INDIANA COMMISSION *for*
HIGHER EDUCATION

Commission for Higher Education Data Submission System

Student Profile: Indiana Non-Public Institutions

Instructions and Definitions

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Overview

The student profile file provides information on students (undergraduate and graduate) who are enrolled at 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 (Enrollment or Degrees Conferred). 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 (Enrollment and Degrees Conferred). See the Enrollment and Degrees Conferred files for instructions on who to report on those files. A student profile record must exist for every student submitted on other (Enrollment and Degrees Conferred) files.

Field ID	Field Position #	Data Element	Allowable Values
PI01	1	Reporting Year	Four digit year (e.g., 2017). Must be valid year
PI02	2	Location	Location ICHE ID from table 1.1 of the General Instructions (Non-Public) document
PI03	3	Student Identifier	Alphanumeric value of no more than 10 characters
PI04	4	Student Last Four SSN	Last four digits of student's social security number blank if student does not have an SSN
PI05	5	Student First Name	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
PI06	6	Student Middle Name	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
PI07	7	Student Last Name	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
PI08	8	Student Alternative/Other Alias Last Name	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
PI09	9	Student Date of Birth	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
PI10	10	Student Gender	Numeric code 0 – 2 0 = undeclared 1 = female 2 = male

Field ID	Field Position #	Data Element	Allowable Values
PI11	11	Student 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
PI12	12	High school CEEB code	6 digit Indiana high school CEEB code that exists in the CEEB code table. blank = unknown or high school is outside of Indiana
PI13	13	High School graduation date	Numeric value MMYYYY, must be valid calendar date (year value must be between current reporting year - 80 and current reporting year + 4) blank = unknown

Definitions

Reporting Year: The year for which data are being reported. Report trailing year (e.g., 2016-2017 is reported as 2017).

Location: Where the student takes the majority of coursework throughout the year. Allowable codes are found in Table 1.1 of the General Instructions (Non-Public) file.

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

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, report 00 and 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).

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