching assistantship/stipend 12=Research assistantship/stipend 13=Other assistantship/stipend 14=Traineeship 15=ROTC/Armed forces grants 16=Veterans benefits 17=Resident advisor/assistant (RA) benefits 18=WIA/Job training/Vocational rehabilitation 19=Employer aid 20=Aid for COVID-19	<p>awarding criteria includes a student's financial resources, the aid is considered either “need-based” or “both need and merit-based.” Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as “Tuition and Fees Refunded for COVID-19” in the Enrollment section.</p>
26	SAMT2	State Program 2 Amount (\$)	Yes*	0 - 60000	
27	SPROG3	State Program 3 Name	Yes*		<p>Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.</p> <p>If the student does not have state aid, leave these fields blank.</p>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
28	STYPE3	State Program 3 Type	Yes*	1=Grant/scholarship, need-based 2=Grant/scholarship, merit-based 3=Grant/scholarship, both need and merit 4=Grant/scholarship, neither need nor merit 5=Grant/scholarship, unknown 6=Tuition waiver, non-faculty/staff 7=Loan 8=Work-study 9=Athletic scholarship 10=Tuition waiver, faculty/staff 11=Teaching assistantship/stipend 12=Research assistantship/stipend 13=Other assistantship/stipend 14=Traineeship 15=ROTC/Armed forces grants 16=Veterans benefits 17=Resident advisor/assistant (RA) benefits 18=WIA/Job training/Vocational rehabilitation 19=Employer aid 20=Aid for COVID-19	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
29	SAMT3	State Program 3 Amount (\$)	Yes*	0 - 60000	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
30	INSTGATE	Student had Institution Aid for the 2019-2020 financial aid year?	Yes	1=Yes 0=No	<p><i>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 document on the PDP.</i></p> <ul style="list-style-type: none"> <li><i>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.</i></li> <li><i>For continuous enrollment institutions, this item will be pre-filled with the July 1, 2019 to June 30, 2020 federal financial aid year.</i></li> </ul> <p>FOR TERM-BASED INSTITUTIONS: For each institution aid award received by the student, report the total whole dollar amount disbursed for [your institution's pre-filled terms]. 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.</p> <p>FOR CONTINUOUS ENROLLMENT INSTITUTIONS: For each institution 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.</p> <p>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 institution awards per student in this section. If the student was awarded more than three institution aid awards, you can report the award in "Other Aid" at the end of this section. For guidance on reporting financial aid for students impacted by COVID-19, please see the Student Records Handbook on the Resources page of the PDP or contact the Help Desk.</p>



Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
31	IPROG1	Institution Program 1 Name	Yes*		<p>Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.</p> <p>If the student does not have institution aid, leave these fields blank.</p>
32	ITYPE1	Institution Program 1 Type	Yes*	<p>1=Grant/scholarship, need-based  2=Grant/scholarship, merit-based  3=Grant/scholarship, both need and merit  4=Grant/scholarship, neither need nor merit  5=Grant/scholarship, unknown  6=Tuition waiver, non-faculty/staff  7=Loan  8=Work-study  9=Athletic scholarship  10=Tuition waiver, faculty/staff  11=Teaching assistantship/stipend  12=Research assistantship/stipend  13=Other assistantship/stipend  14=Traineeship  15=ROTC/Armed forces grants  16=Veterans benefits  17=Resident advisor/assistant (RA) benefits  18=WIA/Job training/Vocational rehabilitation  19=Employer aid  20=Aid for COVID-19</p>	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
33	IAMT1	Institution Program 1 Amount	Yes*	0 - 120000	
34	IPROG2	Institution Program 2 Name	Yes*		<p>Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.</p> <p>If the student does not have institution aid, leave these fields blank.</p>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
35	ITYPE2	Institution Program 2 Type	Yes*	1=Grant/scholarship, need-based 2=Grant/scholarship, merit-based 3=Grant/scholarship, both need and merit 4=Grant/scholarship, neither need nor merit 5=Grant/scholarship, unknown 6=Tuition waiver, non-faculty/staff 7=Loan 8=Work-study 9=Athletic scholarship 10=Tuition waiver, faculty/staff 11=Teaching assistantship/stipend 12=Research assistantship/stipend 13=Other assistantship/stipend 14=Traineeship 15=ROTC/Armed forces grants 16=Veterans benefits 17=Resident advisor/assistant (RA) benefits 18=WIA/Job training/Vocational rehabilitation 19=Employer aid 20=Aid for COVID-19	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
36	IAMT2	Institution Program 2 Amount	Yes*	0 - 120000	
37	I PROG3	Institution Program 3 Name	Yes*		Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded. If the student does not have institution aid, leave these fields blank.

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
38	ITYPE3	Institution Program 3 Type	Yes*	1=Grant/scholarship, need-based 2=Grant/scholarship, merit-based 3=Grant/scholarship, both need and merit 4=Grant/scholarship, neither need nor merit 5=Grant/scholarship, unknown 6=Tuition waiver, non-faculty/staff 7=Loan 8=Work-study 9=Athletic scholarship 10=Tuition waiver, faculty/staff 11=Teaching assistantship/stipend 12=Research assistantship/stipend 13=Other assistantship/stipend 14=Traineeship 15=ROTC/Armed forces grants 16=Veterans benefits 17=Resident advisor/assistant (RA) benefits 18=WIA/Job training/Vocational rehabilitation 19=Employer aid 20=Aid for COVID-19	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
39	IAMT3	Institution Program 3 Amount	Yes*	0 - 120000	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
40	PRIVGATE	Student had Private Aid or Other Government Aid for the 2019-2020 financial aid year?	Yes	1=Yes 0=No	<p><i>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.</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• For continuous enrollment institutions, this item will be pre-filled with the July 1, 2019 to June 30, 2020 federal financial aid year.</li> </ul> <p>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.</p> <p>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.</p> <p>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</p>

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
41	PPROG1	Private Aid or Other Government Aid 1 Name	Yes*		Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded. If the student does not have private aid or other government aid, leave these fields blank.
42	PTYPE1	Private Aid or Other Government Aid 1 Type	Yes*	1=Grant/scholarship, need-based 2=Grant/scholarship, merit-based 3=Grant/scholarship, both need and merit 4=Grant/scholarship, neither need nor merit 5=Grant/scholarship, unknown 6=Tuition Waiver, non-faculty/staff 7=Loan 8=Work-study 9=Athletic scholarship 10=Tuition waiver, faculty/staff 11=Teaching assistantship/stipend 12=Research assistantship/stipend 13=Other assistantship/stipend 14=Traineeship 15=ROTC/Armed Forces Grants 16=Veterans benefits 17=Resident advisor/assistant (RA) benefits 18=WIA/Job training/Vocational Rehabilitation 19=Employer aid 20=Aid for COVID-19	Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.  For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.
43	PSRC1	Private Aid or Other Government Aid 1 Source	Yes*	1=Institution 2=State 3=Federal 4=Other	
44	PAMT1	Private Aid or Other Government Aid 1 Amount	Yes*	0 - 120000	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
45	PPROG2	Private Aid or Other Government Aid 2 Name	Yes*		<p>Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.</p> <p>If the student does not have private aid or other government aid, leave these fields blank.</p>
46	PTYPE2	Private Aid or Other Government Aid 2 Type	Yes*	<p>1=Grant/scholarship, need-based  2=Grant/scholarship, merit-based  3=Grant/scholarship, both need and merit  4=Grant/scholarship, neither need nor merit  5=Grant/scholarship, unknown  6=Tuition Waiver, non-faculty/staff  7=Loan  8=Work-study  9=Athletic scholarship  10=Tuition waiver, faculty/staff  11=Teaching assistantship/stipend  12=Research assistantship/stipend  13=Other assistantship/stipend  14=Traineeship  15=ROTC/Armed Forces Grants  16=Veterans benefits  17=Resident advisor/assistant (RA) benefits  18=WIA/Job training/Vocational Rehabilitation  19=Employer aid  20=Aid for COVID-19</p>	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
47	PSRC2	Private Aid or Other Government Aid 2 Source	Yes*	<p>1=Institution  2=State  3=Federal  4=Other</p>	
48	PAMT2	Private Aid or Other Government Aid 2 Amount	Yes*	0 - 120000	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
49	PPROG3	Private Aid or Other Government Aid 3 Name	Yes*		<p>Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.</p> <p>If the student does not have private aid or other government aid, leave these fields blank.</p>
50	PTYPE3	Private Aid or Other Government Aid: Private Aid or Other Government Aid 3 Type	Yes*	<p>1=Grant/scholarship, need-based  2=Grant/scholarship, merit-based  3=Grant/scholarship, both need and merit  4=Grant/scholarship, neither need nor merit  5=Grant/scholarship, unknown  6=Tuition Waiver, non-faculty/staff  7=Loan  8=Work-study  9=Athletic scholarship  10=Tuition waiver, faculty/staff  11=Teaching assistantship/stipend  12=Research assistantship/stipend  13=Other assistantship/stipend  14=Traineeship  15=ROTC/Armed Forces Grants  16=Veterans benefits  17=Resident advisor/assistant (RA) benefits  18=WIA/Job training/Vocational Rehabilitation  19=Employer aid  20=Aid for COVID-19</p>	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
51	PSRC3	Private Aid or Other Government Aid 3 Source	Yes*	<p>1=Institution  2=State  3=Federal  4=Other</p>	
52	PAMT3	Private Aid or Other Government Aid 3 Amount	Yes*	0 - 120000	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
53	OTHGATE	Student had Other Aid for the 2019-2020 financial aid year?	Yes	1=Yes 0=No	<p><i>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.</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• For continuous enrollment institutions, this item will be pre-filled with the July 1, 2019 to June 30, 2020 federal financial aid year.</li> </ul> <p><b>FOR TERM-BASED INSTITUTIONS:</b> For each aid award received by the student not already reported above, report the total whole dollar amount disbursed for [your institution's pre-filled terms]. 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.</p> <p><b>FOR CONTINUOUS ENROLLMENT INSTITUTIONS:</b> For each aid award received by the student not already reported above, 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.</p> <p>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 aid awards per student in this section. For guidance on reporting financial aid for students impacted by COVID-19, please see the Student Records Handbook on the Resources page of the PDP or contact the Help Desk.</p>



Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
54	OPROG1	Other Aid 1 Name	Yes*		<p>Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.</p> <p>If the student does not have other aid, leave these fields blank.</p>
55	OTYPE1	Other Aid 1 Type	Yes*	<p>1=Grant/scholarship, need-based  2=Grant/scholarship, merit-based  3=Grant/scholarship, both need and merit  4=Grant/scholarship, neither need nor merit  5=Grant/scholarship, unknown  6=Tuition Waiver, non-faculty/staff  7=Loan  8=Work-study  9=Athletic scholarship  10=Tuition waiver, faculty/staff  11=Teaching assistantship/stipend  12=Research assistantship/stipend  13=Other assistantship/stipend  14=Traineeship  15=ROTC/Armed Forces Grants  16=Veterans benefits  17=Resident advisor/assistant (RA) benefits  18=WIA/Job training/Vocational Rehabilitation  19=Employer aid  20=Aid for COVID-19</p>	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
56	OSRC1	Other Aid 1 Source	Yes*	<p>1=Institution  2=State  3=Federal  4=Other</p>	
57	OAMT1	Other Aid 1 Amount	Yes*	0 - 120000	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
58	OPROG2	Other Aid 2 Name	Yes*		<p>Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.</p> <p>If the student does not have other aid, leave these fields blank.</p>
59	OTYPE2	Other Aid 2 Type	Yes*	1=Grant/scholarship, need-based 2=Grant/scholarship, merit-based 3=Grant/scholarship, both need and merit 4=Grant/scholarship, neither need nor merit 5=Grant/scholarship, unknown 6=Tuition Waiver, non-faculty/staff 7=Loan 8=Work-study 9=Athletic scholarship 10=Tuition waiver, faculty/staff 11=Teaching assistantship/stipend 12=Research assistantship/stipend 13=Other assistantship/stipend 14=Traineeship 15=ROTC/Armed Forces Grants 16=Veterans benefits 17=Resident advisor/assistant (RA) benefits 18=WIA/Job training/Vocational Rehabilitation 19=Employer aid 20=Aid for COVID-19	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
60	OSRC2	Other Aid 2 Source	Yes*	1=Institution 2=State 3=Federal 4=Other	
61	OAMT2	Other Aid 2 Amount	Yes*	0 - 120000	

Field #	Item Label	Item Description	Critical Data Item?	Valid Values & Data Format	Item Notes & Help Text
62	OPROG3	Other Aid 3 Name	Yes*		<p>Aid program names will not be released with the final data. This information will be used to data quality review, such as to verify that reported amounts fall within statutory limits and ensure that the financial aid type and source are correctly coded.</p> <p>If the student does not have other aid, leave these fields blank.</p>
63	OTYPE3	Other Aid 3 Type	Yes*	<p>1=Grant/scholarship, need-based  2=Grant/scholarship, merit-based  3=Grant/scholarship, both need and merit  4=Grant/scholarship, neither need nor merit  5=Grant/scholarship, unknown  6=Tuition Waiver, non-faculty/staff  7=Loan  8=Work-study  9=Athletic scholarship  10=Tuition waiver, faculty/staff  11=Teaching assistantship/stipend  12=Research assistantship/stipend  13=Other assistantship/stipend  14=Traineeship  15=ROTC/Armed Forces Grants  16=Veterans benefits  17=Resident advisor/assistant (RA) benefits  18=WIA/Job training/Vocational Rehabilitation  19=Employer aid  20=Aid for COVID-19</p>	<p>Need-based aid is awarded based on an applicant's financial resources. Merit-based aid is awarded based on an applicant's academic achievement. Merit aid that was awarded without consideration of financial resources should be considered merit aid. However, if any part of the awarding criteria includes a student's financial resources, the aid is considered either "need-based" or "both need and merit-based." Aid based on neither need nor merit may include an applicant's non-academic talents, demographic, or other characteristics as the awarding criteria.</p> <p>For help categorizing aid awards, see the Financial Aid Type Cheat Sheet on the Resources page of the PDP, or contact the Help Desk. Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20). Refunds of tuition or fees due to COVID-19 should not be reported as financial aid; instead, they should be reported as "Tuition and Fees Refunded for COVID-19" in the Enrollment section.</p>
64	OSRC3	Other Aid 3 Source	Yes*	<p>1=Institution  2=State  3=Federal  4=Other</p>	
65	OAMT3	Other Aid 3 Amount	Yes*	0 - 120000	



## Student Records Handbook

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*This document will provide detailed instructions for providing student records data. It will be available as a PDF file in the Resources section of the PDP. The images below are provided as examples of the content that will appear in the Handbook. The PDP website is still being developed; the final images may include aesthetic changes that do not impact the content of the pages.*

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### **About This Handbook**

This handbook will help guide you through using the Postsecondary Data Portal (PDP) to provide NPSAS:20 student records data.

### **Contents**

Tour of the Postsecondary Data Portal  
Student Records Data Items  
What's New  
Selecting a Mode to Provide Data  
Web Mode  
Excel Mode  
CSV Mode  
Guide to the General Student Information Section  
Guide to the Enrollment Section  
Guide to the Budget Section  
Guide to the Financial Aid Section  
Reporting Data for Students Impacted by COVID-19

### **Help Desk**

Need Help? Contact the Help Desk toll free at [number] or via e-mail at [EMAIL ADDRESS]. The Help Desk is available from 9:00 am to 5:00 pm [time zone], Monday - Friday.

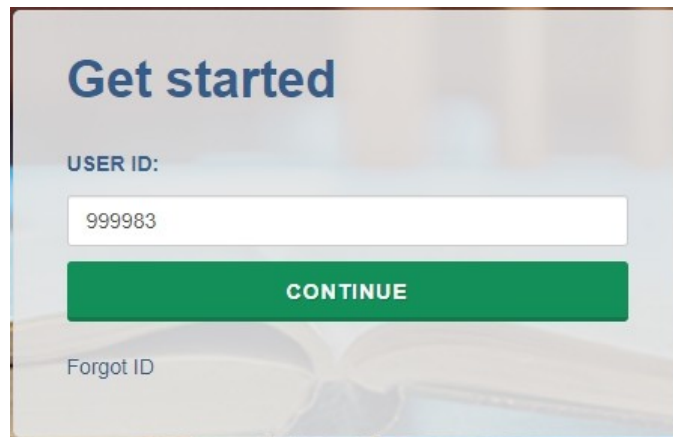
### **Tour of the Postsecondary Data Portal (PDP)**

You will use the Postsecondary Data Portal, or PDP, to submit student records data for NPSAS:20.

#### Getting Started

To get started, go to <https://surveys.nces.ed.gov/xxxx>. Use the credentials you were provided to log in to the PDP. If you need help logging in, please contact the Help Desk.

When you log in the first time, you will be prompted to update your password as a security measure. From each subsequent login, you will also be emailed a secondary security code.



The Task Menu will guide you through providing data for NPSAS:20 and the steps you need to complete next.

The Announcements bar will be used to post announcements on the PDP during data collection, if needed. Content of these announcements may include upcoming deadlines or website maintenance.

### Help Menu

The PDP also features a number of resources on the right-hand help menu.

- The What to Expect page includes schedule of NPSAS:20 data collection.
- The NPSAS:20 FAQs page includes answers to Frequently Asked Questions about the study.

- The Contact Materials page allows you to view contact materials and supporting documents that were sent to your institution.
- The Resources page includes instructions, videos, and other resources that will help you complete NPSAS:20.
- The Manage PDP Users page allows you to create PDP login credentials for additional staff from your institution. For many institutions, NPSAS:20 will likely require coordination between multiple departments within your institution (such as Institutional Research, Bursar's, and Financial Aid offices).

## Student Records Data Items

### NPSAS:20 Student Records Data Item Overview

For detailed item and file layout specifications, see the **NPSAS:20 Student Records Codebook**, available on the **Resources** page of the Postsecondary Data Portal (PDP) at <https://surveys.nces.ed.gov/portal>.

The most critical data items are indicated by an asterisk (\*).

#### General Student Information

Personal Information		Parent Contact Information
*Institute ID (IPEDS ID)	*Veteran of U.S. Armed Forces?	Parent's Name
Student ID	*High School Completion Type & Year	Parent's Address
*Student Name & Maiden Name	*Ethnicity	Parent's Email Address
*Social Security Number (SSN)	*Race	Parent's Phone Numbers
*Date of Birth	<b>Contact Information</b>	<b>Other Contact Information</b>
*Sex	Permanent Address	Other Contact's Name
*NPSAS:20 Eligibility & Ineligible Reason	Permanent Resident of Institution State?	Relationship of Other Contact to Student
*Marital Status	Local Address	Other Contact's Address
Spouse Name	Phone Numbers & Phone Type	Other Contact's Email Address
Citizenship Status		Other Contact's Phone Number

#### Enrollment

Historical Enrollment Data	Current Enrollment Data	
Date First Enrolled at Institution	*Program/Degree	Total Number of Clock Hours or Credit Hours in Program
Date Last Enrolled at Institution	Graduate Degree Type	Cumulative Clock Hours or Credit Hours Completed
*First-Time Beginning Student?	*Class Level	*Total Tuition and Required Fees CHARGED
Accepted Transfer Credit?	Degree Completed Date	Tuition and Fees Refunded for COVID-19
Taken Remedial Courses?	Expected to Complete Degree Requirements by 6/30/2020?	*Room and Board Refunded for COVID-19
Ever Received Bachelor's Degree?	Cumulative (Unweighted) GPA	Residency for Tuition Purposes
Bachelor's Degree Received Date	First Major & CIP Code	*Enrollment Status ( <i>for up to 12 terms</i> )
Act Scores ( <i>English, Mathematics, Reading, Science, and Composite</i> )	Second Major & CIP Code	*Credit Units ( <i>for up to 12 terms</i> )
SAT Scores ( <i>Evidence-Based Reading and Writing, Math, and Essay</i> )	Major Undeclared?	

#### Budget/Cost of Attendance

*Budget Period	Room and Board Cost	Health Insurance Cost
*Full-year Budget Includes Summer?	Books and Supplies Cost	All Other Cost
Student Residence for Budget	Transportation Cost	*Total Budgeted Cost of Attendance
*Tuition and Fees Cost	Computer/Technology Cost	

#### Financial Aid

<b>Satisfactory Academic Progress</b>		*State Aid ( <i>Program Name, Type, and Amount for up to 3 awards</i> )
Placed on Financial Aid Warning?	*Parent PLUS Loan Amount	*Institution Aid ( <i>Program Name, Type, and Amount for up to 3 awards</i> )
Placed on Financial Aid Probation?	*Graduate PLUS Loan Amount	*Private Aid or Other Government Aid ( <i>Program Name, Type, Source, and Amount for up to 3 awards</i> )
Ineligible to Receive Title IV Financial Aid?	*Federal TEACH Grant Amount	*Other Aid ( <i>Program Name, Type, Source, and Amount for up to 3 awards</i> )
<b>Federal Aid</b>	*Perkins Loan Amount	
*Pell Grant Amount	*Federal SEOG Grant Amount	
*Subsidized Direct Loan Amount	*Federal Work Study AWARDED Amount	
*Unsubsidized Direct Loan Amount	*Iraq & Afghanistan Service Grant Amt	
	*Veterans Benefits Amount	



## What's New

If you participated in the NPSAS:18-AC student record collection in 2018, you will notice some data item changes have been made for NPSAS:20. These revisions are intended to increase data quality, clarify item definitions, and improve instructions. The list of revisions below will help you to make updates to the programs you use to retrieve the requested data.

Section	Item	Section & Field #	Revision
Overall	--	--	NPSAS:18-AC collected enrollment, budget, and financial aid data for the 2017-2018 academic year. NPSAS:20 collects data for the 2019-2020 academic year. All items that refer to specific date ranges have been updated accordingly.
General Student Information	Sex	G #13	New response option added for 2=Other.
	Race	G #26-30	New response option added for -1=Unknown.
Enrollment	Remedial Course-taking	E #12	Item definition revised to provide clarification about how to report co-requisite courses.
	Received Bachelor's Degree & Bachelor's Degree Date	E #14-17	Item definitions revised to specify that it applies to all students (not only graduate students).
	SAT Scores	E #23-25	Item definition revised to collect scores for new SAT (post March 2016).
	Expected to Complete Degree Requirements	E #32	Item definition revised to clarify when this item should be left blank.
	Tuition & Required Fees Charged	E #43	For term-based institutions, item definition revised to collect tuition charged for a prefilled list of terms, rather than for the federal financial aid year (July 1 to June 30).
	Tuition & Fees Refunded due to COVID-19	E #44	Item added to collect tuition and fee refunds due to COVID-19 related interruptions of study.
	Room & Board Refunded due to COVID-19	E #45	Item added to collect room and board refunds due to COVID-19 related interruptions of study.
Budget	Budget Period	B #5	Item definition revised to provide clarification about reporting full-time/full-year budgeted costs of attendance.
	Full-year Budget	B #6	Item added to collect whether "full-year" budgets include summer sessions.
	Student Residence	B#7	Item definition revised to clarify that this question is asking student's residence for purposes of determining the student's budgeted cost of attendance.
Financial Aid	Satisfactory Academic Progress	F #5-7	Item definition revised to include a link to the FSA Handbook.
	Financial Aid Amounts	Multiple	Item definition for financial aid that should be reported in this section revised as follows: 1) For term-based institutions, item definition revised to collect aid amounts for a prefilled list of terms, rather than for the federal financial aid year (July 1 to June 30). 2) revised to request amount disbursed for aid that has already been disbursed, and amount awarded for aid that has not yet been disbursed.
	Veterans Benefits	F #19	Item definition revised to specify that DOD Armed Forces Grants and other benefits for active duty military should not be reported as veterans benefits.

	Financial Aid Program Type (all awards)	Multiple	Item definition revised to update definition of need-based and merit-based aid. New financial aid type response option added for COVID-19 related financial aid.
	Private aid or other government aid program source	F#43, 47, 51	Item added to collect the source for private aid/other government aid awards. This information will aid NPSAS staff in review and coding of financial aid awards.

## Selecting a Mode to Provide Data

We offer three modes for providing student records data. You can choose any mode and switch modes at any time.

### MODE SELECTION

Task Menu / Student Records / Mode Selection

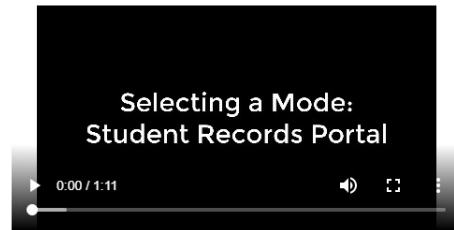
Select a mode for providing student records data.

Your institution has **20** sampled students. We recommend **Excel Mode**, but you can choose any mode and switch modes at any time.

[View your institution's sampled student list.](#)

[View the Student Records Handbook.](#)

[Click here to provide data in another format.](#)



EXCEL MODE >	WEB MODE >	CSV MODE >
<ul style="list-style-type: none"><li>Download a pre-formatted Excel template, enter data offline, and upload the completed template.</li><li>Copy and paste data from your own reports.</li></ul>	<ul style="list-style-type: none"><li>Hand key data online using drop-downs and text fields.</li><li>Complete one student at a time.</li></ul>	<ul style="list-style-type: none"><li>Download file specifications, create data files, and upload the formatted files.</li></ul>
Recommended for institutions with 20 - 100 sampled students.	Recommended for institutions with < 20 sampled students.	Recommended for institutions with > 100 sampled students.

**Web mode:** In web mode, data are entered online, one student at a time, using drop-down and text entry fields. You can also use web mode to edit data that you have already provided in Excel or CSV mode. Web mode is an ideal mode for institutions with fewer than 20 sampled students.

