

POSTSECONDARY DATA PARTNERSHIP REPORTS CHECKLIST

Use this checklist to validate your Postsecondary Data Partnership (PDP) reports.

WHAT DATA WAS SUBMITTED?

Take inventory of what data your organization submitted to the PDP.

- ☐ Identify the range of cohorts that were submitted to the PDP, including the most recent term:
 - Years: _____ to _____ (e.g., 2018 to 2022 Fall)
 - Identify the academic terms included for each cohort:
☐ Fall ☐ Winter ☐ Spring ☐ Summer
 - ☐ Students requiring gateway English or math courses included.
 - ☐ Student requiring developmental English or math programs included.
 - ☐ Pell status for students included.
 - ☐ Optional Financial Aid and Cost File submitted.
-

WHAT INFORMATION DO YOU HAVE ACCESS TO?

The PDP provides numerous data submission and use [resources](#) on their “help” page. Below is guidance on PDP dashboards and various data dictionaries associated with PDP reports.

- ☐ [PDP Dashboards](#)
- ☐ [Analysis-Ready Cohort File Data Dictionary](#)
- ☐ [Analysis-Ready Course File Data Dictionary](#)
- ☐ [Analysis-Ready Financial Aid File Data Dictionary](#)

DASHBOARD DATA VALIDATION

- ☐ Validate your enrollment figures:
 - Navigate to the Enrollment dashboard.
 - Filter on a given cohort and cohort term combination (e.g., 2017-18 Fall).
 - Verify the displayed cohort population matches your expectation (see *Figure 1*).
- ☐ Validate that your course data was processed:
 - Navigate to the Credit Accumulation Rate dashboard.
 - Filter on a given cohort term (e.g., Fall).
 - Verify that the displayed credit accumulation rate is within your expected range.
Credit accumulation rate is the number of credits your students have taken in their first academic year (see *Figures 2 and 3*).
- ☐ Validate that your course credits are accurate:
 - Navigate to the Credit Completion Ratio dashboard.
 - Filter on a given cohort term (e.g., Fall).
 - Verify that the ratio of credits completed versus credits attempted falls within the range of your expectations (see *Figures 4 and 5*).
- ☐ Confirm the presence of gateway data:
 - Navigate to the Gateway dashboard.
 - Verify that gateway data is present for each cohort by viewing the bottom right quadrant.
 - Verify the displayed cohort population matches your expectation (see *Figures 6 and 7*).

ANALYSIS-READY COHORT FILE DATA VALIDATION

- ☐ Validate your enrollment figures:
 - Open the analysis-ready file in Excel.
 - Enable filters on the column header row.
 - Filter on a given cohort and cohort term combination (e.g., 2017-18 Fall).
 - Verify that the count of students matches your expectation (see *Figure 8*).
- ☐ Validate that your course data was processed and credits are accurate:
 - Spot check column “Number of Credits Attempted Year 1” to ensure that credits are present and the range of credits attempted within the student’s first academic year is within your expected range.
 - Compare the “Number of Credits Attempted Year 1” column to the “Number of Credits Earned Year 1” column and ensure the number of credits earned are reasonable (see *Figure 9*).
- ☐ Confirm the presence of gateway data:
 - Clear your previous filters and filter on a given cohort term (e.g., Fall).
 - Spot check the “Gateway Math Status” and “Gateway English Status” columns to determine if students requiring gateway courses were identified in your cohort data.
 - Spot check the “AttemptedGatewayMathYear1” column to determine if gateway courses were identified in your course data (see *Figure 10*).

