

## New Keyholder Communications from NCES Tutorial Script 2023-24 Data Collection Cycle

NCES has a comprehensive prompting schedule to make sure keyholders do not inadvertently forget to submit IPEDS data.

Each collection period, NCES sends the keyholder an e-mail announcing the opening of the collection period.

If, by four weeks before the deadline, no data have been entered for the collection, NCES will send an e-mail reminder to the keyholder.

If, by four weeks before the deadline, all survey components have not been locked, NCES will send an e-mail reminder to the keyholder.

If, by two weeks before the deadline, data still have not been entered, NCES will call the CEO and/or keyholder.

For new keyholders, if all survey components are not locked by 2 weeks before the collection closes, NCES will call the CEO and/or keyholder.

Also, at both two weeks and one week before the deadline, if all survey components have not been locked, NCES will send the keyholder e-mail reminders.

And, because the Spring collection is so long, additional reminders are sent out in February and at 3 weeks before the deadline.

NCES also continues to prompt the institution's CEO using mail and telephone, until a keyholder registers.

There are NO reporting extensions in IPEDS, so it is important to make sure your data are submitted and locked on time.

However, every institution gets to submit late data ONCE. This policy is called the "One Last Chance" policy. If you anticipate needing to submit data late, please contact the IPEDS Help Desk. They will explain how this policy works.

Please note that the President or CEO of all institutions that use their "One Last Chance" will be notified that the institution is no longer eligible for "One Last Chance" Assistance.

Keyholders are encouraged to enter and lock their data as early as possible, to avoid the last-minute rush when the system slows down and there are long waits to get through to the IPEDS Help Desk.

In an effort to avoid this rush, NCES sends an early response e-mail thanking the CEO of institutions that lock all survey components by three weeks before the close of each collection period.

The e-mail refers to the keyholder by name, so the CEO knows who was responsible, and who to thank.

Keyholders also receive emails concerning IPEDS training opportunities. These emails announce face-to-face and virtual workshops and the availability of new web tutorials.

“This Week in IPEDS” emails are also sent to keyholders, although not necessarily on a weekly basis. These emails contain important information and announcements concerning data collection calendars and changes for the next year, data submission tips, the availability of new data and new data tools and features, and Technical Review Panel reports.

As a keyholder, you will also get automatic emails from the Data Collection System when you register or update your contact information, and when you lock each survey component.

The IPEDS Help Desk will email or call you if there are questions about the data you have submitted.