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YEARS OF EXCELLENCE

IPEDS Flat File Uploading

Presenter Name:

John Carroll

Director of Institutional Analytics

Upon Completion, you will be able to:

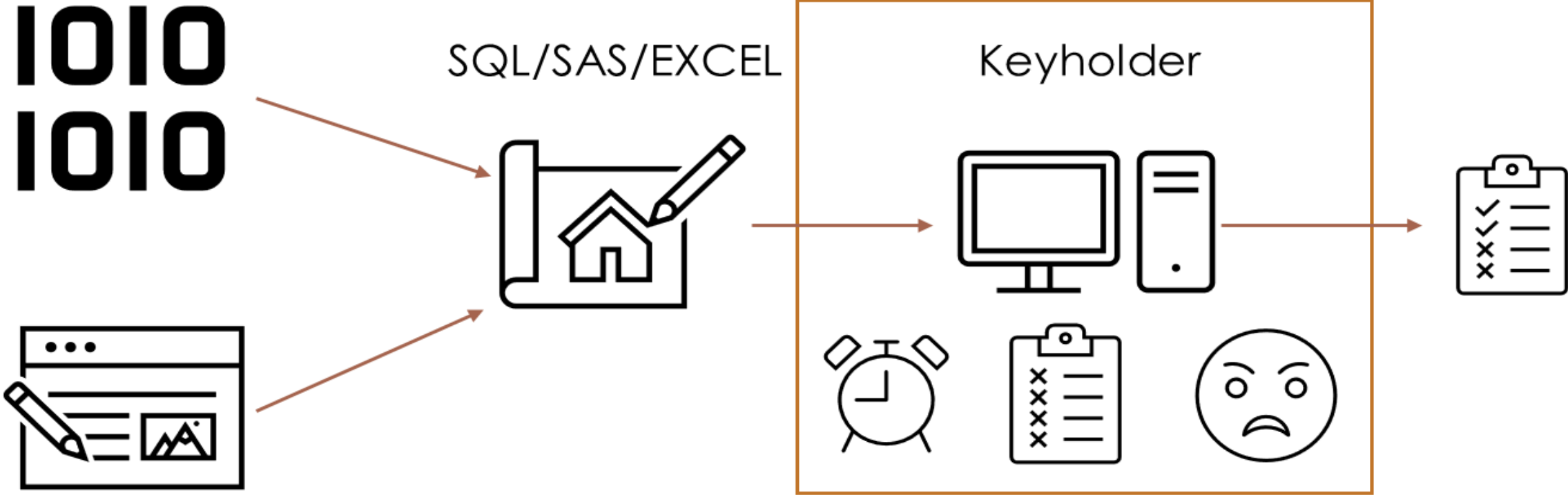
- Recognize the benefits of uploading files into IPEDS.
- Locate online supporting documentation for creating flat files to upload into IPEDS.
- Describe the steps needed to create files to upload to IPEDS.
- Define variables used in creating files for uploading into IPEDS.
- Describe the steps required to upload flat files into IPEDS.

Raise your hand. . .