DASHBOARD EXAMPLES

Figure 1- Valid Enrollment Example

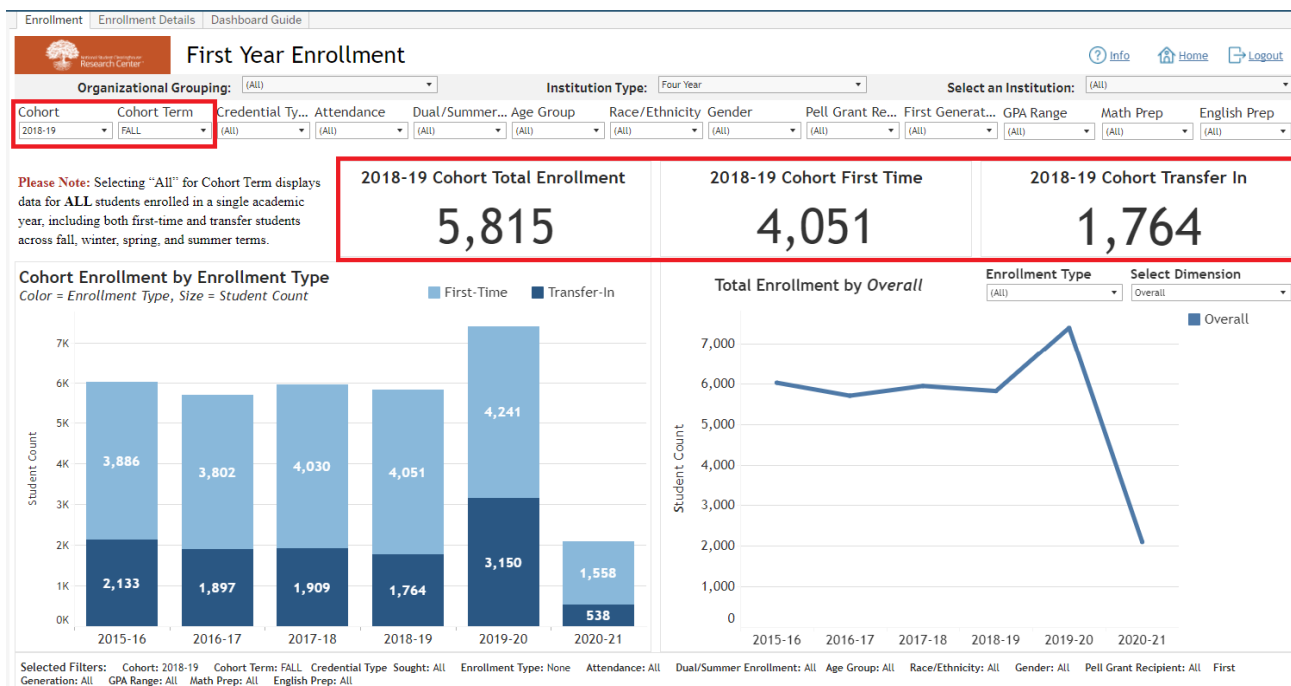


Figure 2- Valid Credit