**Excel mode:** In Excel mode, you download a pre-formatted Excel spreadsheet from the Portal website, fill it out offline, and upload the completed file to the Portal. You can hand key data into the Excel fields, or copy and paste data from other reports. Excel mode is recommended for institutions with 20 to 100 sampled students.

**CSV mode:** In CSV mode, you download customized file specifications from the Portal, create your comma separated value (.csv) files offline, and upload the files to the Portal. CSV mode is best for institutions with 100 or more sampled students and the ability to program data files.

### Web mode

The Web Mode Grid displays a list of your institution's sampled students and your progress providing data for each section. The icons indicate whether each section is not started [icon], in progress [icon], errors present [icon], or complete [icon].

Select a student from the list and click his or her name to begin entering data.

▶ Not Started   ▶ In progress   ▶ Errors present   ▶ Complete

Name	Study ID	Institution Student ID	DOB	SSN	Is Eligible	General Student Information	Enrollment	Budget	Financial Aid
Castillo, Emily	99023704	teststudent1	08/15/1900	🔒	✓	⚠️	✅	✅	✅
Waxhall, Nathan	99023705	Waxhall_1		🔒	✓	⚠️	✅	✅	⚠️
Goins, Jan	99023707	Goins_1		🔒	✓	⚠️	✅	✅	✏️
Riggs, Emily	99023710	Riggs_1			✓	⚠️	✅	✅	▶
Goins, Bonnie	99023714	Goins_1			✓	⚠️	✅	✅	✏️
Kresge, Quincy	99023719	Kresge_1			✓	⚠️	✅	✅	✏️
East, Irene	99023725	East_1			✓	⚠️	✅	✅	⚠️
Iler, Susan	99023732	Iler_1			✓	⚠️	✅	✅	▶
Riggs, Harold	99023740	Riggs_1	06/12/2002		✓	⚠️	✅	✅	✏️
Jackson, Van	99023749	Jackson_1			✓	⚠️	✅	✅	▶
Castle, Emily	99047426				✓	✏️	✏️	✏️	✏️
Waxhall, Nathan	99047427				✓	▶	▶	▶	▶
Goins, Jan	99047428				✓	▶	▶	▶	▶
Riggs, Emily	99047429				✓	▶	▶	▶	▶
Goins, Bonnie	99047430				✓	✏️	✏️	✏️	✏️
Kresge, Quincy	99047431				✓	▶	▶	▶	▶

Showing 1 to 16 of 20 rows   16 records per page   < 1 2 >

There are four data sections: General Student Information, Enrollment, Budget, and Financial Aid. To advance to the next section of data entry, click the buttons at the top of the page. If you want to jump directly to another student's data entry page, you can enter their name or ID into the search bar.

Task Menu / Mode Selection / Web Mode Grid / Enter Student Information ⓘ

Castillo, Emily (Student ID: teststudent1)   **General Student**   Enrollment   Budget   Financial Aid

◀ PREVIOUS STUDENT   NEXT STUDENT ▶   OR   Type Name OR Study ID to select a different student

---

**PERSONAL INFORMATION**

First Name: Emily   Middle Name:   Last Name: Castillo   Suffix:   Student ID: teststudent1   Study ID: 99023704   SSN ⓘ: 012345678   Date of Birth: Month 8 Day 15 Year 1900   Sex: Female ▼

---

**ELIGIBILITY** ⓘ

Student is Eligible for NPSAS:207 ⓘ    Yes    No   Ineligible Reason ⓘ: Select ▼

---

**MARITAL STATUS AND SPOUSE INFORMATION** (MAIDEN AND SPOUSE NAME ONLY APPLICABLE FOR MARRIED STUDENTS)

Marital Status: Select ▼   Maiden Name:   Spouse First Name:   Spouse Middle Name:   Spouse Last Name:

Many items in the survey also include clarifying help text. When [blue icon] is visible next to an item, that lets you know help text is available for that item. When clicked, the help text will appear like the text box below.



When you are done entering data for all students, or if you want to check on your progress, return to the Web Mode Grid page. After you have entered all available data for all students, click Finalize All Student Record Information at the bottom of the Web Mode Grid page. You will no longer be able to edit or enter data.

### Excel mode

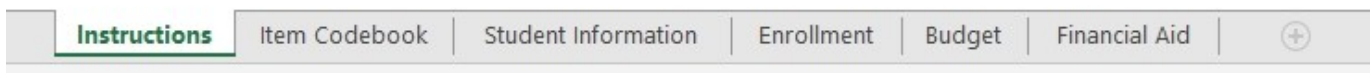
The Excel mode page includes numbered steps to guide you through the process of providing data using Excel mode.

Prior to downloading the Excel template, you must check the “I agree” box to indicate that you agree to safeguard the file. Once you check the box, you will be able to click the **Download Excel Template** button and download the file.

Any data that you have previously provided will be pre-filled in the template.

There are six tabs in the file:

- 1) Instructions for uploading the file.
- 2) Item Codebook, which lists all the requested data elements and the valid response options for each item.
- 3-6) Student data sections: General Student Information, Enrollment, Budget, and Financial Aid.



The file is restricted to prevent edits that could damage the file or misalign data between students. You will not be able to add or remove columns or rows, filter, or sort.

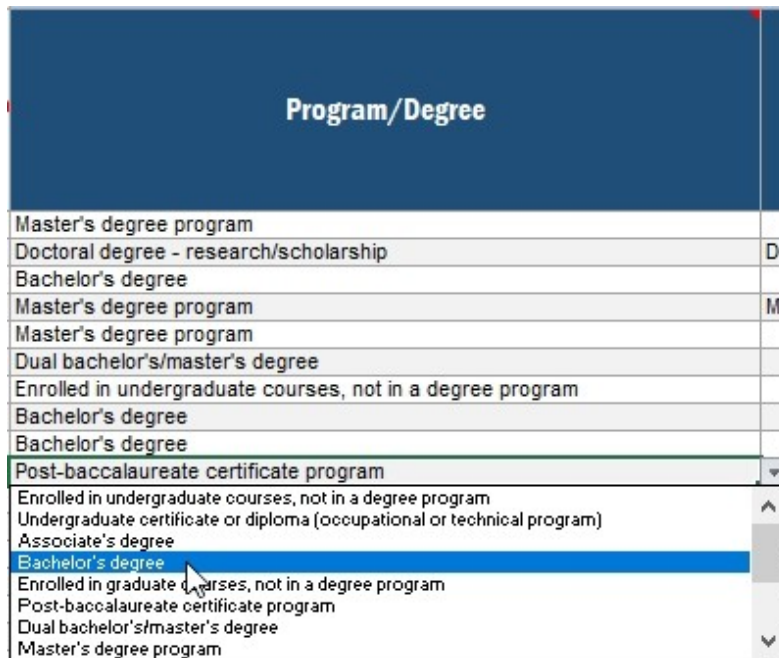
Enter your student record data into the template by keying, selecting drop-down options, or copying and pasting. Always save your file in a secure location.

For data fields with a finite set of valid response options (i.e., drop-down fields), there are three options for entering data:

1. Select the response from the drop-down list
2. Paste the exact text of the response option into the cell
3. Paste/enter the code associated with the response option into the cell.

For example, for Program/Degree field, you could provide “Bachelor’s Degree” by doing any of the following:

1. Select “Bachelor’s Degree” from the drop-down field.
2. Paste the text “Bachelor’s Degree” into the field from another source.
3. Enter or paste “4” into the field, which is the code that corresponds to “Bachelor’s Degree.”



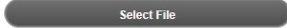
When you have finished entering data, return to the Excel mode page on the Portal and upload your completed file. You will be asked to select which sections of your file you would like to upload. You can select individual sections or upload all four sections at once.

You can upload your files multiple times; the most recent upload will overwrite previous uploads based on the sections you select.

When your upload is complete, a grid will display a list of each file you have uploaded and the status of the upload. Do not email your template to the help desk!

### Step 3: Upload Your Completed Template

When you have finished entering data, click the **Select File** button to browse and select your completed template file. Click **Upload** to submit the file.



The grid below displays a list of each file you have uploaded. If your file has errors, a message will appear in the Upload Status column. Follow the link to view the list of errors. If necessary, make corrections in your template file and follow the instructions in **Step 3** to upload your revised file.

File Name	When	Upload Status
999983_Excel-Template_Raw.xlsx	11/14/2017 10:54:09 AM	Uploaded with Errors
ExcelTemplate_999983_02_27_2018 13_18_59.xlsx	02/27/2018 1:21:53 PM	Uploaded with Errors
999983_Excel_blank.xlsx	03/20/2018 4:25:38 PM	Uploaded with Errors
999983_Excel_blank.xlsx	03/20/2018 4:27:27 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/25/2018 12:15:55 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/28/2019 1:40:18 PM	Uploaded with Errors

SHOW ERRORS    DOWNLOAD ERROR LIST

If any errors are detected, they will be indicated by “Uploaded with Errors” in the Upload Status column. You may view the errors on screen by clicking “Show Errors.” You can also download the list of errors as an Excel file.

File Name	When	Upload Status
999983_Excel-Template_Raw.xlsx	11/14/2017 10:54:09 AM	Uploaded with Errors
ExcelTemplate_999983_02_27_2018 13_18_59.xlsx	02/27/2018 1:21:53 PM	Uploaded with Errors
999983_Excel_blank.xlsx	03/20/2018 4:25:38 PM	Uploaded with Errors
999983_Excel_blank.xlsx	03/20/2018 4:27:27 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/25/2018 12:15:55 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/28/2019 1:40:18 PM	Uploaded with Errors

SHOW ERRORS    DOWNLOAD ERROR LIST

HIDE ERRORS    DOWNLOAD ERROR LIST

Critical Errors				
Row	Study ID	Student	Field Name	Message
3	99023704	n/a	n/a	The Study ID is not valid for this Institution.
12	99023705	n/a	n/a	The Study ID is not valid for this Institution.
6	99023707	n/a	n/a	The Study ID is not valid for this Institution.
10	99023710	n/a	n/a	The Study ID is not valid for this Institution.
5	99023714	n/a	n/a	The Study ID is not valid for this Institution.

You can upload as many Excel templates as needed – if your file had errors, revise the file and upload again. The most recent file will overwrite previous uploads.

When you have finished uploading data for all students, click Finalize All Student Record Data. Once you finalize, you will no longer be able to make changes.

## CSV mode

The CSV mode page includes numbered steps to guide you through the process of providing data using CSV mode.

You will download two files:

- 1) The list of students sampled from your institution
- 2) CSV file specifications document

Prior to downloading the list of sampled students, you must check the “I agree” box to indicate that you agree to safeguard the file. Once you check the box, you will be able to click the Download Student List button and download the file.

The file specifications will provide file layout instructions for creating four CSV files: the General Student Information file, the Enrollment file, the Budget file, and the Financial Aid file. The file specifications indicate the number of fields that are required for each file, the order in which data elements should be submitted, and the valid values for each data element.



Thank you for participating in NPSAS:20 student records collection!

This document includes file specifications for four data files: **General Student Information**, **Enrollment**, **Budget**, and **Financial Aid**.

### How to Provide Data Using CSV Files

- Step 1** If you have not already done so, download your list of sampled students and save the file in a secure location.
- Step 2** Create the four requested data files by using the file specifications found in this document.
- Step 3** Upload the completed files on the NCES Postsecondary Data Portal website.
- 1) Go to <https://surveys.nces.ed.gov/Portal> and log in.
  - 2) On the Task Menu, click **Provide Student Records Data**.
  - 3) On the mode selection screen, click **CSV Mode**.
  - 4) Follow the on-screen instructions to upload the files. There is a separate upload area for each of the four data files. Be sure that you upload each file in the correct area.
- Please do not submit the files by email.
- Step 4** Follow the on-screen instructions to review the data you provided and address any data validation messages that appear. If necessary, revise your files and repeat the upload process.
- Step 5** When you have completely finished uploading and verifying your data, click the Finalize All Student Record Information button at the bottom of the webpage.

It is extremely important that you follow the file specifications exactly. If your CSV files don't have the correct number of fields, the data will not be read into the Portal. If you



find yourself needing to skip a data element, be sure to include a comma as a placeholder for that data element.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
File Specification					Budget Period (2017-2018)	Student Residence (2017-2018)	Tuition/Fees (\$) (2017-2018)	Books/Supplies (\$) (2017-2018)	Room and Board (\$) (2017-2018)	Health Insurance (\$) (2017-2018)	Transportation (\$) (2017-2018)	Computer/Technology (\$) (2017-2018)	All Others (\$) (2017-2018)	Budgeted Cost of Attendance (2017-2018)
Version Number	Institute ID		Student ID	Student ID	academic year	academic year	academic year	academic year	academic year	academic year	academic year	academic year	academic year	academic year
1														
2	1	770001	99052877	99051517	1	7	15253		7465					35050
3	1	770001	99052878	99051518	1	1	20965		7550		350			36060
4	1	770001	99052879	99051519	1	1	13050		7635					37070
5	1	770001	99052880	99051520	1	2	21200		7720					250001
6	1	770001	99052881	99051521	1	3	121050		7805					39090
7	1	770001	99052882	99051522	3	2	40306		7890					40100
8	1	770001	99052883	99051523	2	2	35562		7975					41110
9	1	770001	99052884	99051524	5	3	41548		8060		11500			42120
10	1	770001	99052885	99051525	3	1	8500		8145					43130
11	1	770001	99052886	99051526	3	1	4550		8230					44140
12	1	770001	99052887	99051527	2	1	15057		8315					45150
13	1	770001	99052888	99051528	10	-1	22360		8400					46160
14	1	770001	99052889	99051529	15	3	47599		8485					47170
15	1	770001	99052890	99051530	1	3	32150		8570					48180
16	1	770001	99052891	99051531	1	3	16780		8655					49190
17														
18														

When you’ve finished entering data, return to the CSV mode page on the Portal and upload your completed files. There are separate upload areas for each of the four file types; be sure you upload them in the correct section. Do not email your files to the help desk!

### Step 3: Upload Your Completed CSV Files

When you have finished preparing your files, upload them one at a time in one of the four panels below. Click the **Select File** button to browse and select your completed file. Click **Upload** to submit the file. Repeat the upload process for each file. Before uploading your files for the other three sections, we recommend you upload the Student Information file FIRST.

**Student Information**  
(Upload First)

SELECT FILE...

UPLOAD FILE

[View upload history](#)

**Enrollment**

SELECT FILE...

UPLOAD FILE

[View upload history](#)

**Budget**

SELECT FILE...

UPLOAD FILE

[View upload history](#)

**Financial Aid**

SELECT FILE...

UPLOAD FILE

[View upload history](#)

When your upload is complete, a grid will display a list of each file you have uploaded and the status of the upload.

### Step 3: Upload Your Completed CSV Files

When you have finished preparing your files, upload them one at a time in one of the four panels below. Click the **Select File** button to browse and select your completed file. Click **Upload** to submit the file. Repeat the upload process for each file. Before uploading your files for the other three sections, we recommend you upload the Student Information file FIRST.

**Student Information**  
(Upload First)

SELECT FILE...

UPLOAD FILE

[View upload history](#)

**Enrollment**

SELECT FILE...

UPLOAD FILE

[View upload history](#)

**Budget**

SELECT FILE...

UPLOAD FILE

[View upload history](#)

**Financial Aid**

SELECT FILE...

UPLOAD FILE

[View upload history](#)

The table below displays the files you have uploaded for the **Student Information** section. If your file has errors, a message will appear in the Upload Status column. Follow the link to view the list of errors.

If necessary, make corrections in your file(s) and follow the instructions in Step 3 to upload the revised file(s).

File Name	When	Upload Status
CSV_general_wrong#fields.csv	03/20/2018 4:30:58 PM	Uploaded with Errors
999983_General_Eligibility_Validation.csv	03/22/2018 1:22:40 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 1:24:03 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 1:25:45 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 5:31:19 PM	Upload Success

If any errors are detected, they will be indicated by “Uploaded with Errors” in the Upload Status column. You may view the errors on screen by clicking “Show Errors.” You can also download the list of errors as an Excel file.

999983_General_Eligibility_Validation.csv	03/23/2018 6:07:25 PM	Uploaded with Errors		
CSV_general_wrong#fields.csv	03/23/2018 6:09:57 PM	Uploaded with Errors	<a href="#">SHOW ERRORS</a>	<a href="#">DOWNLOAD ERROR LIST</a>

[HIDE ERRORS](#) [DOWNLOAD ERROR LIST](#)

**Critical Errors**

Row	Study ID	Student	Field Name	Message
2	99023704	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
11	99023705	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
5	99023707	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
9	99023710	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
4	99023714	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.

You can upload as many CSV files as needed – if your file has errors, revise the file and upload again. The most recent file will overwrite previous uploads.

When you have finished uploading data for all students, click Finalize All Student Record Data. Once you finalize, you will no longer be able make changes.

### Guide to the General Student Information Section

The General Student Information section collects demographic, contact, and other background information about sampled students.

*Data item spotlight: Race and Ethnicity*

Race and ethnicity are collected in two parts:

- Ethnicity collects whether students are Hispanic or Latino.
- Race collects students' race in one or more of five categories: White, Black or African American, Asian, American Indian or Alaska Native, and Native Hawaiian or Other Pacific Islander.

For NPSAS, there are no race categories for Hispanic, Two or more races, or Nonresident Alien, which are used for IPEDS reporting. While these race and ethnicity categories differ from those *reported* to IPEDS, institutions are required to collect and store race and ethnicity data using the same 2-question format used for NPSAS.

Details about this requirement may be reviewed at [https://surveys.nces.ed.gov/ipeds/visfaq\\_re.aspx#1](https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1).

When you submit NPSAS:20 student records data, you will receive an error message if you (a) leave all race items blank, or (b) select No for all race items. To resolve the error message, you may either select Yes for at least one race item or select Unknown for all race items.

*Data item spotlight: First-time Beginning Student (FTB)*

This item asks you to indicate whether the student was enrolled in college for the first time between July 1, 2019 and June 30, 2020.

*A student is considered a first-time beginner (FTB) for NPSAS:20 if he or she is as an undergraduate student who enrolled in college for the first time at this institution between July 1, 2019 and June 30, 2020.*

*Students are NOT FTBs if they were enrolled in a postsecondary class for credit at this or any other postsecondary institution prior to July 1, 2019, unless the credit was advanced placement (AP) credit, international baccalaureate (IB) credit, or any other postsecondary credit or formal award earned while the student was still completing high school.*

*Please note that this is not the same as the first-time full-time designation reported to IPEDS.*

Note that this item is asking about college enrollment *after high school*. A student who took college courses while still in high school may still be considered an FTB if this was the first postsecondary institution he or she attended after completing high school. If you need assistance determining whether a student should be considered an FTB for NPSAS:20, please contact the Help Desk.

*Data item spotlight: NPSAS eligibility*

Once you begin providing data, you may realize that a student from your institution is not eligible for NPSAS:20. If that happens, make sure that you indicate the student is ineligible on the PDP and provide a reason. You do not need to provide any other data for ineligible students. If you skip a student without indicating that he or she is ineligible, you will continue to receive error messages for missing data.

Note that in Web and Excel mode, the “Eligible for NPSAS:20” item defaults to Yes unless you change the selection. In CSV mode, if you leave this item blank, the student will be treated as eligible for NPSAS:20.

The Eligibility items are part of the General Student Information section of student records.

The screenshot shows a web form for NPSAS:20 eligibility. The top section is titled "ELIGIBILITY" and contains a radio button for "Student is Eligible for NPSAS:20?" with "Yes" selected. To the right is an "Ineligible Reason" dropdown menu. The dropdown is open, showing a list of reasons: "Select", "Not enrolled" (highlighted in blue), "Tuition refund", "Enrolled in another institution", "Length of program", "Non-credit", "Completing high school", "GED or high school completion", and "Adult basic education program". Below this is the "MARITAL STATUS AND SPOUSE INFORMATION" section, which includes a "Marital Status" dropdown (set to "Select"), a "Maiden Name" field, and "Spouse First Name" and "Spouse Middle Name" fields.

### Reasons that a student may be ineligible for NPSAS:20

- Not enrolled at institution: Student was not enrolled at this institution at any time from July 1, 2019 to June 30, 2020.
- Tuition refund: Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2019 to June 30, 2020.
- Pays tuition to another institution: Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution.
- Length of program: Student was enrolled in an occupational/technical program of study less than 3 months or 300 clock/contact hours of instruction.
- Non-credit program: Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate or diploma program, or in a term for credit that could be transferred to another school.
- Completing high school: Student was still completing high school requirements as of the last term enrolled in the July 1, 2019 - June 30, 2020 academic year.
- GED or high school completion program: Student was enrolled solely in a GED or high school completion program as of the last term enrolled in the July 1, 2019 - June 30, 2020 academic year.

- Adult basic education program: Student was enrolled solely in an adult basic education program (e.g., ESL, literacy) as of the last term enrolled in the July 1, 2019 - June 30, 2020 academic year.

Note about students ineligible due to a tuition refund: students who attended your institution in spring of 2020 and then received a full tuition refund solely due to COVID-19-related interruptions of study should be marked as eligible. These students should only be marked as ineligible if one of the other ineligible reasons applies (e.g., student was enrolled in a high school completion program, etc.).

## **Guide to the Enrollment Section**

The enrollment section collects information about students' program, academic progress, and enrollment intensity.

Some items in the enrollment section, such as program/degree and class level, were requested on your institution's student enrollment list. These data were needed on the enrollment list for selecting a representative sample of students.

- If you provided these items on the enrollment list, the data will be preloaded into Web mode and the Excel template. Please verify that this data is still current and update as necessary.
- If you submit data using CSV mode, we ask that you still provide these data elements in your data files. The student's program, class level, and other data may have changed since your student enrollment list was submitted.

### *Data item spotlight: Total Tuition and Required Fees Charged*

This item collects the total amount of tuition and fees charged to the student. You will be asked to report using one of the following options, depending on your institution's calendar system:

- For term-based institutions: the terms that constitute your institution's 2019-2020 academic year. The list of terms you should include will be prefilled into the item wording and were selected based on your institution's responses during the Registration step of NPSAS:20. If you have questions or concerns about the prefilled terms, please contact the Help Desk.
- For continuous enrollment institutions: the period July 1, 2019 to June 30, 2020.

If a student's tuition changed due to COVID-19-related interruptions of study, please report the tuition and required fees charged PRIOR to any refunds or reimbursements due to COVID-19. Refunds of tuition and fees due to COVID-19 should be reported separately under "Tuition Refund for COVID-19."

### *Data item spotlight: Tuition and Fees Refunded for COVID-19*

This item collects the amount of tuition or fees refunded or reimbursed to the student due to COVID-19. Leave this item blank if the student did not receive a tuition or fees refund or reimbursement due to COVID-19.

Note that this item only collects refunds or reimbursements due to COVID-19. Tuition waivers for other reasons should be reported as aid in the financial aid section.

Do not report tuition refunds or reimbursements for COVID-19 as financial aid.

*Data item spotlight: Room and Board Refunded for COVID-19*

This item collects whether any portion of the student's room and board was refunded or reimbursed due to COVID-19. This item is critical and you will receive an error message for leaving it blank. If your institution does not offer room and board, select "Institution does not offer room and board."

*Data item spotlight: Enrollment Status*

This series of items asks you to indicate the student's enrollment intensity in each term or month in the period between July 1, 2019 and June 30, 2020, depending on your institution's calendar system.

Valid enrollment status options:

- 0 = Not enrolled
- 1 = Full-time
- 2 = 3/4-time
- 3 = Half-time
- 4 = Less than half-time

Note that "part-time" is not one of the valid response options. If possible, please select the part-time status that matches the student's enrollment pattern (3/4 time, half-time, or less than half-time). If your institution can only report students as "part-time," it is critical that you also provide the number of credit or clock hours enrolled in the item that immediately follows Enrollment Status. NPSAS staff will use the units enrolled to calculate students' enrollment intensity.

If a student's enrollment status changed due to COVID-19-related interruptions of study, please report the student's most recent enrollment status. COVID-19-related interruptions of study may include your institution temporarily closing during the spring 2020 term or the student's courseload being reduced due to course cancellations. Please report the student's enrollment status after the interruption occurred. For example, a student who was enrolled full time in spring 2020 but dropped to half-time status due to COVID-19 related course cancellations should be reported as half-time.

## **Guide to the Budget (Cost of Attendance) Section**

The Budget section collects budgeted costs for tuition and fees, room and board, and six other budget categories for the 2019-20 academic year.

If possible, please report the estimated cost of attendance if this student were enrolled full-time/full-year in his or her program – even if the student was not actually enrolled full-time for the entire academic year. Note that there is a separate item in the Budget section for you to indicate whether your “full-year” budget does or does not include summer sessions.

If a full-time, full-year budget is not available, you can use Pell guidelines to prorate the amount to reflect the costs for a full-time student enrolled for a full academic year in the student’s academic program. For more information about prorating costs of attendance for Pell, visit [link]. A link to the FSA Handbook is also available on the Resources page of the PDP.

If you cannot provide a full-time/full-year budget, you have the option to report budgeted costs of attendance for other budget periods (such as full-time/one term, half-time/full-year, etc).

#### Definitions:

- Academic year: An academic year must include at least 30 weeks of instructional time for credit-hour based programs, or 26 weeks of instructional time for clock-hour based programs.  
At a semester-based institution, the academic year typically includes fall and spring terms. At a trimester-based institution, the academic year typically includes fall, spring, and summer terms.
- Full-time: The following minimum coursework standards are for undergraduate students enrolled full-time in the academic year:
  - For credit-hour programs, at least 24 semester or trimester credit hours, or 36 quarter credit hours; or
  - For clock-hour programs, at least 900 clock hours.

