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## Report Mapping Tutorial Script

### 2024-25 Data Collection

This tutorial discusses how to create an IPEDS reporting map for additional institution locations.

An IPEDS reporting map defines the relationships between different locations of an institution that share the same Title IV Program Participation Agreement, or PPA. All institutions that participate in federal student aid programs must enter into a PPA with the Department of Education. Your institution's student financial aid office should be able to provide you more information about your specific PPA. Reporting maps will only be completed by institutions that have more than one location on their PPA. Each PPA has one institution identified as the main campus; this main campus is the PPA holder. The main campus must be listed in IPEDS and must report IPEDS data. In addition, the main campus's 8-digit OPEid number, which is used by the Department of Education to identify schools with PPAs, begins with 0 and ends in double 0. Most OPEids for additional locations begin with 0 and end in numbers from 01 to 99.

There are 3 IPEDS reporting options for institutions with additional locations. Each option has applicability guidelines, specific reporting instructions, and implications on what data appear on the College Navigator website. The next few slides will cover these different reporting options.

**Option 1:** Additional locations that are not just classroom buildings and that offer entire programs, not just courses, may report to IPEDS as separate institutions. Locations reporting as separate institutions are assigned their own IPEDS UnitID and report separate IPEDS data. All data for separate institutions are available in College Navigator.

**Option 2:** The main campus may decide that some or all of the additional locations on the PPA should report as campuses in IPEDS. Campuses in IPEDS are not considered separate institutions, so they are not assigned a UnitID. For IPEDS reporting, campuses are considered children of the main campus, or parent institution. The parent institution will include data for the campus in a combined IPEDS report for each component survey. In addition, the parent will provide data on directory information, cost of attendance and award levels for the campus. The campus will show up separately in College Navigator with the directory, cost, and levels information. A link to the parent institution's data will be provided so students can get more information.

**Option 3:** Finally, the main campus may choose to report data for itself and all or some additional locations in a combined IPEDS report for each component survey. Locations that only operate as classroom buildings must use this reporting option, though any additional locations may use it. These additional locations are not assigned a separate UnitID, all their data are reported by the main campus, and they do not appear in College Navigator.

There are additional rules for large, multi-state institutions and online and non-traditional institutional sub entities. Please contact the Help Desk if you have questions about these.

Institutions that have more than one additional location must create an IPEDS reporting map before they can begin data entry. The institution that has the PPA with the Office of Federal Student Aid is responsible for the completion of the reporting map. This process includes three steps: confirm or assign, generate a reporting, and reporting map summary. First, you must Confirm or Assign your Reporting Map.

If you receive the Confirm screen, the main campus of your institution is listed in IPEDS as a reporting institution, but none of the additional locations are listed separately. You will be shown a list of all the additional locations and will be asked to confirm that all the data for the unlisted additional locations are being reported by the main campus under the main campus UnitID.

If you receive the Assign screen, some of the additional locations listed on the PPA are IPEDS reporting institutions and others are not. You will be asked to indicate how you will report data for each of the additional locations that are not reporting institutions (as a separate institution, as a campus, or data combined with the main campus) you will also be able to indicate if the campus has closed.

In Step 2, you Generate your Reporting Map. If you confirmed in Step 1, this second step locks in your information that all IPEDS data for additional locations are reported under the main campus UnitID. If you Assigned in Step 1, this second step performs three actions. It creates UnitIDs for all additional locations you want added to IPEDS as reporting institutions; creates campus records for all additional locations you want made into campuses; and locks in your decision to report all IPEDS data for all additional locations as you specified.

In the third and final step you are presented with a summary of your reporting map. Institutions must create their IPEDS reporting map before beginning data entry for any IPEDS survey elements.

There are two common issues that institutions may encounter when completing reporting maps. First, keyholders may see a location on the reporting map that they do not recognize. If this happens, first check with the office in charge of maintaining the PPA with the Office of Federal Student Aid to ensure you are aware of all locations that should be reported in IPEDS. This is often your institution's Financial Aid Office. If you and the person in charge of PPA maintenance agree that the location should not be on the PPA, contact the Office of Federal Student Aid directly. Once the additional location is fixed on the PPA, it will not appear on your IPEDS reporting map in subsequent years.

Another issue keyholders may encounter is that their institution is missing a location that should appear on their reporting map. In this case, contact the Help Desk. The Help Desk will work with IPEDS staff to check and see if the location is listed on your PPA. If it is on your PPA, the Help Desk will add it to the reporting map. If it is not on the PPA, the person in charge of maintaining your PPA will need to contact the Office of Federal Student Aid directly.

For more information on the material presented in this tutorial, or if you have other issues, please contact the IPEDS Help Desk.