Accumulation Rate Example

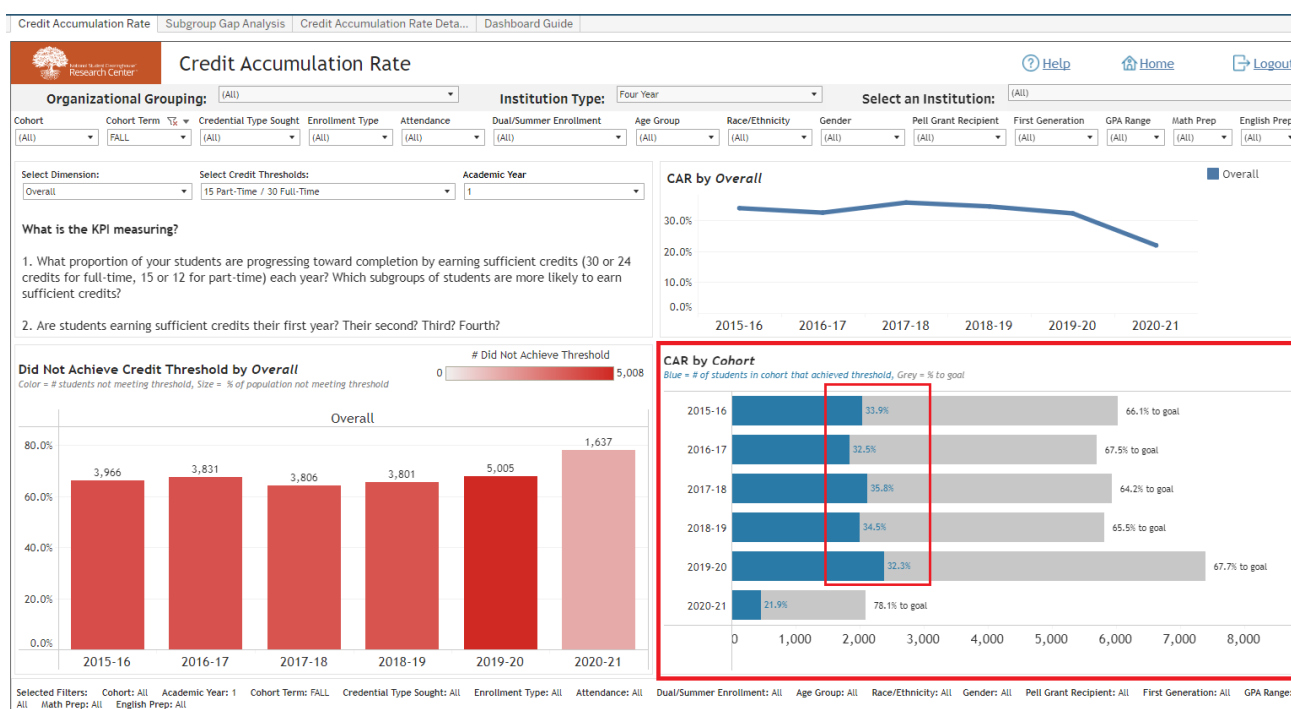


Figure 3- Invalid Credit Accumulation Rate Example