Callout: How does the NPSAS budget differ from our Pell budget(s)? The budget requested for NPSAS is similar to the full-time/full-year budgeted costs of attendance reported for Pell. While Pell budgets do not include summer terms, you should include summer session(s) in your budget for NPSAS if possible. If you cannot report budgeted costs of attendance for summer session(s), or the student did not attend during the summer, your institution’s NPSAS budget may be the same as the Pell budget for this student’s program and residence (e.g., on-campus, off-campus with parents, off-campus not with parents).

The budget is one of the most important parts of NPSAS:20 student records, so if you are not sure what to provide, please do not leave this section blank. Our Help Desk staff are available to assist if you have questions about reporting budgeted costs of attendance.

Please see page [page number] for guidelines related to COVID-19.

## Guide to the Financial Aid Section

The Financial Aid section collects all financial aid received by your institution's sampled students for the 2019-2020 financial aid year. Financial aid is collected in five subsections based on the source of the aid: federal, state, institution, private or other government aid, or other aid.

The Federal Aid section collects aid amounts for each of the following federal aid programs:

- Pell Grant
- Subsidized Direct/Stafford Loan
- Unsubsidized Direct/Stafford Loan
- Parent PLUS Loan
- Graduate PLUS Loan
- Federal TEACH Grant
- Perkins Loan
- Federal SEOG Grant
- Federal Work Study Awarded
- Iraq & Afghanistan Service Grant
- Veterans Benefits

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 and guidelines for how to report those awards.

Each section begins with a Yes/No question asking if the student received that type of aid in 2019-2020. For example, the first question in the State Aid section is "Student had state aid for the 2019-2020 financial aid year?" If the student did not have state aid, select No and skip the remaining items in the State Aid section.

These Yes/No questions are critical, and you will receive error messages for leaving them blank. You will also receive error messages if you select Yes but do not provide details about the financial aid award.

### *Which Financial Aid to Report:*

For term-based institutions, the financial aid section will ask you to report aid disbursed for the terms in your institution's 2019-2020 academic year. These terms will be prefilled into the item wording and were selected based on your institution's responses during the Registration step of NPSAS:20.



For example, if your institution considers Fall 2019, Spring 2020, and Summer 2020 to be part of the 2019-2020 academic year, the instructions for the State Aid subsection will be as follows:

“For each state aid award received by the student, report the total whole dollar amount disbursed for Fall 2019, Spring 2020, and Summer 2020...”

For continuous enrollment institutions, the financial aid section will ask you to report aid disbursed for the 2019-2020 financial aid year (July 1, 2019 to June 30, 2020).

If the student has aid for the period requested that has not yet been disbursed, include the amount awarded that you expect to be disbursed.

*Other tips for Reporting Financial Aid Data:*

- Report financial aid as whole dollar amounts; round decimals to the nearest whole dollar.
- Report the total combined amount of aid for each award, not separate amounts for each term. For example, a student received a \$1200 private loan for Fall 2019, a \$1200 private loan for Spring 2020, and a \$600 private loan for Summer 2020. This student’s aid should be reported as follows:

	Student had private aid or other gov’t aid for the 2019-2020 financial aid year?	Private/Other Government Program 1 Name	Private/Other Government Program 1 Type	Private/Other Government Aid Program 1 Amount
Student 1	Yes	Private Loan	Private Loan	3000

- Report each aid program separately: do not combine multiple aid programs together. For example, do not combine multiple state aid programs into one State Aid amount. If you need to report more than 3 aid programs for a student, you can use the Other Aid section as overflow.
- Do not report awards for students that did not receive those awards. For example, the following example incorrectly lists state aid for students who did not receive the award.

	Student had state aid for the 2019-2020 financial aid year?	State Aid Program 1 Name	State Aid Program 1 Type	State Aid Program 1 Amount
Student 1	Yes	GA HOPE Scholarship	Grant/scholarship, merit-based	2152
Student 2	No	GA HOPE Scholarship	Grant/scholarship, merit-based	0
Student 3	Yes	GA HOPE Scholarship	Grant/scholarship, merit-based	1077
Student 4	No	GA HOPE Scholarship	Grant/scholarship, merit-based	0

Instead, the program name, type, and amount fields should be left blank for students who did not receive aid.

	Student had state aid for the 2019-2020 financial aid year?	State Aid Program 1 Name	State Aid Program 1 Type	State Aid Program 1 Amount
Student 1	Yes	GA HOPE Scholarship	Grant/scholarship, merit-based	2152
Student 2	No			
Student 3	Yes	GA HOPE Scholarship	Grant/scholarship, merit-based	1077
Student 4	No			

*Financial Aid for COVID-19:*

Special financial aid awards for students impacted by COVID-19 should be reported as Aid for COVID-19 (type = 20), a new financial aid type added for NPSAS:20.

If a student received a refund of their tuition and fees due to COVID-19, the refunded amount should be reported as “Tuition and Fees Refunded for COVID-19” in the Enrollment section. Refunds of tuition and fees or room and board due to COVID-19 should not be reported as financial aid.

**Reporting Data for Students Impacted by COVID-19**

When reporting budgeted costs of attendance and financial aid for students impacted by COVID-19, please follow the guidelines issued by Federal Student Aid (FSA) and the National Association of Student Financial Aid Administrator (NASFAA).

[Once guidance from FSA and NASFAA is released, this section will summarize information about reporting students’ length of enrollment, estimated costs of attendance, financial aid disbursed, and return of Title IV funds.]

## Student Records Item Overview Handout

# NPSAS:20 Student Records Data Item Overview

For detailed item and file layout specifications, see the **NPSAS:20 Student Records Codebook**, available on the **Resources** page of the Postsecondary Data Portal (PDP) at <https://surveys.nces.ed.gov/portal>.

The most critical data items are indicated by an asterisk (\*).

## General Student Information

### Personal Information

\*Institute ID (IPEDS ID)  
Student ID  
\*Student Name & Maiden Name  
\*Social Security Number (SSN)  
\*Date of Birth  
\*Sex  
\*NPSAS:20 Eligibility & Ineligible Reason  
\*Marital Status  
Spouse Name  
Citizenship Status

\*Veteran of U.S. Armed Forces?  
\*High School Completion Type & Year  
\*Ethnicity  
\*Race

### Contact Information

Permanent Address  
Permanent Resident of Institution State?  
Local Address  
Phone Numbers & Phone Type

### Parent Contact Information

Parent's Name  
Parent's Address  
Parent's Email Address  
Parent's Phone Numbers

### Other Contact Information

Other Contact's Name  
Relationship of Other Contact to Student  
Other Contact's Address  
Other Contact's Email Address  
Other Contact's Phone Number

## Enrollment

### Historical Enrollment Data

Date First Enrolled at Institution  
Date Last Enrolled at Institution  
\*First-Time Beginning Student?  
Accepted Transfer Credit?  
Taken Remedial Courses?  
Ever Received Bachelor's Degree?  
Bachelor's Degree Received Date  
Act Scores (*English, Mathematics, Reading, Science, and Composite*)  
SAT Scores (*Evidence-Based Reading and Writing, Math, and Essay*)

### Current Enrollment Data

\*Program/Degree  
Graduate Degree Type  
\*Class Level  
Degree Completed Date  
Expected to Complete Degree Requirements by 6/30/2020?  
Cumulative (Unweighted) GPA  
First Major & CIP Code  
Second Major & CIP Code  
Major Undeclared?

Total Number of Clock Hours or Credit Hours in Program  
Cumulative Clock Hours or Credit Hours Completed  
\*Total Tuition and Required Fees CHARGED  
Tuition and Fees Refunded for COVID-19  
\*Room and Board Refunded for COVID-19 Residency for Tuition Purposes  
\*Enrollment Status (*for up to 12 terms*)  
\*Credit Units (*for up to 12 terms*)

## Budget/Cost of Attendance

\*Budget Period  
\*Full-year Budget Includes Summer?  
Student Residence for Budget  
\*Tuition and Fees Cost

Room and Board Cost  
Books and Supplies Cost  
Transportation Cost  
Computer/Technology Cost

Health Insurance Cost  
All Other Cost  
\*Total Budgeted Cost of Attendance

## Financial Aid

### Satisfactory Academic Progress

Placed on Financial Aid Warning?  
Placed on Financial Aid Probation?  
Ineligible to Receive Title IV Financial Aid?

### Federal Aid

\*Pell Grant Amount  
\*Subsidized Direct Loan Amount  
\*Unsubsidized Direct Loan Amount

\*Parent PLUS Loan Amount  
\*Graduate PLUS Loan Amount  
\*Federal TEACH Grant Amount  
\*Perkins Loan Amount  
\*Federal SEOG Grant Amount  
\*Federal Work Study AWARDED Amount  
\*Iraq & Afghanistan Service Grant Amt  
\*Veterans Benefits Amount

*\*State Aid (Program Name, Type, and Amount for up to 3 awards)*

*\*Institution Aid (Program Name, Type, and Amount for up to 3 awards)*

*\*Private Aid or Other Government Aid (Program Name, Type, Source, and Amount for up to 3 awards)*

*\*Other Aid (Program Name, Type, Source, and Amount for up to 3 awards)*

## Spanish Resources

*The Institution Handbook Volume II and Student Records Codebook will be sent to sampled institutions that are located in Puerto Rico. Volume I of the handbook, which was include in the enrollment list clearance package (v.23), covers registering for NPSAS:20 and providing the student enrollment list. Volume II of the handbook covers student records collection.*

### Institution Handbook Volume II

## **Estudio Nacional de Ayuda Económica a Estudiantes de Postsecundaria 2019-20 (NPSAS:20)**

### **Manual de la institución: Libro II**

#### **Acerca de este manual**

Este manual le guiará en el uso del Portal de Datos de Postsecundaria (*Postsecondary Data Portal* o PDP) para proporcionar a NPSAS:20 los datos de los récords de los estudiantes.

#### **Contenido**

Servicio de asistencia de NPSAS:20 (*NPSAS:20 Help Desk*)

Panorama general de ítems sobre los datos de los récords de los estudiantes (*Student Records Data Item Overview*)

Qué hay de nuevo (*What's New*)

Selección del modo para proporcionar datos (*Selecting a Mode to Provide Data*)

Modo Web (*Web Mode*)

Modo Excel (*Excel Mode*)

Modo CSV (*CSV Mode*)

Guía de la sección informativa general del estudiante (*Guide to the General Student Information Section*)

Guía de la sección de matriculación(*Guide to the Enrollment Section*)

Guía de la sección de presupuesto (*Guide to the Budget Section*)

Guía de la sección de ayuda económica (*Guide to the Financial Aid Section*)

Preguntas más frecuentes - Recolección de récords de los estudiantes (*Student Records Frequently Asked Questions*)

Reportando datos de los estudiantes impactados por COVID-19 **Servicio de asistencia de NPSAS:20 (NPSAS:20 Help Desk)**

¿Necesita ayuda? Comuníquese al servicio de asistencia (*Help Desk*) llamando gratis al [number] o por correo electrónico a [portalhelp@rti.org](mailto:portalhelp@rti.org). El servicio de asistencia está disponible de 9:00 a.m. a 5:00 p.m. hora del este, de lunes a viernes.

## Panorama general de ítems de los récords de los estudiantes de NPSAS:20

Para detalles sobre los ítems y las especificaciones del diseño del archivo, vea el Libro de códigos de récords de estudiantes NPSAS:20 disponible en la página de Recursos (*Resources*) del Portal de Datos de Postsecundaria (PDP) en <https://surveys.nces.ed.gov/portal>.

Los datos más esenciales se indican con un asterisco (\*)

Información general del estudiante		
Información personal		Información de contacto del padre/madre
*Identificación de la institución (IPEDS ID)	* ¿Es Veterano de las Fuerzas Armadas de los Estados Unidos?	Nombre del padre/madre
Identificación del estudiante	*Tipo de <i>Highschool</i> y año en que la completó	Dirección del padre/madre
*Nombre del estudiante y nombre de soltera	*Grupo étnico	Dirección de correo electrónico del padre/madre
*Número de seguro social	*Raza	Número de teléfono del padre/madre
*Fecha de nacimiento	Información de contacto	Otra información de contacto
*Sexo	Dirección permanente	Otro nombre de contacto
* Elegibilidad o razón por la que no es elegible para NPSAS:20	¿Es residente permanente del estado en dónde se encuentra la institución?	Relación del estudiante con el otro contacto
*Estado civil	Dirección local	Dirección del otro contacto
Nombre del esposo(a)	Números de teléfono y tipo de teléfonos	Correo electrónico del otro contacto
Estatus de ciudadanía		Número de teléfono del otro contacto

Inscripción		
Datos históricos de matriculación	Datos actuales de matriculación	
Fecha en que se matriculó por primera vez en la institución	*Programa de estudios/ programa académico	Número total de horas reloj u horas crédito en el programa
Fecha en que se matriculó por última vez en la institución	Tipo de programa académico	
¿Es un estudiante de primer ingreso?	*Nivel de la clase	Horas reloj acumuladas u horas crédito que ha completado
¿Se aceptó transferencia de crédito?	Fecha en que completó el programa académico	* Costo de matrícula y cuotas requeridas COBRADAS
¿Ha tomado cursos compensatorios ( <i>remedial</i> )?	¿Se espera que complete los requisitos del programa académico en 6/30/2020?	Costo de matrícula y cuotas reembolsado por COVID-19
¿Ha recibido un grado de		Alojamiento y comida

bachillerato?		reembolsado por COVID-19
Fecha en que recibió grado de bachillerato	Promedio general de calificación o GPA (sin ponderar)	Residencia para propósito de costo de matrícula
Calificación del examen ACT (inglés, matemáticas, lectura y composición)	Primera carrera y código CIP	*Estatus de inscripción (hasta 12 ítems)
	Segunda carrera y código CIP	*Unidades de crédito (hasta 12 ítems)
Resultados del examen SAT de aptitud académica (Evidencia basada en lectura, escritura, matemáticas y composición)	¿Aún no ha declarado su carrera?	
<b>Presupuesto o costo de asistencia</b>		
*Periodo del presupuesto	Costo de alojamiento y comida	Costo de seguro médico
* ¿El presupuesto de todo el año incluye el verano?	Libros y costo de suministros	Otros costos
Estudiante residente para motivos de presupuesto	Costo de transporte	*Costos de asistencia totales presupuestados
* Costo de matrícula y cuotas requeridas	Costo de computadora/tecnología	
<b>Ayuda económica</b>		
Progreso académico satisfactorio		* Ayuda estatal (Nombre del programa, tipo y cantidad hasta para 3 subvenciones)
¿Está bajo advertencia de asistencia económica?	* Cantidad del préstamo PLUS para los Padres	* Ayuda de la institución (Nombre del programa, tipo y cantidad hasta para 3 subvenciones)
¿Está bajo ayuda económica probatoria?	* Cantidad del préstamo PLUS para Graduados	* Ayuda privada u otra ayuda del gobierno (Nombre del programa, tipo y cantidad hasta para 3 subvenciones)
¿No es elegible para recibir ayuda económica bajo el Título IV?	* Cantidad de la beca <i>Federal TEACH</i>	
	* Cantidad del préstamo Perkins	
Ayuda económica federal	* Cantidad de la beca <i>Federal SEOG</i>	* Otra ayuda económica (Nombre del programa, tipo y cantidad hasta para 3 subvenciones)
*Cantidad de Beca Pell	* Cantidad del Programa Federal de Estudio y Trabajo	
* Cantidad de Préstamo con	*Cantidad de la Beca por	

Subsidio Directo	Servicios Prestados en Iraq y Afganistán	
* Cantidad de Préstamo sin Subsidio Directo	* Cantidad de beneficios de veteranos	

## Qué hay de nuevo

Si usted participó en NPSAS:18-AC, la recolección de récords de los estudiantes en el 2018, notará algunos cambios en ítems de datos en NPSAS:20. Estas revisiones tiene el objetivo de mejorar la calidad de los datos, aclarar las definiciones de los ítems y mejorar las instrucciones. La lista de revisiones a continuación le ayudará a actualizar los programas que usted usa para obtener los datos requerido.

Sección	Ítem	Sección y campo #	Revisión
En general	--	--	NPSAS:18-AC recolectó datos de matriculación, presupuesto y ayuda económica para el año académico 2017-2018. NPSAS:20 recolecta datos del año académico 2019-2020. Todos los ítems que se refieren a rangos de fechas específicas han sido actualizados.
Información general del estudiante	Sexo ( <i>Sex</i> )	G #13	Se agregó una nueva opción de respuesta para 2=Otro.
	Raza ( <i>Race</i> )	G #26-30	Se agregó una nueva opción de respuesta para -1=Desconocido.
Inscripción ( <i>Enrollment</i> )	Realizado cursos de recuperación ( <i>Taken a remedial course</i> )	E #12	La definición del ítem se revisó para aclarar cómo reportar los cursos de co-requisitos.
	Título de bachillerato y fecha en que se otorgó ( <i>Received Bachelor's Degree &amp; Bachelor's Degree Date</i> )	E #14-17	Las definiciones de los ítems se revisaron para especificar que aplican a todos los estudiantes (no solo a los estudiantes graduados).
	Resultados del examen SAT de aptitud académica ( <i>SAT Scores</i> )	E #23-25	La definición del ítem se revisó para recolectar los resultados del nuevo examen SAT (publicado en marzo de 2016).
	Se espera que cumpla con los requisitos para obtener el título ( <i>Completed degree requirements</i> )	E #32	La definición del ítem se revisó para aclarar cuándo este ítem se debe dejar en blanco.
	Costo de matrícula y cuotas requeridas cobradas ( <i>Tuition &amp; Required Fees Charged</i> )	E #43	Para instituciones basadas en semestre/trimestre, se revisó la definición del ítem para recolectar el costo cobrado de una lista pre-llenada de semestres/trimestres en lugar de usar el año federal de ayuda



			económica (1 de julio al 30 de junio).
	Costo de matrícula y cuotas reembolsado por COVID-19	E #44	Ítem añadido para recolectar reembolsos de matrícula y cuotas por interrupciones de estudio debido a COVID-19.
	Alojamiento y comida reembolsado por COVID-19	E #45	Ítem añadido para recolectar reembolsos de alojamiento y comida por a interrupciones de estudio debido a COVID-19.
Presupuesto (Budget)	Período de presupuesto	B #5	La definición del ítem se revisó para aclarar la manera de reportar los costos presupuestados para asistir de tiempo completo/todo el año.
	Presupuesto de todo el año escolar (Full-year Budget)	B #6	En el ítem se agregó si la recolección del presupuesto de todo el año escolar incluye las sesiones de verano.
	Residencia del estudiante (Student Residence)	B#7	La definición del ítem se revisó para aclarar que esta pregunta se refiere a la residencia del estudiante para determinar el costo presupuestado por la asistencia del estudiante.
Ayuda económica (Financial Aid)	Progreso académico satisfactorio (Satisfactory Academic Progress)	F #5-7	La definición del ítem se revisó para incluir un enlace al Manual FSA.
	Cantidades de ayuda económica (Financial Aid Amounts)	Múltiple	La definición del ítem sobre ayuda económica que debe ser reportada en esta sección tuvo las siguientes revisiones: 1) Para instituciones basadas en semestre/trimestre, se revisó el ítem para recolectar la cantidad de ayuda económica de una lista pre-llenada de semestres/trimestres en lugar del año federal de ayuda económica (1 de julio al 30 de junio). 2) Se modificó para solicitar la cantidad desembolsada de ayuda económica que ya fue utilizada y la cantidad asignada de ayuda económica que no ha sido desembolsada.
	Beneficios de veteranos (Veterans Benefits)	F #19	La definición del ítem se revisó para especificar Becas DOD de las Fuerzas Armadas y otros beneficios para personal militar en servicio activo que no se deben de reportar como beneficios de veteranos.
	Tipo de programa de ayuda económica (todas las subvenciones)	Múltiple	La definición del ítem se revisó para actualizar la definición de la ayuda económica por necesidad o por mérito académico. Un nuevo opción de respuesta sobre typo de ayuda económica añadido por ayuda económica relacionado con COVID-19.
	Ayuda económica	F#43, 47, 51	Se agregó este ítem para recolectar la fuente

	privada o de otra fuente de un programa de ayuda económica del gobierno		de ayuda económica privada u otras subvenciones de ayuda económica del gobierno. Esta información ayudará al personal de NPSAS a revisar y codificar la ayuda económica otorgada.
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## Selección del modo para proporcionar datos

Ofrecemos tres modos para proporcionar los datos de los récords del estudiante. Puede elegir alguno de los modos y cambiar en cualquier momento.

### MODE SELECTION

Task Menu / Student Records / Mode Selection

Select a mode for providing student records data.

Your institution has **20** sampled students. We recommend **Excel Mode**, but you can choose any mode and switch modes at any time.

[View your institution's sampled student list.](#)

[View the Student Records Handbook.](#)

[Click here to provide data in another format.](#)



EXCEL MODE >	WEB MODE >	CSV MODE >
<ul style="list-style-type: none"><li>Download a pre-formatted Excel template, enter data offline, and upload the completed template.</li><li>Copy and paste data from your own reports.</li></ul>	<ul style="list-style-type: none"><li>Hand key data online using drop-downs and text fields.</li><li>Complete one student at a time.</li></ul>	<ul style="list-style-type: none"><li>Download file specifications, create data files, and upload the formatted files.</li></ul>
Recommended for institutions with 20 - 100 sampled students.	Recommended for institutions with < 20 sampled students.	Recommended for institutions with > 100 sampled students.

**Modo Web (*Web Mode*):** En modo Web, los datos se ingresan en-línea, un estudiante a la vez, usando campos desplegable y casillas para texto. También puede usar el modo Web para editar datos provistos en modo Excel o CSV. El modo Web es ideal para instituciones con menos de 20 estudiantes en la muestra.

**Modo Excel (*Excel Mode*):** En modo Excel, usted descarga una hoja electrónica Excel pre-formateada del sitio Web del Portal, la completa cuando no está conectado a internet y carga el archivo que completó en el Portal. Puede ingresar los datos manualmente en los campos Excel o copiar y pegar datos de otros reportes. El modo Excel se recomienda para instituciones con 20 a 100 estudiantes en la muestra.

**Modo CSV (*CSV Mode*):** En el modo CSV, usted descarga las especificaciones de un archivo personalizado del Portal, genera los valores separados por comas en archivos (.csv) cuando no está conectado a internet y carga los archivos en el Portal. El modo CSV es mejor para instituciones con 100 o más estudiantes en la muestra y la habilidad de programar archivos de datos.

### **Modo Web (*Web Mode*):**

La tabla del modo Web muestra una lista de los estudiantes de su institución en la muestra y su avance al proporcionar datos para cada sección. Los iconos indican en cada sección si no ha comenzado (*not started*) [icon], está en proceso (*in progress*) [icon], hay errores presentes (*errors present*) [icon] o está completa (*complete*) [icon].

Seleccione a un estudiante de la lista y haga clic en el nombre para empezar a ingresar los datos.

▶ Not Started   ▶ In progress   ▶ Errors present   ▶ Complete

Name	Study ID	Institution Student ID	DOB	SSN	Is Eligible	General Student Information	Enrollment	Budget	Financial Aid
Castillo, Emily	99023704	teststudent1	08/15/1900	🔒	✓	⚠️	✅	✅	✅
Waxhall, Nathan	99023705	Waxhall_1		🔒	✓	⚠️	✅	✅	⚠️
Goins, Jan	99023707	Goins_1		🔒	✓	⚠️	✅	✅	✏️
Riggs, Emily	99023710	Riggs_1			✓	⚠️	✅	✅	▶
Goins, Bonnie	99023714	Goins_1			✓	⚠️	✅	✅	✏️
Kresge, Quincy	99023719	Kresge_1			✓	⚠️	✅	✅	✏️
East, Irene	99023725	East_1			✓	⚠️	✅	✅	⚠️
Iler, Susan	99023732	Iler_1			✓	⚠️	✅	✅	▶
Riggs, Harold	99023740	Riggs_1	06/12/2002		✓	⚠️	✅	✅	✏️
Jackson, Van	99023749	Jackson_1			✓	⚠️	✅	✅	▶
Castle, Emily	99047426				✓	✏️	✏️	✏️	✏️
Waxhall, Nathan	99047427				✓	▶	▶	▶	▶
Goins, Jan	99047428				✓	▶	▶	▶	▶
Riggs, Emily	99047429				✓	▶	▶	▶	▶
Goins, Bonnie	99047430				✓	✏️	✏️	✏️	✏️
Kresge, Quincy	99047431				✓	▶	▶	▶	▶

Showing 1 to 16 of 20 rows   16 records per page   < 1 2 >

Hay cuatro secciones de datos: Información general del estudiante, Inscripción, Presupuesto y Ayuda económica. Para avanzar a la siguiente sección de ingreso de datos, haga clic en los botones en la parte de arriba de la página. Si quiere saltar directamente a la página de ingreso de datos de otro estudiante, puede anotar el nombre o la identificación en la barra de búsqueda.

