

# VFA Raw Data Upload Guide

March 2022

(2022 Data Collection)

This guide explains how to extract and report the student-level data files for use in calculating the VFA Student Progress & Outcomes metrics. We encourage you to include all applicable data so that the VFA system can accurately reflect your students' progress and outcomes at your institution.

|                                 |   |
|---------------------------------|---|
| STUDENT DEMOGRAPHIC FILE        | Includes race/ethnicity, age, gender, Pell awards, and prior college experience                         |
| STUDENT COURSE FILE             | Includes all courses taken at institution within reporting timeframe                                    |
| STUDENT DEVELOPMENTAL NEED FILE | Includes level of developmental need in math, English, and/or reading                                   |
| STUDENT COMPLETION FILE         | Includes all formal awards conferred by the institution within the reporting timeframe                  |
| STUDENT TRANSFER FILE           | Includes all instances of transfer to another two- or four-year institutions within reporting timeframe |

## General Requirements

The following guide contains tables that show the columns and data that must appear in each of the five (5) raw files.

Each data file should contain:

1. One header row
2. Individual student detail rows

All columns in the header row must appear in the order shown in the tables shown below.

Fields containing no value may be left blank, as indicated in the comments column of the layout tables.

Your files must be uploaded as CSV (comma delimited) files; files may be created directly from your ERP using the format specified or converted from an Excel file.

Legend and Notes:

"N" is used to indicate numeric values

"AN" is alphanumeric values

"D" is date values formatted as MM/DD/YYYY (month/day/full year)

Sample Completion file in Excel (.xls):

| Cohort_Year_Type | Institution_ID | Student_ID | Award_Type  | Award_Description | Award_Date |
|------------------|----------------|------------|-------------|-------------------|------------|
| 6                | 184828         | 12956      | Associate   | AA                | 05/21/2010 |
| 6                | 184828         | 12961      | Certificate |                   | 06/01/2011 |

Sample Completion file in Comma Delimited (.csv):

```
Cohort_Year_Type,Institution_ID,Student_ID,Award_Type,Award_Description,Award_Date  
6,184828,12956,Associate,AA,05/21/2010  
6,184828,12961,Certificate,,06/01/2011
```

## Please follow these steps in preparing and uploading your Raw Data files:

- Step 1:** Define your college's Main Cohort of students who entered your institution six years ago (fall 2015). Complete definition of the Main Cohort begins on pg. 9 of the [VFA Metrics Manual](#).
- Students in the other cohort types (Credential Seeking or First Time in College) will be determined by flags or courses provided to the VFA system.
- Step 2:** Using the following pages, create 5 comma delimited (csv) files using the Field Name as the column headers.
- Step 3:** Report the cohort and corresponding data using the Student Demographic file. Each student should appear only once.
- Step 4:** Report all courses taken, awards received, and transfer activity within the reporting timeframe using the Student Course, Student Completion, and Student Transfer files. Students may have multiple entries into these files.
- Step 5:** Determine which students in the cohort have a developmental need in math, English, and/or reading. Developmental referral methods are defined starting on pg. 21 of the Metrics Manual. Report students' developmental need status and their level of need in the subject(s) in the Student Developmental Need file. Every student in the main cohort will have a single record in this file.
- Step 6:** Log in to the [VFA website](#). From the [My VFA](#) page, click [Input VFA Data](#).
- Click Set-up Data Entry, and choose *Raw Data Files Upload* for the One Year Cohort, Two Year Cohort, and Six Year Cohort. Answer questions regarding developmental need, grades used for successful completion, and the college's academic calendar. Hit Submit.
  - From the Data Landing page, click the Raw Data Files Upload button.
- Step 7:** Upload files into the Raw Data Files Upload page of the VFA system. All files must be uploaded as .csv files. Correct any errors indicated by the upload system.
- Step 8:** Enter the college's first possible start date and traditional end date for the fall and second full terms for the stated years.
- "Second term" is typically spring for colleges on semester system and winter for colleges on quarter system.
- Step 9:** Click "Validate & Process Raw File Collection" to begin processing the raw files and calculating the metrics. This process will take several minutes.