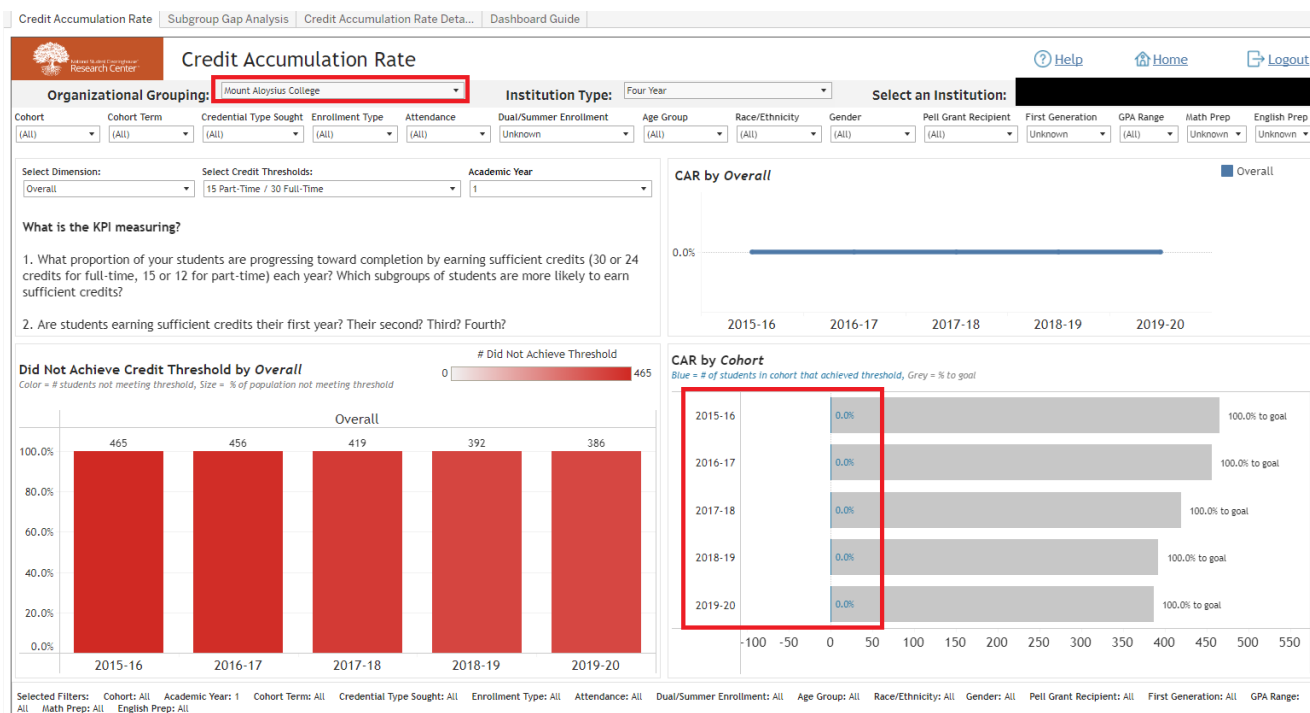


Figure 4 - Valid Credit Completion Ratio Example

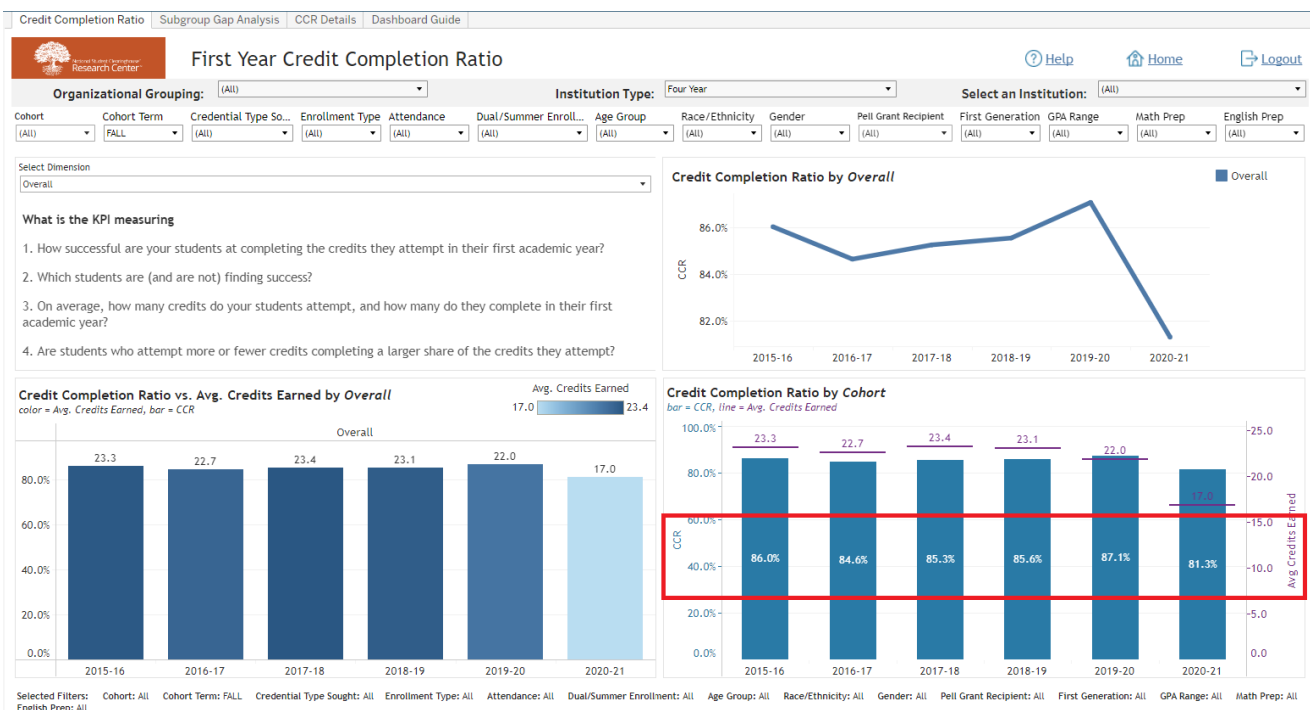