Task Menu / Mode Selection / Web Mode Grid / Enter Student Information ⓘ

Castillo, Emily (Student ID: teststudent1)   **General Student**   Enrollment   Budget   Financial Aid

◀ PREVIOUS STUDENT   NEXT STUDENT ▶   OR   Type Name OR Study ID to select a different student

**PERSONAL INFORMATION**

First Name: Emily   Middle Name:   Last Name: Castillo   Suffix:   Student ID: teststudent1   Study ID: 99023704   SSN ⓘ: 012345678   Date of Birth: Month 8 Day 15 Year 1900   Sex: Female

**ELIGIBILITY** ⓘ

Student is Eligible for NPSAS:20? ⓘ    Yes    No   Ineligible Reason ⓘ: Select

**MARITAL STATUS AND SPOUSE INFORMATION** (MAIDEN AND SPOUSE NAME ONLY APPLICABLE FOR MARRIED STUDENTS)

Marital Status: Select   Maiden Name:   Spouse First Name:   Spouse Middle Name:   Spouse Last Name:

Muchas preguntas en la encuesta también incluyen texto de ayuda de aclaración. Cuando [blue icon] es visible en una pregunta, eso le indica que hay texto de ayuda disponible. Al hacer clic, el texto de ayuda aparecerá como la caja de texto a continuación:



Cuando termine de ingresar datos de todos los estudiantes o si desea chequear su avance, regrese a la página de la tabla del modo Web. Una vez que ingrese todos los datos disponibles de todos los estudiantes, haga clic en Finalice el registro de información de todos los estudiantes (*Finalize All Student Record Information*) en la parte de abajo de la página de la tabla del modo Web. Ya no podrá editar ni ingresar datos.

### **Modo Excel (*Excel Mode*)**

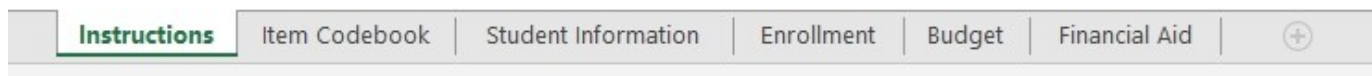
La página del modo Excel incluye los pasos numerados para guiarle en el proceso de proporcionar datos usando en modo Excel.

Antes descargar la plantilla Excel, debe marcar la casilla que indica que está de acuerdo, “*I agree*”, en proteger el archivo. Una vez que marca la casilla, puede hacer clic en el botón Descargar Plantilla Excel, (*Download Excel Template*) y descargar el archivo.

Todos los datos que proporcionó anteriormente serán pre-llenados en la plantilla.

Hay seis pestañas en el archivo:

- 1) Instrucciones para cargar el archivo el archivo (*Instructions*).
- 2) Libro de códigos (*Item Codebook*), que lista todos los elementos de los datos y las posibles opciones de respuesta para cada ítem.
- 3-6) Secciones de datos de los estudiantes: Información general del estudiante (*Student Information*), Inscripción (*Enrollment*), Presupuesto (*Budget*) y Ayuda económica (*Financial Aid*).



El archivo tiene restricciones para prevenir ediciones que pudieran dañar el archivo o desalinear los datos de los estudiantes. Usted no podrá agregar o eliminar columnas ni hileras, filtros o cambiar el orden.

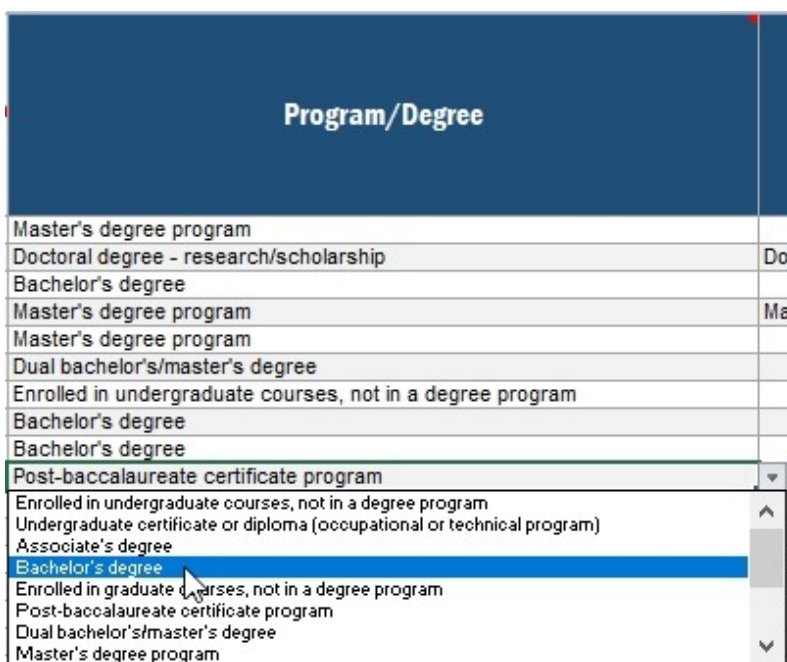
Ingrese los datos del récord del estudiante en la plantilla tecleando y seleccionando opciones desplegables, copiando y pegando datos. Siempre guarde el archivo en un lugar seguro.

Para campos de datos con una cantidad finita de opciones de respuestas válidas (ejemplo, campos desplegados) hay tres opciones para ingresar los datos:

4. Seleccione la respuesta de una lista desplegable.
5. Pegue el texto exactamente de la opción de respuesta en la celda
6. Pegue o ingrese el código asociado con la opción de respuesta en la celda

Por ejemplo, el campo para el Programa/Título (*Program/Degree*), puede indicar Título de bachillerato o "*Bachelor's Degree*" de las siguientes maneras:

4. Seleccione "*Bachelor's Degree*" del campo desplegable.
5. Pegue el texto "*Bachelor's Degree*" en el campo de otra fuente.
6. Ingrese o pegue "4" en el campo, que es el código que corresponde a "*Bachelor's Degree*".



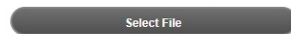
Una vez que termine de ingresar los datos, regrese a la página del modo Excel en el Portal y cargue el archivo que completó. Cuando se termine de cargar, en la tabla aparecerá una lista de cada archivo que cargó y el estatus de la carga. Se le pedirá que seleccione qué secciones de su archivo desea cargar. Puede seleccionar secciones individuales o cargar las cuatro secciones a la vez.

Puedes subir tus archivos varias veces. La carga más reciente sobrescribirá las cargas anteriores en función de las secciones que seleccione.

¡No envíe su plantilla al servicio de asistencia (*Help Desk*)!

### Step 3: Upload Your Completed Template

When you have finished entering data, click the **Select File** button to browse and select your completed template file. Click **Upload** to submit the file.



The grid below displays a list of each file you have uploaded. If your file has errors, a message will appear in the Upload Status column. Follow the link to view the list of errors. If necessary, make corrections in your template file and follow the instructions in **Step 3** to upload your revised file.

File Name	When	Upload Status
999983_Excel-Template_Raw.xlsx	11/14/2017 10:54:09 AM	Uploaded with Errors
ExcelTemplate_999983_02_27_2018 13_18_59.xlsx	02/27/2018 1:21:53 PM	Uploaded with Errors
999983_Excel_blank.xlsx	03/20/2018 4:25:38 PM	Uploaded with Errors
999983_Excel_blank.xlsx	03/20/2018 4:27:27 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/25/2018 12:15:55 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/28/2019 1:40:18 PM	Uploaded with Errors

SHOW ERRORS    DOWNLOAD ERROR LIST

Si se detectan errores, se indicarán como Carga con errores, “*Uploaded with Errors*”, en la columna Estatus de la carga (*Upload Status*). Puede ver los errores en la pantalla haciendo clic en Ver errores, “*Show Errors.*” También puede descargar la lista de errores en un archivo Excel.

File Name	When	Upload Status
999983_Excel-Template_Raw.xlsx	11/14/2017 10:54:09 AM	Uploaded with Errors
ExcelTemplate_999983_02_27_2018 13_18_59.xlsx	02/27/2018 1:21:53 PM	Uploaded with Errors
999983_Excel_blank.xlsx	03/20/2018 4:25:38 PM	Uploaded with Errors
999983_Excel_blank.xlsx	03/20/2018 4:27:27 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/25/2018 12:15:55 PM	Uploaded with Errors
999983_Excel_testing_clean_032318.xlsx	03/28/2019 1:40:18 PM	Uploaded with Errors

SHOW ERRORS    DOWNLOAD ERROR LIST

HIDE ERRORS    DOWNLOAD ERROR LIST

Critical Errors				
Row	Study ID	Student	Field Name	Message
3	99023704	n/a	n/a	The Study ID is not valid for this Institution.
12	99023705	n/a	n/a	The Study ID is not valid for this Institution.
6	99023707	n/a	n/a	The Study ID is not valid for this Institution.
10	99023710	n/a	n/a	The Study ID is not valid for this Institution.
5	99023714	n/a	n/a	The Study ID is not valid for this Institution.

Usted puede cargar las plantillas Excel según sea necesario – si su archivo tuvo errores, revise el archivo y vuélvalo a cargar. El archivo más reciente anulará los archivos anteriores.

Cuando termine de cargar los datos de todos los estudiantes, haga clic en Finalice el registro de información de todos estudiantes (*Finalize All Student Record Data*). Una vez que finalice el registro, no podrá hacer cambios.

### **Modo CSV (CSV Mode)**

La página del modo CSV incluye los pasos numerados para guiarle en el proceso de proporcionar datos usando en modo CSV.

Usted va a descargar dos archivos:

- 3) La lista de la muestra de estudiantes de su institución
- 4) El documento con especificaciones en el archivo CSV

Antes de descargar la lista de estudiantes de la muestra, debe marcar la casilla que indica que está de acuerdo, “*I agree*”, en proteger el archivo. Una vez que marca la casilla, puede hacer clic en el botón Descargar lista de estudiantes, (*Download Student List*) y descargar el archivo.

Las especificaciones del archivo darán las instrucciones del diseño del archivo para generar cuatro archivos CSV: el archivo de Información general del estudiante (*General Student Information*), el archivo de Inscripción (*Enrollment*), el archivo de Presupuesto (*Budget*) y el archivo de Ayuda económica (*Financial Aid*). Las especificaciones del archivo indican el número de campos que requiere cada archivo, el orden de los elementos de datos que deben ser enviados y los valores válidos de cada elemento.





## Thank you for participating in NPSAS:20 student records collection!

This document includes file specifications for four data files: **General Student Information**, **Enrollment**, **Budget**, and **Financial Aid**.

### How to Provide Data Using CSV Files

- Step 1** If you have not already done so, download your list of sampled students and save the file in a secure location.
- Step 2** Create the four requested data files by using the file specifications found in this document.
- Step 3** Upload the completed files on the NCES Postsecondary Data Portal website.
  - 1) Go to <https://surveys.nces.ed.gov/Portal> and log in.
  - 2) On the Task Menu, click **Provide Student Records Data**.
  - 3) On the mode selection screen, click **CSV Mode**.
  - 4) Follow the on-screen instructions to upload the files. There is a separate upload area for each of the four data files. Be sure that you upload each file in the correct area. Please do not submit the files by email.
- Step 4** Follow the on-screen instructions to review the data you provided and address any data validation messages that appear. If necessary, revise your files and repeat the upload process.
- Step 5** When you have completely finished uploading and verifying your data, click the Finalize All Student Record Information button at the bottom of the webpage.

Es extremadamente importante que usted siga las especificaciones del archivo exactamente. Si sus archivos CSV no tienen el número correcto de campos, los datos no serán leídos en el Portal. Si necesita saltarse un elemento de datos, asegúrese de incluir una coma como marcador de posición para ese elemento de datos.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
File Specification					Budget Period (2017-2018)	Student Residence (2017-2018)	Tuition/Fees (\$) (2017-2018)	Books/Supplies (\$) (2017-2018)	Room and Board (\$) (2017-2018)	Health Insurance (\$) (2017-2018)	Transportation (\$) (2017-2018)	Computer/Technology (\$) (2017-2018)	All Others (\$) (2017-2018)	Budgeted Cost of Attendance (\$) (2017-2018)
Version Number	Institute ID	Study ID	Student ID	academic year	academic year	academic year	academic year	academic year	academic year	academic year	academic year	academic year	academic year	academic year
1														
2	1	770001	99052877	99051517	1	7	15253		7465					35050
3	1	770001	99052878	99051518	1	1	20965		7550		350			36060
4	1	770001	99052879	99051519	1	1	13050		7635					37070
5	1	770001	99052880	99051520	1	2	21200		7720					250001
6	1	770001	99052881	99051521	1	3	121050		7805					39090
7	1	770001	99052882	99051522	3	2	40306		7890					40100
8	1	770001	99052883	99051523	2	2	35562		7975					41110
9	1	770001	99052884	99051524	5	3	41548		8060		11500			42120
10	1	770001	99052885	99051525	3	1	8500		8145					43130
11	1	770001	99052886	99051526	3	1	4550		8230					44140
12	1	770001	99052887	99051527	2	1	15057		8315					45150
13	1	770001	99052888	99051528	10	-1	22360		8400					46160
14	1	770001	99052889	99051529	15	3	47599		8485					47170
15	1	770001	99052890	99051530	1	3	32150		8570					48180
16	1	770001	99052891	99051531	1	3	16780		8655					49190
17														
18														

Una vez que termine de ingresar los datos, regrese a la página del modo CSV en el Portal y cargue los archivos que completó. Hay áreas diferentes para cargar cada uno de los cuatro tipos de archivo; asegúrese de cargarlos en la sección correcta. ¡No envíe sus archivos al servicio de asistencia (*Help Desk*)!

### Step 3: Upload Your Completed CSV Files

When you have finished preparing your files, upload them one at a time in one of the four panels below. Click the **Select File** button to browse and select your completed file. Click **Upload** to submit the file. Repeat the upload process for each file. Before uploading your files for the other three sections, we recommend you upload the Student Information file FIRST.

The image shows four separate upload panels arranged horizontally. Each panel has a grey header with the section name: 'Student Information (Upload First)', 'Enrollment', 'Budget', and 'Financial Aid'. Inside each panel, there is a 'SELECT FILE...' button, an 'UPLOAD FILE' button, and a 'View upload history' link.

Cuando se termine de cargar, en una tabla aparecerá una lista de cada archivo que cargó y el estatus de la carga.

### Step 3: Upload Your Completed CSV Files

When you have finished preparing your files, upload them one at a time in one of the four panels below. Click the **Select File** button to browse and select your completed file. Click **Upload** to submit the file. Repeat the upload process for each file. Before uploading your files for the other three sections, we recommend you upload the Student Information file FIRST.

The image shows four separate upload panels arranged horizontally, identical to the ones in the previous image. Each panel has a grey header with the section name: 'Student Information (Upload First)', 'Enrollment', 'Budget', and 'Financial Aid'. Inside each panel, there is a 'SELECT FILE...' button, an 'UPLOAD FILE' button, and a 'View upload history' link.

The table below displays the files you have uploaded for the **Student Information** section. If your file has errors, a message will appear in the Upload Status column. Follow the link to view the list of errors.

If necessary, make corrections in your file(s) and follow the instructions in Step 3 to upload the revised file(s).

File Name	When	Upload Status
CSV_general_wrong#fields.csv	03/20/2018 4:30:58 PM	Uploaded with Errors
999983_General_Eligibility_Validation.csv	03/22/2018 1:22:40 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 1:24:03 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 1:25:45 PM	Upload Success
999983_General_Eligibility_Validation.csv	03/22/2018 5:31:19 PM	Upload Success

Si se detectan errores, se indicarán como Carga con errores, *“Uploaded with Errors”*, en la columna Estatus de la carga (*Upload Status*). Puede ver los errores en la pantalla haciendo clic en Ver errores, *“Show Errors.”* También puede descargar la lista de errores como archivo Excel.

999983_General_Eligibility_Validation.csv	03/23/2018 6:07:25 PM	Uploaded with Errors
CSV_general_wrong#fields.csv	03/23/2018 6:09:57 PM	Uploaded with Errors <a href="#">SHOW ERRORS</a> <a href="#">DOWNLOAD ERROR LIST</a>

<a href="#">HIDE ERRORS</a>	<a href="#">DOWNLOAD ERROR LIST</a>
-----------------------------	-------------------------------------

Critical Errors				
Row	Study ID	Student	Field Name	Message
2	99023704	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
11	99023705	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
5	99023707	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
9	99023710	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.
4	99023714	n/a	Field Count	Row was skipped because there is an incorrect number of fields in the row. Your upload has 8 fields, while it should have 76.

Puede cargar tantos archivos CSV como sean necesarios – si su archivo tiene errores, revise el archivo y vuélvalo a cargar. El archivo más reciente se anulará archivos anteriores.

Cuando termine de cargar los datos de todos los estudiantes, haga clic en Finalice el registro de información de todos estudiantes (*Finalize All Student Record Data*). Una vez que finalice el registro, no podrá hacer cambios.

### **Guía de la sección informativa general del estudiante (*General Student Information*)**

La sección informativa general del estudiante recolecta información demográfica, de contacto y datos generales sobre los estudiantes en la muestra.

Destacar un ítem de datos (*Data item spotlight*): Raza y origen étnico (*Race and Ethnicity*)

La raza y el origen étnico se recolectan en dos partes:

- El origen étnico recolecta si los estudiantes son Hispanos o Latinos.
- La raza recolecta la raza de los estudiantes en una o más de cinco categorías: Blanco (*White*), Negro o Afroamericano (*Black or African American*), Asiático (*Asian*), Nativo americano o Nativo de Alaska (*American Indian or Alaska Native*), y Nativo de Hawái o de otras islas del Pacífico (*Native Hawaiian or Other Pacific Islander*).

Para NPSAS, no hay categorías de raza para hispanos, dos o más razas, o extranjero no residente, las cuales se usan para reportar IPEDS. Aunque estas razas y categorías de origen étnico difieren de las que se reportan en IPEDS, las instituciones tienen que recolectar y guardar datos sobre raza y origen étnico usando el formato de 2 preguntas de NPSAS. Detalles sobre este requisito se pueden revisar en [https://surveys.nces.ed.gov/ipeds/visfaq\\_re.aspx#1](https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1).

Cuando entregue los datos de los récords del estudiante de NPSAS:20, recibirá un mensaje de error si, (a) deja todos los ítems de raza en blanco, o (b) selecciona No para todos los ítems de raza. Para resolver el mensaje de error, puede seleccionar Sí (Yes) por lo menos para un ítem de raza o seleccionar Desconocida (*Unknown*) para todos los ítems de raza.

Destacar un ítem de datos (*Data item spotlight*): Estudiante de primer ingreso (*First-time Beginning Student* o FTB)

Este ítem le pide que indique si el estudiante se matriculó en *College* por primera vez entre el 1 de julio de 2019 y el 30 de junio de 2020.

*Un estudiante es considerado de primer ingreso (FTB) para NPSAS:20 si él o ella es un estudiante subgraduado (undergraduate) que se matriculó en College por primera vez en esta institución entre el 1° de julio de 2019 y el 30 de junio de 2020.*

*Los estudiantes no son considerados de primer ingreso (NOT FTB) si se matricularon en una clase de postsecundaria para obtener crédito o cualquier otra institución postsecundaria antes del 1° de julio de 2019, a menos de que el crédito sea de colocación avanzada (advanced placement o AP), bachillerato internacional (international baccalaureate o IB) o cualquier otro crédito de postsecundaria o asignación otorgada mientras el estudiante estaba completando high school.*

*Tenga en cuenta que esto no es lo mismo que la designación de tiempo completo de primera vez reportada a IPEDS.*

Deseamos remarcar que este ítem pregunta sobre la matriculación de *College* después de *high school*. Un estudiante que tomó cursos de *College* mientras estaba en *high school* puede ser considerado de primer ingreso (FTB) si esta es la primera institución postsecundaria que él o ella asistió después de *high school*. Si necesita ayuda para determinar si un estudiante deber ser considerado de primer ingreso (FTB) para NPSAS:20 puede comunicarse con el servicio de asistencia (*Help Desk*).

Destacar un ítem de datos (*Data item spotlight*): Elegibilidad de NPSAS

Una vez que comience a proporcionar datos, puede darse cuenta de que un estudiante de su institución no es elegible para NPSAS:20. Si eso sucede, asegúrese de indicar que el estudiante no es elegible en PDP y dé la razón. No necesita proporcionar ningún otro dato de los estudiantes que no son elegibles. Si se salta un estudiante sin indicar que él o ella no es elegible, va a continuar recibiendo mensajes de error por los datos faltantes.

Tenga en cuenta que en el modo Web y Excel, el valor preestablecido (*default*) es Sí (Yes) para “Elegible para NPSAS:20” a menos que usted cambie la selección. En el modo CSV, si deja el ítem en blanco, el estudiante será considerado elegible para NPSAS:20.

Los ítems de elegibilidad son parte de la sección de Información general del estudiante de los récords del estudiante.

The screenshot shows a web form for NPSAS:20 eligibility. The top section, titled 'ELIGIBILITY', contains a radio button for 'Student is Eligible for NPSAS:20?' with 'Yes' selected. To the right is an 'Ineligible Reason' dropdown menu with a list of reasons: 'Select', 'Not enrolled', 'Tuition refund', 'Enrolled in another institution', 'Length of program', 'Non-credit', 'Completing high school', 'GED or high school completion', and 'Adult basic education program'. The 'Not enrolled' option is highlighted. Below this is the 'MARITAL STATUS AND SPOUSE INFORMATION' section, which includes a 'Marital Status' dropdown menu, a 'Maiden Name' text field, and 'Spouse First Name' and 'Spouse Middle Name' text fields.

Razones por las que un estudiante puede no ser elegible para NPSAS:20.

- No estar matriculado en la institución: El estudiante no estuvo matriculado en esta institución en ningún momento del 1° de julio de 2019 al 30 de junio de 2020.
- Reembolso de costo de matrícula (*Tuition refund*): El estudiante se matriculó en algún momento, pero recibió un reembolso completo del costo de matrícula de todos los semestres/trimestres en el período de estudio del 1° de julio de 2019 al 30 de junio de 2020.
- Paga matrícula en otra institución: El estudiante asiste a esta institución bajo un arreglo conjunto con otra institución y solo paga la matrícula a la otra institución.
- Duración del programa: El estudiante estaba matriculado en un programa de estudio ocupacional/técnico de por lo menos 3 meses o 300 horas reloj de instrucción.
- Programa sin crédito: El estudiante se matriculó, pero no fue en un curso que se puede aplicar a los requisitos de un título académico, de un certificado o un diplomado, o un crédito de semestre/trimestre que pudiera ser transferido a otra escuela.
- Está completando *high school*: El estudiante todavía estaba completando los requisitos de *high school* durante el último semestre/trimestre del año académico del 1° de julio de 2019 al 30 de junio de 2020.
- Certificado de equivalencia GED o programa para completar *high school*: El estudiante estaba matriculado solamente en el certificado de equivalencia GED o en un programa para completar *high school* durante el último semestre/trimestre del año académico del 1° de julio de 2019 al 30 de junio de 2020.
- Programa de educación básica para adultos: El estudiante estaba matriculado solamente en un programa de educación básica para adultos (e.g., Inglés como segundo idioma o ESL, alfabetización) durante el último semestre/trimestre del año académico del 1o de julio de 2019 al 30 de junio de 2020.

Nota sobre estudiantes ineligible por un reembolso de matrícula total: los estudiantes que inscribieron a tu institución en la primavera de 2020 y luego recibieron un reembolso total de la matrícula debido solamente por interrupciones de estudio relacionado con COVID-19 se deben marcar como elegible. Estos estudiantes se deben marcar como ineligible solamente si uno de las otras razones por ser inelegible aplica (por ejemplo, el estudiante fue inscrito en un programa para completar *high school*, etc.).

### **Guía de la sección de inscripción (*Enrollment*)**

La sección de inscripción colecta información sobre el programa del estudiante, progreso académico e intensidad de inscripción.

Algunos ítems en la sección de inscripción, tales como el programa/título y nivel de la clase fueron solicitados en la lista de matriculación del estudiante de su institución. Estos datos fueron necesarios en la lista de inscripción para seleccionar una muestra representativa de estudiantes.

- Si proporcionó estos ítems en la lista de inscripción, los datos serán pre-llenados en el modo Web y en la plantilla Excel. Por favor, verifique que estos datos siguen siendo vigentes y haga los cambios necesarios.
- Si envía datos usando el modo CSV, le pedimos que de todas maneras proporcione estos elementos de datos en sus archivos. El programa del estudiante, el nivel de la clase y otros datos pudieron haber cambiado desde que envió la lista de inscripción.

*Destacar un ítem de datos (Data item spotlight): Costo total de matrícula y cuotas requeridas cobradas (Total Tuition and Required Fees Charged)*

Este ítem recolecta el costo total de matrícula y las cuotas que se cobraron al estudiante. Se le pedirá que al reportar use una de las siguientes opciones, dependiendo del sistema calendario de su institución.

- Para las instituciones con base en semestres/trimestres: los semestres/trimestres que constituyen el año académico 2019-2020 de su institución. La lista de semestres/trimestres que se debe incluir será pre-llenada en los ítems descritos y fueron seleccionados de acuerdo a las respuestas de su institución durante el paso de Registro en NPSAS:20. Si tiene preguntas o dudas sobre los semestres/trimestres pre-llenados, puede comunicarse con el servicio de asistencia técnica.
- Para matriculación continua de instituciones: el período del 1o de julio de 2019 al 30 de junio de 2020.

Si la matrícula de un estudiante cambió por interrupciones de estudio debido a COVID-19, por favor reporta la matrícula y cuotas requeridos cobrados ANTES DE cualquier reembolso debido a COVID-19. Reembolsos de matrícula y cuotas debido a COVID-19 deben ser reportados separadamente bajo “Reembolso de Matrícula por COVID-19” (Tuition Refunded for COVID-19).

Destacar un ítem de datos (*Data Item spotlight*): Costo de matrícula y cuotas reembolsadas por COVID-19

Este ítem recolecta la cantidad de matrícula y cuotas reembolsado al estudiante debido a COVID-19. Deje este ítem en blanco si el estudiante no recibió un reembolso del costo de matrícula o cuotas debido a COVID-19.

