

**Attention: Information No Longer Current  
(Alert archived November 2011)**

**Alert #9 – Update 4**

**Subject: Redesign of IPEDS Surveys—Alert 9 -Update #4 (Urgent news)**

**Prepared: June 1999**

**Summary**

During the end of May, letters were sent to college and university chief executive officers asking them to appoint an "IPEDS keyholder" to be responsible for entering data for the new Congressionally mandated Institution Prices and Student Financial Aid (IPSFA) Survey. The letter included a registration certificate with the institution's IPSFA number and password so that the keyholder could register with the National Center for Education Statistics. According to this certificate, registration was to take place between May 12 and June 1, but the deadline for the registration has been extended to June 15. The collection period for IPSFA data is July 1 through August 16. Data from the IPSFA survey will be used to update institutional information on the College Opportunities On-Line (COOL) system (<http://nces.ed.gov/Ipedcs/cool/>).

**Current Status**

The keyholder will be responsible for submitting general information about the institution, including a Web address, basic student counts, tuition and fees, room and board, other expenses, student financial aid (percent of full-time first-time undergraduate students receiving federal grants, state/local grants, institutional grants, and loans and the average amount for each). For those who do not have a copy of the material mailed to the CEOs, NCES has a Web site (<http://nces.ed.gov/ipeds/augdraft.htm>) that indicates the information that will be collected through IPSFA.

The designated keyholder must register with NCES (at <http://surveys.nces.ed.gov/IPEDS/Register/>) by June 15, 1999 (an extension from dates mentioned in the letter and registration certificate). Registering will add the keyholder to the NCES E-mail list for future communications relating to the IPSFA form and the new Web-based submission software. These will be sent prior to July 1.

The material sent to CEOs contains a violet-colored form titled "National Center for Education Statistics" that was included to show data that will be requested on the Web-based IPSFA survey between July 1 and August 16, 1999. Note that this form is for information purposes only and should **not** be completed and mailed to NCES. The form is included so that keyholders can alert the relevant offices of the need to supply the new data next month.

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If keyholders have difficulty registering and their IPSFA number and/or password contains a character that looks like the number one or a lower case letter L, they should try all combinations. Unfortunately, it is difficult to distinguish between these two characters on the printed registration certificate included in the material mailed to the CEOs. If that doesn't work, they should call the IPEDS Help Desk at 1-800-435-5985.

## **Implications for Institutions**

Institutions should designate an IPSFA keyholder and that individual should register by June 15. NCES will follow up with CEOs if the IPSFA keyholder does not register promptly. If an individual thinks he/she should be the IPSFA keyholder but has not received the registration material from the CEO, he/she should contact the CEO's office to avoid a follow-up letter from NCES.

The keyholder should forward a copy of the form indicating the data that will be collected to the relevant offices (e.g., Financial Assistance Services for financial aid data, Bursar or Budget Office for price information) so that those offices can start the process of gathering the requested data. They should also monitor <http://nces.ed.gov/Ipedswatsnew.html> for any announcements relating to IPSFA and/or the Web-based collection software.

Institutions should also check their current institutional data on the COOL system (<http://nces.ed.gov/Ipedswatsnew.html>). IPSFA data (plus other data from IPEDS surveys) will be used to update the current information on COOL.

## **Timeline**

**May 1999** - College Opportunities On-Line (COOL) system made available to the public

**May 1999** - Letter mailed to CEOs asking them to designate IPEDS keyholder for IPSFA Survey

**June 15, 1999** - Extended deadline for keyholders to register

**June 1999** - Software for Web-based submission of IPSFA survey available for review and feedback from institutions

**July 1- Aug. 16, 1999** - Collection window for Web-based IPSFA survey

**August 1999** - Final recommendations on IPEDS Redesign

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**October 1999** - New IPEDS reporting categories for race/ethnicity to be finalized

**2000-01** - Web-based software implemented for all IPEDS surveys

**2002-03** - Mandatory reporting of new race/ethnicity for Fall Enrollment (old categories dropped); old codes should be stored for future GRS cohorts

**2003** - Mandatory reporting of new race/ethnicity for Completions (for the prior academic year) and Staff (old categories dropped).

**Additional Resources**

- IPEDS Help Desk Telephone number: 1-800-435-5985
- Registration Site for Institutional keyholders for IPSFA Survey  
<http://surveys.nces.ed.gov/IPEDS/Register/>
- College Opportunities On-Line Site- <http://nces.ed.gov/Ipeds/cool/>
- Collection instrument for Institution Prices and Student Financial Aid  
<http://nces.ed.gov/ipeds/augdraft.htm>
- Summary of IPEDS Redesign (as of 5/7/99) - <http://nces.ed.gov/ipeds/slideshw/>
- IPEDS site with notice of latest updates - <http://nces.ed.gov/Ipeds/whatsnew.html>

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- Questions related to IPEDS Student Surveys  
<http://www.fsu.edu/~air/ipedsrev/student3.htm>
- Summary of March 1999 meeting of Policy Panel on Racial/Ethnic Data  
<http://nces.ed.gov/ipeds/finalracerec.pdf>
- Proposal for student charges on IC Survey - <http://nces.ed.gov/ipeds/newicitems.html>
- Draft Performance Work Statement, College Cost Study  
<http://ocfo.ed.gov/CONINFO/CCS.htm>
- AIR Alert #9 describing IPEDS Redesign - [Alert 9](#)
- First update to AIR Alert #9- [Alert 9 Update 1](#)
- Second update to AIR Alert #9- [Alert 9 Update 2](#)
- Third update to AIR Alert #9- [Alert 9 Update 3](#)

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