Figure 5 - Invalid Credit Completion Ratio Example

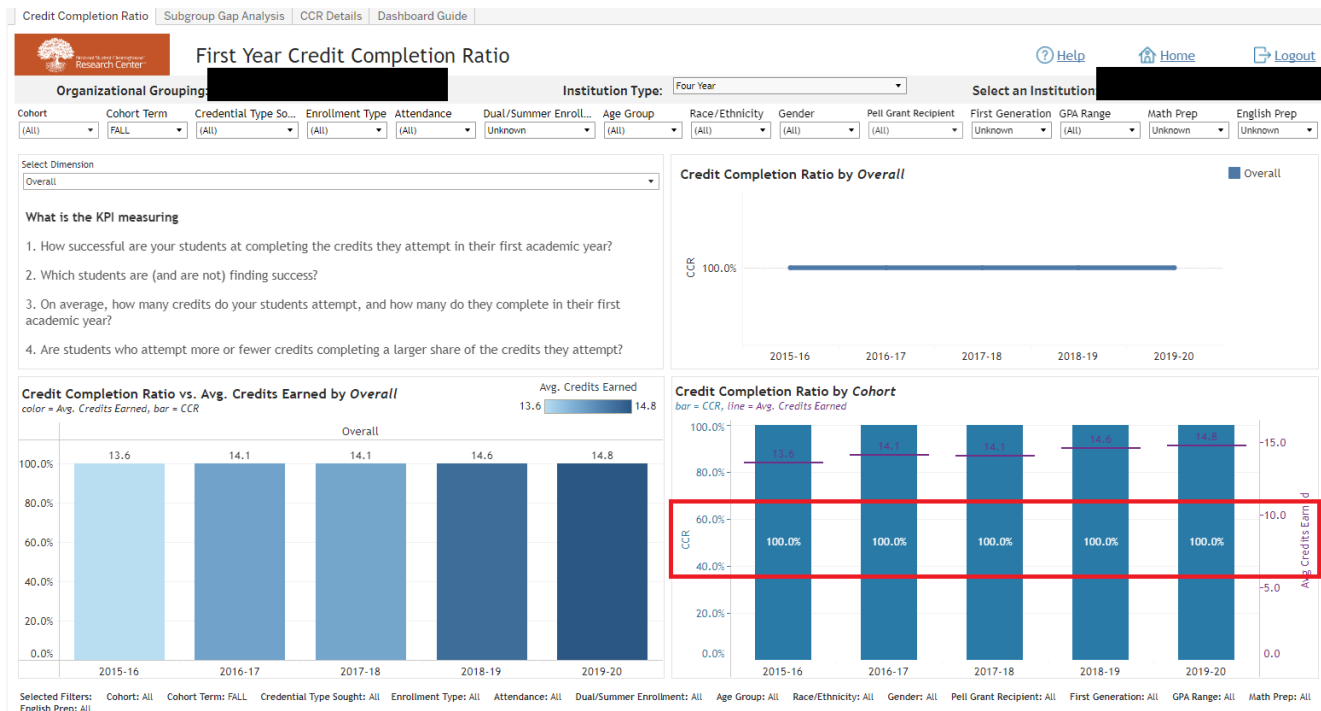