Tenga en cuenta que este ítem solo recolecta reembolsos debido a COVID-19. Exenciones de matrícula por otras razones se deben reportar como ayuda económica en la sección de ayuda económica.

No reporta reembolsos de matrícula debido a COVID-19 como ayuda económica.

Destacar un ítem de datos (*Data item spotlight*): Costo de alojamiento y comida reembolsado por COVID-19

Este ítem recolecta si algún porción del costo de alojamiento y comida del estudiante fue reembolsado debido a COVID-19. Este ítem es esencial y recibirás un message de error por dejarlo en blanco. Si tu institución no ofrece alojamiento y comida, seleccione "Institución no ofrece alojamiento y comida." *Destacar un ítem de datos (Data item spotlight): Estatus de matriculación (Enrollment Status)*

Estas series de ítems le piden que indique la intensidad de inscripción para cada semestre/trimestre o mes en el período del 1o de julio de 2019 al 30 de junio de 2020, de acuerdo al sistema calendario de su institución.

Opciones válidas de estatus de inscripción (*enrollment status*):

- 0 = No está matriculado (*Not enrolled*)
- 1 = Tiempo completo (*Full-time*)
- 2 = 3/4 de tiempo (*3/4 time*)
- 3 = Medio tiempo (*Half-time*)
- 4 = Menos de la mitad de tiempo (*Less than half-time*)

Tenga en cuenta que "tiempo parcial" no es una opción de respuesta válida. De ser posible, seleccione el estatus de tiempo parcial de acuerdo al patrón de matriculación del estudiante (3/4 de tiempo, medio tiempo o menos de la mitad de tiempo). Si su institución solo puede reportar estudiantes de "tiempo parcial", es esencial que también proporcione el número de créditos o de horas reloj de matriculación en el siguiente ítem después del Estatus de inscripción. El personal de NPSAS usará las unidades de inscripción para calcular la intensidad de inscripción (*enrollment intensity*).

Si el estatus de inscripción cambió debido a interrupciones de estudio relacionado con COVID-19, por favor reporta el estatus de inscripción mas reciente. Interrupciones de estudio relacionados con COVID-19 puede include el cierre temporario de su institución durante el período de la primavera de 2020 o la carga académico se redució debido a cancelaciones de cursos. Por favor reporte el estatus de inscripción del estudiante despues de que la interrupció ocurrió. Por ejemplo, un estudiante que fue matriculado por tiempo completo en la primavera de 2020 pero se bajo a medio tiempo debido a cancelaciones de cursos relacionado con COVID-19 se debe reporter como medio

tiempo. **Guía de la sección de presupuesto/Costo de asistencia (*Budget/Cost of Attendance*)**

La sección de presupuesto recolecta los costos presupuestados para el pago de la matrícula y cuotas, alojamiento y comida, y seis otras categorías del presupuesto para el año académico 2019-2020.

De ser posible, reporte el costo de asistencia estimado si el estudiante estuviera matriculado de tiempo completo/todo el año en su programa - aunque el estudiante no haya estado matriculado de tiempo completo durante todo el año académico. Tenga en cuenta que hay un ítem diferente en la sección de presupuesto para indicar si el presupuesto del año completo, "*full-year*", incluye o no las sesiones de verano.

Si no está disponible el presupuesto de tiempo completo para todo el año, puede usar las guías de la beca Pell para proratar la cantidad y reflejar los costos de matriculación de un estudiante a tiempo completo en un año completo en el programa académico del estudiante. Para más información sobre prorrateo de costos de asistencia para la beca Pell, visite [link]. Un enlace al Manual de FSA también está disponible en la página de Recursos (*Resources*) de PDP.

Si no puede proporcionar un presupuesto de tiempo completo para todo el año, usted tiene la opción de reportar los costos de asistencia presupuestados para otros períodos de presupuesto (tales como, tiempo completo/un semestre o trimestre, medio tiempo/todo el año, etc.)

**Definiciones:**

- Año académico (*Academic year*): Un año académico debe incluir por lo menos 30 semanas de tiempo de instrucción para programas basados en hora-crédito o 26 semanas de tiempo de instrucción para programas basados en hora reloj. En una institución basada en semestres, por lo general el año académico incluye los semestres de otoño y de primavera. En una institución basada en trimestres, por lo general el año académico incluye los trimestres de otoño, primavera y verano.
- Tiempo completo (*Full-time*): Los estándares para el trabajo mínimo de las asignaturas de los estudiantes subgraduados matriculados de tiempo completo durante el año académico son los siguientes:
  - Para los programas hora-crédito, por lo menos 24 horas de crédito del semestre (*semester*) o trimestre (*trimester*), o 36 horas de crédito trimestral (*quarter*); o
  - Para los programas hora-reloj, por lo menos 900 horas reloj.

Consulta de referencia: ¿Cuál es la diferencia entre el presupuesto de NPSAS de nuestro(s) presupuesto(s) para la beca Pell? La solicitud del presupuesto para NPSAS es similar a los costos presupuestados de tiempo completo/todo el año de asistencia reportada para la beca Pell. Mientras que los presupuestos de la beca Pell no incluyen las sesiones de verano, de ser posible, usted debe incluir la(s) sesión(es) de verano en su presupuesto de NPSAS. Si no puede reportar los costos presupuestados de



asistencia de la(s) sesión(es) de verano o si el estudiante no asistió durante el verano, el presupuesto NPSAS de su institución puede ser igual al presupuesto de la beca Pell para el programa de este estudiante así como la residencia (e.g., en el campus (*on-campus*), fuera del campus con sus padres (*off-campus with parents*), fuera del campus sin sus padres (*off-campus not with parents*).

El presupuesto es una de las partes más importantes de los récords de estudiantes de NPSAS:20. Por eso, si no está seguro qué proporcionar, no deje esta sección en blanco. Nuestro personal de asistencia está disponible para ayudarle si tiene preguntas sobre el reporte de costos de asistencia presupuestados (*budgeted costs of attendance*).

Por favor vea página [page number] para directrices relacionados con COVID-19.

### **Guía de la sección de ayuda económica (*Financial Aid*)**

La sección de Ayuda Económica (*Financial Aid*) recolecta toda la información sobre ayuda económica recibida de los estudiantes en la muestra de su institución para la ayuda económica del año 2019-2020. La ayuda económica se recolecta en cinco subsecciones en base a la fuente de ayuda: federal, estatal, de la institución, privada u otra ayuda económica del gobierno, u otra asistencia monetaria.

La sección de ayuda económica federal recolecta cantidades para cada uno de los siguientes programas:

- Beca Pell (*Pell Grant*)
- Subsidio Directo (*Subsidized Direct*)/ Préstamo Stafford (*Stafford Loan*)
- Sin Subsidio Directo (*Unsubsidized Direct*)/ Préstamo Stafford (*Stafford Loan*)
- Préstamo PLUS para los Padres (*Parent PLUS Loan*)
- Préstamo PLUS para Graduados (*Graduate PLUS Loan*)
- Beca Federal TEACH (*Federal TEACH Grant*)
- Préstamo Perkins (*Perkins Loan*)
- Beca Federal SEOG (*Federal SEOG Grant*)
- Programa Federal de Estudio y Trabajo (*Federal Work Study Awarded*)
- Beca por Servicios Prestados en Iraq y Afganistán (*Iraq & Afghanistan Service Grant*)
- Beneficios de veteranos (*Veterans Benefits*)

La ayuda económica del estado (*State Aid*), la ayuda económica de la institución (*Institution Aid*), la ayuda económica privada (*Private Aid*) u otra ayuda económica del gobierno, y otras secciones de asistencia recolectan los datos de diferente manera. Para cada una de las subvenciones que recibe el estudiante, proporcione el nombre del programa de ayuda económica, tipo, fuente (si se solicita) y la cantidad desembolsada hasta 3 asignaciones en cada subsección. Si el estudiante ha recibido más de 3 tipos de subvenciones de cada categoría, use la sección de Otra Ayuda (*Other Aid*) para el contenido adicional.

Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica (“*Financial Aid Type Cheat Sheet*”). La Hoja de

repaso de tipos incluye los premios de ayuda financiera más comunes reportados en su territorio.

Cada sección comienza con preguntas Sí/No que preguntan si el estudiante recibió ese tipo de ayuda en 2019-2020. Por ejemplo, la primera pregunta en la sección de Ayuda Estatal (*State Aid*) es: “¿Tuvo el estudiante ayuda económica estatal para el año de ayuda económica 2019-2020?” (*Student had state aid for the 2019-2020 financial aid year?*) Si el estudiante no obtuvo ayuda estatal, seleccione No y salte el resto de los ítems en la sección de Ayuda Estatal.

Estas preguntas Sí/No son esenciales y usted recibirá mensajes de error si las deja en blanco. También recibirá mensajes de error si selecciona Sí pero no proporciona detalles sobre la subvención de ayuda económica.

### **Ayuda económica que se debe reportar:**

Para instituciones que se basan en semestres/trimestres, la sección de ayuda económica les pedirá que reporten el desembolso de ayuda económica para los semestres/trimestres en su institución del año académico 2019-2020. Estos semestres/trimestres serán pre-llenados en los ítems descritos y fueron seleccionados de acuerdo a las respuestas de su institución durante el paso de Registro en NPSAS:20.

Por ejemplo, si su institución considera el Otoño de 2019 (*Fall 2019*), la Primavera de 2020 (*Spring 2020*) y el Verano de 2020 (*Summer 2020*) como parte del año académico 2019-2020, las instrucciones para la subsección de Ayuda Estatal serán las siguientes:

“Por cada subvención de ayuda estatal recibida por el estudiante, reporte la cantidad total de dólares desembolsados para el Otoño de 2019, la Primavera de 2020 y el Verano de 2020...”

Para instituciones de matriculación continua, la sección de ayuda económica le pedirá que reporte la ayuda económica desembolsada para el año de ayuda económica 2019-2020 (1° de julio de 2019 y el 30 de junio de 2020).

Si el estudiante tiene ayuda económica durante el período solicitado que no ha sido utilizada, incluya la cantidad de la subvención que espera ser desembolsada.

### **Otras recomendaciones para reportar datos de ayuda económica:**

- Reporte la ayuda económica en cantidad de dólares enteros; redondear decimales al dólar entero más cercano.
- Reporte la cantidad combinada total de ayuda económica para cada subvención, no separe las cantidades para cada semestre/trimestre. Por ejemplo, un estudiante recibió un préstamo privado de \$1,200 para el Otoño de 2019, un préstamo privado de \$1,200 para la Primavera de 2020, y un préstamo privado de \$600 para el Verano de 2020. La ayuda económica de este estudiante se debe reportar de la siguiente manera:

	¿Recibió el estudiante ayuda económica privada u otra ayuda económica del gobierno para el año de ayuda económica 2019-2020?	Privada ( <i>Private</i> )/Nombre del otro programa de gobierno ( <i>Other Government Program Name</i> ) 1	Privada ( <i>Private</i> )/Tipo del otro programa de gobierno ( <i>Other Government Program Type</i> ) 1	Privada ( <i>Private</i> )/Cantidad del otro programa de gobierno ( <i>Other Government Program Amount</i> ) 1
Estudiante ( <i>Student</i> ) 1	Sí	Préstamo Privado ( <i>Private Loan</i> )	Préstamo Privado ( <i>Private Loan</i> )	3000

- Reporte cada programa de ayuda económica por separado: no combine varios programas de ayuda. Por ejemplo, no combine varios programas de ayuda estatal en una cantidad de Ayuda Económica Estatal. Si necesita reportar más de 3 programas de ayuda, puede usar la sección de Otra Ayuda para el contenido adicional.
- No reporte subvenciones para los estudiantes si no las recibieron. Por ejemplo, el siguiente ejemplo lista de manera incorrecta la ayuda estatal para estudiantes que no recibieron la subvención.

	¿Tuvo el estudiante ayuda económica estatal para el año de ayuda económica 2019-2020?	Nombre del programa de ayuda estatal ( <i>State Aid Program Name</i> ) 1	Tipo de programa de ayuda estatal ( <i>State Aid Program Type</i> ) 1	Cantidad del programa de ayuda estatal ( <i>State Aid Program Amount</i> ) 1
Estudiante ( <i>Student</i> ) 1	Sí	Beca GA HOPE ( <i>GA HOPE Scholarship</i> )	Subvención ( <i>Grant</i> )/ beca ( <i>scholarship</i> ), beca por méritos ( <i>merit-based</i> )	2152
Estudiante ( <i>Student</i> ) 2	No	Beca GA HOPE ( <i>GA HOPE Scholarship</i> )	Subvención ( <i>Grant</i> )/ beca ( <i>scholarship</i> ), beca por méritos ( <i>merit-based</i> )	0
Estudiante ( <i>Student</i> ) 3	Sí	Beca GA HOPE ( <i>GA HOPE Scholarship</i> )	Subvención ( <i>Grant</i> )/ beca ( <i>scholarship</i> ), beca por méritos ( <i>merit-based</i> )	1077
Estudiante ( <i>Student</i> ) 4	No	Beca GA HOPE ( <i>GA HOPE Scholarship</i> )	Subvención ( <i>Grant</i> )/ beca ( <i>scholarship</i> ), beca por méritos ( <i>merit-based</i> )	0

En su lugar, el nombre del programa, tipo y cantidad de los campos se debe dejar en blanco para los estudiantes que no recibieron la ayuda.

	¿Tuvo el estudiante ayuda económica estatal para el año de ayuda económica 2019-2020?	Nombre del programa de ayuda estatal (State Aid Program Name) 1	Tipo de programa de ayuda estatal (State Aid Program Type) 1	Cantidad del programa de ayuda estatal (State Aid Program Amount) 1
Estudiante (Student) 1	Sí	Beca GA HOPE (GA HOPE Scholarship)	Subvención (Grant)/ beca (scholarship), beca por méritos (merit-based)	2152
Estudiante (Student) 2	No			
Estudiante (Student) 3	Sí	Beca GA HOPE (GA HOPE Scholarship)	Subvención (Grant)/ beca (scholarship), beca por méritos (merit-based)	1077
Estudiante (Student) 4	No			

#### *Ayuda económica para COVID-19:*

Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (typo = 20), un nuevo tipo de ayuda económica añadido para NPSAS:20.

Si un estudiante recibió un reembolso de su matrícula y cuotas debido a COVID-19, la cantidad reembolsado total debe ser reportado como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción. Reembolsos de matrícula y cuotas o alojamiento y comida debido a COVID-19 no se debe reporter como ayuda económica. **Reportando datos para Estudiantes Impactados por COVID-19** Cuando está reportando el presupuesto de costos de inscripción y ayuda económica para estudiantes impactados por COVID-19, por favor siga los directrices emitidos por La Oficina de Ayuda Federal para Estudiantes (FSA) y la Asociación Nacional de Administradores de Ayuda Económica Estudiantil (NASFAA).

[Once guidance from FSA and NASFAA is released, this section will summarize information about reporting students’ length of enrollment, estimated costs of attendance, financial aid disbursed, and return of Title IV funds.]

#### **Preguntas más frecuentes - Recolección de récords de los estudiantes (Student Records o SR)**

## **¿Qué datos están solicitando?**

NPSAS solicita datos demográficos de los estudiantes, inscripción, presupuesto (costo de asistencia) y ayuda económica. Para un panorama general de los ítems de los datos solicitados, vea Panorama general de ítems sobre los datos de los récords de los estudiantes (*Student Records Data Item Overview*) de *NPSAS:20*. Para detalles completos sobre las definiciones de los ítems y las especificaciones de diseño del archivo, vea el Libro de Códigos de *NPSAS:20* de los Récords de los Estudiantes (*NPSAS:20 Student Records Codebook*). Estos documentos están disponibles en la página de Recursos (*Resources*) en PDP.

## **¿Dónde puedo encontrar los datos solicitados?**

NPSAS solicita datos demográficos de los estudiantes, inscripción, presupuesto (costo de asistencia) y ayuda económica. Por lo general, esta información se obtiene de la Oficina de investigación institucional, Oficina de admisiones o registro, Tesorería o Oficina Administrativa y/o Oficina de ayuda económica, dependiendo de cómo su institución estructura los sistemas de datos. Es posible que necesite coordinar con varias oficinas de su institución para compilar los datos. Vea el Manual de Récords de los Estudiantes (*Student Records Handbook*) para más detalles sobre los datos solicitados. Si necesita ayuda, puede comunicarse con el servicio de asistencia con sus preguntas al [number] o [\[EMAIL ADDRESS\]](#).

## **¿Qué ha cambiado desde NPSAS:18-AC?**

Si usted participó en NPSAS:18-AC, la recolección de récords de los estudiantes en el 2018, notará algunos cambios en ítems de datos en NPSAS:20. Estos cambios tiene el objetivo de mejorar la calidad de los datos, aclarar las definiciones de los ítems y mejorar las instrucciones. Puede encontrar la lista de cambios en el Libro de Códigos de NPSAS:20 de Récords de los Estudiantes (*NPSAS:20 Student Records Codebook*) y en la página Qué hay de nuevo (*What's New*) del Manual de Récords de los Estudiantes (*NPSAS:20 Student Records Handbook*), disponible en la página de Recursos (*Resources*) de PDP.

## **¿Cuánto tiempo toma la recolección de los datos de récords de los estudiantes para NPSAS:20?**

Estimamos que proporcionar los datos de los récords de los estudiantes tomará un promedio de 30 horas. Si tiene alguna preocupación acerca de la cantidad de tiempo que le toma proporcionar los datos solicitados, puede comunicarse al servicio de asistencia al [number]. RTI trabajará con usted para completar la recolección de datos con éxito.

## **¿Cómo proporcionamos los datos?**

Hay tres métodos o modos, disponibles para proporcionar los récords de los estudiantes a través del sitio Web de PDP:

- Modo Web (Web Mode): tecleando los datos en PDP, un estudiante a la vez

- Modo Excel (Excel Mode): llenando y cargando una plantilla Excel
- Modo CSV (CSV Mode): Cargando archivos de datos CSV (valores separados por comas) creados por usted o un programador

Si no puede proporcionar los datos por uno de estos modos, puede comunicarse con nuestro servicio de asistencia para hablar sobre opciones a la medida.

### **¿Qué asistencia está disponible del contratista de NCES, RTI International?**

El servicio de asistencia de NPSAS está disponible para responder preguntas de 9:00 AM a 5:00 PM hora del este, de lunes a viernes. Por favor llame al [number] o envíenos un correo electrónico a [EMAIL ADDRESS].

## Student Records Codebook

### Libro de códigos para registros de estudiantes de NPSAS:20

Este archivo incluye todos los datos requeridos para la recopilación de registros de estudiantes de NPSAS:20. El archivo consta de cuatro secciones de información: Información general del estudiante (*General Student Information*), Inscripción (Enrollment), Presupuesto/Costo de asistencia (*Budget/Cost of Attendance*) y Ayuda económica (*Financial Aid*).

- Si elige el formato CSV, creará un archivo .csv por separado para cada sección de información.

- Si elige el formato Excel, cada sección se ingresará en una pestaña separada dentro del archivo de la plantilla *Excel*.

Observe que los puntos 1 a 4 de cada sección solo son necesarios para los archivos CSV. En el archivo de la plantilla Excel, estos campos ya estarán cargados.

### Nota importante: Terminología específica para datos

Observe que algunos puntos incluyen terminología específica de la institución que se cargará previamente. Estos puntos se indican abajo con el título “NOTA: TERMINOLOGÍA ESPECÍFICA” en la columna Notas sobre el punto. Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar las especificaciones del archivo CSV o los códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde Portal de Datos de Postsecundaria (*Postsecondary Data Portal* o PDP).

### Cambios introducidos luego de NPSAS:18-AC

Si participó en la recopilación de registros de estudiantes para NPSAS:18-AC en 2018, notará que se han hecho algunos cambios en los puntos para NPSAS:20. Estas modificaciones tienen como fin aumentar la calidad de los datos, aclarar las definiciones de los puntos y mejorar las instrucciones. Estos puntos aparecen en este documento dentro de filas sombreadas. Para ver más detalles de los cambios, consulte la página Qué hay de nuevo (*What's New*), que se incluye en el Manual de registros de estudiantes (*Student Records Handbook*), las especificaciones del archivo de CSV, el libro de códigos de la plantilla Excel y la parte final de este documento.

### Datos faltantes

Si un campo no aplica a un estudiante o no se tiene la información requerida, deje el campo vacío. Si faltan datos esenciales al momento de cargar el archivo, recibirá mensajes de error (vea la nota de abajo).

Si envía archivos .csv, no omita el campo del archivo. Si carga un archivo con el número de campos incorrecto, la carga no se realizará. En su lugar, inserte una coma para el campo, pero deje el valor vacío.

### Datos esenciales

La columna “¿Es un dato esencial?” indica los datos que son más importantes para NPSAS:20. Si falta alguno de estos datos al enviar el archivo, verá mensajes de error en el PDP.

Sí\* indica que el dato es esencial de manera condicional, según la respuesta que se ingrese en los otros puntos. Por ejemplo:

- El motivo de inelegibilidad es esencial si indica que el estudiante no es elegible para NPSAS:20.
- El nombre, el tipo y el monto del programa de ayuda estatal son datos esenciales para estudiantes que recibieron dicha ayuda. Si indica que el estudiante recibió ayuda estatal, verá un mensaje de error si no proporciona el nombre, el tipo y el monto de al menos una subvención estatal.