You will repeat the process for the One Year Cohort (fall 2020) and the Two Year Cohort (fall 2019).

## Commonly Asked Questions:

### Which Student Populations Should Be Reported?

All students in your college's **VFA Main Cohort** of students should be reported in each set of files. The Main Cohort is defined as all students who have completed high school (or the equivalent) who were enrolled for credit at your institution for the first time at any time in the fall of the cohort year, regardless of prior postsecondary education experiences. Please see pg. 9 of the [VFA Metrics Manual](#) for complete definition of the Main Cohort; or pg. 4 of this guide for coding instructions. The Credential Seeking and First Time in College sub-cohorts will be calculated from the data you report in the raw files.

Cohort Years for the 2022 collection cycle:

- Six Year Cohort = Fall 2015
- Two Year Cohort = Fall 2019
- One Year Cohort = Fall 2020

### What Is My College's Institution ID?

Your college's VFA Institution ID is located on the Raw Data Files Upload page of the VFA website and on the Data Landing page next to the Raw Data Files Upload button. This numerical ID can be up to 6 characters in length. If you cannot find your Institution ID, please email [VFA@aacc.nche.edu](mailto:VFA@aacc.nche.edu).

### How Should Student IDs Be Reported?

The Student ID is a unique identifier that the VFA system uses to track a student between the raw files. The Student ID may be a mixture of numbers, letters, or symbols. Social Security Numbers **SHOULD NOT** be used. While creating your Student IDs, please be sure not to select any with leading zeros. It is up to the discretion of the college to decide whether to use the Student IDs from their systems or to mask the IDs.

### How Should The Raw Files Be Submitted And Processed?

The five (5) raw files per cohort should be uploaded to the VFA system from the Raw Data Files Upload page. Once all five files are uploaded and no errors are found, the user must then process the raw file collection for that cohort by clicking "Validate and Process Raw Data File Collection".

\* For the One Year Cohort, a college will need to upload five raw files. The data uploaded for the one-year cohort will only be used for calculating the Pathways KPIs; therefore, only three of the files will require data in them to successfully calculate these metrics:

- Student Demographic file
- Student Developmental Need file
- Student Course file

Colleges will need to upload empty files with a header row for the other two files (Student Completion and Student Transfers), but no student data should be included.

For entities reporting data for multiple colleges, a combined file can be uploaded using the Multi College Upload. Upon upload, this combined file will be parsed out and loaded into temporary tables for each of the colleges. You must then enter the academic dates and click "Validate and Process Raw Files Collection" for each college in order to calculate the metrics. Please see the [Centralized Reporting Guide](#)

at the end of this document for more details.

### When Are The Deadlines For Reporting VFA Data?

VFA data collection begins in March and data must be submitted and locked by July 29, 2022. The VFA system shuts down and all data must be published by September 2, 2022. Please view the [VFA Data Collection Schedule](#) page for the exact dates for this collection cycle.

### In What Format Should The Files Be Uploaded?

The raw files must be uploaded as CSV (comma delimited) files. Files may be created directly from your ERP using the format specified; or input into an Excel file and then saved as a CSV (comma delimited) file.

### Where Do I Upload The Raw Files?

The raw files should be uploaded to the Raw Data Files Upload area of the VFA data tool. To access this area, sign in to the VFA website (<http://vfa.aacc.nche.edu>) and click on “My VFA”. From the My VFA page, click “Input VFA Data”. This will bring you to the Data Landing page. From the Data Landing page, click “Raw Data Files Upload.”