Figure 6 - Valid Gateway Completion Example

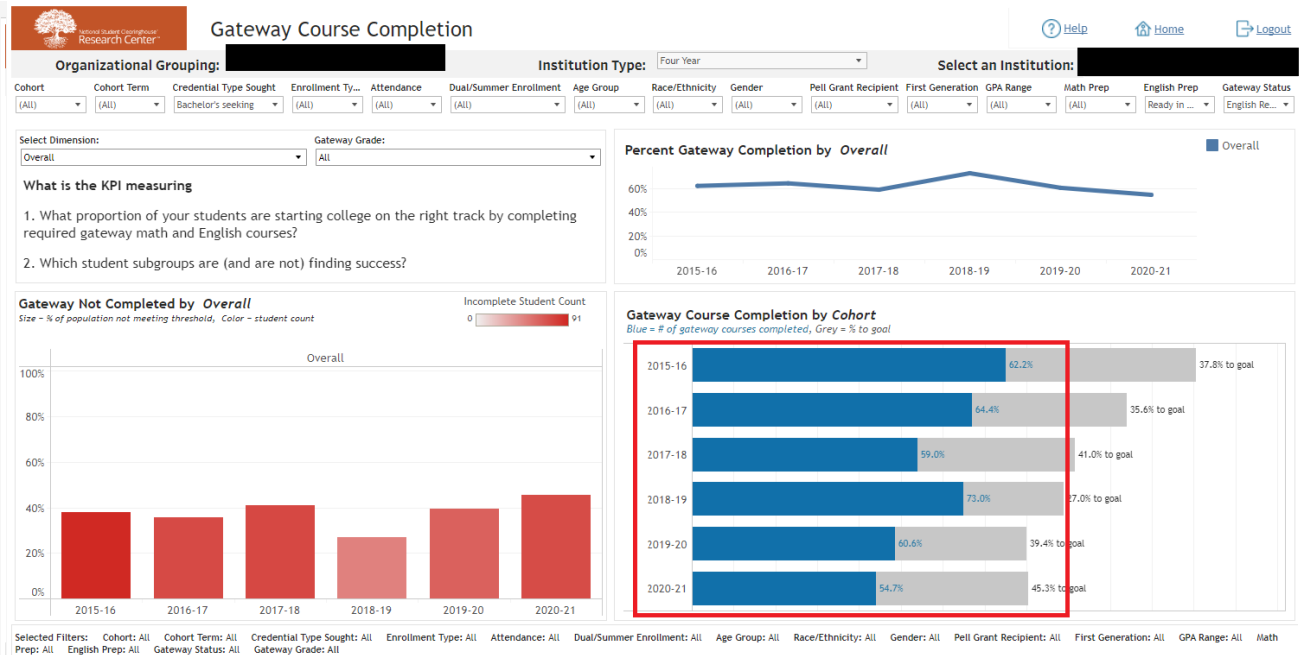
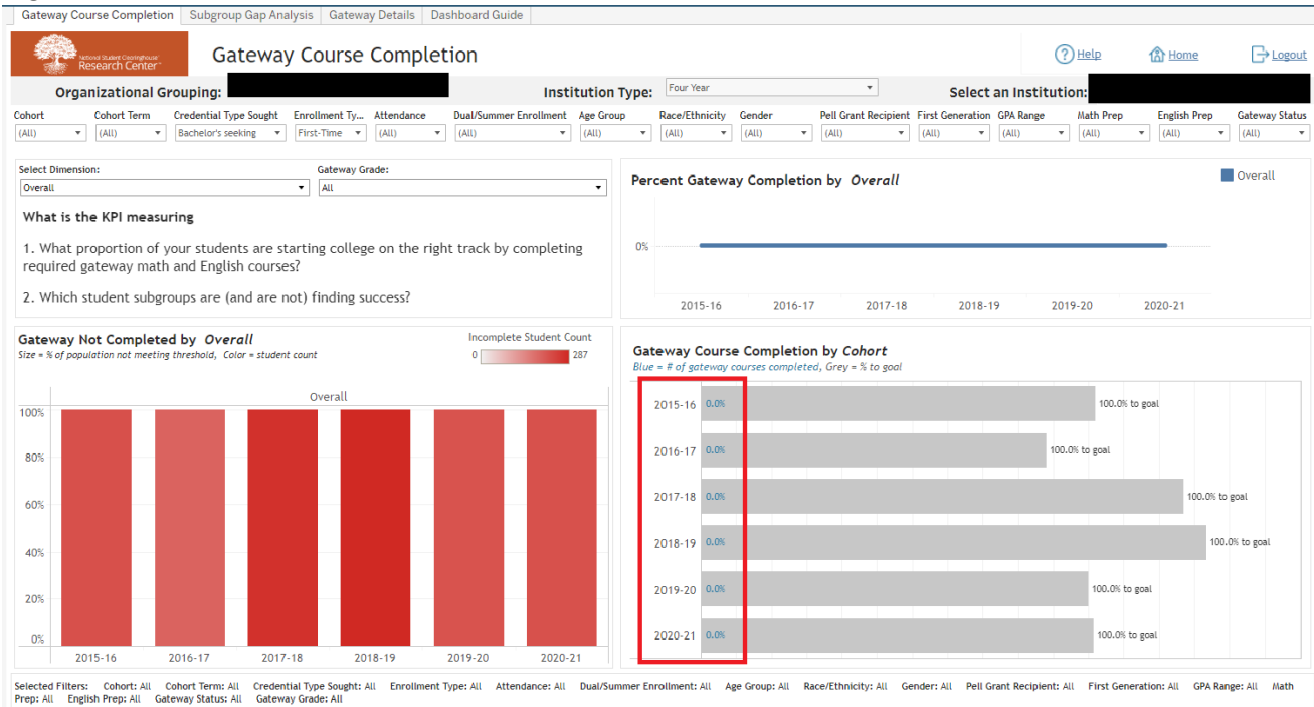


