National Student Clearinghouse® RESEARCH CENTER™

StudentTracker℠ Detail Report

Excel Guide for Colleges and Universities

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Contents

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Every StudentTracker report includes a "Detail Report" that contains available student-by-student term-by-term college enrollment information.

How the National Student Clearinghouse Populates Its Database

More than 3,300 of US colleges and universities participate with the Clearinghouse.

- The Clearinghouse receives <u>enrollment</u> information from its participating colleges and universities several times throughout a term.
  For each term:
  - o The schools must report information within 30 days of the start of the term.
  - o The schools then update information throughout the term (every 30-45 days).
  - o The schools must submit their last enrollment report of the term no later than 2 weeks after classes end.

  For a list of participating colleges and universities, go to:
  http://www.studentclearinghouse.org/colleges/coreserv/docs/CoreParticipants.xls

- The Clearinghouse receives <u>degree</u> information from colleges and universities participating in DegreeVerify. Schools typically submit a degree file after each conferral period, once the majority of degrees have been posted. They may submit an additional degree file when additional degrees are posted.

  For a list of colleges and universities participating in DegreeVerify, go to:
  http://www.studentclearinghouse.org/secure_area/DegreeVerify/dv_ParticipatingSchools.asp
  Note: You will only receive degree information in your StudentTracker reports if your organization has signed up for this feature.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act is a federal law that protects student's privacy rights in their education records. Since our inception in 1993, the Clearinghouse has maintained the confidentiality and privacy of more than 100 million student records in full compliance with FERPA regulations. StudentTracker releases only unrestricted directory information (e.g., school names and dates of attendance) from records received from a student's other post-secondary institutions, unless FERPA authorizes disclosure without consent.

Understanding the Detail Report

Data elements

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1. **Your Unique Identifier**

   Max. Length = 16

   Column A

   The Social Security number as provided in the request file (column B). In order to preserve number formatting, each SSN ends in an underscore (e.g., 123456789_). This field is used **only** for the Pending Admission (PA) inquiry.

2. **First Name**

   Max. Length = 20

   Column B

   Student's first name as provided in the file (column C).

3. **Middle Initial**

   Max. Length = 1

   Column C

   Student's middle initial as provided in the file (column D).

4. **Last Name**

   Max. Length = 20

   Column D

   Student's last name as provided in the file (column E).

5. **Name Suffix**

   Max. Length = 5

   Column E

   Student's name suffix as provided in the file (column F).

6. **Requester Return Field**

   Max. Length = 50

   Column F

   Data provided by requestor in the Requester Return Field (column L) of the request. Returned unaltered to help requester process the detail report (e.g. cohort identification, unique student ID, etc.). In order to preserve number formatting, each field ends in an underscore (e.g., 123456_) If no data was provided, the field is blank.

7. **Record Found Y/N**

   Max. Length = 1

   Column G

   Y = Detail report contains student's college record

   N = Detail report does NOT contain student's college record

8. **Search Date**

   Max. Length = 8

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Column H
Search date as provided in the request file (column H).

9. **College Code/Branch**
Max. Length = 9
Column I
OPE/FICE code of the college that the student attended.

10. **College Name**
Max. Length = 40
Column J
Name of the college that the student attended.

11. **College State**
Max. Length = 2
Column K
State in which the college that the student attended is located.

12. **2-Year/4-Year**
Max. Length = 1
Column L
Type of college that the student attended
- 4 = 4-year or higher institution
- 2 = 2-year institution
- L = Less than 2-year institution

13. **Public/Private**
Max. Length = 7
Column M
Indicates whether the college that the student attended is a "Public" or Private" institution.

14. **Enrollment Begin**
Max. Length = 8
Column N
Begin date for the student's period of attendance.

15. **Enrollment End**
Max. Length = 8
Column O
End date for the student's period of attendance. If the student withdraws during the term, the effective date of the withdrawal is the "enrollment end."

16. **Enrollment Status**

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Max. Length = 1

Column P

The last enrollment status reported for the student:

- F = Full-time

- H = Half-time

- L = Less than half-time

- A = Leave of absence

- W = Withdrawn

- D = Deceased

This field will be blank if the reporting college has not defined the student's enrollment status as directory information.