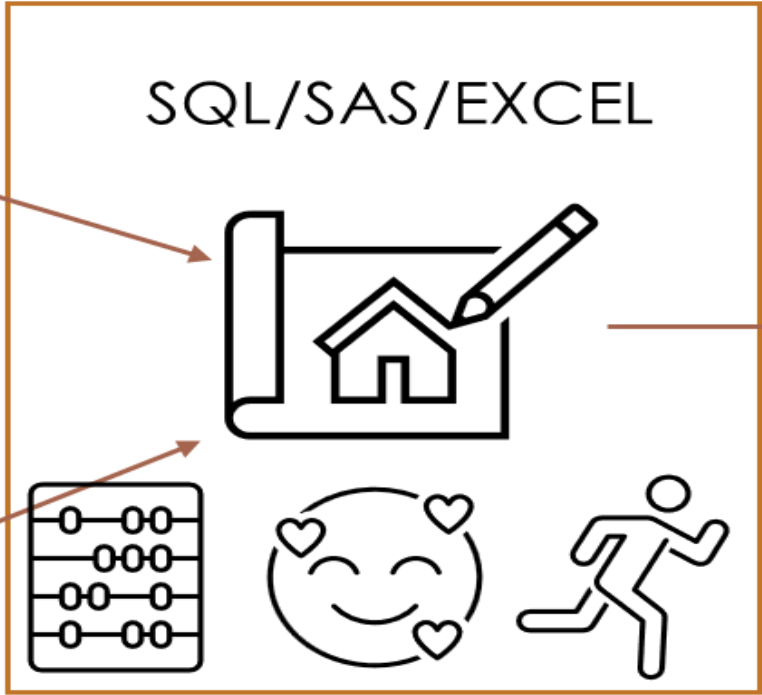
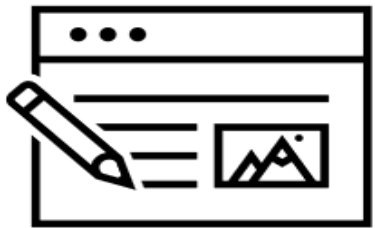
- If you are new to TAIR.
- If you are new to IPEDS.
- If you are a first-year or are going to be a coordinator.
- If you are a first-year or are going to be a keyholder.
- If you have been a coordinator for more than a year.
- If you have been a keyholder for more than a year.
- If you currently manually enter your data.

Benefits of using a flat file

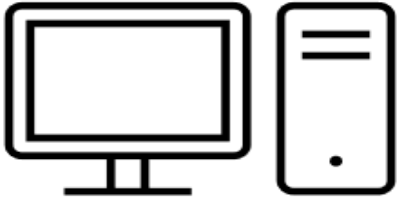
Current Process



1010
1010



Keyholder



Locate Documentation

IPEDS 2024-25 Data Collection System

IPEDS HELP DESK
(877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.33 : Approval Expires 8/31/2027

[Forgot Password](#)

FALL

Components
Institutional Characteristics
Cost I
Completions
12-month Enrollment

Keyholders Closed (Closed Oct 16)

Coordinators Closed (Closed Oct 30)

WINTER

Components
Student Financial Aid
Cost II
Graduation Rates
200% Graduation Rates
Admissions
Outcome Measures

Keyholders 42 days left (Closes Feb 05)

Coordinators 56 days left (Closes Feb 19)

SPRING

Components
Fall Enrollment
Finance
Human Resources
Academic Libraries

Keyholders 98 days left (Closes Apr 02)

Coordinators 112 days left (Closes Apr 16)

Reporting Resources

Access resources that will help with successful submission.

Registration

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

Data Collection Information



Survey Schedule and Material

COLLECTION SCHEDULE

- [View Now](#)
- [Printer Friendly \(353KB\)](#)

SURVEY MATERIALS

- [Current](#)
- [Archived](#)



About the Data collection

Learn about IPEDS: what postsecondary data are reported, how to report the data, and when the data are collected, disseminated and used.

- [Statutory Requirements](#)
- [Institutional Burden](#)
- [Procedures for Responding](#)
- [Participation in the Surveys](#)
- [Purposes and Uses of the Survey Data](#)



Updates to the Data Collection

ANNUAL

- [Current Changes](#)

PERIODIC

- [This Week in IPEDS](#)

Or...

The screenshot shows the IPEDS website interface. At the top, the IES logo and 'National Center for Education Statistics' are visible, along with navigation links: 'What we do', 'Use our work', 'Explore funding', 'Learn with us', and 'About us'. A search icon is on the right. Below the header, the main title 'IPEDS Integrated Postsecondary Education Data System' is displayed. A secondary navigation bar includes 'About IPEDS', 'Use The Data', 'Report Your Data', 'Find Your College', and 'Collaborate With NCES'. The 'Use The Data' page is active, showing a breadcrumb 'Home > Use The Data' and a main heading 'Use The Data'. A sub-heading reads: 'Access IPEDS data submitted to NCES through our tools or download the data to conduct your own research and analysis.' Below this is a section for 'Search Existing Data' with two cards: 'Data Explorer' and 'Publications and Products'. A dropdown menu for 'About IPEDS' is open, listing 'Learn More', 'This Week in IPEDS (TWII)', 'Survey Components' (highlighted), 'Data Release Schedule', and 'Contact Us'. A purple arrow points from the 'About IPEDS' menu item to the 'Survey Components' option. At the bottom left, a URL is visible: 'https://nces.ed.gov/ipeds/use-the-data/survey-components'.

