

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 about how to submit 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 do to IPEDS, and 2) use your best professional judgment, exercised within the spirit and intent of SARA.

We encourage you to also read the NC-SARA Data Sharing Agreement ([found here](#)), which is incorporated by reference in each institution's enrollment data submission.

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 asks you to disaggregate some of that data. 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:

Institution Name

NC-SARA Annual Enrollment Reporting

Page: 1|2

SARA States & Territories

Alabama *	<input type="text"/>	Alaska *	<input type="text"/>
Arizona *	<input type="text"/>	Arkansas *	<input type="text"/>
Colorado *	<input type="text"/>	Georgia *	<input type="text"/>
Idaho *	<input type="text"/>	Illinois *	<input type="text"/>
Indiana *	<input type="text"/>	Iowa *	<input type="text"/>
Kansas *	<input type="text"/>	Louisiana *	<input type="text"/>
Maine *	<input type="text"/>	Maryland *	<input type="text"/>
Michigan *	<input type="text"/>	Minnesota *	<input type="text"/>
Mississippi *	<input type="text"/>	Missouri *	<input type="text"/>
Montana *	<input type="text"/>	Nebraska *	<input type="text"/>

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

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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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, well in advance of the NC-SARA data reporting deadline.
2. At the top of 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.** A value must be entered for each state. Once you have entered enrollments for SARA states and territories, you then fill in your enrollment numbers for non-SARA states. See the example below.

Non-SARA States & Territories			
California *	<input type="text"/>	CMNI *	<input type="text"/>
Connecticut *	<input type="text"/>	Delaware *	<input type="text"/>
Florida *	<input type="text"/>	Hawaii *	<input type="text"/>
Kentucky *	<input type="text"/>	Massachusetts *	<input type="text"/>
New Jersey *	<input type="text"/>	North Carolina *	<input type="text"/>
New York *	<input type="text"/>	Other Territories *	<input type="text"/>
Pennsylvania *	<input type="text"/>	Puerto Rico *	<input type="text"/>
South Carolina *	<input type="text"/>	Utah *	<input type="text"/>
Wisconsin *	<input type="text"/>	Washington DC *	<input type="text"/>

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

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4. 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.**
5. Finally, review and check the box stating your confirmation and authorization. The full text of [NC-SARA's Data Sharing Agreement document can be found here.](#)
6. Hit **Submit** to complete reporting.

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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.

Do all SARA institutions need to report their data, even if they just recently joined?

Yes. Institutions agreed to do that in their application.

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: info@nc-sara.org