17. **Class Level**

Max. Length = 1

Column Q

If available, the class level associated with the student as provided by the reporting college:

- F = Freshman (Undergraduate)

- S = Sophomore (Undergraduate)

- J = Junior (Undergraduate)

- R = Senior (Undergraduate)

- C = Certificate (Undergraduate)

- N = Unspecified (Undergraduate)

- M = Master's (Graduate)

- D = Doctoral (Graduate)

- P = Postdoctorate (Graduate)

- L = First Professional (Graduate)

- G = Unspecified (Graduate/Professional)

18. **Enrollment Major 1**

Max. Length = 80

Column R

If available, the major associated with the student's enrollment record as provided by the reporting college.

19. **Enrollment CIP 1**

Max. Length = 6

Column S

If available, appropriate NCES CIP code for major 1.

20. **Enrollment Major 2**

Max. Length = 80

Column T

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If available, the major associated with the student's enrollment record as provided by the reporting college.

21. **Enrollment CIP 2**
Max. Length = 6
Column U
If available, appropriate NCES CIP code for major 2.

22. **Graduated?**
Max. Length = 1
Column V
Graduation status information available from the reporting college.
- Y = College reported the students as graduated
- N = College did NOT report the student as graduated

23. **Graduation Date**
Max. Length = 8
Column W
Date of student's graduation or degree achievement as provided by reporting college.

24. **Degree Title**
Max. Length = 80
Column X
If available, the title of the degree the student received as provided by the reporting college.

25. **Degree Major 1**
Max. Length = 80
Column Y
If available, the major associated with the student's degree as provided by the reporting college.

26. **Degree CIP 1**
Max. Length = 80
Column Z
If available, appropriate NCES CIP code for major 1.

27. **Degree Major 2**
Max. Length = 80
Column AA
If available, the major associated with the student's degree as provided by the reporting college.

28. **Degree CIP 2**
Max. Length = 80
Column AB

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If available, appropriate NCES CIP code for major 2.

29. **Degree Major 3**
Max. Length = 80
Column AC
If available, the major associated with the student's degree as provided by the reporting college.

30. **Degree CIP 3**
Max. Length = 80
Column AD
If available, appropriate NCES CIP code for major 3.

31. **Degree Major 4**
Max. Length = 80
Column AE
If available, the major associated with the student's degree as provided by the reporting college.

32. **Degree CIP 4**
Max. Length = 80
Column AF
If available, appropriate NCES CIP code for major 4.

33. **College Sequence**
Max. Length = 2
Column AG
The sequential order of each school that the student attended. The first record from the first school that the student attended will have a "1" in this field, the first record from the second school that the student attended will have a "2" in this field, and so on.

Inclusion of records

If a student is found in our database, StudentTracker will check whether or not the student has requested a FERPA block.
- If the student is blocked, detail-level information is not reported.
- If the student is not blocked, StudentTracker reports any applicable enrollment records (one per term) and/or graduation records for this student based on the **search date** and **query type**.
  - If you are unfamiliar with the bolded terms, please contact the StudentTracker team at StudentTracker@clearinghouse.org.

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Sort Order

The students are returned in the Detail Report sorted by "Your Unique Identifier" (column A) first. If blank, the sort will proceed by "Last Name" (column D) in alphabetical order.

- If the student is not found (or is blocked), the student appears only once. The row contains the student's name and search date. Also, the "Record Found Y/N" field is populated with "N" for this row.

- If the student is found, there is one row for each reported term this student was enrolled for. The "Record Found Y/N" field is populated with "Y" for each of these rows. All of the rows for a particular student are grouped by college attended. Within each group, the records are sorted by "Enrollment Begin" and each group is assigned a "College Sequence"[1]. Lastly, the groups are sorted by the "College Sequence" field from lowest to highest.

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[1] The "College Sequence" is assigned based on the "Enrollment Begin" date. That is, the group of records that has the earliest (or latest depending on query type) "Enrollment Begin" date is assigned a "College Sequence" of "1".

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Using Excel to extract information from the Detail Report

Task 1: Remove duplicates

You can use Excel to extract the first row of each student that appears in the Detail Report.
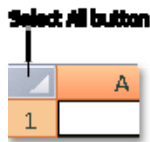
To do this:

1. Open the Detail Report in Excel.

    Note: You should save a copy of the Detail Report to another worksheet or workbook before removing duplicate values.

2. Select all cells on the worksheet.

    To select all cells on a worksheet, do one of the following:
    a. Click the **Select All** button.

    b. Press CTRL+A.