IPEDS Survey Components

Data are submitted at the aggregated-level from postsecondary institutions and do not have student-level information. Institutions submit data through 13 interrelated survey components about general higher education topics for 3 reporting periods.

Click for more information on [IPEDS methodology](#).

View [web tables](#) from the latest IPEDS Spring data collection.

View the [data release memo](#) for the latest IPEDS Spring data collection.

Latest Data Releases

2023-24 Collection Release Date







Spring..... January 7, 2025 (PD)

Note: PD = [Provisional Data](#); FD = [Final Data](#)

[View All Collection Release Dates](#) →

Sort By: Higher Education Topic

Collection Cycles

 12-month Enrollment (E12) Fall	 Academic Libraries (AL) Spring	 Admissions (ADM) Winter
 Completions (C) Fall	 Fall Enrollment (EF) Spring	 Finance (F) Spring

12-Month Enrollment (E12)

Data Presentation

Graphics

Resource Pages

Survey Materials

Survey Forms

FAQ

Glossary

Training and Tutorials

Videos

Academic Libraries (AL)

Finance (F)

Human Resources (HR)

[Timing of IPEDS Data Collection](#)

[Student Cohorts and Subgroups in IPEDS](#)

Survey Materials



Survey Forms



[Current Survey Materials](#)

[Current Survey Changes](#)

[Archived Survey Materials](#)

[Archived Survey Changes](#)



FAQ

[Survey Materials](#)

2024-25 Survey Materials

Please answer the following questions to access survey materials. These answers will narrow down the list of survey materials of interest to you:

To access the entire list of Survey Materials, click "View All"

Required fields are indicated with asterisks (*). Search by Institution will not work until the institution completes the Institutional Characteristics survey.

Search by Institution

Unit ID:

or Name:

Texas A&M University-Central Texas

The survey materials returned for a particular institution may vary from the actual survey screens the institution sees during data entry. If you have questions concerning this, please contact the Help Desk at 1-877-225-2568 or ipedshelp@rti.org.

OR

Search by Criteria

Level of Institution *

4-year and above

2-year

Less-than-2-year

Control of Institution *

Public

Private, not-for-profit

Private, for-profit

Predominant Calendar System *

Academic (semester, Quarter, trimester, 4-1-4)


























Program (differs by program, continuous basis)

Hybrid/Mixed (Other academic calendar)

Institution grants degrees

Yes

No

Completions	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
Completions for all institutions						N/A
12-month Enrollment	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
12-month Enrollment for 4-year degree-granting institutions						N/A
Student Financial Aid	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
Student Financial Aid for institutions reporting on a fall cohort (academic reporters)						
Student Financial Aid for institutions with graduate students only						N/A
Cost II	Package	Form	Instructions	FAQ	Import Spec.	2025-26 Changes
Cost II for academic year tuition reporters						N/A

IPEDS 2024-25 Import Specifications: 12-month Enrollment for July 1, 2023 - June 30, 2024

Applies to: 4-year degree-granting institutions

File type: Fixed Length/Positional (*.txt)

```
999999E1DA99 999999000000999999000000999999000000999999000000999999000000999999000000999999000000999999000000
999999E1DD1999999000000 1999999000000
```

IPEDS 2024-25 Import Specifications: 12-month Enrollment for July 1, 2023 - June 30, 2024