**Questions?** If you have a question or need assistance, contact us at [VFA@aacc.nche.edu](mailto:VFA@aacc.nche.edu).

## Student Demographic File

### Which Students Should Be Reported In The Raw Files?

All students in the **VFA Main Cohort** should be reported in the raw files. Each student should only appear once in the Student Demographic file. Students in the Main Cohort are defined as:

- Student has graduated high school (or equivalent); OR demonstrates ability to benefit (as defined by Title IV Federal financial aid eligibility); AND
- Student enrolled in credit or developmental education coursework that began within the traditional fall term parameters of cohort year (2015, 2019, or 2020); AND
- Student remained enrolled after the add/drop date of the course; AND
- No record of student enrollment (in credit OR developmental education) at institution prior to the summer term of the cohort year (2015, 2019, or 2020)

If the student has not graduated from high school or was exclusively enrolled in non-credit or ESL coursework at your institution, they should not be included in the cohort. However, once these students begin taking credit or developmental coursework at your institution (after graduating high school) they will be eligible for inclusion in the cohorts.

### I am no longer able to report Pell data for any student. What do I do?

We have received notice from some colleges who are no longer able to access or report Pell data for their students. For these colleges, we have included a new Pell Status code: X = Not Able to Report. Please note that the system will allow you to either report Y or N (Awarded Pell or Not Awarded Pell) for all students OR X (Not Able to Report) for all students – not a combination of all three. The VFA benchmarking will exclude the “Not Able to Report” from the benchmarking calculations.

### Which Students Should Be Flagged as FTIC?

The FTIC flag tells the system which students should be included in the First Time in College sub-cohort. To be included in the FTIC cohort:

- In the **VFA Main Cohort** ; AND
- Degree seeking (as defined by IPEDS); AND
- First time in post-secondary education after high school; AND

- Does not qualify for any exclusions, as defined by IPEDS.

The student may be enrolled part-time or full-time.

#### What Types Of Credits Should Be Included In The Additional\_Credits Columns?

Additional\_Credits is the sum of all semester credit hours that were accepted by the college (based on institutional practice) and applied to the student's record that were not reported in the VFA Student Course file. To be included, the learning activity for which the credits are being awarded must have occurred within the specified timeframe (by the end of the second academic year for Additional\_Credits\_1to2 or between the start of the third academic year and by the end of the sixth academic year for Additional\_Credits\_3to6). Examples of additional credits include advanced placement (AP) credits earned while enrolled in high school, credits earned at another institution (i.e. credits transferred in), credit for military experience, and credits awarded through prior learning assessment. Please be sure to submit these credits in the same format as you use for your academic calendar (i.e. quarter credits or semester credits). Dual enrollment coursework provided by your college will be counted in the Student Course File and **SHOULD NOT** be reported in the Additional\_Credits columns.

Layout Table: Student Demographic File

| Column | Field Name              | Field Length | Type | Comments  |
|--------|-------------------------|--------------|------|---|
| A      | Cohort_Year_Type        | 1            | N    | Code indicating whether student is in the One Year, Two Year Cohort or the Six Year Cohort.<br>1 = One Year Cohort,<br>2 = Two Year Cohort,<br>6 = Six Year Cohort  |
| B      | Institution_ID          | 6            | N    | Unique ID assigned to the college by AACC. This ID can be found on the college's Data Landing page. (This is different from IPEDS ID)   |
| C      | Student_ID              | 16           | AN   | The unique ID assigned to the student by the college  |
| D      | Race                    | 1            | AN   | Code indicating the student's race:<br>I = American Indian or Alaska Native,<br>A = Asian,<br>B = Black,<br>P = Hawaiian Native or Pacific Islander,<br>H = Hispanic,<br>W = White,<br>2 = Two or more,<br>U = Unknown,<br>N = Nonresident Alien  |
| E      | Gender                  | 1            | AN   | Code indicating the student's gender:<br>M = Male,<br>F = Female,<br>U = Unknown or other   |
| F      | Pell                    | 1            | AN   | Code indicating if Pell grant was awarded at any time within cohort tracking period:<br>Y = Yes,<br>N = No,<br>X = Not Able To Report Pell Data<br><i>See FAQ above.</i>  |
| G      | Age                     | 2            | N    | Age of the student at the start of the first, fall term at the college. <i>Nulls will be processed as 'unknown'.</i>  |
| H      | Enrollment_Status       | 1            | AN   | Code indicating enrollment status of the student during first, fall term of enrollment:<br>F = Full Time,<br>P = Part Time  |
| I      | FTIC                    | 1            | AN   | Student is degree seeking and first time in post-secondary education, as defined by IPEDS (First Time in College):<br>Y = Yes,<br>N = No  |
| J      | Additional_Credits_1to2 | 6            | N    | Sum of all other semester credits applied to the student's record by the end of the second academic year that are not reported in the VFA Student Course file. Values can be a mix of integers and decimals. <i>Nulls will be processed as zeroes. ###.##</i>   |
| K      | Additional_Credits_3to6 | 6            | N    | Sum of all other semester credits applied to the student's record between the start of year three and the end of the tracking period that are not reported in the VFA Student Course file. Valid values can be a mix of integers and decimals. <i>(###.##)</i><br><i>This column is only reported for the Six Year Cohort.</i><br><i>Nulls will be processed as zeroes.</i> |