3. On the **Data** tab, in the **Data Tools** group, click **Remove Duplicates**.
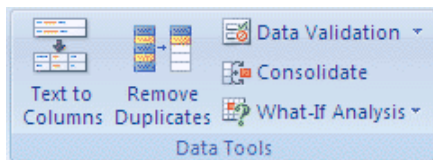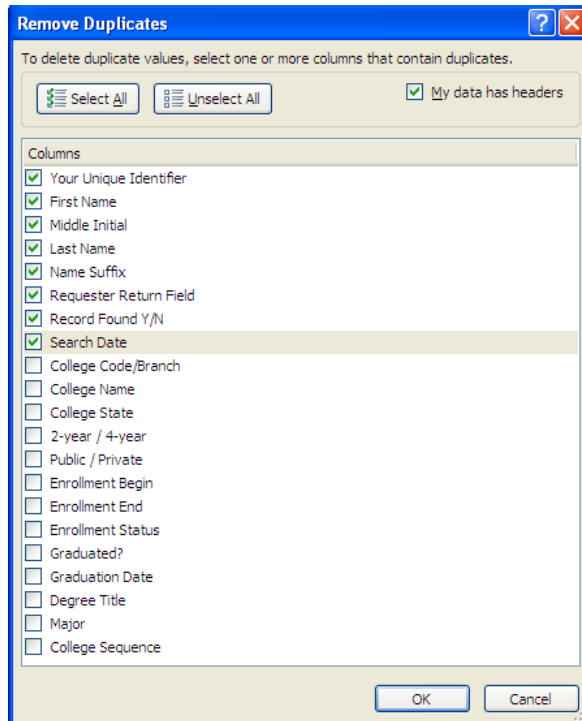

4. Click **Unselect All**.

5. If unchecked, check the box **My data has headers**.

6. Under **Columns**, select one or more columns depending on how unique your data is.
    a. If you have used SSN (only for PA queries of applicants), select **Your Unique Identifier**.

    b. If you have used a unique Requester Return Field in *column F* (or SSN in case of High School diploma files), select **Requester Return Field**.

    c. If you do not have any unique field, you should select a combination of fields. A good way to do this is to select the all the columns from **Your Unique Identifier** to **Search Date.**

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Tip: To make the Remove Duplicates window wider or longer, click and drag the grip handle at the bottom.

7. Click **OK**.

   A message is displayed indicating how many duplicate values were removed and how many unique values remain, or if no duplicate values were removed.

8. Click **OK**.

Once you complete step 8, you will have one row per student. The question you can ask yourself is whether the row you obtained is useful to your research.

If the answer is "no", you can go back and restart the process.

When you use the Remove Duplicates button, the row that is conserved is whatever row is found first, from top to bottom. Therefore, to obtain different results, you can first sort the data in a manner that suits your needs. Once you have re-sorted the data, you can then remove the duplicates.

Task 2: Sort the data

There are many ways you can sort the data in the Detail Report.
- By the earliest (or latest) "Enrollment Begin" date

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- By the earliest (or latest) "Enrollment End" date
- By "Record Found Y/N"
- By "College Sequence" from lowest-to-highest or from highest-to-lowest.
- By "Graduated?"
- By a combination of these

This task shows an example of how to sort each student's data by the "Enrollment End" date:

1. Open the Detail Report in Excel.

   Note: You should save a copy of the Detail Report to another worksheet or workbook before sorting the data.

2. Select all cells on the worksheet.

   To select all cells on a worksheet, do one of the following:

   a. Click the **Select All** button.

   b. Press CTRL+A.