N.º			¿Es un		
<b>Sección 1 de 4: Información general del estudiante</b>					
1 <i>Solo CSV</i>	VERSION	Número de versión de especificación del archivo	Sí	1	Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
2 <i>Solo CSV</i>	INSTID	Identificación de institución	Sí		Es la identificación de su institución en el Sistema Integrado de Educación Postsecundaria ( <i>Integrated Postsecondary Education Data System, IPEDS</i> ). Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
3 <i>Solo CSV</i>	STUDYID	Identificación del estudio	Sí		Número de identificación del estudio de 8 dígitos asignado por RTI para el estudiante. Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
4 <i>Solo CSV</i>	STUDID	Identificación del estudiante	Sí		Identificación del estudiante asignada por la institución. Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
5	FNAME	Primer nombre			
6	MNAME	Segundo nombre			
7	LNAME	Apellido			
8	SUFFIX	Sufijo			
9	SSN	Número de seguro social (SSN)	Sí		Ingrese el número de seguro social de 9 dígitos del estudiante, sin espacios ni guiones. Antes de seleccionar la muestra de estudiantes, usaremos los SSN para cotejar la información de los estudiantes con la base de datos del Sistema Central de Procesamiento ( <i>Central Processing System, CPS</i> ) del Departamento de Educación de EE. UU., que contiene información de la Solicitud Gratuita de Ayuda Federal para Estudiantes ( <i>Free Application for Federal Student Aid, FAFSA</i> ), el Sistema Nacional de Información sobre Préstamos Estudiantiles ( <i>National Student Loan Data System, NSLDS</i> ) y otras bases de datos. Cotejar la información con estas bases de datos antes del muestreo nos permitirá seleccionar una muestra de estudiantes que sea representativa.
10	DOBM	Mes de nacimiento	Sí	1 - 12	
11	DOBD	Día de nacimiento	Sí	1 - 31	
12	DOBY	Año de nacimiento	Sí	1930 - 2004	
13	SEX	Sexo	Sí	0 = Masculino 1 = Femenino 2 = Otro -1 = Se desconoce	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
14	ELIGIBLE	¿El estudiante es elegible para NPSAS:20?	Sí	1 = Sí 0 = No	<p>Nota (formato web y Excel): el valor predeterminado de este punto es "Sí", a menos que seleccione otra opción.</p> <p>Nota (formato CSV): si deja este punto vacío, el estudiante será considerado elegible para NPSAS:20. Si cree que el estudiante no es elegible para NPSAS:20, indique "No" y seleccione el motivo por el cual no es elegible. Para estudiantes no elegibles, no es necesario proporcionar ninguna otra información.</p> <p>Nota sobre estudiantes ineligibles por un reembolso de matrícula total: los estudiantes que inscribieron a tu institución en la primavera de 2020 y luego recibieron un reembolso total de la matrícula debido solamente por interrupciones de estudio relacionado con COVID-19 se deben marcar como elegible. Estos estudiantes se deben marcar como ineligibles solamente si uno de las otras razones por ser ineligibles aplica (por ejemplo, el estudiante fue inscrito en un programa para completar <i>high school</i>, etc.). El estudiante no es elegible para NPSAS:20 si se da cualquiera de las siguientes situaciones:</p> <ul style="list-style-type: none"> <li>• <b>No está inscrito en la institución:</b> el estudiante no se inscribió en la institución en ningún momento entre el 1 de julio de 2019 y el 30 de junio de 2020.</li> <li>• <b>Reembolso de matrícula:</b> el estudiante se inscribió en algún momento pero recibió el reembolso total de la matrícula por todos los semestres del período de estudio comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020. Si el estudiante recibió un reembolso total de la matrícula solamente como resultado de una interrupción de estudio relacionado con COVID-19 pero en caso contrario sería elegible para NPSAS:20, el estudiante debe ser marcado como elegible.</li> <li>• <b>Inscrito en otra institución:</b> el estudiante asiste a esta institución por un convenio conjunto con otra institución y paga la matrícula únicamente a la otra institución.</li> <li>• <b>Duración del programa:</b> el estudiante se inscribió en un programa de estudio técnico u ocupacional que requería menos de tres meses o 300 horas contacto/reloj de instrucción.</li> <li>• <b>Sin crédito:</b> el estudiante se inscribió en cursos que no se pueden usar para cumplir los requisitos de obtención de un título académico, certificado o diploma, o en un semestre que no otorga créditos que se puedan transferir a otro establecimiento educativo.</li> <li>• <b>Cumpliendo requisitos de la escuela secundaria:</b> en el último semestre en que estuvo inscrito, el estudiante aún se encontraba cumpliendo requisitos de la escuela secundaria.</li> <li>• <b>Programa de finalización de escuela secundaria o GED:</b> en el último semestre en que se inscribió, el estudiante estaba inscrito únicamente en un programa de finalización de la escuela secundaria o para obtener la certificación en</li> </ul>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
15	ELIGREASON	Motivo de no elegibilidad	Sí*	<p>1 = No inscrito  2 = Reembolso de matrícula  3 = Inscrito en otra institución  4 = Duración del programa  5 = Sin crédito  6 = Cumpliendo requisitos de la escuela secundaria  7 = Finalización de escuela secundaria o GED  8 = Programa de educación básica para adultos</p>	<p>Seleccione el motivo por el cual el estudiante no es elegible para NPSAS:20. Nota sobre estudiantes ineligible por un reembolso de matrícula total: los estudiantes que inscribieron a tu institución en la primavera de 2020 y luego recibieron un reembolso total de la matrícula debido solamente por interrupciones de estudio relacionado con COVID-19 se deben marcar como elegible. Estos estudiantes se deben marcar como ineligible solamente si uno de las otras razones por ser inelegible aplica (por ejemplo, el estudiante fue inscrito en un programa para completar <i>high school</i>, etc.).</p> <ul style="list-style-type: none"> <li>• <b>No está inscrito en la institución:</b> el estudiante no se inscribió en la institución en ningún momento entre el 1 de julio de 2019 y el 30 de junio de 2020.</li> <li>• <b>Reembolso de matrícula:</b> el estudiante se inscribió en algún momento pero recibió el reembolso total de la matrícula por todos los semestres del período de estudio comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020. Si el estudiante recibió un reembolso total de la matrícula solamente como resultado de una interrupción de estudio relacionado con COVID-19 pero en caso contrario sería elegible para NPSAS:20, el estudiante debe ser mercado como elegible..</li> <li>• <b>Inscrito en otra institución:</b> el estudiante asiste a esta institución por un convenio conjunto con otra institución y paga la matrícula únicamente a la otra institución.</li> <li>• <b>Duración del programa:</b> el estudiante se inscribió en un programa de estudio técnico u ocupacional que requería menos de tres meses o 300 horas contacto/reloj de instrucción.</li> <li>• <b>Sin crédito:</b> el estudiante se inscribió en cursos que no se pueden usar para cumplir los requisitos de obtención de un título académico, certificado o diploma, o en un semestre que no otorga créditos que se puedan transferir a otro establecimiento educativo.</li> <li>• <b>Cumpliendo requisitos de la escuela secundaria:</b> en el último semestre en que estuvo inscrito, el estudiante aún se encontraba cumpliendo requisitos de la escuela secundaria.</li> <li>• <b>Programa de finalización de escuela secundaria o GED:</b> en el último semestre en que se inscribió, el estudiante estaba inscrito únicamente en un programa de finalización de la escuela secundaria o para obtener la certificación en educación general (General Education Diploma, GED).</li> <li>• <b>Programa de educación básica para adultos:</b> en el último semestre en que se inscribió, el estudiante estaba inscrito únicamente en un programa de educación básica (p. ej., inglés como segunda lengua, alfabetización).</li> </ul>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
16	MARITAL	Estado civil	Sí	0 = No casado (soltero, viudo, divorciado) 1 = Casado 2 = Separado -1 = Se desconoce	Este dato es esencial porque ayuda a determinar la condición de dependencia del estudiante. Si no conoce el estado civil del estudiante, seleccione "Se desconoce".
17	MAIDNAME	Apellido de soltera			
18	SFNAME	Primer nombre del cónyuge			
19	SMNAME	Segundo nombre del cónyuge			
20	SLNAME	Apellido del cónyuge			
21	CITIZEN	Condición de ciudadanía		1 = Ciudadano o nacional de EE. UU. 2 = Residente extranjero, residente permanente u otro estudiante elegible sin ciudadanía 3 = Estudiante extranjero o internacional con visa de estudiante -1 = Se desconoce	Indique la condición de ciudadanía del estudiante utilizando una de las opciones de respuesta que se dan. No indique el país de procedencia del estudiante.
22	VETERAN	Veterano o militar en servicio activo	Sí	0 = No 1 = Sí, veterano 2 = Sí, militar en servicio activo -1 = Se desconoce	Indique si el miembro de la muestra es veterano de las Fuerzas Armadas de EE. UU. o presta servicio activo (no el hecho de que reciba beneficios de veteranos).
23	HSCOMP	Tipo de finalización de la escuela secundaria	Sí	1 = Diploma de escuela secundaria 2 = GED u otro equivalente 3 = Certificado de finalización de escuela secundaria 4 = Escuela secundaria extranjera 5 = Educado en el hogar 6 = No tiene certificado o título de escuela secundaria -1 = Se desconoce	
24	HSYEAR	Año de finalización de la escuela secundaria		1940 - 2020	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
25	ETHNICITY	Origen étnico	Sí	0 = No hispano ni latino 1 = Hispano o latino -1 = Se desconoce	Observe que estos datos son esenciales y si los deja vacíos, verá un mensaje de error. Si no conoce la raza o el origen étnico del estudiante, seleccione "Se desconoce". Observe que estas categorías de raza y origen étnico difieren de las informadas al IPEDS, pero se condicionan con los requisitos del IPEDS para la obtención de información étnica y racial. Para ver más información sobre los requisitos del IPEDS para la obtención e informe de datos de raza y origen étnico, visite <a href="https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1">https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1</a> .
26	RACEW	Raza: Blanco	Sí	1 = Sí 0 = No -1 = Se desconoce	Si (a) deja todos los puntos de raza vacíos o (b) selecciona "No" en todos los puntos, verá un mensaje de error. Para resolver el mensaje de error, puede seleccionar "Sí" en al menos un punto de raza o "Se desconoce" en todos los puntos.
27	RACEB	Raza: Negro o Afroamericano	Sí	1 = Sí 0 = No -1 = Se desconoce	Si (a) deja todos los puntos de raza vacíos o (b) selecciona "No" en todos los puntos, verá un mensaje de error. Para resolver el mensaje de error, puede seleccionar "Sí" en al menos un punto de raza o "Se desconoce" en todos los puntos.
28	RACEAS	Raza: Asiático	Sí	1 = Sí 0 = No -1 = Se desconoce	Si (a) deja todos los puntos de raza vacíos o (b) selecciona "No" en todos los puntos, verá un mensaje de error. Para resolver el mensaje de error, puede seleccionar "Sí" en al menos un punto de raza o "Se desconoce" en todos los puntos.
29	RACEAI	Raza: Nativo americano o Nativo de Alaska	Sí	1 = Sí 0 = No -1 = Se desconoce	Si (a) deja todos los puntos de raza vacíos o (b) selecciona "No" en todos los puntos, verá un mensaje de error. Para resolver el mensaje de error, puede seleccionar "Sí" en al menos un punto de raza o "Se desconoce" en todos los puntos.
30	RACENH	Raza: Nativo de Hawái o de otras islas del Pacífico	Sí	1 = Sí 0 = No -1 = Se desconoce	Si (a) deja todos los puntos de raza vacíos o (b) selecciona "No" en todos los puntos, verá un mensaje de error. Para resolver el mensaje de error, puede seleccionar "Sí" en al menos un punto de raza o "Se desconoce" en todos los puntos.
31	PMADD1	Dirección de residencia permanente, línea 1			
32	PMADD2	Dirección de residencia permanente, línea 2			

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
33	PMADDC	Ciudad de residencia permanente			
34	PMADDC	Estado de residencia permanente			Ingrese la abreviatura postal de dos caracteres.
35	PMADDZ	Código postal de residencia permanente			Ingrese un código postal de 5 dígitos o de 9 dígitos sin espacios, paréntesis ni guiones.
36	PMADDCY	País de residencia permanente (si no es EE. UU.)			Si es EE. UU., deje el punto vacío.
37	PERMRES	Residente permanente		1 = Sí 0 = No -1 = Se desconoce	¿El estudiante tiene residencia permanente en el estado donde se encuentra la institución?
38	LADD1	Dirección local/más reciente, línea 1			
39	LADD2	Dirección local/más reciente, línea 2			
40	LADDC	Ciudad de dirección local/más reciente			
41	LADDS	Estado de dirección local/más reciente			Ingrese la abreviatura postal de dos caracteres.
42	LADDZ	Código postal de dirección local/más reciente			Ingrese el código postal de 5 dígitos o de 9 dígitos sin espacios, paréntesis ni guiones.
43	PHONE1	Número de teléfono 1			Ingrese un número de teléfono válido de 10 dígitos, sin espacios, paréntesis ni guiones. Ejemplo: 2025551234
44	TYPE1	Tipo de teléfono 1		1 = Particular 2 = Móvil 3 = Otro	
45	PHONE2	Número de teléfono 2			Ingrese un número de teléfono válido de 10 dígitos, sin espacios, paréntesis ni guiones.
46	TYPE2	Tipo de teléfono 2		1 = Particular 2 = Móvil 3 = Otro	
47	CAMEMAIL	Correo electrónico del campus			Ejemplo: jsmith@ejemplo.edu
48	PERMEMAIL	Correo electrónico personal			
49	PFNAME	Primer nombre del padre o la madre			
50	PMNAME	Segundo nombre del padre o la madre			

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
51	PLNAME	Apellido del padre o la madre			
52	PSUFFIX	Sufijo del padre o la madre			
53	PADD1	Dirección del padre o la madre, línea 1			
54	PADD2	Dirección del padre o la madre, línea 2			
55	PADDC	Ciudad de dirección del padre o la madre			
56	PADDS	Estado o provincia de dirección del padre o la madre			Ingrese la abreviatura postal de dos caracteres.
57	PADDZ	Código postal de dirección del padre o la madre			Ingrese un código postal de 5 dígitos o de 9 dígitos sin espacios, paréntesis ni guiones.
58	PADDCY	País del padre o la madre (si no es EE. UU.)			Si es EE. UU., deje el punto vacío.
59	PEMAIL	Correo electrónico del padre o la madre			
60	PPHONE	Teléfono del padre o la madre			Ingrese un número de teléfono válido de 10 dígitos, sin espacios, paréntesis ni guiones.
61	PCELL	Celular del padre o la madre			Ingrese un número de teléfono válido de 10 dígitos, sin espacios, paréntesis ni guiones.
62	PINTPHONE	Teléfono internacional del padre o la madre			
63	OFNAME	Primer nombre de otro contacto			
64	OMNAME	Segundo nombre de otro contacto			
65	OLNAME	Apellido de otro contacto			
66	OSUFFIX	Sufijo de otro contacto			

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
67	OTHREL	Relación del otro contacto con el estudiante		1 = Padre/madre 2 = Tutor 3 = Hermano(a) 4 = Tía 5 = Tío 6 = Abuelo(a) 7 = Cónyuge 8 = Amigo(a) 9 = Colega 10 = Otra -1 = Se desconoce	
68	OADD1	Dirección del otro contacto, línea 1			
69	OADD2	Dirección del otro contacto, línea 2			
70	OADDC	Ciudad de dirección del otro contacto			
71	OADDS	Estado o provincia de dirección del otro contacto			Ingrese la abreviatura postal de dos caracteres.
72	OADDZ	Código postal de dirección del otro contacto			Ingrese un código postal de 5 dígitos o de 9 dígitos sin espacios, paréntesis ni guiones.
73	OADDCY	País del otro contacto (si no es EE. UU.)			Si es EE. UU., deje el punto vacío.
74	OEMAIL	Correo electrónico del otro contacto			
75	OPHONE	Teléfono del otro contacto			Ingrese un número de teléfono válido de 10 dígitos, sin espacios, paréntesis ni guiones.
76	OCELL	Celular del otro contacto			Ingrese un número de teléfono válido de 10 dígitos, sin espacios, paréntesis ni guiones.

## Sección 2 de 4: Inscripción



N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
1 <i>Solo CSV</i>	VERSION	Número de versión de especificación del archivo	Sí	1	Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
2 <i>Solo CSV</i>	INSTID	Identificación de institución			Es la identificación de su institución en el Sistema Integrado de Educación Postsecundaria ( <i>Integrated Postsecondary Education Data System</i> , IPEDS). Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
3 <i>Solo CSV</i>	STUDYID	Identificación del estudio			Número de identificación del estudio de 8 dígitos asignado por RTI para el estudiante. Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
4 <i>Solo CSV</i>	STUDID	Identificación del estudiante			Identificación del estudiante asignada por la institución. Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
5	FDATEM	Fecha en que se inscribió por primera vez en la institución (mes)		1 - 12	Ingrese la fecha en que el estudiante se inscribió por primera vez en la institución, aunque haya sido antes del año académico actual.
6	FDATED	Fecha en que se inscribió por primera vez en la institución (día)		1 - 31	
7	FDATEY	Fecha en que se inscribió por primera vez en la institución (año)		1940 - 2020	
8	LDATEM	Fecha en que estuvo inscrito por última vez en la institución (mes)		1 - 12	Si el estudiante ya no se encuentra inscrito en la institución, ingrese la última fecha de inscripción del estudiante. Si el estudiante aún se encuentra inscrito en la institución, deje este punto vacío. Indique si la institución aceptó o no créditos de transferencia del estudiante provenientes de otra institución postsecundaria. No incluya cursos de recuperación o desarrollo.
9	LDATED	Fecha en que estuvo inscrito por última vez en la institución (día)		1 - 31	
10	LDATEY	Fecha en que estuvo inscrito por última vez en la institución (año)		1940 - 2020	
11	TRANSFER	¿Se aceptaron créditos de transferencia?		1 = Sí 0 = No	Indique si la institución aceptó o no créditos de transferencia del estudiante provenientes de otra institución postsecundaria. No incluya cursos de recuperación o desarrollo.

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
12	REMEDIAL	¿Ha realizado cursos de recuperación?		1 = Sí 0 = No -1 = Se desconoce	<p>¿El estudiante ha realizado cursos de recuperación o desarrollo para mejorar sus conocimientos básicos de inglés, matemática, lectura o escritura desde que terminó la escuela secundaria? Si es posible, responda "Sí" si los registros indican que el estudiante realizó cursos de recuperación luego de terminar la escuela secundaria, aunque no lo haya hecho en la institución.</p> <p>Responda "Sí" si el estudiante realizó cursos de desarrollo como correquisito (también conocidos como cursos de ingreso), que incluían contenidos de desarrollo y posdesarrollo.</p>
13	FTB	¿Inicia estudios por primera vez?	Sí	1 = Sí 0 = No	<p>En NPSAS:20, se considera que un estudiante inicia estudios por primera vez (<i>First-time Beginner</i>, FTB) cuando es un estudiante que asiste a la universidad por primera vez y se inscribe en esta institución entre el 1 de julio de 2019 y el 30 de junio de 2020.</p> <p>El estudiante NO es FTB si se inscribió en un curso de educación postsecundaria para obtener créditos en esta o en otra institución postsecundaria antes del 1 de julio de 2019, a menos que el crédito haya sido de colocación avanzada (<i>Advanced Placement</i>, AP), licenciatura internacional (<i>International Baccalaureate</i>, IB) u otro crédito de postsecundaria o reconocimiento oficial obtenido mientras el estudiante aún estaba en la escuela secundaria.</p> <p>Observe que esta categoría no es igual a la designación de estudiante por primera vez a tiempo completo que se informa al IPEDS.</p>
14	RECBACH	¿Obtuvo un título de bachillerato?		1 = Sí 0 = No -1 = Se desconoce	<p>Seleccione "Sí" si el estudiante ya obtuvo un título de bachillerato, aunque no haya sido otorgado por esta institución.</p>
15	BACHDATE M	Fecha en que obtuvo el título de bachillerato (mes)		1 - 12	<p>Si el estudiante obtuvo un bachillerato, ingrese la fecha en que recibió el título. Si el estudiante aún no obtuvo un bachillerato, deje este punto vacío.</p>
16	BACHDATE D	Fecha en que obtuvo el título de bachillerato (día)		1 - 31	
17	BACHDATE Y	Fecha en que obtuvo el título de bachillerato (año)		1940 - 2004	
18	ACTE	Puntaje en prueba ACT de inglés		1 - 36	<p>Ingrese el puntaje obtenido por el estudiante en la prueba ACT de inglés. Si tiene varios puntajes registrados, ingrese el que utiliza la institución de acuerdo con su política de admisión.</p>
19	ACTM	Puntaje en prueba ACT de matemática		1 - 36	<p>Ingrese el puntaje obtenido por el estudiante en la prueba ACT de matemática. Si tiene varios puntajes registrados, ingrese el que utiliza la institución de acuerdo con su política de admisión.</p>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
20	ACTR	Puntaje en prueba ACT de lectura		1 - 36	Ingrese el puntaje obtenido por el estudiante en la prueba ACT de lectura. Si tiene varios puntajes registrados, ingrese el que utiliza la institución de acuerdo con su política de admisión.
21	ACTS	Puntaje en prueba ACT de ciencias		1 - 36	Ingrese el puntaje obtenido por el estudiante en la prueba ACT de ciencias. Si tiene varios puntajes registrados, ingrese el que utiliza la institución de acuerdo con su política de admisión.
22	ACTC	Puntaje compuesto de prueba ACT		1 - 36	Ingrese el puntaje compuesto obtenido por el estudiante en la prueba ACT. Si tiene varios puntajes registrados, ingrese el que utiliza la institución de acuerdo con su política de admisión.
23	SATREAD	Puntaje en prueba SAT de lectura y escritura basada en evidencia		200 - 800	Ingrese el puntaje obtenido por el estudiante en la prueba SAT de lectura y escritura basada en evidencia. Si tiene varios puntajes registrados, ingrese el que utiliza la institución de acuerdo con su política de admisión. Para estudiantes que realizaron la prueba SAT antes de marzo de 2016, ingrese el puntaje de lectura crítica en este campo.
24	SATMATH	Puntaje en prueba SAT de matemática		200 - 800	Ingrese el puntaje obtenido por el estudiante en la prueba SAT de matemática. Si tiene varios puntajes registrados, ingrese el que utiliza la institución de acuerdo con su política de admisión. Para estudiantes que realizaron la prueba SAT antes de marzo de 2016, ingrese el puntaje de matemática en este campo.
25	SATESSAY	Puntaje en prueba SAT con ensayo		2 - 8 (SAT con ensayo) o 200 - 800 (SAT de escritura)	Ingrese el puntaje obtenido por el estudiante en la prueba SAT con ensayo. Si tiene varios puntajes registrados, ingrese el que utiliza la institución de acuerdo con su política de admisión. Si el estudiante no realizó la parte del ensayo de la prueba SAT, deje este campo vacío. Para estudiantes que realizaron la prueba SAT antes de marzo de 2016, ingrese el puntaje de escritura en este campo.

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
26	PROGRAM	Programa/título académico	Sí	1 = Inscrito en cursos de pregrado, no en un programa de grado 2 = Certificado o diploma de pregrado (programa técnico u ocupacional) 3 = Asociado 4 = Bachillerato 5 = Inscrito en cursos de posgrado, no en un programa de grado 6 = Programa de certificado de poslicenciatura 7 = Doble titulación en licenciatura y maestría 8 = Programa de maestría 9 = Certificado de posmaestría 10 = Doctorado (investigación/beca de estudios) 11 = Doctorado (práctica profesional) 12 = Doctorado (otro) -1 = Se desconoce	<p>¿En qué programa de grado estaba inscrito el estudiante el 30 de junio de 2020? Si el estudiante ya no estaba inscrito el 30 de junio de 2020, indique el programa de grado del último semestre en que estuvo inscrito entre el 1 de julio de 2019 y el 30 de junio de 2020. Si el último periodo académico del estudiante fue suspendido debido a COVID-19, reporte el programa del estudiante desde el último día de clases.</p> <p>Si el estudiante se inscribió en más de un programa, indique el programa de grado académico más alto. Si el estudiante se inscribió en un programa de doble titulación donde ambos títulos son del mismo nivel (por ejemplo, doctorado y doctorado en medicina, o maestría en humanidades y maestría en administración de empresas), seleccione el programa académico principal del estudiante.</p>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
27	GRADTYPE	Tipo de título de posgrado (SOLO PARA TÍTULOS DE POSGRADO)		1 = Maestría en Ciencias (MS) 2 = Maestría en Humanidades (MA) 3 = Maestría en Educación (M.Ed) o Enseñanza (MAT) 4 = Maestría en Administración de Empresas (MBA) 5 = Maestría en Administración Pública (MPA) 6 = Maestría en Trabajo Social (MSW) 7 = Maestría en Bellas Artes (MFA) 8 = Maestría en Salud Pública (MPH) 9 = Maestría en Divinidad (M.Div) 10 = Otro título de maestría no mencionado 11 = Doctorado en Filosofía (PhD) 12 = Doctorado en Educación (EdD) 13 = Doctorado en Ciencias o Ingeniería 14 = Doctorado en Psicología (PsyD) 15 = Doctorado en Administración Pública o de Empresas (DBA, DPA) 16 = Doctorado en Bellas Artes (DFA) 17 = Doctorado en Teología (ThD) 18 = Derecho (JD, LLB) 19 = Medicina o Medicina Osteopática (MD, DO) 20 = Odontología (DDS, DMD) 21 = Quiropráctica (DC, DCM) 22 = Farmacia (PharmD) 23 = Optometría (OD) 24 = Podología (DPM, DP, PodD) 25 = Medicina Veterinaria (DVM) 26 = Otro título de doctorado no mencionado	SOLO PARA ESTUDIANTES DE POSGRADO. ¿En qué tipo de programa de posgrado estaba inscrito el estudiante el 30 de junio de 2020? Si el estudiante ya no estaba inscrito el 30 de junio de 2020, indique el tipo de programa de posgrado del último semestre en que estuvo inscrito entre el 1 de julio de 2019 y el 30 de junio de 2020. Si el último periodo académico del estudiante fue suspendido debido a COVID-19, reporte el tipo de título de posgrado del estudiante desde el último día de clases. Este punto solo aplica a estudiantes de posgrado; para el resto de los estudiantes, deje el punto vacío.