\*Student disaggregation categories are defined starting on page 18 of the VFA Metrics Manual

## Student Course File

### What Coursework Should Be Included In The Student Course File?

The Student Course file should include all developmental education and credit learning activities attempted by students in the **VFA Main Cohort** (defined above).

- Non-credit, “audited” courses, or courses attempted for 0 credits (i.e. labs) should not be included in the file.
- ESL courses not offered as developmental education or for credit should not be included in the file.

### How Do I Report Developmental Education Coursework Not Offered As Credit?

Developmental education coursework not offered for credit should be converted to credit equivalents, based on institutional practices.

### How Do I Report English as a Second Language (ESL) Courses Offered As Credit?

All courses offered for developmental education or credit – including ESL coursework – should be included in the Student Course file. These credit-bearing ESL courses will be included in the calculations of the Credential Seeking Cohort and all other applicable VFA metrics.

### How Do I Report Courses That Are Offered On A Quarter System (Not Semester)?

The VFA raw upload system will convert all quarter credit hours to semester credit hour equivalents where appropriate. During the Set-up Data Input step, please be sure to indicate if your college is on a quarter or semester system. For colleges on quarter systems, the VFA collection system will convert quarter credits to semester credit equivalents, if necessary for each metric, based on your college’s stated academic calendar.

*If your college is on a different academic calendar (other than quarter or semester), please contact [VFA@aacc.nche.edu](mailto:VFA@aacc.nche.edu).*

### How Do I Report Credits of Dual Enrolled Students?

Once a student graduates from high school and begins courses at the college, the student is eligible for inclusion in the VFA cohorts and the credits they obtained while in high school will be counted in the relevant measures. Please include these dual enrollment coursework provided by your college in the Student Course file with the date that the student enrolled in the courses. Once you place the course in the Student Course File, it is important that you select the Dual Enrollment code under the course level field (Column L).

### How Do I Report Co-requisite Courses That Count for Both Developmental Education and College-level?

College-level courses that have a developmental education component (commonly referred to co-requisite or integrated courses), will be identified in the raw upload process under Course\_Level. If your student information system account for co-req courses as two separate courses, please report the developmental part as “HighestDev” and the college-level part as “College”. If the information system enters it as a single course, report the course as “Coreq”, with the subject as the developmental education subject.

### How Do I Report “Highest Level Dev Course” If The Highest Level Course Varies By Program?

If a significant portion of your student population does not need to complete the highest level developmental education course for their program, we encourage the college to report the highest developmental education course required for that student to enter college-level work.