3. On the **Data** tab, in the **Sort & Filter** group, click **Sort**.
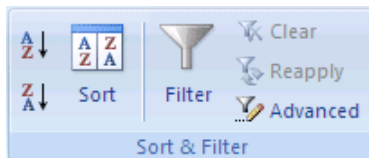

4. The **Sort** dialog box is displayed.

5. If unchecked, check the box **My data has headers**.

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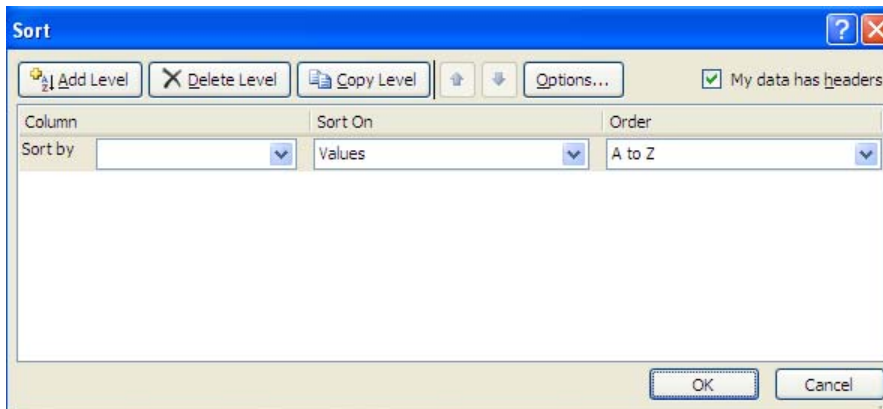
6. Under **Column**, in the **Sort by** box, select the first column that you want to sort. For this example, select the "Last Name" field first.

   a. Under **Sort On**, select **Values**.

   b. Under **Order**, select how you want to sort. Do one of the following:

      i. For text values, select **A to Z** or **Z to A**.

      ii. For number values, select **Smallest to Largest** or **Largest to Smallest**.
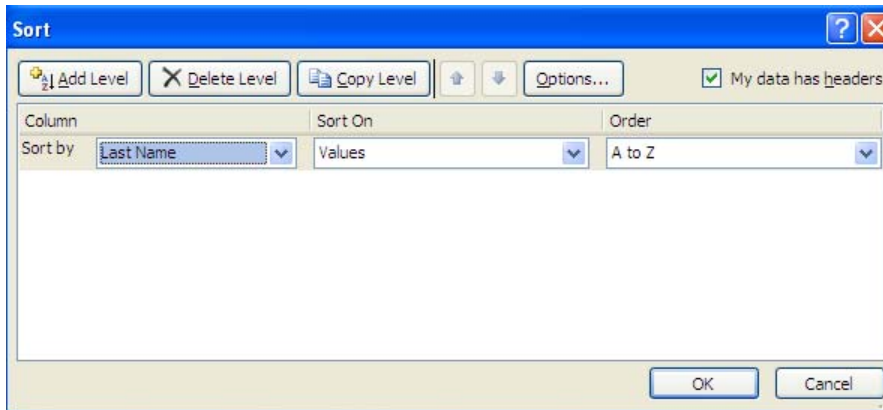
7. To add another column to sort by, click **Add Level**, and then repeat steps 3 through 5. Add the columns: "First Name," "Middle Initial," "Search date," and "Enrollment End."
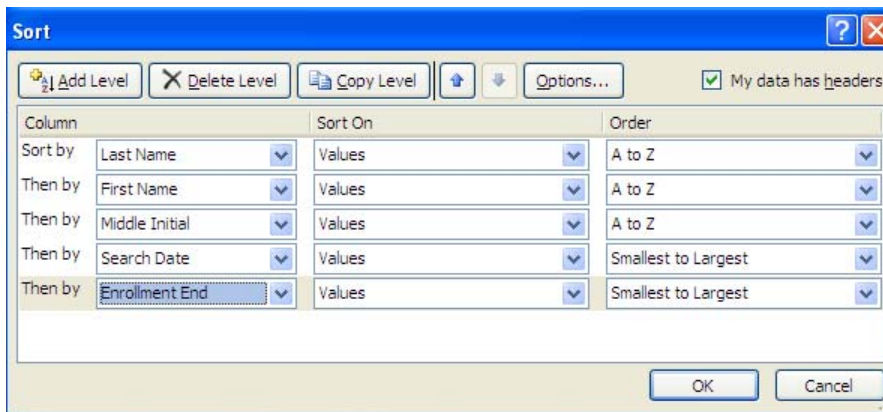
8. Click **OK**

Once you complete step 8, you will have sorted the records for each student by the "Enrollment End" field.

Entries higher in the list are sorted before entries lower in the list.

The first 4 levels (Last Name, First Name, Middle Initial, and Search Date) were used to make sure that all records for the same student are grouped together. If unique identifiers are available, those columns can be used in addition to or instead of the fields used above.

The last level (Enrollment End) was used to sort each student's records. So that, for each student, the top record is now the record with the earliest "Enrollment End" date and the bottom record is now the record with the latest "Enrollment End" date.

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If you remove the duplicates at this time, the row you obtain from each student is the following: *The earliest term (based on the earliest "Enrollment End" date) that this student attended out of all the terms reported for this student in the Detail Report.*

Task 3: Filter the data

Filtering the data is a great way to summarize the information. You may filter the complete dataset or you may filter the unduplicated dataset depending on your needs.