Figure 7- Invalid Gateway Completion Example



ANALYSIS READY COHORT FILE EXAMPLES

Figure 8 – Analysis-Ready File Enrollment Population

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
	First Name	Middle Name	Last Name	SSN	Date of Birth	Student ID	Institution ID	Cohort	Cohort Term	Student Age	Enrollment Type	Enrollment Intensity	Math Placement	English Placement	Dual and Summer Enrollment	Race	Ethnicity
1																	
2	Demo	One	Student	123456789	19980622	18675309	86753091	2016-17	FALL	>20 - 24	Transfer-In	Full-Time	C	C	UK	Hispanic	H
6	Demo	Five	Student	123456789	20021117	26889932	86753091	2016-17	FALL	20 and younger	First-Time	Full-Time	N	C	UK	Unknown	N
11	Demo	One	Student	123456789	19980622	18675309	86753091	2016-17	FALL	>20 - 24	Transfer-In	Full-Time	C	C	UK	Hispanic	H
15	Demo	Five	Student	123456789	20021117	26889932	86753091	2016-17	FALL	20 and younger	First-Time	Full-Time	N	C	UK	Unknown	N
20	Demo	One	Student	123456789	19980622	18675309	86753091	2016-17	FALL	>20 - 24	Transfer-In	Full-Time	C	C	UK	Hispanic	H
24	Demo	Five	Student	123456789	20021117	26889932	86753091	2016-17	FALL	20 and younger	First-Time	Full-Time	N	C	UK	Unknown	N
29	Demo	One	Student	123456789	19980622	18675309	86753091	2016-17	FALL	>20 - 24	Transfer-In	Full-Time	C	C	UK	Hispanic	H
33	Demo	Five	Student	123456789	20021117	26889932	86753091	2016-17	FALL	20 and younger	First-Time	Full-Time	N	C	UK	Unknown	N
38																	
39																	
40																	
41																	
42																	
43																	
44																	
45																	