### How Do I Report Students Who Were Formally Reassessed and Deemed College-Ready?

In some cases, a student who was originally referred to developmental education may be reassessed after some time in order to enter college-level work. Although there was no specific course or learning activity taken to prepare the student for college work in the subject, upon reassessment the accumulation of his/her learning experiences enabled him/her to be deemed college ready. In these cases, please add a row to the file with the Course\_Level = Reassessed. For these

entries, the grade should be “P” for passing the re-assessment and credits attempted and completed should be zero.  
**NOTE: If reassessment occurs in the same term as the original assessment and the student was found college-ready, please exclude the student from the Developmental Need population in the Developmental Need file.**

Layout Table: Student Course File

| Column   | Field Name        | Field Length | Type* | Comments   |
|----------|-------------------|--------------|-------|--|
| <b>A</b> | Cohort_Year_Type  | 1            | N     | Code indicating whether student is in the Two Year Cohort or the Six Year Cohort.<br>1 = One Year Cohort<br>2 = Two Year Cohort<br>6 = Six Year Cohort   |
| <b>B</b> | Institution_ID    | 6            | N     | The unique ID assigned to the college by AACC. This ID can be found on the college’s Data Landing page. (This is different from IPEDS ID)  |
| <b>C</b> | Student_ID        | 16           | AN    | The unique ID assigned to the student by the college   |
| <b>D</b> | Course_Begin_Date | 10           | D     | Date the course began  |
| <b>E</b> | Course_End_Date   | 10           | D     | Date the course ended  |
| <b>F</b> | Course_Number     | 10           | AN    | Course Number<br><i>Optional: for college use only.</i>  |
| <b>G</b> | Course_Name       | 50           | AN    | Course Name<br><i>Optional: for college use only.</i>  |
| <b>H</b> | Credits_Attempted | 5            | N     | Number of credits (or credit equivalents) attempted for course.<br>###.##  |
| <b>I</b> | Credits_Completed | 5            | N     | Number of credits (or credit equivalents) completed for course based on institutional practices of awarding credits.<br>###.##   |
| <b>J</b> | Grade_Received    | 5            | AN    | Grade received in course:<br>A, A+, A-,<br>B, B+, B-,<br>C, C+, C-,<br>D, D+, D- ,<br>F = Fail,<br>P = Pass,<br>I = Incomplete,<br>W = Withdraw  |
| <b>K</b> | Subject           | 2            | AN    | Code indicating the subject for the course.<br>M = Math,<br>E = English,<br>R = Reading,<br>ER = Combined English/Reading,<br>O = Other  |
| <b>L</b> | Course_Level      | 10           | AN    | Code indicating the type of course:<br>College= College-Level<br>Dual = Dual Enrollment<br>Coreq = Co-requisite / Combined Dev Ed & College-level<br>HighestDev = Highest Level Developmental Education<br>Dev = Developmental Education (2+ levels below)<br>Reassessed = Formal Reassessment of Dev Need |



## Student Completion File

### Which Awards Should Be Included In The Student Completion File?

The Student Completion file should include all awards conferred by your institution to all students in the VFA **Main Cohort** (defined above).

- Student may be awarded a Bachelor's degree, Associates degree, Certificate, or any combination

### How Should Degrees Conferred Simultaneously Be Reported?

If a student receives, for example, a certificate and an associate degree at the same time, you should report them as separate records in your file.

- Multiple rows may be reported if student is awarded more than one degree of the same type
- Multiple rows may be reported if student is awarded an Associate AND a certificate
- Multiple rows may be reported if student is awarded more than one certificate

### Should I Include Awards Conferred At Another Institution?

No. Only awards the student received at your institution should be reported.