To filter the data:
1. Open the Detail Report in Excel.
    Note: In this case, you do not need to save a copy because filtering does not change or delete the data.

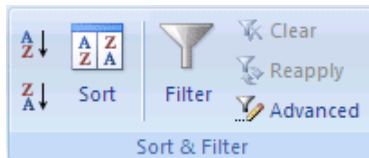2. Select all cells on the worksheet.

    To select all cells on a worksheet, do one of the following:
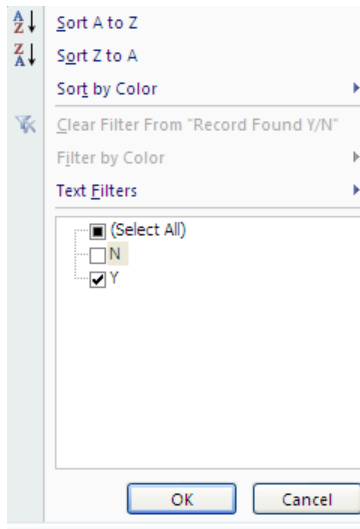   - Click the **Select All** button.
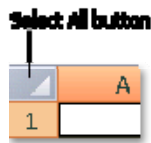
    - Press CTRL+A.

3. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.

4. Click the arrow in the column header. For this example click the arrow in column G, the "Record Found Y/N" field.

5. In the list of values, select or clear one or more values to filter by.
    - The list of values can be up to 10,000. If the list is large, clear **(Select All)** at the top, and then select the specific text values to filter by.

    - For this example, clear the value "N"

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Tip: To make the AutoFilter menu wider or longer, click and drag the grip handle at the bottom.

6. Click **OK**

7. You may also apply additional filters. For this example, you will now filter the data to capture enrollment records during a particular term.

8. Click the arrow in the "Enrollment End" field. This time you will use "Number Filters" instead of making selections. To do this:

   - Point to **Number Filters** and then click one of the *comparison operator* commands. For this example, select **Less Than or Equal To…**
   - In the **Custom AutoFilter** dialog box, in the box or boxes on the right, enter numbers or select numbers from the list. For this example, enter: 20051231
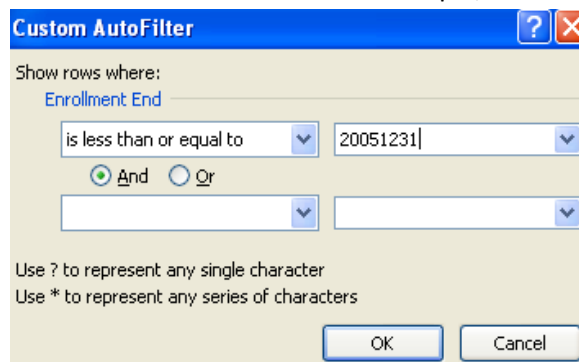
   - Click **OK**

9. To avoid capturing data for a previous term, you will filter by the "Enrollment Begin" field as well. To do this:

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- Point to **Number Filters** and then click one of the *comparison operator* commands. For this example, select **Greater Than or Equal To…**
- In the **Custom AutoFilter** dialog box, in the box or boxes on the right, enter numbers or select numbers from the list. For this example, enter: 20050801
- Click **OK**

Once you complete step 9, you will capture all the records available for the fall of 2005.

If a student was enrolled in two places, you will see two rows for that student. If you have duplicates for each student and would like to remove them, you will have to copy the resulting rows to a separate worksheet and perform the task "Remove Duplicates"

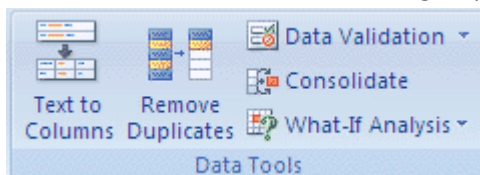Hint: To clear all filters in a worksheet and redisplay all rows:
- On the **Data** tab, in the **Sort & Filter** group, click **Clear**.
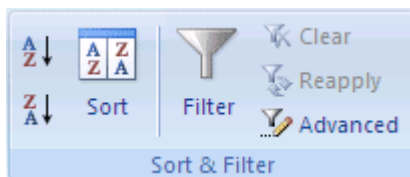
Task 4: Split a date field into year, month, date.