Ready 8 of 36 records found Accessibility: Good to go

Figure 9 – Analysis-Ready File Credits Attempted and Earned

	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
	Attendance Status Term 1	Credential Type Sought Year 1	Program of Study Term 1	GPA Group Term 1	GPA Group Year 1	Number of Credits Attempted Year 1	Number of Credits Earned Year 1	Number of Credits Attempted Year 2	Number of Credits Earned Year 2	Number of Credits Attempted Year 3	Number of Credits Earned Year 3	Number of Credits Attempted Year 4	Number of Credits Earned Year 4	Gateway Math Status	Gateway English Status	AttemptedG atewayMath Year1	AttemptedG atewayEnglishYe
1																	
2	Transfer-In Full-Time	Bachelor's Degree	513899	3.7	3.1	28	28	24	24	26	26	12	10	N	N	NA	NA
3	First-Time Full-Time	Bachelor's Degree	230101	2.2	2.8	27	19	0	0	0	0	0	0	R	N	Y	NA
4	Transfer-In Full-Time	Bachelor's Degree		1.7	2.3	33	16	22	15	16	10	0	0	N	R	NA	Y
6	First-Time Full-Time	Bachelor's Degree	230101	3.35	3.6	27	26	30	30	28	25	27	27	N	R	NA	Y
7	Transfer-In Full-Time	Bachelor's Degree	540101	3.2	3.5	22	20	0	0	0	0	0	0	N	N	NA	NA
8	Transfer-In Full-Time	Bachelor's Degree		3.65	3.7	21	19	22	22	0	0	0	0	N	N	NA	NA
10	Transfer-In Full-Time	Bachelor's Degree		3.62	3.8	46	44	0	0	0	0	0	0	N	N	NA	NA
11	Transfer-In Full-Time	Bachelor's Degree	513899	3.7	3.1	28	28	24	24	26	26	12	10	N	N	NA	NA
12	First-Time Full-Time	Bachelor's Degree	230101	2.2	2.8	27	19	0	0	0	0	0	0	R	N	Y	NA
13	Transfer-In Full-Time	Bachelor's Degree		1.7	2.3	33	16	22	15	16	10	0	0	N	R	NA	Y
15	First-Time Full-Time	Bachelor's Degree	230101	3.35	3.6	27	26	30	30	28	25	27	27	N	R	NA	Y
16	Transfer-In Full-Time	Bachelor's Degree	540101	3.2	3.5	22	20	0	0	0	0	0	0	N	N	NA	NA
17	Transfer-In Full-Time	Bachelor's Degree		3.65	3.7	21	19	22	22	0	0	0	0	N	N	NA	NA
19	Transfer-In Full-Time	Bachelor's Degree		3.62	3.8	46	44	0	0	0	0	0	0	N	N	NA	NA
20	Transfer-In Full-Time	Bachelor's Degree	513899	3.7	3.1	28	28	24	24	26	26	12	10	N	N	NA	NA
21	First-Time Full-Time	Bachelor's Degree	230101	2.2	2.8	27	19	0	0	0	0	0	0	R	N	Y	NA

Figure 10 – Analysis-Ready File Gateway Requirement and Attempts

	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
	Number of Credits Earned Year 2	Number of Credits Attempted Year 3	Number of Credits Earned Year 3	Number of Credits Attempted Year 4	Number of Credits Earned Year 4	Gateway Math Status	Gateway English Status	AttemptedG atewayMath Year1	AttemptedGateway yEnglishYear1	CompletedGateway MathYear1	CompletedGatewayEnglishYear 1	GatewayMathGradeY1	GatewayEnglish GradeY1
1													
2	24	26	26	12	1	N	N	NA	NA	NA	NA		
3	0	0	0	0		R	N	Y	NA	C	NA	F	
4	15	16	10	0		N	R	NA	Y	NA	D		F
6	30	28	25	27	2	N	R	NA	Y	NA	C		
7	0	0	0	0		N	N	NA	NA	NA	NA		
8	22	0	0	0		N	N	NA	NA	NA	NA		
10	0	0	0	0		N	N	NA	NA	NA	NA		
11	24	26	26	12	1	N	N	NA	NA	NA	NA		
12	0	0	0	0		R	N	Y	NA	C	NA	F	
13	15	16	10	0		N	R	NA	Y	NA	D		F
15	30	28	25	27	2	N	R	NA	Y	NA	C		
16	0	0	0	0		N	N	NA	NA	NA	NA		
17	22	0	0	0		N	N	NA	NA	NA	NA		
19	0	0	0	0		N	N	NA	NA	NA	NA		
20	24	26	26	12	1	N	N	NA	NA	NA	NA		
21	0	0	0	0		R	N	Y	NA	C	NA	F	

ACKNOWLEDGEMENTS

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