Applies to: 4-year degree-granting institutions

File type: Key Value Pair File (*.TXT)

```
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=1,RACE=1,SEX=1,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=1,RACE=1,SEX=2,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=1,RACE=2,SEX=1,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=1,RACE=2,SEX=2,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=A,LINE=2,RACE=j,SEX=k,COUNT=nnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=C,LINE=1,ENROLL_EXCLUSIVE=nnnnnn,ENROLL_SOME=nnnnnn
UNITID=nnnnnn,SURVSECT=E1D,PART=C,LINE=2,ENROLL_EXCLUSIVE=nnnnnn,ENROLL_SOME=nnnnnn
```

Identify Variables

Unduplicated Count			
UNITID	N	UNITID	Valid UnitID
SURVSECT	AN	Survey Section	"E1D"
PART	AN	Part of survey section	"A" = Unduplicated headcount
LINE	N	Student level	i = 1,2,3,7,11,15,16,17,21,25, and 99 (refer to student level table (Part A) in appendix).
RACE	N	Race/ethnicity	j = 1 to 11, (refer to race/ethnicity table (Part A) table in appendix).
SEX	N	Sex	k= 1-Men, 2-Women, 3-Grand Total. Do not include SEX=3 in import file. It will be generated.
COUNT	N	Unduplicated count	1 to 999999, for zero value see note below.

Appendix

Student level table (Part A)

- 1 - Full-time, first-time degree/certificate-seeking undergraduate
- 2 - Full-time, transfer-in degree/certificate-seeking undergraduate
- 3 - Full-time, continuing degree/certificate-seeking undergraduate
- 6 - *Total full-time degree/certificate-seeking undergraduate will be generated on export file. Do not include in import file.*
- 7 - Full-time, non-degree/certificate-seeking undergraduate
- 8 - *Total full-time undergraduate will be generated on export file. Do not include in import file.*
- 11 - Full-time, Graduate
- 15 - Part-time, first-time degree/certificate-seeking undergraduate
- 16 - Part-time, transfer-in degree/certificate-seeking undergraduate
- 17 - Part-time, continuing degree/certificate-seeking undergraduate
- 20 - *Total part-time degree/certificate-seeking undergraduate will be generated on export file. Do not include in import file.*
- 21 - Part-time, non-degree/certificate-seeking undergraduate
- 22 - *Total part-time undergraduate will be generated on export file. Do not include in import file.*
- 25 - Part-time, Graduate
- 99 - *Total graduate will be generated on export file. Do not include in import file.*
- 29 - *Grand total will be generated on export file. Do not include in import file.*

Race/ethnicity table (Part A)

- 1 - U.S. Nonresident
- 2 - Hispanic/Latino
- 3 - American Indian or Alaska Native
- 4 - Asian
- 5 - Black or African American
- 6 - Native Hawaiian or Other Pacific Islander
- 7 - White
- 8 - Two or more races
- 9 - Race and ethnicity unknown
- 10 - *Total will be generated. Do not include in import file.*
- 11 - *Grand total will be generated. Do not include in import file.*

What the Item says

- 1-Full-Time, First-Time, degree/certificate-seeking, undergraduate
- 7-Full-Time, non-degree/certificate-seeking, undergraduate
- 11-Full-Time, graduate

What you will need

FTPT (1 = Full-time / 2 = Part-time)

FTC (1 = First-Time / 2 = Transfer / 3 = Continuing)

DS (1 = Degree Seeking / 2 = Non-Degree Seeking)

Level (1 = Undergraduate / 2 = Graduate)

Preparing data

Pull / Combine Data

Identify data needed and locations

- CBM's
 - ID
 - Semester
 - Year
 - CRN
- Student Information System
 - Class start date
 - Academic Period
- Workday
 - Instructor Hire Date
 - Staff Demographics
- Other Functions
 - Race
 - Military

ID	ACADEMIC_PERIOD	CRN
S000000001	202301	10189
S000000001	202301	10504
S000000002	202306	60071
S000000003	202306	60157
S000000004	202306	60052
S000000005	202208	80182
S000000005	202208	80184
S000000005	202208	80616
S000000005	202301	10260
S000000005	202301	10270
S000000005	202301	10307
S000000006	202208	80183
S000000006	202208	80184
S000000006	202208	80162
S000000006	202301	10265
S000000006	202301	10267
S000000006	202306	60093
S000000006	202306	60095

