



INDIANA COMMISSION *for*
HIGHER EDUCATION

Commission for Higher Education Data Submission System

Student Profile File

Instructions and Definitions

101 W. Ohio Street, Suite 300
Indianapolis, IN 46204
317-464-4400
<http://www.in.gov/che>

Overview

The student profile file provides information on students (undergraduate and graduate) who are enrolled at public institutions of higher education in Indiana. Generally, the student profile file includes information about students that does not typically change from year to year (e.g., name, gender, race, etc.).

The student profile file must be submitted each year. For a campus submission for a given reporting year, a student profile record is uniquely identified by the Student Identifier field. A given student identifier cannot appear in multiple rows. The student profile record will act as a header record for records submitted in other data files (credits, degrees, or financial aid). Data will be linked across data files from a campus for a given reporting year using the Student Identifier field. A student profile record must exist for every student that appears in any other data.

Whom to report: Report data on all students that will be reported on other files (Credits, Degrees Conferred, and Financial Aid). See the Credits, Degrees Conferred, and Financial Aid files for instructions on who to report on those files. A student profile record must exist for every student submitted on other (Credits, Degrees Conferred, and Financial Aid) files.

Field ID	Field Position #	Data Element	Use	Allowable Values
SP01	1	Reporting Year	To identify the reporting year	Four digit year (e.g., 2016). Must be valid year
SP02	2	Location	To associate a student with a location for data reporting	Location ICHE ID from table 1.1 of the General Instructions document
SP03	3	Student Identifier	As key field to link with other data reports	Alphanumeric value of no more than 10 characters
SP04	4	Student Last Four SSN	To link with other data sets	Last four digits of student's social security number blank if student does not have an SSN
SP05	5	Student First Name	To link data with IDOE and National Student Clearinghouse	Allowable characters are: A-Z, a-z, '(apostrophe), / (slash), - (hyphen), . (period), space. Must start with a letter A-Z or a-z Up to 50 characters blanks are not allowable for this field
SP06	6	Student Middle Name	To link data with IDOE and National Student Clearinghouse	Allowable characters are: A-Z, a-z, '(apostrophe), / (slash), - (hyphen), . (period), space. Must start with a letter A-Z or a-z. Up to 50 characters blanks = unknown or not applicable
SP07	7	Student Last Name	To link data with IDOE and National Student Clearinghouse	Allowable characters are: A-Z, a-z, '(apostrophe), / (slash), - (hyphen), . (period), space. Must start with a letter A-Z or a-z Up to 50 characters blanks are not allowable for this field
SP08	8	Student Alternative/Other Alias Last Name	To link data with IDOE and National Student Clearinghouse	Allowable characters are: A-Z, a-z, '(apostrophe), / (slash), - (hyphen), . (period), space. Must start with a letter A-Z or a-z Up to 50 characters blank = unknown or not applicable
SP09	9	Student Date of Birth	To link data with IDOE and National Student Clearinghouse; also for report disaggregation (reports by age)	Numeric value MMDDYYYY, must be valid calendar date. Year cannot be greater than current reporting year – 10, or less than current reporting year – 99 blank = unknown