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
28	CLASSVL	Nivel de instrucción	Sí	<p>1 = Estudiante de grado de 1.er año</p> <p>2 = Estudiante de grado de 2.º año</p> <p>3 = Estudiante de grado de 3.er año</p> <p>4 = Estudiante de grado de 4.º año</p> <p>5 = Estudiante de grado de 5.º año o años superiores</p> <p>6 = Estudiante de grado (sin clasificar)</p> <p>7 = Estudiante con bachillerato o título avanzado que realiza cursos de pregrado</p> <p>8 = Estudiante de posgrado de 1.er año</p> <p>9 = Estudiante de posgrado de años superiores</p> <p>10 = Estudiante de posgrado (sin clasificar)</p> <p>-1 = Se desconoce</p>	<p>Ingrese el nivel de instrucción del estudiante al 30 de junio de 2020. Si el estudiante ya no se encontraba inscrito el 30 de junio de 2020, indique el nivel de instrucción que tenía en el último semestre en el que estuvo inscrito entre el 1 de julio de 2019 y el 30 de junio de 2020.</p> <p>Si se usó el nivel de instrucción para determinar la elegibilidad para recibir ayuda económica, indique ese nivel en este punto. De lo contrario, indique el nivel de instrucción que defina la institución. Normalmente, las instituciones definen el nivel de instrucción según la cantidad de créditos obtenidos. Si el último periodo académico del estudiante fue suspendido debido a COVID-19, reporte el nivel de instrucción del estudiante desde el último día de clases.</p> <p>El siguiente es un ejemplo de clasificación usado con frecuencia:</p> <ul style="list-style-type: none"> <li>Entre 0 y 29 horas de crédito para estudiantes de grado de primer año</li> <li>Entre 30 y 59 horas de crédito para estudiantes de grado de segundo año</li> <li>Entre 60 y 89 horas de crédito para estudiantes de grado de tercer año</li> <li>90 horas o más de crédito para estudiantes de grado de cuarto año</li> </ul>
29	DEGDATEM	Fecha de finalización del programa de grado (mes)		1 - 12	Si el estudiante finalizó el programa de grado, ingrese la fecha en que obtuvo el título.
30	DEGDATED	Fecha de finalización del programa de grado (día)		1 - 31	
31	DEGDATEY	Fecha de finalización del programa de grado (año)		1940 - 2004	
32	EXPECT	¿Se espera que cumpla con los requisitos para obtener el título antes del 30 de junio de 2020?		<p>1 = Sí</p> <p>0 = No</p>	<p>¿Se espera que el estudiante cumpla con los requisitos del programa de grado actual para el 30 de junio de 2020 o antes? La cumplimentación de los requisitos implica que se hayan cursado y aprobado todas las asignaturas obligatorias y se hayan obtenido los créditos o las horas reloj suficientes. Es posible que algunos estudiantes aún no hayan recibido el título o certificado de la institución, pero hayan cumplido con los requisitos.</p> <p>Deje este punto vacío si aplica alguna de las siguientes situaciones:</p> <ul style="list-style-type: none"> <li>Esta solicitud se completa después del 30 de junio de 2020.</li> <li>El estudiante ha obtenido el título (los títulos obtenidos se registran por separado en esta sección).</li> <li>El estudiante ya no se encuentra inscrito en la institución.</li> </ul>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
33	CUMGPA	Promedio general acumulado (no ponderado)		N.NN o NNN.N	Indique el promedio general acumulado del estudiante al 30 de junio de 2020. Si la institución utiliza una escala de 4 puntos, ingrese el promedio general con dos decimales (x.xx). Si la institución utiliza una escala de 100 puntos, ingrese la calificación con un solo decimal (xx.x).
34	MAJOR1	Primera especialización			
35	MAJOR1CIP	Código CIP de primera especialización		NNNNNN	<p>Ingrese el código CIP de la primera especialización del estudiante al 30 de junio de 2020. Si el estudiante ya no se encontraba inscrito el 30 de junio, indique la especialización que hacía durante el último semestre en el que estuvo inscrito entre el 1 de julio de 2019 y el 30 de junio de 2020. Si el último periodo académico del estudiante fue suspendido debido a COVID-19, reporte la primera especialización del estudiante desde el último día de clases.</p> <p>El Centro Nacional para Estadísticas de Educación (<i>National Center for Education Statistics</i>, NCEES) utiliza los códigos de clasificación de programas de enseñanza (<i>Classification of Instructional Programs</i>, CIP) para el informe, la evaluación y el seguimiento de especializaciones o áreas de estudio. Para ver más información sobre la clasificación de programas de enseñanza, visite <a href="https://nces.ed.gov/ipeds/cipcode/">https://nces.ed.gov/ipeds/cipcode/</a>.</p> <p>Si no puede informar el código CIP de especialización, deje la columna vacía e ingrese la primera especialización o área de estudio actual o más reciente del estudiante en el punto de Primera especialización de esta sección. Si el estudiante aún no ha declarado una especialización, deje este punto vacío y seleccione "Sí" en el punto de "no declarada" de esta sección.</p>
36	MAJOR2	Segunda especialización			

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
37	MAJOR2CIP	Código CIP de segunda especialización		NNNNNN	<p>Ingrese el código CIP de la primera especialización del estudiante al 30 de junio de 2020. Si el estudiante ya no se encontraba inscrito el 30 de junio, indique la especialización que hacía durante el último semestre en el que estuvo inscrito entre el 1 de julio de 2019 y el 30 de junio de 2020. Si el último periodo académico del estudiante fue suspendido debido a COVID-19, reporte la segunda especialización del estudiante desde el último día de clases.</p> <p>El Centro Nacional para Estadísticas de Educación (<i>National Center for Education Statistics</i>, NCES) utiliza los códigos de clasificación de programas de enseñanza (<i>Classification of Instructional Programs</i>, CIP) para el informe, la evaluación y el seguimiento de especializaciones o áreas de estudio. Para ver más información sobre la clasificación de programas de enseñanza, visite <a href="https://nces.ed.gov/ipeds/cipcode/">https://nces.ed.gov/ipeds/cipcode/</a>.</p> <p>Si no puede informar el código CIP de especialización, deje la columna vacía e ingrese la primera especialización o área de estudio actual o más reciente del estudiante en el punto de Primera especialización de esta sección. Si el estudiante aún no ha declarado una especialización, deje este punto vacío y seleccione "Sí" en el punto de "no declarada" de esta sección.</p>
38	MAJUND	Especialización no declarada		1 = Sí 0 = No	Indique "Sí" si el estudiante no ha declarado una especialización.
39	PROGCLOCK	Cantidad total de horas reloj del programa			Si el estudiante está inscrito en un programa con horas reloj, ¿cuál es la duración total del programa en horas reloj/de contacto? Si el estudiante no está inscrito en un programa con horas reloj, deje el punto vacío.
40	CUMCLOCK	Horas reloj acumuladas completas			Ingrese la cantidad total de horas reloj acumuladas por el estudiante al 30 de junio de 2020. Incluya todas las horas reloj acumuladas, aunque no sumen para los requisitos del programa o título del estudiante.
41	PROGCRED	Cantidad total de horas crédito del programa			Si el estudiante está inscrito en un programa con horas crédito, ¿cuál es la duración total del programa en horas crédito/de contacto? Si el estudiante no está inscrito en un programa con horas crédito, deje el punto vacío.
42	CUMCRED	Horas crédito acumuladas completas			Ingrese la cantidad total de horas crédito acumuladas por el estudiante al 30 de junio de 2020. Incluya todas las horas crédito acumuladas, aunque no sumen para los requisitos del programa o título del estudiante.



N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
43	TUITION	Costo total de matrícula y cuotas requeridas cobradas (\$)	Sí	0 - 120000	<p><b>NOTA: TERMINOLOGÍA ESPECÍFICA</b>  La terminología de este punto se especificará de acuerdo con su institución. Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar las especificaciones del archivo CSV o el libro de códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde Portal de Datos de Postsecundaria (Postsecondary Data Portal o PDP).</p> <p>El monto ingresado debe ser el monto COBRADO por el período en que el estudiante estuvo inscrito, entre el 1 de julio de 2019 y el 30 de junio de 2020, antes de cualquier ayuda, descuento o exención.</p> <ul style="list-style-type: none"> <li>• Por favor reporte los costos de matrícula y cuotas cobrados antes de cualquier reembolso debido a COVID-19. Si algún parte de la matrícula del estudiante fue reembolsado, por favor reporte esa cantidad separadamente bajo "Matrícula Reembolsado para COVID-19"</li> <li>• Las cuotas obligatorias incluyen todos los cargos fijos que se exigen a la gran mayoría de los estudiantes, de modo tal que aquellos que no los pagan son una excepción.</li> <li>• Incluya todas las cuotas extradistritales y extraestatales para los estudiantes que corresponda.</li> </ul> <p>Ingrese el monto específico cobrado al estudiante (generalmente se obtiene en la oficina comercial o de administración), no el monto de la matrícula presupuestada o el monto promedio de matrículas cobradas a los estudiantes.</p>
44	TUITIONREF	Costos de Matrícula y Cuotas Reembolsadas para COVID-19 (\$)		0 - 120000	<p>Por favor reporte la cantidad del costo de la matrícula y cuotas reembolsado al estudiante debido a COVID-19. Si el estudiante no recibió un reembolso de la matrícula o cuotas debido a COVID-19, deje este ítem en blanco.</p> <p>Este ítem es solo para reportar reembolsos de la matrícula y cuotas debido a COVID-19. Exenciones de la matrícula por otras razones deben ser reportado como ayuda económica en la sección de Ayuda Económica. No reporta reembolsos de la matrícula para COVID-19 como ayuda económica.</p>
45	ROOMREF	Costos de Alojamiento y Comida Reembolsados para COVID-19	Yes	0 = No 1 = Sí 2 = Institución no ofrece alojamiento y comida -1 = Desconocido	Indique si su institución reembolsó alguna porción de los costos de alojamiento y comida del estudiante para el año académico 1o de julio de 2019 al 30 de junio de 2020 debido a COVID-19.

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
46	RESIDENCY	Residencia para fines de la matrícula		1 = Intradistrital 2 = Matrícula intraestatal basada en residencia legal 3 = Matrícula intraestatal por otro motivo (p. ej., condición de veterano) 4 = Extraestatal 5 = Matrícula no diferencial basada en residencia -1 = Se desconoce	<p>Indique la clasificación de matrícula del estudiante para el año académico 2019-2020.</p> <ul style="list-style-type: none"> <li>•Un estudiante intradistrital es aquel que es residente legal de la localidad en donde asiste al establecimiento educativo y, por consiguiente, tiene derecho a costos de matrícula más bajos si la institución los ofrece.</li> <li>•Un estudiante intraestatal es aquel que es residente legal del estado en donde asiste al establecimiento educativo. El estudiante puede pagar una matrícula más baja o intraestatal aunque no sea residente legal del estado, por ejemplo, a través de programas que ofrecen matrículas intraestatales a veteranos o acuerdos de reciprocidad de matrícula con estados adyacentes. Para estos estudiantes, indique la opción "Matrícula intraestatal por otro motivo", aunque la matrícula reducida sea más alta que la matrícula intraestatal.</li> </ul> <p>Un estudiante extraestatal es aquel que no es residente legal del estado en donde asiste al establecimiento educativo.</p>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
47	ENRSTAT1	Condición de inscripción en semestre 1	Sí	0 = No inscrito 1 = Tiempo completo 2 = 3/4 tiempo 3 = Medio tiempo 4 = Menos de medio tiempo	<p><i>NOTA: TERMINOLOGÍA ESPECÍFICA. Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar las especificaciones del archivo CSV o el libro de códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde Portal de Datos de Postsecundaria (Postsecondary Data Portal o PDP).</i></p> <ul style="list-style-type: none"> <li>• Para instituciones basadas en semestres, este punto se repetirá para cada ciclo que la institución informe en la página de Registro. La descripción de los puntos se cargará previamente con los nombres de semestres de la institución.</li> <li>• Para instituciones con inscripción permanente, este punto aparecerá 12 veces, una por cada mes del año de ayuda económica federal comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020.</li> </ul> <p>Ingrese la condición de inscripción del estudiante en este semestre o mes.</p> <p>Para instituciones con interrupciones de estudio relacionado con COVID-19: Si la condición de inscripción del estudiante cambio debido a COVID-19 (por ejemplo, por el cierre del institución o cancelación parcial de la carga de cursos del estudiante), por favor reporte la condición de inscripción mas reciente. Por ejemplo, un estudiante quien fue matriculado a tiempo completo en la primavera de 2020 pero bajo a medio tiempo debido a cancelaciones de cursos relacionado con COVID-19 se debe reportar como medio tiempo.</p> <p>Para instituciones sin interrupciones de estudio relacionado con COVID-19: Si la condición de inscripción se utilizó para determinar la elegibilidad para la ayuda económica, ingrese dicha condición en este punto. De lo contrario, informe la condición de inscripción que defina su institución.</p> <p>Normalmente, las instituciones definen la condición de inscripción en función de la cantidad de horas crédito o reloj que se busca obtener.</p> <p>Por ejemplo, los estudiantes que se inscriben a tiempo completo generalmente tienen, al menos:</p> <ul style="list-style-type: none"> <li>• 12 horas semestrales o trimestrales por semestre a nivel de grado o 9 horas crédito por ciclo a nivel de posgrado.</li> <li>• 24 horas semestrales o 36 horas trimestrales por año académico para un programa educativo que utiliza horas crédito para un programa de menos de un año académico.</li> <li>• 24 horas reloj por semana para un programa de educación que utiliza horas reloj.</li> </ul>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
46	CRED	Horas crédito del semestre 1	Sí		<p><i>NOTA: TERMINOLOGÍA ESPECÍFICA. Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar las especificaciones del archivo CSV o el libro de códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde Portal de Datos de Postsecundaria (Postsecondary Data Portal o PDP).</i></p> <ul style="list-style-type: none"> <li>• Para instituciones basadas en semestres, este punto se repetirá para cada ciclo que la institución informe en la página de Registro. La descripción de los puntos se cargará previamente con los nombres de semestres de la institución.</li> <li>• Para instituciones con inscripción permanente, este punto aparecerá 12 veces, una por cada mes del año de ayuda económica federal comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020.</li> </ul> <p>Ingrese la cantidad de horas crédito u horas reloj que el estudiante buscó obtener este semestre o mes. Si la cantidad de horas crédito u horas reloj que el estudiante buscó obtener cambio debido a COVID-19 (por ejemplo, por el cierre del institución o un cancelación parcial de la carga de cursos del estudiante), por favor reporte la cantidad de horas crédito u horas reloj que el estudiante buscó obtener mas reciente. Por ejemplo, un estudiante quien fue matriculado por 12 horas créditos en la primavera de 2020 pero bajo a 6 horas créditos debido a cancelaciones de cursos relacionado con COVID-19 debe ser reportado como 6 horas créditos. Si no pudiera indicar la condición de inscripción en el semestre, la cantidad de horas crédito u horas reloj será esencial para determinar la dedicación del estudiante.</p>

## Sección 3 de 4: Presupuesto/Costo de asistencia

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
1 <i>Solo CSV</i>	VERSION	Número de versión de especificación del archivo	Sí	1	Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
2 <i>Solo CSV</i>	INSTID	Identificación de institución			Es la identificación de su institución en el Sistema Integrado de Educación Postsecundaria ( <i>Integrated Postsecondary Education Data System, IPEDS</i> ). Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
3 <i>Solo CSV</i>	STUDYID	Identificación del estudio			Número de identificación del estudio de 8 dígitos asignado por RTI para el estudiante. Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
4 <i>Solo CSV</i>	STUDID	Identificación del estudiante			Identificación del estudiante asignada por la institución. Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
5	BUDPER	Período de presupuesto	Sí	<p>1 = Tiempo completo, todo el año  2 = Tiempo completo, un semestre  3 = 3/4 tiempo, todo el año  4 = 3/4 tiempo, un ciclo  5 = Medio tiempo, todo el año  6 = Medio tiempo, un ciclo  7 = Menos de medio tiempo, todo el año  8 = Menos de medio tiempo, un ciclo  9 = Otro</p>	<p>Seleccione el período de presupuesto que se corresponda con los costos presupuestados de asistencia que ingresará para el estudiante.</p> <p>1. Si es posible, ingrese el presupuesto de tiempo completo, todo el año, que se corresponda con el programa y la residencia del estudiante, aunque este no haya estado inscrito a tiempo completo durante todo el año. (Más abajo se le pedirá que indique si el presupuesto de todo el año incluye los costos de los semestres lectivos de verano).  2. Si no se dispone del presupuesto de tiempo completo, todo el año, puede usar los lineamientos Pell para prorratear el monto a fin de reflejar los costos de un estudiante de tiempo completo inscrito durante todo el año académico en el programa académico del estudiante. Más abajo encontrará definiciones y más información sobre el prorrateo de costos de asistencia.  3. Si no dispone de un presupuesto de tiempo completo, todo el año, y no puede ingresar un monto prorrateado, puede indicar los costos presupuestados de asistencia correspondientes a otros períodos de presupuesto.</p> <p>Para ver ejemplos y obtener más orientación sobre el prorrateo de costos presupuestados de asistencia, consulte el Manual de registros de estudiantes de NPSAS:20 (disponible en la página Recursos [Recursos] de PDP). Para dirección sobre como reportar costos de matrícula presupuestados para estudiantes impactados por COVID-19, por favor vea el Libro de códigos para registros de estudiantes en la página de Recursos del PDP o contacta la Línea de Ayuda.</p>
6	FULLYEAR	Presupuesto de todo el año escolar	Sí*	<p>1 = Sí, el presupuesto de todo el año incluye los ciclos de verano  0 = No, el presupuesto de todo el año NO incluye los semestres de verano</p>	<p>Si indicó un presupuesto de todo el año para el estudiante (Período de presupuesto = 1, 3, 5 o 7), indique si los costos presupuestados de asistencia incluyen los semestres de verano. Si ingresó el presupuesto para un semestre, deje este punto vacío.</p>
7	STURES	Residencia del estudiante		<p>1 = Alojamiento en el campus o perteneciente a la universidad  2 = Fuera del campus sin los padres  3 = Fuera del campus con los padres  -1 = Se desconoce</p>	<p>A los fines de determinar el costo presupuestado de asistencia para el año académico 2019-20, ¿cuál era la condición de residencia o alojamiento del estudiante?</p>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
8	BTUITION	Matrícula y cuotas (\$)	Sí	0 - 120000	Ingrese el costo PRESUPUESTADO de matrícula y cuotas del estudiante correspondiente al período de presupuesto que indicó. Este monto puede diferir del total de matrícula y cuotas COBRADAS (requerido en la sección de inscripción) y generalmente se obtiene en la oficina de ayuda económica. Ingrese un monto sin decimales, comas ni signos de dólar. Redondee los valores con decimales al número entero más cercano.
9	BBOOKS	Libros y suministros (\$)		0 - 10000	Ingrese el costo PRESUPUESTADO de libros y suministros del estudiante correspondiente al período de presupuesto que indicó. Ingrese un monto sin decimales, comas ni signos de dólar. Redondee los valores con decimales al número entero más cercano.
10	BBOARD	Alojamiento y comida (\$)		0 - 40000	Ingrese el costo PRESUPUESTADO de alojamiento y comida del estudiante correspondiente al período de presupuesto que indicó. Ingrese un monto sin decimales, comas ni signos de dólar. Redondee los valores con decimales al número entero más cercano.
11	BHEALTH	Seguro médico (\$)		0 - 10000	Ingrese el costo PRESUPUESTADO de seguro médico del estudiante correspondiente al período de presupuesto que indicó. Ingrese un monto sin decimales, comas ni signos de dólar. Redondee los valores con decimales al número entero más cercano.
12	BTRANS	Transporte (\$)		0 - 10000	Ingrese el costo PRESUPUESTADO de transporte del estudiante correspondiente al período de presupuesto que indicó. Ingrese un monto sin decimales, comas ni signos de dólar. Redondee los valores con decimales al número entero más cercano.
13	BCOMP	Computadora y tecnologías (\$)		0 - 10000	Ingrese el costo PRESUPUESTADO de computadora y tecnologías del estudiante correspondiente al período de presupuesto que indicó. Por ejemplo, un costo razonable, según lo determine la institución, por el alquiler o la compra de una computadora personal para que el estudiante use en sus estudios durante el período de presupuesto indicado. Ingrese un monto sin decimales, comas ni signos de dólar. Redondee los valores con decimales al número entero más cercano.

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
14	BOTHER	Todos los demás costos (\$)		0 - 10000	Ingrese el costo total presupuestado de asistencia no incluido en las categorías anteriores correspondiente al período de presupuesto que indicó.
15	BTOTAL	Costo total presupuestado de asistencia (\$)	Sí	0 - 200000	Ingrese el costo total presupuestado de asistencia correspondiente al período de presupuesto que indicó.



## Sección 4 de 4: Ayuda económica

N.º de campo	Nombre del punto	Descripción del punto	¿Es dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
1 <i>Solo CSV</i>	VERSION	Número de versión de especificación del archivo	Sí	1	Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
2 <i>Solo CSV</i>	INSTID	Identificación de institución			Es la identificación de su institución en el Sistema Integrado de Educación Postsecundaria ( <i>Integrated Postsecondary Education Data System</i> , IPEDS). Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
3 <i>Solo CSV</i>	STUDYID	Identificación del estudio			Número de identificación del estudio de 8 dígitos asignado por RTI para el estudiante. Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
4 <i>Solo CSV</i>	STUDID	Identificación del estudiante			Identificación del estudiante asignada por la institución. Este dato es obligatorio para los archivos CSV. En la plantilla Excel, este campo ya estará cargado.
5	SAPWARN	Advertencia de ayuda económica		1 = Sí 0 = No	Siguiendo la política de progreso académico satisfactorio de la institución, ¿se emitió una advertencia de ayuda económica para el estudiante en algún momento entre el 1 de julio de 2019 y el 30 de junio de 2020 del año de ayuda económica? Para ver información sobre el progreso académico satisfactorio, consulte el manual de Ayuda Federal para Estudiantes ( <i>Federal Student Aid</i> , FSA) en [link]. También hay un enlace al Manual de FSA en la página <i>Resources</i> del PDP.
6	SAPPROB	En período de prueba para ayuda económica		1 = Sí 0 = No	Siguiendo la política de progreso académico satisfactorio de la institución, ¿el estudiante estuvo en período de prueba para la ayuda económica en algún momento entre el 1 de julio de 2019 y el 30 de junio de 2020 del año de ayuda económica? Para ver información sobre el progreso académico satisfactorio, consulte el manual de Ayuda Federal para Estudiantes ( <i>Federal Student Aid</i> , FSA) en [link]. También hay un enlace al Manual de FSA en la página <i>Resources</i> del PDP.
7	SAPINEL	Inelegibilidad para ayuda económica		1 = Sí 0 = No	Siguiendo la política de progreso académico satisfactorio de la institución, ¿el estudiante fue inelegible para recibir la ayuda económica en virtud del título IV en algún momento entre el 1 de julio de 2019 y el 30 de junio de 2020 del año de ayuda económica? Para ver información sobre el progreso académico satisfactorio, consulte el manual de Ayuda Federal para Estudiantes ( <i>Federal Student Aid</i> , FSA) en [link]. También hay un enlace al Manual de FSA en la página <i>Resources</i> del PDP.
8	FEDGATE	¿El estudiante recibió ayuda federal durante el	Sí	1 = Sí 0 = No	<b>NOTA: TERMINOLOGÍA ESPECÍFICA.</b> Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
		año de ayuda económica 2019-2020?			<p><i>las especificaciones del archivo CSV o los códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde el PDP.</i></p> <ul style="list-style-type: none"> <li><i>Para instituciones basadas en semestres, este punto se cargará previamente con los semestres que la institución informó en la página de Registro. La descripción de los puntos se cargará previamente con los nombres de semestres de la institución.</i></li> <li><i>Para instituciones con inscripción permanente, este punto estará cargado previamente con el año de ayuda económica federal comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020.</i></li> </ul> <p>PARA INSTITUCIONES BASADAS EN SEMESTRE: Para cada uno de los programas de ayuda federal de abajo, indique el monto total entero en dólares desembolsado para [semestres de la institución previamente cargados]. Indique el monto total desembolsado para los semestres en conjunto, no los montos por separado de cada ciclo. Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares que se espera desembolsar. Por ejemplo, si necesita informar la ayuda para el semestre de verano 2020, pero esta aún no se ha desembolsado, incluya el monto otorgado que se espera desembolsar.</p> <p>PARA INSTITUCIONES CON INSCRIPCIÓN PERMANENTE: Por cada subvención de ayuda federal recibida por el estudiante, indique el monto total entero en dólares desembolsado para el año de ayuda económica 2019-2020 (del 1 de julio de 2019 al 30 de junio de 2020). Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares otorgado que se espera desembolsar.</p> <p>Para obtener más orientación y ver ejemplos, consulte el Manual de registros de estudiantes de NPSAS:20, disponible en la página <i>Resources</i> del PDP. Si el estudiante recibió un tipo de ayuda económica federal no mencionada aquí, tendrá la oportunidad de ingresar el nombre, el tipo y el monto otorgado en "Otra ayuda" al final de esta sección. Para dirección sobre como reportar ayuda económica para estudiantes impactados por COVID-19, por favor vea el Libro de códigos para registros de estudiantes en la página de Recursos del PDP o contacta la Línea de Ayuda.</p>
9	PELL	Beca Pell (\$)	Sí*	0 - 10000	
10	SUBDIR	Préstamo Stafford/directo	Sí*	0 - 10000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
		con subsidio (\$)			
11	SUBINDIR	Préstamo Stafford/directo sin subsidio (\$)	Sí*	0 - 27000	
12	PARPLUS	Préstamo PLUS para padres (\$)	Sí*	0 - 75000	
13	GRADPLUS	Préstamo PLUS para estudiantes de posgrado (\$)	Sí*	0 - 100000	
14	TEACH	Beca de Estudios Superiores para el Fomento de la Docencia (Teacher Education Assistance for College and Higher Education, TEACH) (\$)	Sí*	0 - 6000	
15	PERKINS	Préstamo Perkins (\$)	Sí*	0 - 12000	
16	SEOG	Beca Federal Complementaria para la Oportunidad Educativa (Federal Supplemental Educational Opportunity Grant, SEOG) (\$)	Sí*	0 - 5000	
17	WORKSTUD	Ayuda otorgada por el Programa Federal de Estudio y Trabajo (\$)	Sí*	0 - 8000	La ayuda otorgada por el Programa Federal de Estudio y Trabajo ( <i>Federal Work Study</i> ) hace referencia al monto máximo que el estudiante podría obtener con dicho programa en el transcurso del año académico. Por ejemplo, si al estudiante le otorgaron \$1000 pero ganó \$500, ingrese \$1000 en este punto. Nota: Indique el monto otorgado solo para este punto. Para todas las demás ayudas económicas, indique el monto desembolsado o que se espera desembolsar.
18	IRAQ	Beca por Servicios Prestados en Irak y Afganistán (\$)	Sí*	0 - 7000	
19	VETBEN	Beneficio para veteranos (\$)	Sí*	0 - 120000	Los beneficios de educación para veteranos incluyen los programas administrados por el Departamento de Asuntos de Veteranos de EE. UU., como el programa <i>GI Bill</i> (por ejemplo, <i>Post-9/11 GI Bill</i> , <i>Montgomery GI Bill</i> ), el Programa de Asistencia Educativa para Reservistas ( <i>Reserve Educational Assistance Program</i> , REAP) y el Programa de Asistencia Educativa para Dependientes ( <i>Dependents' Educational Assistance</i> , DEA). Las becas para las Fuerzas Armadas del Departamento de