ID	Term	CRN	FTPT	FTC	DS	Level	PartA_N
S000000001	202301	10189	1	1	1	1	1
S000000002	202306	60071	1	3	2	1	7
S000000005	202301	10260	1	3	1	2	11

Case when FTPT = 1 and FTC = 1 and DS = 1 and Level = 1 Then PartA_N = 1
 when FTPT = 1 and DS = 2 and Level = 1 Then PartA_N = 7
 when FTPT = 1 Level = 2 Then PartA_N = 11

...

Update via IPEDS Definitions

ID	SEX	student_classification	RACE	enroll_exclusive	enroll_some	population	status
S000000001	2	1	5	1	0	2	2
S000000002	2	2	7	1	0	1	2
S000000003	1	2	7	1	0	1	2
S000000004	2	1	7	0	0	3	2
S000000005	2	2	7	0	1	3	1
S000000006	2	2	5	0	0	3	1

Verify counts in Excel / Power BI / Tableau

		1	2	3		4	
	Race	First Time	Transfer-In	Continueing	Total Degree-Seeking	Non-Degree	Total
1							
2	1 Full-Time						
3	1 Undergraduate						
4	1 Male						
5							
6							
7	1 Nonresident Alien	-	2	-	2	-	2
8	2 Hispanic	7	42	76	125	-	125
9	3 American Indian	2	-	-	2	-	2
10	4 Asian	1	7	13	21	-	21
11	5 Black	2	44	49	95	-	95
12	6 Pacific Islander	1	3	1	5	-	5
13	7 White	7	61	76	144	-	144
14	8 Multi	1	5	6	12	-	12
15	9 Unknown	1	6	6	13	-	13
16	Total	22	170	227	419	-	419
17							

Uploading data

IPEDS 2021-22 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.29 : Approval Expires 8/31/2022
User ID: P1822816

Surveys Reports Tools Help Log Out

Surveys

University of Nevada-Las Vegas (182281) (1)

Go to Collection Level Data Center

Instructions

Prerequisite Information

Task	Status	Options
Reporting Map - Current Year	Complete (R...	View Current Year
Identification	Complete	Edit Identification
IC Header ^	Complete (1/1)	View Data Print Data/Get PDF Edit Report

File Import/Upload

Current Collection Survey Components

Survey	Close Date	Status	Steps To Locking	Options
Student Financial Aid	02/09/2022	NO DATA (0/2)	Enter Data	
Graduation Rates	02/09/2022	NO DATA (0/2)	Enter Data	

File Import

Graduation rates in 200% of the time for 4-year institutions

Student Financial Aid

Graduation rates in 200% of the time for 4-year institutions

Admissions

Outcome Measures

HR degree-granting <15

HR degree-granting 15+

Survey ID	Survey Name	File Type	Upload Date	Review
P1822816	Graduation rates in 200% of the time for 4-year institutions	Fixed	12/10/2021 11:25:13 AM	
P1822816	Graduation rates in 200% of the time for 4-year institutions	Key Value	12/10/2021 11:24:57 AM	

Surveys

Reports ▾

Tools ▾

Help ▾

Log Out

File Import

Graduation rates in 200% of the time for 4-year institutions ▾

File Type

Fixed Length Key value

Choose File

Browse

Upload

Previous uploads

User ID	Survey Name	File Type	Upload Date	Review
P1822816	Graduation rates in 200% of the time for 4-year institutions	Fixed	12/10/2021 11:25:13 AM	
P1822816	Graduation rates in 200% of the time for 4-year institutions	Key Value	12/10/2021 11:24:57 AM	