The Detail Report contains three date columns: the search date, the enrollment begin date, and the enrollment end date. The format of these columns is a number, and hence you cannot filter these values dates. In the previous task, we took advantage of the "greater than" and "less than" operators to work with the dates as numbers. This task shows another way to handle these dates by splitting them into three columns: year, month, and date.
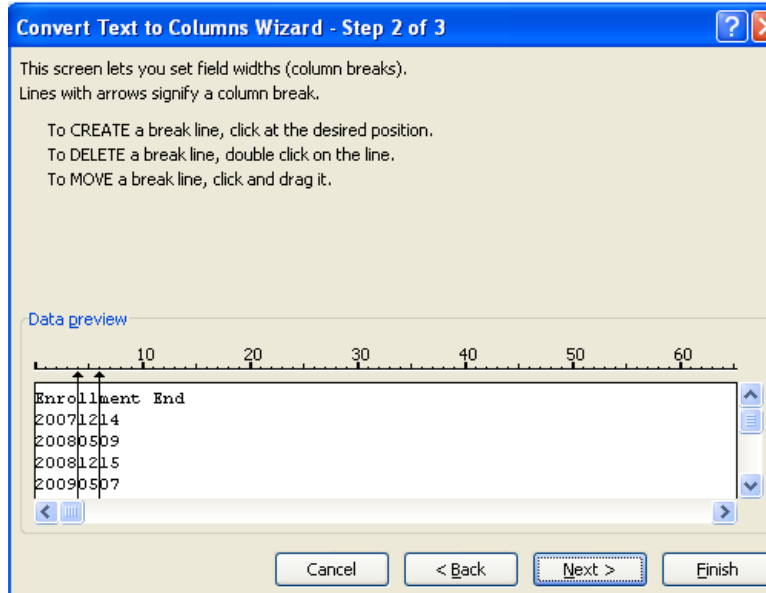
1. Insert three columns to the right of each date column you would like to split. This is to prevent existing data in adjacent columns from being overwritten by the data that will be distributed.

2. Select the entire column that contains the values that you want to split.

3. On the **Data** tab, in the **Data Tools** group, click **Text to Columns**.

4. In Step 1 of the Convert Text to Columns Wizard, click **Fixed Width**, and then click **Next**.

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5.   In the **Data preview** box, drag a line to indicate where you want the content to be divided.

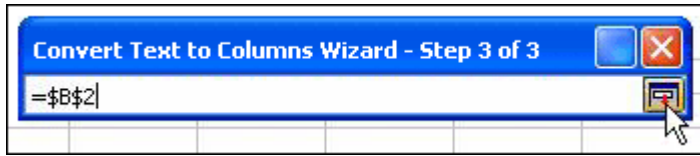   **Tip**: To delete a line, double-click it.

6.   Click **Next**.

7.   In Step 3, you can click a format option under **Column data format**. The default selection is General. For this example, the General format will be sufficient.
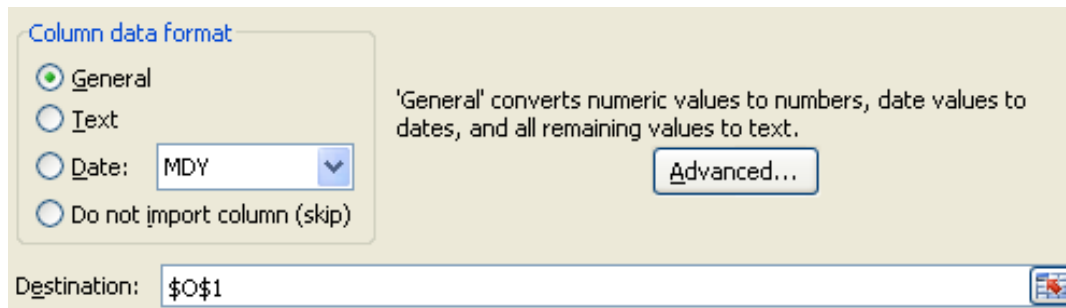
8.   Click the icon to the right of the **Destination** box, and then click the column next to the date column you are working on.

     IMPORTANT: If you do not specify a new destination for the new columns, the divided data will replace the original data.

