



## Welcome to the CCS Student Transitions Information Project (STIP)

You have received this Data Collection template because your district has executed a mutual data-sharing agreement with Community Colleges of Spokane. STIP is a grant-funded, longitudinal, student data tracking project that follows your former students into post secondary education and the work force. The information collected in this project will provide you with valuable insights about their successes, challenges, and possible barriers. For those students who attend one of the Community College of Spokane institutions, STIP will provide significant detail about their experience in college in addition to degree/certificate completion and transition to baccalaureate institutions. These analyses will be summarized in periodic reports, made available to you free of charge, that will help you learn how cohorts of students (boys vs. girls, AP vs. Running Start students, etc) succeed in college, engage in STEM majors, and more. This high-quality data will allow you to tell good-news stories to your community and compete more effectively for grants. STIP also enables CCS to provide improved academic support to the students who need it most. STIP provides the data we need to work together to improve college success for more students.

In addition to data analysis, STIP provides two additional services. Twice each year, STIP hosts a regional conference during which time trends and good practices are reported and discussed. The reports presented to you earlier in the year will also be critically evaluated, and your input sought for new analyses and research questions to explore. (Note that the data contained in your specific reports will never be shared with others--only aggregated results will be shared.) The second service provided by STIP is the option of receiving your student data back with select college data so that you can perform your own analyses.

### How many data records (i.e., student records) do we need to submit?

To track cohorts of your students through community college completions and beyond, a **minimum of six (6) years** of student data are suggested. This means that you would need to send us data on students who graduated from high school between 2005-06 through 2010-11. However, with **ten (10) years of student data**, we can provide better information and better identify changing trends. This means you would need to send us data from 2001-02 through 2010-11.

### What data do we need to send to STIP?

The following page contain a data dictionary for the data elements we need. Please read through this dictionary carefully. We process data from many schools, so the data must be formatted as specified to facilitate a timely turn-around. Feel free to contact our analysts with any questions you might have. They can be reached at the following:

Mark Macias	509-434-5240	<a href="mailto:mmacias@ccs.spokane.edu">mmacias@ccs.spokane.edu</a>
Brenda Burns	509-434-5242	<a href="mailto:bburns@ccs.spokane.edu">bburns@ccs.spokane.edu</a>

### How do we send our data to STIP?

The easiest way to prepare your data for analyses is to format it as a Excel spreadsheet or tab-delimited text file. Once this is done, you can submit the file to STIP. Note, however, that these data contain sensitive information protected under the federal Family Educational Rights and Privacy Act (FERPA). For this reason, these data must be transmitted to us through secure means. To accomplish this STIP has set up a secure transmission web site at <https://STIP.Sharefile.com>. Every STIP partner will receive a free account and directory on this site. By default, the Technical Contact listed in your Data Sharing MOU will hold the account, but additional users can be added upon request.

Mark Macias  
CCS Office of Institutional Research  
STIP Project Management  
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Spokane, WA 99217

Type of Element	Data Element Name	Definition	Format / Values	Additional Comments
Required	<b>DistrictName</b>	District Name	text	
Required	<b>DistrictID</b>	5-character OSPI District ID (County/District)	text	Please format as text so we don't lose leading zeros.
Required	<b>SchoolName</b>	High School Name	text	
Required	<b>SchoolID</b>	4-character OSPI School ID	text	Please format as text so we don't lose leading zeros.
Required	<b>StudentID</b>	State Student ID (or unique high school ID)	text	For students who pre-date the assignment requirement of a SSID, please provide some other unique ID for that student.
Required	<b>LastName</b>		text	
Required	<b>FirstName</b>		text	
Required	<b>MiddleName</b>		text	Provide middle initial if full name is unavailable.
Required	<b>DateOfBirth</b>	Month/Day/Year of Birth	MM/DD/YYYY	
Required	<b>GraduationDate</b>	The date on which this student graduated	MM/DD/YYYY	
Required	<b>CumHSGPA</b>	Total cumulative high school grade point average	decimal number	
Required	<b>Race</b>	Race/Ethnicity of student. <b>Recode</b> your values into the values shown to the right. (While you are now reporting race/ethnicity in greater detail in CEDARS, this coding scheme allows us to bridge between new and old student management systems by using less detailed categories.)	A B C H I M P Blank	Asian African American Caucasian Hispanic Native American Multiracial Pacific Islander Unknown or Unreported
Required	<b>Sex</b>	Sex of student	M or F	blank if not available
Required	<b>FreeReducedLunch</b>	Student participated in the free or reduced lunch program during high school (at least during one year)	Y or N	blank if not available
Optional	<b>APCredits</b>	Advanced Placement Credits Earned	decimal number	blank if not an AP student
Optional	<b>RunStartCredits</b>	Running Start Credits Earned	decimal number	blank if not a running start student

**Inclusion/Exclusion Criteria:**

- 1) Include only those students who have graduated from your high school.
- 2) Include graduates from 2006 through spring 2011. If this isn't possible, contact us to discuss options. (See page 1 of this document for explanation.)
- 3) Provide only one (1) record per student.
- 4) Do not include students from the current academic year if school is still in session.

**Data Preparation and Submission:**

- 1) Format your data as either an Excel spreadsheet or a tab-delimited text file using the definitions above. Some fields will likely require recoding (like Race).
- 2) Save the file to a location on your computer that is easy to find, such as your Desktop.
- 3) Log in to your STIP Sharefile account \*: <https://STIP.Sharefile.com>
- 4) Open the folder that has been created for your organization.
- 5) Click the **Upload Files** button (upper-right), then on the next screen click the **Choose Files** button.
- 6) Locate the file you created in step 1, then click the **Open** button.
- 7) Finally, click the **Upload Files** button. STIP staff will be notified automatically that your file has been uploaded.

If, when you attempt to upload, you don't find a folder for your organization, please contact Mark Macias (mmacias@ccs.spokane.edu) or Brenda Burns (bburns@ccs.spokane.edu)

\* If you don't know you're ShareFile account information, please email Mark Macias with a request for access. Be sure to include your district name.