Surveys

Reports ▾

Tools ▾

Help ▾

Log Out

File Import

Graduation rates in 200% of the time for 4-year institutions ▾

File Type

Fixed Length Key value

gr200_autoupload_2021-12-10.txt

Browse

Upload

Previous uploads

User ID	Survey Name	File Type	Upload Date	Review
P1822816	Graduation rates in 200% of the time for 4-year institutions	Fixed	12/10/2021 11:25:13 AM	
P1822816	Graduation rates in 200% of the time for 4-year institutions	Key Value	12/10/2021 11:24:57 AM	

May have trouble with Chrome

Review some Code

```

/*Part A Unduplicated Count*/
proc sql;
create table PartA as
  select
    case when status = 1 and population = 1 and student_classification = 1 then 1 /*Full-time, first-time degree/certificate-seeking
undergraduate*/
    when status = 1 and population = 2 and student_classification = 1 then 2 /*Full-time, transfer-in degree/certificate-seeking
undergraduate*/
    when status = 1 and population = 3 and student_classification = 1 then 3 /*Full-time, continuing degree/certificate-seeking
undergraduate*/
    when status = 1 and population = 4 and student_classification = 1 then 7 /*Full-time, non-degree/certificate-seeking undergraduate*/
    when status = 1 and student_classification = 2 then 11 /*Full-time Graduate*/
    when status = 2 and population = 1 and student_classification = 1 then 15 /*Part-time, first-time degree/certificate-seeking
undergraduate*/
    when status = 2 and population = 2 and student_classification = 1 then 16 /*Part-time, transfer-in degree/certificate-seeking
undergraduate*/
    when status = 2 and population = 3 and student_classification = 1 then 17 /*Part-time, continuing degree/certificate-seeking
undergraduate*/
    when status = 2 and population = 4 and student_classification = 1 then 21 /*Part-time, non-degree/certificate-seeking
undergraduate*/
    when status = 2 and student_classification = 2 then 25 /*Part-time Graduate*/
    else . end as LINE,
    RACE,
    SEX,
    count(*) as COUNT
  from student_enrollment
  group by calculated LINE, RACE, SEX;
quit;

```


'Year'	ID	Type_A	Gender_Code	Race_Code	CIP_Code	Age_Code	Student_Level_B	Residence	Res_Code
2023	S000000001	25	1	7	99.0000	21	3	14	48
2022	S000000002	11	2	7	99.0000	8	3	14	48
2022	S000000003	11	2	5	99.0000	9	3	14	48
2023	S000000004	11	2	5	99.0000	9	3	14	48
2023	S000000005	25	1	7	99.0000	21	3	14	48
2022	S000000006	25	1	7	99.0000	21	3	14	48
2022	S000000007	17	2	5	52.0000	21	1	14	48

```

proc sql;
create table Upload as /*Part A Totals*/
  select
    "UNITID=000000,SURVSECT=EF1,PART=A,CIPCODE=99.0000,LINE=" || Type_A || ",RACE="
    ||
    Race_Code || ",SEX=" || Gender_Code || ",COUNT=" ||
    Strip(Put(sum(sum(Student,0)),6.)) as Upload Length=2000
  from data group by Type_A, Gender_Code, Race_Code;

insert into Upload /*Part A by select CIP codes*/
  select
    "UNITID=000000,SURVSECT=EF1,PART=A,CIPCODE=" || CIP_Code || ",LINE=" || Type_A
    ||
    ",RACE=" || Race_Code || ",SEX=" || Gender_Code || ",COUNT=" ||
    Strip(Put(sum(sum(Student,0)),6.)) as Upload
  from data where CIP_Code ne "99.0000" group by CIP_Code, Type_A,
Gender_Code, Race_Code;

```

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Questions?

<https://www.airweb.org/>

877-225-2568

IPEDSHELP@RTI.ORG

IPEDS KNOWLEDGE EXCHANGE

Primary Resources

TARLETON STATE
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TARLETON STATE
UNIVERSITY®



YEARS OF EXCELLENCE

John Carroll
jcarroll@tarleton.edu



Texas Association for Institutional Research

Annual Conference: February 25-28, 2025
Omni Hotel in Corpus Christi, TX



Scan the QR code to complete the session survey.