Field ID	Field Position #	Data Element	Use	Allowable Values
SP10	10	Student Gender	To link data with IDOE; also for report disaggregation (reports by gender)	Numeric code 0-2 0 = undeclared 1 = female 2 = male
SP11	11	Student Race	To link data with IDOE; also for report disaggregation (reports by race)	Numeric code 0-7 0 = undeclared 1 = Native American/Alaskan Native 2 = Black 3 = Asian 4 = Hispanic 5 = White 6 = Two or More Races 7 = Native Hawaiian
SP12	12	Student Citizenship	For report disaggregation	Numeric code 0-3 0 = undeclared 1 = U.S. citizen 2 = Resident Alien 3 = Non-resident Alien
SP13	13	Student County/State/Country of Origin	To identify where students are coming from; also for report disaggregation	County, state, or country code listed in tables 2.1, 2.2, and 2.3 blank = unknown
SP14	14	High School CEEB Code	High school feedback reporting; also facilitates data linkage with IDOE (to obtain STN and diploma type)	6 digit Indiana high school CEEB code that exists in the CEEB code table blank = unknown or high school is outside of Indiana
SP15	15	High School Graduation Date	High school feedback reporting; also facilitates data linkage with IDOE (to obtain STN and diploma type)	Numeric value MMYYYY, must be valid calendar date (year value must be between current reporting year - 80 and current reporting year + 4) blank = unknown
SP16	16	High School GPA	High school feedback reporting	Numeric value between 0.0-4.0 blank = unknown
SP17	17	ACT Score – Composite	Research purposes	Two digit ACT score between 1 and 36 blank = unknown
SP18	18	OLD SAT Score – Critical Reading	Research purposes	Three digit SAT score between 200 and 800. Only report values for exams taken prior to March 2016. blank = unknown or inapplicable
SP19	19	OLD SAT Score – Writing	Research purposes	Three digit SAT score between 200 and 800. Only report values for exams taken prior to March 2016. blank = unknown or inapplicable
SP20	20	OLD SAT Score – Math	Research purposes	Three digit SAT score between 200 and 800. Only report values for exams taken prior to March 2016. blank = unknown or inapplicable
SP21	21	Veteran Status	Research purposes	Numeric code 0-1 0 = not a veteran 1 = veteran Blank = unknown

Field ID	Field Position #	Data Element	Use	Allowable Values
SP22	22	NEW SAT Score – Math	Research purposes	Three digit SAT score between 200 and 800. Only report values for exams taken in March 2016 or later. Blank= unknown or inapplicable
SP23	23	NEW SAT Score – Writing and Language	Research purposes	Two digit SAT score between 10 and 40. Only report values for exams taken in March 2016 or later. Blank= unknown or inapplicable
SP24	24	NEW SAT Score – Reading	Research purposes	Two digit SAT score between 10 and 40. Only report values for exams taken in March 2016 or later. Blank= unknown or inapplicable
SP25	25	NEW SAT Score – Evidence-Based Reading and Writing	Research purposes	Three digit SAT score between 200 and 800. Only report values for exams taken in March 2016 or later. Blank= unknown or inapplicable

Definitions

Reporting Year: The year for which data are being reported. Report trailing year (e.g., 2017-2018 is reported as 2018).

Location: Where the student takes the majority of coursework throughout the year. Allowable codes are found in Table 1.1 of the General Instructions.

Student Identifier: Institution-assigned unique student ID that is consistent across all data submissions for the reporting year.

Student Last Four SSN: The last four digits of the student's social security number. If the student does not have a social security number (e.g., foreign students), fill with blank.

Student First Name: Student's first name.

Student Middle Name: Student's middle name. If unknown or not applicable, fill with blanks.

Student Last Name: Student's last name.

Student Alternative/Other Alias Last Name: Any other last name (e.g., maiden name) that the institution has on file. If unknown or not applicable, fill with blank.

Student Date of Birth: Student's birth date (MMDDYYYY). If unknown or undeclared, fill with blanks. Year reported cannot be greater than current reporting year minus 10 years (e.g., if current reporting year is 2017, student's birth year cannot be greater than 2007) or less than current reporting year minus 99 years (e.g., if current reporting year is 2017, student's birth year cannot be less than 1918).

Student Gender: Student's gender. If unknown or undeclared, report 0.

Student Race: Student's race. If student's ethnicity is Hispanic and the student is of any race, report the student as Hispanic. If unknown or undeclared, report 0.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North, South, and Central America and who maintains cultural identification through tribal affiliation or community attachment

Black or African-American: A person having origins in any of the black racial groups of Africa

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Multiracial: A person having more than one race

Native Hawaiian or Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Student Citizenship: Student's legal country affiliation status. If unknown or undeclared, report 0.

