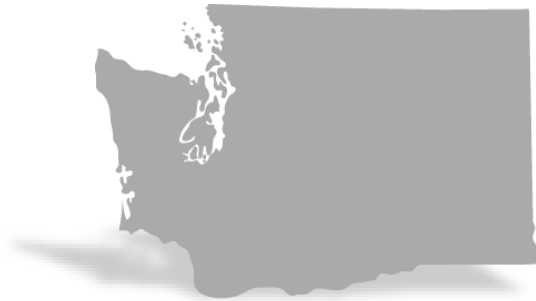


PSDC – First Data Submission



Please type your name,
institution, and role into the chat.

Agenda

- How to submit data
- Data submission format
- What data to submit
- When to submit
- Questions
- Next steps

How to submit data

Managed File Transfer (MFT) Instructions

- ERDC uses GoAnywhere MFT to securely share sensitive information
 - Accessed through web browser
- ERDC staff reached out to ask for a list of individuals at your institution who will be responsible for transferring files.
 - This can be multiple people at the same institution.
- We will set up an account for you.
- Once that account is set up, you will receive an email with detailed instructions and training materials.

MFT Continued

- Need to make changes to a file?
- MFT allows you to delete and resubmit
- Please email the [PSDC Inbox](#) if you need to make changes or uploaded a file by accident

Reminders



Please do not share data with OFM ERDC without a data sharing agreement. Please contact us if you need a DSA.



Please do not email data to OFM ERDC staff

Data submission format

Instructions



Reports – five domains

Student demographics
Student program
Student term
Term dates
Completion data



Minimal data transformation



2023-24 academic year Final term data

Instructions



Your reports should reflect how variables are represented in your systems.

Maintain leading zeroes.



You may submit “long” data

Race
Ethnicity
Major



Please include a data dictionary or glossary

Column headers
Codes
Enrollment status credit hours

DSA Limits on Long Data

“Long” data limits from DSA

- Up to five race fields
- Up to three Hispanic ethnicity fields
- Up to two majors
- Up to two program concentrations
- Up to two minors

If you record more, two options

- Amend DSA so you can submit all of it
- Limit data to conform with DSA

File Sets and Naming Conventions

- Please upload one academic year's worth of data
 - You may break up your files into terms, or submit a full year
 - Treat “enrollment term” as a “long” variable
 - Nontraditional schedule? Work with OFM staff
- Naming conventions – [institutionname.filename.academicyear]
 - Please see the naming conventions tab in the data dictionary, as I suggest acronyms or short names for some institutions
 - Ex. Antioch.student.202324
 - If submitting term-specific files, use [institutionname.filename.academicyear.term]

File Preferences

- We prefer data files in CSV, TSV, or Excel
- Please do not submit PDFs
- If you want to submit a different format, please contact us
- We prefer the data dictionary as an Excel workbook

What to submit

Include on All Files

Field Name	Definition	Notes
Record Number	An identifier that uniquely identifies a record in a PSDC collection file.	Should be sequential.
Enrollment Year	The academic year to which a collection file's reporting term belongs.	This is "completion year" on the completion/program tab.
Enrollment Term	The academic term being reported in a collection file.	"Completion term" in the completion/program tab. If on a nontraditional schedule, report this how you would for IPEDS.
Institution ID	The unique four-digit CEEB code for a reporting institution.	Make sure this includes leading zeroes.

Student Demographics

- Social Security Number (SSN)
 - We do not need the full SSN for matching. We need at least the last 4 digits.
- Race/ethnicity
 - Please provide what you have that is most closely aligned with the [Federal Category Valid Value](#).
 - We can accept up to five race values and up to three ethnicity values without modifying the DSA.
- Washington Residency Status
 - Please report this based on the time of admission.
 - You may match Unit Record Report guidance.
 - Report international students as out-of-state students.

Student Demographics - Student Type

- Common categories:
 - High school dual enrollment student
 - Workforce training
 - Basic skills student
 - Apprenticeship program.
 - Baccalaureate student entering after high school
 - Baccalaureate transfer student
 - Graduate student
- This field will vary by system/institution.

Student Program



Information about each student's program of study, by term



Please provide CIP codes for Program IDs for first and second majors.



Concentration = “area of focus” within major/minor

Not all majors or minors have an area of focus

Student term

- Information about each student's attempted credits, GPA, and class standing for the term.
- Course provider campus ID
 - For institutions with multiple campuses, please provide the name of the primary campus where the student was enrolled
 - This is the campus providing the majority of the student's credit hours, or the campus at which the student first registered for classes.
- Primary enrollment site
 - Site where student is attempting the most credit hours
 - Meant to capture programs like College in the High School, off-campus programs, and online learning

Student term - Continued

- Baccalaureate class standing
 - Please report the beginning of term-class standing more generally
- Student Cumulative Institutional GPA and Student Cumulative Overall GPA
 - If you only report one of these, that's okay – please indicate which one in your data documentation.
 - Reminder - this should be final term data.
- Enrollment status
 - Number of credits/hours the student attempted for the term you're reporting.
 - We will need supporting documentation for how your institution defines enrollment status by credits (full-time, part-time), and variations by the type of student (undergraduate, graduate)

Term Dates

- Information about each institution's term system (quarter, semester), start and end dates
- Enrollment term system
 - Please report this how you would for IPEDS

Completion/Program

- Information about the degrees and certificates awarded to students for the term you are reporting
- Includes first and second majors, first and second minors if applicable, program concentrations
- Program degree/certificate level
 - This can match the codes used in IPEDS. Please make sure you indicate this in your data documentation.

When to submit

Initial Submission Deadlines



Please submit your initial set of data by Tuesday, July 1, 2025.



If this is a hardship for you, please reach out.

Next Steps and Questions

Next Steps

- ERDC staff will be sending reminder emails to initial DSA signatories for a list of individuals responsible for transferring files.
- If you do not have a DSA, and would like to be part of this initial data collection, please reach out to ERDC staff via the PSDC inbox.
- We will set up your MFT.
- Once your MFT is set up, please transfer files to us by July 1, 2025.

Next Steps - Data

- Profiling the data
 - Confirming counts with each institution
 - Creating summary reports
- Using the data to build templates for future submissions
- Working with external data workgroup
 - Reviewing templates
 - Additions to data collection

Questions?

PSDC Inbox

psdc@ofm.wa.gov

ERDC website

[Home | Washington State Education Research and Data Center](#)