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
					Defensa y otros beneficios para militares en servicio activo no se deben informar como beneficios para veteranos. Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia.
20	STATEGATE	¿El estudiante recibió ayuda estatal durante el año de ayuda económica 2019-2020?	Sí	1 = Sí 0 = No	<p><i>NOTA: TERMINOLOGÍA ESPECÍFICA. Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar las especificaciones del archivo CSV o los códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde el PDP.</i></p> <ul style="list-style-type: none"> <li>• Para instituciones basadas en semestres, este punto se cargará previamente con los semestres que la institución informó en la página de Registro. La descripción de los puntos se cargará previamente con los nombres de semestres de la institución.</li> <li>• Para instituciones con inscripción permanente, este punto estará cargado previamente con el año de ayuda económica federal comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020.</li> </ul> <p>PARA INSTITUCIONES BASADAS EN SEMESTRE: Por cada subvención de ayuda estatal recibida por el estudiante, indique el monto total entero en dólares desembolsado para [semestres de la institución previamente cargados]. Indique el monto total desembolsado para los semestres en conjunto, no los montos por separado de cada ciclo. Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares que se espera desembolsar. Por ejemplo, si necesita informar la ayuda para el semestre de verano 2020, pero esta aún no se ha desembolsado, incluya el monto otorgado que se espera desembolsar.</p> <p>PARA INSTITUCIONES CON INSCRIPCIÓN PERMANENTE: Por cada subvención de ayuda estatal recibida por el estudiante, indique el monto total entero en dólares desembolsado para el año de ayuda económica 2019-2020 (del 1 de julio de 2019 al 30 de junio de 2020). Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares otorgado que se espera desembolsar.</p> <p>Para obtener más orientación y ver ejemplos, consulte el Manual de registros de estudiantes de NPSAS:20, disponible en la página <i>Resources</i> del PDP. Puede informar hasta 3 subvenciones estatales por estudiante en esta sección. Si el estudiante recibió más de tres subvenciones de ayuda estatal, puede informar la subvención en "Otra ayuda" al</p>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
					final de esta sección. Para dirección sobre como reportar ayuda económica para estudiantes impactados por COVID-19, por favor vea el Libro de códigos para registros de estudiantes en la página de Recursos del PDP o contacta la Línea de Ayuda.
21	SPROG1	Nombre del programa estatal 1	Sí*		<p>El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.</p> <p>Si el estudiante no recibe ayuda estatal, deje estos campos vacíos.</p>
22	STYPE1	Tipo de programa estatal 1	Sí*	<p>1 = Beca/subvención por necesidad económica  2 = Beca/subvención por mérito  3 = Beca/subvención por necesidad económica y mérito  4 = Beca/subvención no basada en necesidad económica o mérito  5 = Beca/subvención, se desconoce  6 = Exención de matrícula, no para docentes o personal  7 = Préstamo  8 = Trabajo y estudio  9 = Beca deportiva  10 = Exención de matrícula, para docentes y personal  11 = Ayudantía/estipendio para docencia  12 = Ayudantía/estipendio para investigación  13 = Otra ayudantía/estipendio  14 = Pasantía  15 = Becas para las Fuerzas Armadas/ROTC  16 = Beneficios para veteranos  17 = Beneficios para asistente/asesor residente (RA)  18 = Rehabilitación profesional/capacitación laboral/WIA  19 = Ayuda del empleador  20 = Ayuda para COVID-19</p>	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento. Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia.</p> <p>Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (typo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.</p>
23	SAMT1	Monto del programa estatal 1 (\$)	Sí*	0 - 60000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
24	SPROG2	Nombre del programa estatal 2	Sí*		<p>El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.</p> <p>Si el estudiante no recibe ayuda estatal, deje estos campos vacíos.</p>
25	STYPE2	Tipo de programa estatal 2	Sí*	<p>1 = Beca/subvención por necesidad económica  2 = Beca/subvención por mérito  3 = Beca/subvención por necesidad económica y mérito  4 = Beca/subvención no basada en necesidad económica o mérito  5 = Beca/subvención, se desconoce  6 = Exención de matrícula, no para docentes o personal  7 = Préstamo  8 = Trabajo y estudio  9 = Beca deportiva  10 = Exención de matrícula, para docentes y personal  11 = Ayudantía/estipendio para docencia  12 = Ayudantía/estipendio para investigación  13 = Otra ayudantía/estipendio  14 = Pasantía  15 = Becas para las Fuerzas Armadas/ROTC  16 = Beneficios para veteranos  17 = Beneficios para asistente/asesor residente (RA)  18 = Rehabilitación profesional/capacitación laboral/WIA  19 = Ayuda del empleador  20 = Ayuda para COVID-19</p>	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.</p> <p>Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (tipo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.</p>
26	SAMT2	Monto del programa estatal 2 (\$)	Sí*	0 - 60000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
27	SPROG3	Nombre del programa estatal 3	Sí*		<p>El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.</p> <p>Si el estudiante no recibe ayuda estatal, deje estos campos vacíos.</p>
28	STYPE3	Tipo de programa estatal 3	Sí*	<p>1 = Beca/subvención por necesidad económica  2 = Beca/subvención por mérito  3 = Beca/subvención por necesidad económica y mérito  4 = Beca/subvención no basada en necesidad económica o mérito  5 = Beca/subvención, se desconoce  6 = Exención de matrícula, no para docentes o personal  7 = Préstamo  8 = Trabajo y estudio  9 = Beca deportiva  10 = Exención de matrícula, para docentes y personal  11 = Ayudantía/estipendio para docencia  12 = Ayudantía/estipendio para investigación  13 = Otra ayudantía/estipendio  14 = Pasantía  15 = Becas para las Fuerzas Armadas/ROTC  16 = Beneficios para veteranos  17 = Beneficios para asistente/asesor residente (RA)  18 = Rehabilitación profesional/capacitación laboral/WIA  19 = Ayuda del empleador  20 = Ayuda para COVID-19</p>	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.</p> <p>Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (typo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.</p>
29	SAMT3	Monto del programa estatal 3 (\$)	Sí*	0 - 60000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
30	INSTGATE	¿El estudiante recibió ayuda de la institución durante el año de ayuda económica 2019-2020?	Sí	1 = Sí 0 = No	<p><i>NOTA: TERMINOLOGÍA ESPECÍFICA. Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar las especificaciones del archivo CSV o los códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde el PDP.</i></p> <ul style="list-style-type: none"> <li>• Para instituciones basadas en semestres, este punto se cargará previamente con los semestres que la institución informó en la página de Registro. La descripción de los puntos se cargará previamente con los nombres de semestres de la institución.</li> <li>• Para instituciones con inscripción permanente, este punto estará cargado previamente con el año de ayuda económica federal comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020.</li> </ul> <p>PARA INSTITUCIONES BASADAS EN SEMESTRE: Para cada subvención de ayuda de la institución recibida por el estudiante, indique el monto total entero en dólares desembolsado para [semestres de la institución previamente cargados]. Indique el monto total desembolsado para los semestres en conjunto, no los montos por separado de cada ciclo. Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares que se espera desembolsar. Por ejemplo, si necesita informar la ayuda para el semestre de verano 2020, pero esta aún no se ha desembolsado, incluya el monto otorgado que se espera desembolsar.</p> <p>PARA INSTITUCIONES CON INSCRIPCIÓN PERMANENTE: Para cada subvención de ayuda de la institución recibida por el estudiante, indique el monto total entero en dólares desembolsado para el año de ayuda económica 2019-2020 (del 1 de julio de 2019 al 30 de junio de 2020). Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares otorgado que se espera desembolsar.</p> <p>Para obtener más orientación y ver ejemplos, consulte el Manual de registros de estudiantes de NPSAS:20, disponible en la página <i>Resources</i> del PDP. Puede informar hasta 3 subvenciones de la institución por estudiante en esta sección. Si el estudiante recibió más de tres subvenciones de ayuda de la institución, puede informar la subvención en "Otra ayuda" al final de esta sección. Para dirección sobre como reportar ayuda económica para estudiantes impactados por COVID-19, por favor vea el Libro de códigos para registros de estudiantes en la página de Recursos del PDP o contacta la Línea de Ayuda.</p>



N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
31	I PROG1	Nombre del programa de la institución 1	Sí*		<p>El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.</p> <p>Si el estudiante no recibe ayuda de la institución, deje estos campos vacíos.</p>
32	ITYPE1	Tipo de programa de la institución 1	Sí*	<p>1 = Beca/subvención por necesidad económica  2 = Beca/subvención por mérito  3 = Beca/subvención por necesidad económica y mérito  4 = Beca/subvención no basada en necesidad económica o mérito  5 = Beca/subvención, se desconoce  6 = Exención de matrícula, no para docentes o personal  7 = Préstamo  8 = Trabajo y estudio  9 = Beca deportiva  10 = Exención de matrícula, para docentes y personal  11 = Ayudantía/estipendio para docencia  12 = Ayudantía/estipendio para investigación  13 = Otra ayudantía/estipendio  14 = Pasantía  15 = Becas para las Fuerzas Armadas/ROTC  16 = Beneficios para veteranos  17 = Beneficios para asistente/asesor residente (RA)  18 = Rehabilitación profesional/capacitación laboral/WIA  19 = Ayuda del empleador  20 = Ayuda para COVID-19</p>	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará "por mérito" o "por necesidad económica y mérito". La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.</p> <p>Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (typo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como "Matrícula y cuotas reembolsado para COVID-19" en la sección de Inscripción.</p>
33	IAMT1	Monto del programa de la institución 1	Sí*	0 - 120000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
34	I PROG2	Nombre del programa de la institución 2	Sí*		El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.  Si el estudiante no recibe ayuda de la institución, deje estos campos vacíos.
35	ITYPE2	Tipo de programa de la institución 2	Sí*	1 = Beca/subvención por necesidad económica 2 = Beca/subvención por mérito 3 = Beca/subvención por necesidad económica y mérito 4 = Beca/subvención no basada en necesidad económica o mérito 5 = Beca/subvención, se desconoce 6 = Exención de matrícula, no para docentes o personal 7 = Préstamo 8 = Trabajo y estudio 9 = Beca deportiva 10 = Exención de matrícula, para docentes y personal 11 = Ayudantía/estipendio para docencia 12 = Ayudantía/estipendio para investigación 13 = Otra ayudantía/estipendio 14 = Pasantía 15 = Becas para las Fuerzas Armadas/ROTC 16 = Beneficios para veteranos 17 = Beneficios para asistente/asesor residente (RA) 18 = Rehabilitación profesional/capacitación laboral/WIA 19 = Ayuda del empleador 20 = Ayuda para COVID-19	La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.  Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (typo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.
36	IAMT2	Monto del programa de la institución 2	Sí*	0 - 120000	
37	I PROG3	Nombre del programa de la institución 3	Sí*		El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados. Si el estudiante no recibe ayuda de la institución, deje estos campos vacíos.

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
38	ITYPE3	Tipo de programa de la institución 3	Sí*	1 = Beca/subvención por necesidad económica 2 = Beca/subvención por mérito 3 = Beca/subvención por necesidad económica y mérito 4 = Beca/subvención no basada en necesidad económica o mérito 5 = Beca/subvención, se desconoce 6 = Exención de matrícula, no para docentes o personal 7 = Préstamo 8 = Trabajo y estudio 9 = Beca deportiva 10 = Exención de matrícula, para docentes y personal 11 = Ayudantía/estipendio para docencia 12 = Ayudantía/estipendio para investigación 13 = Otra ayudantía/estipendio 14 = Pasantía 15 = Becas para las Fuerzas Armadas/ROTC 16 = Beneficios para veteranos 17 = Beneficios para asistente/asesor residente (RA) 18 = Rehabilitación profesional/capacitación laboral/WIA 19 = Ayuda del empleador 20 = Ayuda para COVID-19	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.</p> <p>Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (typo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.</p>
39	IAMT3	Monto del programa de la institución 3	Sí*	0 - 120000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
40	PRIVGATE	¿El estudiante recibió ayuda privada u otra ayuda gubernamental durante el año de ayuda económica 2019-2020?	Sí	1 = Sí 0 = No	<p><i>NOTA: TERMINOLOGÍA ESPECÍFICA. Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar las especificaciones del archivo CSV o los códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde el PDP.</i></p> <ul style="list-style-type: none"> <li>• Para instituciones basadas en semestres, este punto se cargará previamente con los semestres que la institución informó en la página de Registro. La descripción de los puntos se cargará previamente con los nombres de semestres de la institución.</li> <li>• Para instituciones con inscripción permanente, este punto estará cargado previamente con el año de ayuda económica federal comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020.</li> </ul> <p>PARA INSTITUCIONES BASADAS EN SEMESTRE: Para cada subvención de ayuda privada u otra ayuda gobierno federal recibida por el estudiante, indique el monto total entero en dólares desembolsado para [semestres de la institución previamente cargados]. Estos son los períodos académicos que su institución informó para el año académico 2019-20 en la página de registro de NPSAS: 20. Si tiene preguntas sobre estos períodos académicos, comuníquese con el servicio de asistencia de NPSAS:20. Indique el monto total desembolsado para los semestres en conjunto, no los montos por separado de cada ciclo. Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares que se espera desembolsar. Por ejemplo, si necesita informar la ayuda para el semestre de verano 2020, pero esta aún no se ha desembolsado, incluya el monto otorgado que se espera desembolsar.</p> <p>PARA INSTITUCIONES CON INSCRIPCIÓN PERMANENTE: Para cada subvención de ayuda privada u otra ayuda gobierno federal recibida por el estudiante, indique el monto total entero en dólares desembolsado para el año de ayuda económica 2019-2020 (del 1 de julio de 2019 al 30 de junio de 2020). Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares otorgado que se espera desembolsar.</p> <p>Para obtener más orientación y ver ejemplos, consulte el Manual de registros de estudiantes de NPSAS:20, disponible en la página <i>Resources</i> del PDP. Puede informar hasta 3 subvenciones de ayuda privada u otra ayuda gobierno federal por estudiante en esta sección. Si el estudiante recibió más de tres subvenciones de ayuda privada u otra ayuda gobierno federal, puede informar la subvención en "Otra ayuda" al final de esta sección. Cualquier ayuda del gobierno no federal (como premios de gobiernos municipales o ayuda estatal que no se haya informado ya en la sección de "Ayuda estatal") se debe informar en la sección "Otra ayuda." Para dirección sobre como reportar ayuda económica para estudiantes impactados por COVID-19, por favor vea el Libro de códigos para registros de estudiantes en la página de Recursos del PDP o contacta la Línea de Ayuda.</p>

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
41	PPROG1	Nombre de ayuda privada u otra ayuda gubernamental 1	Sí*		El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados. Si el estudiante no recibe ayuda privada u otra ayuda gubernamental, deje estos campos vacíos.
42	PTYPE1	Tipo de ayuda privada u otra ayuda gubernamental 1	Sí*	1 = Beca/subvención por necesidad económica 2 = Beca/subvención por mérito 3 = Beca/subvención por necesidad económica y mérito 4 = Beca/subvención no basada en necesidad económica o mérito 5 = Beca/subvención, se desconoce 6 = Exención de matrícula, no para docentes o personal 7 = Préstamo 8 = Trabajo y estudio 9 = Beca deportiva 10 = Exención de matrícula, para docentes y personal 11 = Ayudantía/estipendio para docencia 12 = Ayudantía/estipendio para investigación 13 = Otra ayudantía/estipendio 14 = Pasantía 15 = Becas para las Fuerzas Armadas/ROTC 16 = Beneficios para veteranos 17 = Beneficios para asistente/asesor residente (RA) 18 = Rehabilitación profesional/capacitación laboral/WIA 19 = Ayuda del empleador 20 = Ayuda para COVID-19	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.</p> <p>Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (tipo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.</p>
43	PSRC1	Fuente de ayuda privada u otra ayuda gubernamental 1	Sí*	1 = Institucional 2 = Estatal 3 = Federal 4 = Otra	
44	PAMT1	Monto de ayuda privada u otra ayuda gubernamental 1	Sí*	0 - 120000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
45	PPROG2	Nombre de ayuda privada u otra ayuda gubernamental 2	Sí*		El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.  Si el estudiante no recibe ayuda privada u otra ayuda gubernamental, deje estos campos vacíos.
46	PTYPE2	Tipo de ayuda privada u otra ayuda gubernamental 2	Sí*	1 = Beca/subvención por necesidad económica 2 = Beca/subvención por mérito 3 = Beca/subvención por necesidad económica y mérito 4 = Beca/subvención no basada en necesidad económica o mérito 5 = Beca/subvención, se desconoce 6 = Exención de matrícula, no para docentes o personal 7 = Préstamo 8 = Trabajo y estudio 9 = Beca deportiva 10 = Exención de matrícula, para docentes y personal 11 = Ayudantía/estipendio para docencia 12 = Ayudantía/estipendio para investigación 13 = Otra ayudantía/estipendio 14 = Pasantía 15 = Becas para las Fuerzas Armadas/ROTC 16 = Beneficios para veteranos 17 = Beneficios para asistente/asesor residente (RA) 18 = Rehabilitación profesional/capacitación laboral/WIA 19 = Ayuda del empleador 20 = Ayuda para COVID-19	La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.  Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (tipo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.
47	PSRC2	Fuente de ayuda privada u otra ayuda gubernamental 2	Sí*	1 = Institucional 2 = Estatal 3 = Federal 4 = Otra	
48	PAMT2	Monto de ayuda privada u otra ayuda gubernamental 2	Sí*	0 - 120000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
49	PPROG3	Nombre de ayuda privada u otra ayuda gubernamental 3	Sí*		<p>El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.</p> <p>Si el estudiante no recibe ayuda privada u otra ayuda gubernamental, deje estos campos vacíos.</p>
50	PTYPE3	Ayuda privada u otra ayuda gubernamental: Tipo de ayuda privada u otra ayuda gubernamental 3	Sí*	<p>1 = Beca/subvención por necesidad económica  2 = Beca/subvención por mérito  3 = Beca/subvención por necesidad económica y mérito  4 = Beca/subvención no basada en necesidad económica o mérito  5 = Beca/subvención, se desconoce  6 = Exención de matrícula, no para docentes o personal  7 = Préstamo  8 = Trabajo y estudio  9 = Beca deportiva  10 = Exención de matrícula, para docentes y personal  11 = Ayudantía/estipendio para docencia  12 = Ayudantía/estipendio para investigación  13 = Otra ayudantía/estipendio  14 = Pasantía  15 = Becas para las Fuerzas Armadas/ROTC  16 = Beneficios para veteranos  17 = Beneficios para asistente/asesor residente (RA)  18 = Rehabilitación profesional/capacitación laboral/WIA  19 = Ayuda del empleador  20 = Ayuda para COVID-19</p>	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito.” La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.</p> <p>Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (typo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.</p>
51	PSRC3	Fuente de ayuda privada u otra ayuda gubernamental 3	Sí*	<p>1 = Institucional  2 = Estatal  3 = Federal  4 = Otra</p>	
52	PAMT3	Monto de ayuda privada u otra ayuda gubernamental 3	Sí*	0 - 120000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
53	OTHGATE	¿El estudiante recibió otra ayuda durante el año de ayuda económica 2019-2020?	Sí	1 = Sí 0 = No	<p><i>NOTA: TERMINOLOGÍA ESPECÍFICA. Este documento incluye terminología genérica que puede usar para comenzar a compilar los datos de su institución, pero deberá descargar las especificaciones del archivo CSV o los códigos de la plantilla Excel para ver la terminología específica. Ambos documentos se pueden descargar desde el PDP.</i></p> <ul style="list-style-type: none"> <li>• Para instituciones basadas en semestres, este punto se cargará previamente con los semestres que la institución informó en la página de Registro. La descripción de los puntos se cargará previamente con los nombres de semestres de la institución.</li> <li>• Para instituciones con inscripción permanente, este punto estará cargado previamente con el año de ayuda económica federal comprendido entre el 1 de julio de 2019 y el 30 de junio de 2020.</li> </ul> <p><b>PARA INSTITUCIONES BASADAS EN SEMESTRE:</b> Para cada subvención de ayuda recibida por el estudiante, indique el monto total entero en dólares desembolsado para [semestres de la institución previamente cargados]. Indique el monto total desembolsado para los semestres en conjunto, no los montos por separado de cada ciclo. Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares que se espera desembolsar. Por ejemplo, si necesita informar la ayuda para el semestre de verano 2020, pero esta aún no se ha desembolsado, incluya el monto otorgado que se espera desembolsar.</p> <p><b>PARA INSTITUCIONES CON INSCRIPCIÓN PERMANENTE:</b> Para cada subvención de ayuda recibida por el estudiante, indique el monto total entero en dólares desembolsado para el año de ayuda económica 2019-2020 (del 1 de julio de 2019 al 30 de junio de 2020). Si el estudiante recibe ayuda para este período pero la ayuda aún no se desembolsó, incluya el monto entero en dólares otorgado que se espera desembolsar.</p> <p>Para obtener más orientación y ver ejemplos, consulte el Manual de registros de estudiantes de NPSAS:20, disponible en la página <i>Resources</i> del PDP. Puede informar hasta 3 subvenciones de ayuda por estudiante en esta sección. Para dirección sobre como reportar ayuda económica para estudiantes impactados por COVID-19, por favor vea el Libro de códigos para registros de estudiantes en la página de Recursos del PDP o contacta la Línea de Ayuda.</p>



N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
54	OPROG1	Nombre de otra ayuda 1	Sí*		<p>El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.</p> <p>Si el estudiante no recibe otra ayuda, deje estos campos vacíos.</p>
55	OTYPE1	Tipo de otra ayuda 1	Sí*	<p>1 = Beca/subvención por necesidad económica  2 = Beca/subvención por mérito  3 = Beca/subvención por necesidad económica y mérito  4 = Beca/subvención no basada en necesidad económica o mérito  5 = Beca/subvención, se desconoce  6 = Exención de matrícula, no para docentes o personal  7 = Préstamo  8 = Trabajo y estudio  9 = Beca deportiva  10 = Exención de matrícula, para docentes y personal  11 = Ayudantía/estipendio para docencia  12 = Ayudantía/estipendio para investigación  13 = Otra ayudantía/estipendio  14 = Pasantía  15 = Becas para las Fuerzas Armadas/ROTC  16 = Beneficios para veteranos  17 = Beneficios para asistente/asesor residente (RA)  18 = Rehabilitación profesional/capacitación laboral/WIA  19 = Ayuda del empleador  20 = Ayuda para COVID-19</p>	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará "por mérito" o "por necesidad económica y mérito". La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.</p> <p>Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (typo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como "Matrícula y cuotas reembolsado para COVID-19" en la sección de Inscripción.</p>
56	OSRC1	Fuente de otra ayuda 1	Sí*	<p>1 = Institucional  2 = Estatal  3 = Federal  4 = Otra</p>	
57	OAMT1	Monto de otra ayuda 1	Sí*	0 - 120000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
58	OPROG2	Nombre de otra ayuda 2	Sí*		El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.  Si el estudiante no recibe otra ayuda, deje estos campos vacíos.
59	OTYPE2	Tipo de otra ayuda 2	Sí*	1 = Beca/subvención por necesidad económica 2 = Beca/subvención por mérito 3 = Beca/subvención por necesidad económica y mérito 4 = Beca/subvención no basada en necesidad económica o mérito 5 = Beca/subvención, se desconoce 6 = Exención de matrícula, no para docentes o personal 7 = Préstamo 8 = Trabajo y estudio 9 = Beca deportiva 10 = Exención de matrícula, para docentes y personal 11 = Ayudantía/estipendio para docencia 12 = Ayudantía/estipendio para investigación 13 = Otra ayudantía/estipendio 14 = Pasantía 15 = Becas para las Fuerzas Armadas/ROTC 16 = Beneficios para veteranos 17 = Beneficios para asistente/asesor residente (RA) 18 = Rehabilitación profesional/capacitación laboral/WIA 19 = Ayuda del empleador 20 = Ayuda para COVID-19	La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.  Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (tipo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.
60	OSRC2	Fuente de otra ayuda 2	Sí*	1 = Institucional 2 = Estatal 3 = Federal 4 = Otra	
61	OAMT2	Monto de otra ayuda 2	Sí*	0 - 120000	

N.º de campo	Nombre del punto	Descripción del punto	¿Es un dato esencial?	Valores válidos y formato de datos	Notas sobre el punto y texto de ayuda
62	OPROG3	Nombre de otra ayuda 3	Sí*		<p>El nombre de los programas de ayuda no se revelará con los datos finales. Esta información se usará para revisar la calidad de los datos, por ejemplo, para verificar que los montos informados estén dentro de los límites reglamentarios y comprobar que el tipo de ayuda económica y la fuente estén correctamente codificados.</p> <p>Si el estudiante no recibe otra ayuda, deje estos campos vacíos.</p>
63	OTYPE3	Tipo de otra ayuda 3	Sí*	<p>1 = Beca/subvención por necesidad económica  2 = Beca/subvención por mérito  3 = Beca/subvención por necesidad económica y mérito  4 = Beca/subvención no basada en necesidad económica o mérito  5 = Beca/subvención, se desconoce  6 = Exención de matrícula, no para docentes o personal  7 = Préstamo  8 = Trabajo y estudio  9 = Beca deportiva  10 = Exención de matrícula, para docentes y personal  11 = Ayudantía/estipendio para docencia  12 = Ayudantía/estipendio para investigación  13 = Otra ayudantía/estipendio  14 = Pasantía  15 = Becas para las Fuerzas Armadas/ROTC  16 = Beneficios para veteranos  17 = Beneficios para asistente/asesor residente (RA)  18 = Rehabilitación profesional/capacitación laboral/WIA  19 = Ayuda del empleador  20 = Ayuda para COVID-19</p>	<p>La ayuda por necesidad económica se otorga en función de los recursos económicos del solicitante. La ayuda por mérito se otorga en función de los logros académicos del solicitante. La ayuda por mérito otorgada sin tener en cuenta los recursos económicos se debe considerar una ayuda por mérito. Sin embargo, si alguna parte de los criterios de otorgamiento incluye los recursos económicos del estudiante, la ayuda se considerará “por mérito” o “por necesidad económica y mérito”. La ayuda que no se basa en el mérito ni en la necesidad económica puede incluir talentos no académicos, características demográficas u otras características del solicitante dentro de los criterios de otorgamiento.</p> <p>Para obtener ayuda en la clasificación de subvenciones de ayuda, consulte la Hoja de repaso de tipos de ayuda económica en la página <i>Resources</i> del PDP, o comuníquese con el servicio de asistencia. Otorgamientos de ayuda económica especiales para estudiantes impactados por COVID-19 deben ser reportado como Ayuda Para COVID-19 (tipo = 20). Reembolsos de costos de matrícula y cuotas debido a COVID-19 no se debe reportar como ayuda económica; se debe reportar como “Matrícula y cuotas reembolsado para COVID-19” en la sección de Inscripción.</p>
64	OSRC3	Fuente de otra ayuda 3	Sí*	<p>1 = Institucional  2 = Estatal  3 = Federal  4 = Otra</p>	
65	OAMT3	Monto de otra ayuda 3	Sí*	0 - 120000	