U.S. citizen: Any native-born or naturalized citizen of the United States

Resident Alien: A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status, and who holds either an alien registration card (Form I-551 or I-151); a temporary resident card (Form I-688); or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee, or Cuban Haitian.

Non-Resident Alien: A person who is not a U.S. citizen or national and who is in the country on a visa or temporary basis and does not have the right to remain indefinitely.

Student County/State/Country of Origin: Student's county, state, or country of origin at the time of admission (not necessarily where the student currently resides or where the student was born). For students whose state of origin is Indiana, report the three-digit Indiana county (found in Table 2.1). For students whose state of origin is not Indiana, report the state (Table 2.2) or country (Table 2.3) code. If unknown or undeclared, fill with blank.

High School CEEB Code: Student's six-digit College Entrance Examination Board (CEEB) Secondary/Junior Colleges Code for the student's Indiana high school of graduation or Indiana high school where the student is currently enrolled. Report a CEEB code only for a high school in Indiana. Report a CEEB code even if the student entered as a graduate or transfer student, if the CEEB code is known. If the student graduated from a high school outside of Indiana, enter blanks. If the student attended an Indiana high school but a CEEB code for that high school does not exist, enter blank.

High School Graduation Date: Student's month and year of high school graduation (MMYYYY). If month is unavailable, default to a calendar month (e.g., 06) and report actual year. If neither is available, fill with blank. Year must be between current reporting year minus 80 years and the current reporting year plus 4 years (e.g., if current reporting year is 2017, minimum value is 1937 and maximum value is 2021).

High School GPA: Student's grade point average upon completing high school (or current cumulative GPA if a high school student). GPA should be converted to a standard 4.0 scale. GPA is reported as a value from 0.0-4.0. If unknown, fill with blank.

ACT Score – Composite: Student's two-digit ACT Composite score (1 – 36). If unknown, fill with blank.

OLD SAT Score – Critical Reading: Student's three-digit SAT Critical Reading score (200-800). If unknown or inapplicable, fill with blank. Values should only be reported for exams taken prior to March 2016.

OLD SAT Score – Writing: Student's three-digit SAT Writing score (200-800). If unknown or inapplicable, fill with blank. Values should only be reported for exams taken prior to March 2016.

OLD SAT Score – Math: Student's three-digit SAT Math score (200-800). If unknown or inapplicable, fill with blank. Values should only be reported for exams taken prior to March 2016.

NEW SAT Score – Math: Student's three-digit SAT Math score (200-800). If unknown or inapplicable, fill with blank. Values should only be reported for exams taken in March 2016 or later.

NEW SAT Score – Writing and Language: Student's two-digit SAT Writing and Language score (10-40). If unknown or inapplicable, fill with blank. Values should only be reported for exams taken in March 2016 or later.

NEW SAT Score – Reading: Student's two-digit SAT Reading score (10-40). If unknown or inapplicable, fill with blank. Values should only be reported for exams taken in March 2016 or later.

NEW SAT Score – Evidence-Based Reading and Writing: Student's three-digit SAT Evidence-Based Reading and Writing score (200-800). If unknown or inapplicable, fill with blank. Values should only be reported for exams taken in March 2016 or later.

Veteran Status – Veteran status flag. One-digit code (0 or 1) used to indicate whether a student is a veteran who served on active duty, in the National Guard, or in the Reserve component of the United States military services. **Do not** report students currently in the military. If unknown, leave blank.

Document Change History	
2018	No changes
	Start of 17-18 Collection

2017	Clarification of Veteran Status definition – Field SP21. Addition of NEW SAT Score fields to accommodate SAT Score for exams taken in March 2016 or later.
	Start of 16-17 Collection
2016	No changes
	Start of 15-16 Collection
2015	Added flag for Veteran Status – Field SP21
	Start of 14-15 Collection
2014	No changes
	Start of 13-14 Collection
2013	Added “to link data with National Student Clearinghouse” as use for fields SP05-SP09
	Start of 12-13 Collection
2012	SIS data collection split into four collections
	Start of 11-12 Collection