Layout Table: Student Completion File

| Column | Field Name        | Field Length | Type* | Comments   |
|--------|-------------------|--------------|-------|--|
| A      | Cohort_Year_Type  | 1            | N     | Code indicating whether student is in the Two Year Cohort or the Six Year Cohort.<br>1 = One Year Cohort<br>2 = Two Year Cohort<br>6 = Six Year Cohort |
| B      | Institution_ID    | 6            | N     | The unique ID assigned to the college by AACC. This ID can be found on the college's Data Landing page. (This is different from IPEDS ID)              |
| C      | Student_ID        | 16           | AN    | The unique ID assigned to the student by the college   |
| D      | Award_Type        | 11           | AN    | Award Received (Bachelor's, Associate, or Certificate). Values are:<br>Bachelor,<br>Associate,<br>Certificate  |
| E      | Award_Description | 30           | AN    | Description of the Award<br><i>Optional: This data is for college use only and does not have to be included in the file.</i>                           |
| F      | Award_Date        | 10           | D     | Date Award was conferred   |

## Student Developmental Need File

### Which Student Records Should Be Reported?

All students in the **VFA Main Cohort** should have a record in the Developmental Need file. Each student should have only one record.

### How Should Developmental Need Be Determined?

The college may report developmental need based on referral practices of the institution, course-taking behavior of the students, or a combination of the two methods.

- For the progress and outcomes of the students based on your institution's referral practices, use numbers 0 through 3 and 9 to report developmental need in each of the subjects.
- For the progress and outcomes of all students enrolled in developmental education, regardless of referral/placement (by course-taking behavior), use numbers 4 through 6 and 9.
- For the combination of the two methods, use the number that you used to determine need for the student.

### How Do I Code A Developmental Subject That I Do Not Have Data For?

If the college is unable report one or more of the developmental education subjects, please code all students as 9 (developmental need is not determined).

### How Do I Code Dev\_Level\_Reading If My College Only Offers Developmental Reading In Combination With Developmental English?

If Developmental Reading is only offered with Developmental English, please report all student need in the Developmental Need file as Developmental English and code the Dev\_Level\_Reading column as 9s. In the Student Course file, all developmental education activities (courses) should also be reported as Developmental English.

Layout Table: Student Developmental Need File

| Column   | Field Name        | Field Length | Type* | Comments   |
|----------|-------------------|--------------|-------|--|
| <b>A</b> | Cohort_Year_Type  | 1            | N     | Code indicating whether student is in the Two Year Cohort or the Six Year Cohort.<br>1 = One Year Cohort,<br>2 = Two Year Cohort,<br>6 = Six Year Cohort   |
| <b>B</b> | Institution_ID    | 6            | N     | The unique ID assigned to the college by AACC. This ID can be found on the college's Data Landing page. (This is different from IPEDS ID)  |
| <b>C</b> | Student_ID        | 16           | AN    | The unique ID assigned to the student by the college   |
| <b>D</b> | Dev_Level_Math    | 1            | N     | Level below college ready in math:<br><i>If need is determined by placement/referral:</i><br>1 = one level below in math;<br>2 = two levels below in math;<br>3 = three or more levels below in math<br><i>If need is determined by course-taking:</i><br>4 = one level below in math;<br>5 = two levels below in math;<br>6 = three or more levels below in math<br>0 = College Ready in math;<br>9 = Developmental need in math was not determined |
| <b>E</b> | Dev_Level_English | 1            | N     | Level below college ready in English:<br><i>If need is determined by placement/referral:</i><br>1 = one level below in English;  |

|          |                   |   |          |   |
|----------|-------------------|---|----------|---|
|          |                   |   |          | <p>2 = two levels below in English;<br/> 3 = three or more levels below in English</p> <p><i>If need is determined by course-taking:</i><br/> 4 = one level below in English;<br/> 5 = two levels below in English;<br/> 6 = three or more levels below in English</p> <p>0 = College Ready in English;<br/> 9 = Developmental need in English was not determined</p>   |
| <b>F</b> | Dev_Level_Reading | 1 | <b>N</b> | <p>Level below college ready in reading:</p> <p><i>If need is determined by placement/referral:</i><br/> 1 = one level below in reading;<br/> 2 = two levels below in reading;<br/> 3 = three or more levels below in reading</p> <p><i>If need is determined by course-taking:</i><br/> 4 = one level below in reading;<br/> 5 = two levels below in reading;<br/> 6 = three or more levels below in reading</p> <p>0 = College Ready in reading;<br/> 9 = Developmental need in reading was not determined</p> <p><i>If the college is unable report Developmental reading, all students should be coded 9.</i></p> |

