

NC-SARA Data Reporting Guide



National Council for
State Authorization Reciprocity Agreements

A voluntary, regional approach to state oversight of distance education

NC-SARA Data Reporting Guide – Spring 2016

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Introduction:

This Data Reporting Guide provides guidance to SARA-participating institutions regarding the details of how to submit relevant institutional enrollment data to NC-SARA. While every effort has been made to provide clear guidance, the variety of institutional practice in determining student location, tabulating enrollments, and delivering distance education make a perfectly accurate accounting unattainable at present.

In view of that fact, in addition to the following information we offer two general points of guidance: 1) report enrollments as you would to IPEDS, and 2) use your best professional judgment, exercised within the spirit and intent of SARA.

Reporting Your Institution's Data:

The required data reporting is based on the enrollment data your institution reports to the Integrated Postsecondary Education Data System (IPEDS) each fall. NC-SARA sets its reporting period to occur approximately one month after the IPEDS deadline for reporting each year's fall enrollments; that IPEDS deadline is usually in early April each year. **The NC-SARA reporting period for spring 2016 will be May 9 -20, 2016.**

What data is reported?

SARA institutions will report the number of students enrolled in the institution via distance education delivered outside the home state of the institution, disaggregated by state, territory, or district in which the students reside.¹ *Institutions shall use the means they currently employ to determine their students' location.*

¹ Note: Authority – NC-SARA *Policies and Standards*, Section 6; and Application for Institutional Participation in SARA, item 7.

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How does NC-SARA use the data?

NC-SARA will report institutional distance education enrollments on its website, by institution, in the following format:

Out-of-State enrollments of SARA institutions via distance education						
	SARA State 1 (example, Oregon)	SARA State 2	SARA State 3	SARA State 4	Total in Non-SARA States	Total SARA + Non-SARA
Alaska						
SARA Institution 1						
SARA Institution 2						

NC-SARA will not collect individually identifiable student data and will comply with the Family Educational Rights and Privacy Act (FERPA).²

Steps for Data Reporting

Gather the data that you reported to IPEDS for your fall 2015 enrollment.

1. NC-SARA will provide each SARA institution a secure link to a web form, on which you will enter your institution's enrollment data. The SARA contact for your institution will receive e-mail notification with the link each spring, in advance of the NC-SARA data reporting deadline.
2. On the first page of the web form, enter the total number of distance education students enrolled in each SARA state. **If your institution has fewer than 10 enrollments in a state, please report 0 (zero) enrollments for that state.** Once you have entered enrollments for SARA states, click the **Next** button to continue to the next web form. See the example below.

²NC-SARA has obtained a formal legal opinion on SARA's data collection policies. That opinion is available at <http://nc-sara.org/files/docs/NC-SARA%20Chicago%20board%20booklet.pdf> pages 49-56

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Screenshot of SARA States Web Form:

Report of Out-Of-State Enrollments of SARA Institutions Via Distance Education.

Thank you for submitting the enrollment report. If you need to make changes, use the “**Previous**” button. Changes are saved automatically after navigating to/from each page.

Once you have completed the report, click the “**Save & Submit**” button.

Note: Once “**Save & Submit**” is clicked, you will not be able to make any changes.

SARA States

Alabama	<input type="text" value="0"/>
Alaska	<input type="text" value="0"/>
Arizona	<input type="text" value="0"/>
Arkansas	<input type="text" value="0"/>

3. Enter your institutional distance education enrollment data for each Non-SARA state. (As indicated above, NC-SARA will report those enrollments as an aggregate total for Non-SARA states. As additional states join SARA, NC-SARA staff will move your institution’s enrollment numbers for those states from the Non-SARA aggregate total to new columns for new SARA states as they join.) **If the number of students is less than 10 in a state, please report 0.** Once you have entered your enrollments for all Non-SARA states, please click on the **Next** button.