9.   Click the icon to the right of the **Convert Text to Columns Wizard**.

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Convert Text to Columns Wizard - Step 3 of 3

=B2

10. Click **Finish**.

Task 5: The Date function

Now that you have split the dates into year, month, and day, you may want to re-join them. The DATE function can do this and will format the result as a date. The DATE function syntax is:

DATE(year, month, day)

A2	B2	C2
2008	1	1

Formula	Description	Result
=DATE(A2,B2,C2)	Serial date for the date derived by using cells A2, B2, and C2 as the arguments for the function, and using the 1900 date system.	1/1/2008 or 39448

Task 6: COUNTIF and COUNTIFS functions

The COUNTIF function syntax is:

COUNTIF(range, criteria)

range Required. One or more cells to count, including numbers or names, arrays, or references that contain numbers. Blank and text values are ignored.

criteria Required. A number, expression, cell reference, or text string that defines which cells will be counted. For example, criteria can be expressed as 32, ">32", B4, "apples", or "32".

Formula	Description	Result
=COUNTIF(U:U, 2)	Number of cells with a "2" in the College Sequence field	12
=COUNTIF(U:U, 3)	Number of cells with a "3" in the College Sequence field	2
=COUNTIF(U:U, ">1")	Number of cells with a value larger than 1 in the College Sequence field	14

The COUNTIFS function syntax is:

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COUNTIFS(criteria_range1, criteria1, [criteria_range2, criteria2]…)

criteria_range1 Required. The first range in which to evaluate the associated criteria.

criteria1 Required. The criteria in the form of a number, expression, cell reference, or text that define which cells will be counted. For example, criteria can be expressed as 32, ">32", B4, "apples", or "32".

criteria_range2, criteria2, … Optional. Additional ranges and their associated criteria. Up to 127 range/criteria pairs are allowed.

| Formula	Description	Result
=COUNTIFS(H:H,20050801,M:M,"Private")	Number of records with search date 20050801 where the college of attendance is "Private"	52

Task 7: Using PivotTables

PivotTables allow you to see and explore the data. For this example, you will count the number of unique students who went to each of the colleges reported.

1. Before you start with this task, you will need to use the **Remove Duplicates** button. When doing this, select all columns from **Your Unique Identifier** to **College Code/Branch** in the Remove Duplicates window. As a result, for each student, this will remove duplicate terms for each college attended.
   - Remember to save a copy of the report before you remove the duplicates.

2. Once you have removed the duplicates, select all cells on the worksheet.
   To select all cells on a worksheet, do one of the following:
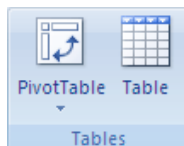   - Click the **Select All** button.
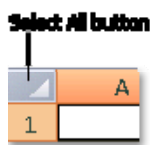
   - Press CTRL+A.

3. Select the type of report to generate by doing the following:
   To create a PivotTable report:
   - On the **Insert** tab, in the **Tables** group, click **PivotTable**, and then click **PivotTable**.

   - Excel displays the **Create PivotTable** dialog box.

4. Since you selected a range of cells before you started the wizard, Excel displays the range of cells or table name reference in the **Table/Range** box.

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5. Specify a location by doing one of the following:
    - To place the PivotTable report in a new worksheet starting at cell A1, click **New Worksheet**.
    - To place the PivotTable report in an existing worksheet, select **Existing Worksheet**, and then specify the first cell in the range of cells where you want to position the PivotTable report.

6. Click **OK**.
    - Excel adds an empty PivotTable report to the specified location and displays the PivotTable Field List so that you can add fields, create a layout, and customize the PivotTable report.

7. Under **Choose fields to add to report**, move one or more fields to the **Row Labels** area.
    - If you have used SSN (only for PA queries of applicants), select **Your Unique Identifier** and drag to the **Row Labels** area.

    - If you have a unique Requester Return Field in *column F*, select **Requester Return Field** and drag to the **Row Labels** area.

    - If you do not have any unique field, you should select a combination of fields, such as **Last Name** and **First Name**. To do this, select one of the fields and drag to the **Row Labels** area and repeat for the next field.

8. Under **Choose fields to add to report**, move one or more fields to the **Column Labels** area.
    - For this example, you will select **2-year / 4-year** and **College Name** drag them to the **Column Labels** area.

9. Under **Choose fields to add to report**, move one or more fields to the **Values** area.
    - For this example, you will select **College Name** and drag to the **Values** area.
    - Excel will automatically select a summary function. In this case, the selected function is COUNT. You can change the summary function, but this is not necessary at this time.

Once you complete step 9, you will have a table summarizing the number of students that attended each of the colleges reported.