## Student Transfer File

### Which Records of Transfer Should Be Reported?

- Student is in **VFA Main Cohort** for the cohort year; AND
- Student has a record of enrolling at another post-secondary institution, based on data received from the National Student Clearinghouse or collected in other means. Institution may be a four-year or two-year college.

Enter all rows of enrollment at another institution. For instance, if you received data that separates the data in multiple rows by term, pull the Enrollment Start Date and Enrollment End Date for each term. Each student may appear multiple times in the file. Do not include enrollment at your college in this file.

### Should I Include Identifying Information On The Transfer College?

No. The VFA system does not capture any identifying information on the college the student transferred to. The Institution ID in the *Student Transfer* file must contain your college's ID.

### How Should Transfers Without Begin Or End Dates Be Reported?

Transfer begin and transfer end date must be supplied for each record. If:

- End date is unknown and begin date is within the cohort tracking period: Enter the last day of the cohort tracking period.
- Begin date is unknown and end date is within the cohort tracking period: Enter the first day of the cohort tracking period.
- Begin and end date is unknown: The transfer record should be excluded from the *Student Transfer* file, as there is no way of knowing if this enrollment was prior to, after, or during enrollment at your institution.

### Where Should I Report The Credits Transferred In From Another College?

All credits that were accepted by your college but originated at another institution should be reported under the applicable 'Additional\_Credits' columns in the *Student Demographic* file.

Layout Table: Student Transfer File

| Column   | Field Name            | Field Length | Type* | Comments  |
|----------|-----------------------|--------------|-------|---|
| <b>A</b> | Cohort_Year_Type      | 1            | N     | Code indicating whether student is in the Two Year Cohort or the Six Year Cohort.<br>1 = One Year Cohort,<br>2 = Two Year Cohort,<br>6 = Six Year Cohort      |
| <b>B</b> | Institution_ID        | 6            | N     | The unique ID assigned to the college by AACC. This ID can be found on the college's Data Landing page. (This is different from IPEDS ID)                     |
| <b>C</b> | Student_ID            | 16           | AN    | The unique ID assigned to the student by the college  |
| <b>D</b> | Enrollment_Start_Date | 10           | D     | Start date of enrollment at <b>another post-secondary institution</b> .<br>Please include all records of enrollment at another institution you have data for. |
| <b>E</b> | Enrollment_End_Date   | 10           | D     | End date of enrollment at <b>another post-secondary institution</b> .<br>Please include all records of enrollment at another institution you have data for.   |

# Centralized Reporting Guide

This guide is for state-level entities who are reporting data on behalf of more than one college. This guide will explain the raw files upload tools that allow an entity to reporting the data for multiple colleges at once. The data requested within each of the files are the same; see the *Raw Files Upload Guide* complete details for more information on the data supplied in each of the Raw Data Files.

## Combined File Set-up & Overview

The VFA Raw Files Upload system allows a state-level entity to report all colleges' student level data in one, combined file. The data and data headers for the file remains the same; however, for state-level files it will contain all the data for all students within each of the colleges.

Note: Files uploaded using the Multi College feature will contain multiple Institution IDs, while those uploaded for a single college will only have one.

### Directions

1. Create and populate the (5) raw data files according to the headers and rules outlined in the *Raw File Upload Guide* for the Two Year Cohort. These files should contain the data for all students within the cohort for all of the colleges for whom the state-entity is reporting data.
  - Alternatively, the state-entity may choose to upload separate raw files for each of the colleges. To do this, skip to step 4.
2. Upload the files into the Multi College Upload page.
3. Upon upload, the files will be parsed into separate files for each of the institutions. This may take several minutes.