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Screenshot of Non-SARA States Web form:

Non-SARA States	
California	<input type="text" value="0"/>
Connecticut	<input type="text" value="0"/>
Delaware	<input type="text" value="0"/>
District of Columbia	<input type="text" value="0"/>

4. After submitting the enrollment data for Non-SARA states, you will see a confirmation screen like the screen shot below. Please be sure to click on the **Save and Submit** button to ensure that your institutional data is transmitted to NC-SARA.

See the screen shot below of the final web form page that requires you to **Save and Submit** your data:



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3005 Center Green Drive, Suite 130 * Boulder, Colorado 80301 * 303.541.0283 * information@nc-sara.org

Thank you for submitting the enrollment report. If you need to make changes, use the previous button. Changes are saved automatically after navigating to/from each page.

Once you have completed the report, click the "Save & Submit" button.

Note: Once "Save & Submit" is clicked, you will not be able to make any changes.

[<< Previous](#) [Save and Submit](#)

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Frequently Asked Questions:

How is “distance education” defined?

The term “distance education” means: instruction offered by any means where the student and faculty member are in separate physical locations. It includes, but is not limited to, online, interactive video or correspondence courses or programs. (Source: SARA Policies and Standards, January 14, 2016, p. 2)

How do I determine the location of a student?

Institutions should use the same data regarding the location of their distance education students that they used for enrollment information provided to IPEDS.

When is the data due to NC-SARA?

NC-SARA requires annual reporting of distance education data. The deadline for reporting is approximately one month after the IPEDS deadline for reporting enrollments of the previous fall. Communication from NC-SARA will provide the exact deadline date each year. **The NC-SARA reporting period for spring 2016 will be May 9-20, 2016.**

Will NC-SARA audit our enrollment reporting?

No, we’re depending on institutions to submit information that’s as accurate as possible.

Technical Support:

The data entry web forms are designed to be simply data entry pages, one for the SARA states and one for the Non-SARA states. If you encounter any technical issues, please contact NC-SARA for support at: information@nc-sara.org.

User ID Password

Fall

COMPONENTS

Institutional Characteristics
Completions
12-month Enrollment

KEYHOLDERS:

Closed
(Closed Oct 14)

COORDINATORS:

Closed
(Closed Oct 29)

Winter

COMPONENTS

Student Financial Aid
Graduation Rates
200% Graduation Rates
Admissions
Outcome Measures

KEYHOLDERS:

16 days left
(Closes Feb 10)

COORDINATORS:

30 days left
(Closes Feb 24)

Spring

COMPONENTS

Fall Enrollment
Finance
Human Resources
Academic Libraries

KEYHOLDERS:

72 days left
(Closes Apr 06)



COORDINATORS:

86 days left
(Closes Apr 20)

Reporting Resources

Access resources that will help with successful submission.

Registration

The 2015-16 data collection cycle opens August 5, 2015.
The surveys available for completion as of that date include:

- ✓ Registration
- ✓ Institution Identification
- ✓ Report Mapping (if applicable)
- ✓ IC Header

Keyholders should be registered prior to August 26. The CEO of any institution without a registered Keyholder by that date will be contacted by the IPEDS Help Desk so that a one may be appointed. The Keyholder may be changed at any time during the collection cycle.

The IPEDS Help Desk is available by (877) 225-2568 or ipedshelp@rti.org to answer any questions you may have.

Data Submission Requirement

The completion of all IPEDS surveys, in a timely and accurate manner, is mandatory for all institutions that participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of the surveys is mandated by 20 USC 1094, Section 487(a)(17).

The collection and reporting of racial/ethnic data are mandatory for all institutions that receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

The reporting of racial/ethnic and gender data for institutional staff on the Human Resources component is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q), in odd-numbered years (i.e., 2007-08, 2009-10, etc.), for institutions with fifteen (15) or more full-time employees.

For those institutions not required to complete this survey on the basis of the above requirements, completion is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

IPEDS data are not collected under a pledge of confidentiality.