#### Upload Multi-Institution Files for Six Year Cohort (2008)

| File Status                         | File Type            | File Action   | Information   |
|-------------------------------------|----------------------|---|---|
| ✓ Parsed to Individual Institutions | Student Demographics | <input type="button" value="Choose File"/> No file chosen<br><input type="button" value="REPLACE FILE"/> <input type="button" value="DELETE FILE"/> | Date File Uploaded: 3/12/2015 11:00:32 AM<br>Filename: 6Y-Demog-multi.csv |

4. Once all five files are parsed out, the state entity will visit the *Raw Files Upload* page for each of the colleges.
5. On the institution's Raw Files page, enter the academic dates requested and then click "Validate & Process Raw Files Collection".
6. Repeat Steps 1 – 5 for the One Year Cohort\* and Six Year Cohort. (You will be creating 15 files total).

\* For the One Year Cohort, a college will need to upload five raw files. The data uploaded for the one-year cohort will only be used for calculating the Pathways KPIs; therefore, only three of the files will require data in them to successfully calculate these metrics:

- Student Demographic file
- Student Developmental Need file
- Student Course file

Colleges will need to upload empty files with a header row for the other two files (Student Completion and Student Transfers), but no student data should be included.

Upon processing, the VFA metrics will be calculated, written to the VFA database, and viewable on the Data Online Forms and other outputs (exports and dashboards).

## Reporting State-level Data

As a state-entity reporting data on behalf of the colleges in the state, you have the option to report the state-level data in one of two ways: as an aggregate of all colleges' outcomes or as unduplicated outcomes of students across the state.

To report data as an aggregate, please simply inform AACC staff at [VFA@aacc.nche.edu](mailto:VFA@aacc.nche.edu) and we will aggregate the reported data on behalf of the state. Aggregation occurs after all colleges publish their VFA data.

To report state-level data as unduplicated student outcomes, the state entity will need to submit another set of raw files to correctly de-duplicate the data. Instructions for each of the files are below. Additional FAQs can be found in the *Raw File Upload Guide* above.

### 1. Check Student IDs

In order for the state-level entity to report state-level outcomes through the Raw Files Upload, there must be a single, unique identifier per student or another method that allows the state to track the same student between colleges.

### 2. Create the state-level files

- a. **Student Demographic File:** Submit an unduplicated file containing the data for all students that began at each of the institutions in the fall of the cohort year. The INSTITUTION\_ID of all records in the file must be the state entity's ID, not the colleges.
- b. **Student Course File:** Submit a combined file containing all the course-taking data for all students in the cohort at each college. Students will most likely appear multiple times within the file.
  - i. If the state entity used the Multi-College feature (defined above), the state may re-use the combined *Student Course File*. Prior to resubmitting the file, change the INSTITUTION\_ID for each row to the state entity's ID.
- c. **Student Completion File:** Submit a combined file containing the credential completions (certificate, associate, and bachelor) for all students in the cohort at each college. Students may appear multiple times within the file.
  - i. If the state entity used the Multi-College feature (defined above), the state may re-use the combined *Student Completion File*. Prior to resubmitting the file, change the INSTITUTION\_ID for each row to the state entity's ID.
- d. **Student Developmental Need File:** Submit an unduplicated file containing the developmental information for all students in the cohort at each college. The INSTITUTION\_ID of all records in the file must be the state entity's ID, not the colleges.
  - i. If each college uses a different developmental referral method (by referral or by course-taking), the state-level file should capture both methods (use the combination referral method).
  - ii. If the same student is assessed differently at two (or more) institutions, please use the level below that is most relevant to the student's program of study at the time of reporting
- e. **Student Transfer File:** Submit a combined student transfer file for all students in the cohort at each college. Only transfers outside of the state or system should be included. Students may appear multiple times within the file.