

IF YOU HAVE QUESTIONS AFTER REVIEWING THE INFORMATION ON THESE THREE SPREADSHEETS CONTACT:

Todd Bailey
tbailey@uwsa.edu
(608) 263-3743

PLEASE USE THE INCLUDED STUDENT AND PROGRAM SPREADSHEETS TO SUBMIT YOUR DATA
USE *ONE* SPREADSHEET FOR YOUR ENTIRE STUDENT DATA SUBMISSION PER SEMESTER

one row of data per student, per program

USE *ONE* SPREADSHEET FOR YOUR ENTIRE PROGRAM DATA SUBMISSION PER SEMESTER

one row of data per program

Refer to <http://www.uwsa.edu/opar/precollege.htm>
for instructions, including:

- ➔ required format of the data
- ➔ detail of data elements being collected

Submission Schedule

Data for Semester

Summer

Fall

Spring

Send data by the following:

September 15

March 15

July 15

UW SYSTEM PRECOLLEGE STUDENT DATA TEMPLATE

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	program_code	campus_student_id	fname	mi	lname	student_ssn	birthdate	gender	grade	dpi_school_code	dpi_student_id	cum_gpa	ethnicity
2	MTHHSL	05789104	John	A	Doe	333224444	03141985	M	09	62230360		3.21	150
3	program_code	campus_student_id	student_ssn	birthdate		gender	grade		dpi_student_id	cum_gpa		ethnicity	
4	<p>Program codes MUST consistently be used so that the same code ALWAYS identifies the same program on your campus.</p> <p>Data element must exactly match program code used for program data element in the program file.</p>	<p>Campus issued identification number that has been uniquely assigned by the campus, in the same manner as enrolled student campus IDs.</p> <p>NOTE: Only OFFICIALLY ISSUED student identification numbers should be recorded.</p>	<p>Please record ONLY AUTHENTIC SSNs of participants.</p> <p>Enter as 9-digits, no hyphens</p> <p>enter 333-22-4444 as 333224444</p>	<p>No hyphens Format = MMDDYYYY</p> <p>Example 03141995 for March 14, 1995</p>		<p>M=male F=female</p>	<p>Enter 2-digit code indicating the grade of this student: K=Pre-K & Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 through 12=Grade 12 13 = post high school</p>		<p>(if known) 16-digit DPI assigned student identification number. No hyphens.</p> <p>Format as: 1234123412341234</p>	<p>cummulative grade point average format = 1.23</p> <p>1) only collected if school transcript is available. 2) include only academic courses 3) use 4-point scale</p>		<p>ethnicity</p> <p>Is the student of Spanish/Hispanic/Latino/a heritage?</p> <p>Enter 3-digit code:</p> <p>blank = not Spanish/Hispanic/Latino/a 101=Cuban 102=Mexican American, Chicano/a 103=Puerto Rican 150=Other Spanish/Hispanic/Latino/a</p>	
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													

UW SYSTEM PRECOLLEGE STUDENT DATA TEMPLATE

	N	O	P	Q	R	S	T	U	V	W	X	Y		
1	race1	race2	race3	primary_contact_fname	primary_contact_lname	primary_contact_relationship	street	city	state	zip	home_phone	cell_phone		
2	550	404	601	John	Doe	11	201 Elm Street	Elm Grove	WI	90211	4143334444	4145556666		
3														
4														
5	<div style="border: 1px solid black; padding: 5px;"> race1, race2, and race3 201 Black or African-American 301 American Indian 401 Chinese 402 Guamanian or Chamorro 403 Phillipino 404 Japanese 405 Korean 406 Samoan 407 Asian Indian 408 Native Hawaiian 450 Other Asian or Pacific Islander 501 Cambodian 502 Hmong 503 Laotian 504 Vietnamese 550 Other Southeast Asian 601 White 701 Other Race </div>													
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														

primary_contact_relationship

Describes relationship of primary contact to the precollege participant.

Enter 2-digit code:
 01=Mother
 02=Stepmother
 03=Female Guardian
 04=Grandmother
 05=Aunt
 06=Female Other
 11=Father
 12=Stepfather
 13=Male Guardian
 14=Grandfather
 15=Uncle
 16=Male Other

state

Use 2-character US Postal Service abbreviation.

Wisconsin = WI

zip

5-digit postal zip code of residence for primary contact

home_phone

Home telephone number for primary contact.

No hyphens.
 6085551212 is the correct entry for (608) 555-1212

cell_phone

Cellular telephone number for primary contact.

No hyphens.
 6085551212 is the correct entry for (608) 555-1212

street

House number and street name of residence for primary contact.

Format as written for the purpose of mail: e.g.
 123 West Main Street

UW SYSTEM PRECOLLEGE STUDENT DATA TEMPLATE

	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	work_phone	email	female_hoh_degree	male_hoh_degree	free_lunch	state_federal_support	dpi_scholarship	gear_up	area1	area2	area3	unit
2	4142223333	jdoe@uwq.edu	0	1	1	0	1	0	625	250	550	A
3	work_phone	email	female_hoh_degree	male_hoh_degree	free_lunch	state_federal_support	dpi_scholarship	area1, area2, area3			Unit	
4	<p>Work telephone number for primary contact.</p> <p>No hyphens. 6085551212 is the correct entry for (608) 555-1212</p>	<p>Email address for primary contact.</p> <p>Format = username@hostname for example; someone@here.edu someone@here.com someone@here.net someone@here.org etc.</p>	<p>Has the female head of the participant's household earned Bachelor's degree?</p> <p>1=Yes 0, or blank =No</p>	<p>Has the male head of the participant's household earned Bachelor's degree?</p> <p>1=Yes 0, or blank =No</p>	<p>Indicates if participant QUALIFIES for free or reduced lunch.</p> <p>1 = Yes 0, or blank = No</p>	<p>Indicates if precollege participant (& family) receives additional forms of state or federal support, such as TANF or food stamps.</p> <p>1 = Yes 0, or blank = No</p>	<p>Indicates if precollege participant HAS BEEN a DPI Precollege scholarship recipient.</p>	<p>Enter 3-digit code: 100=Agriculture 125=Architecture 150=Arts/Humanities 175=Athletics 200=Business 225=Computer 250=Education 275=Engineering 300=English/Literature 325=Environment 350=Health Care 375=History 400=Languages 425=Law 450=Math 475=Medicine 500=Music 525=Natural Science 550=Nursing 575=Politics 600=Study Skills 625=Social Science/Culture 700=Other</p>	<p>Identifies your campus.</p> <p>Codes: A = Madison B = Milwaukee C = Eau Claire D = Green Bay E = La Crosse F = Oshkosh G = Parkside H = Platteville J = River Falls K = Stevens Point L = Stout M = Superior N = Whitewater R = UW Colleges S = UW Extension</p>			
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16	gear_up											
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												

UW SYSTEM PRECOLLEGE STUDENT DATA TEMPLATE

	AL	AM	AN	AO	AP	AQ	AR	AS	AT
1	semester	year	division						
2	1	200405	31						
3									
4	semester								
5	Identifies semester of the student's participation		Year						
6			Enter 6-digit academic year of program						
7			200405 includes Summer 2004, Fall 2004, and Spring 2005						
8			200506 includes Summer 2005, Fall 2005, and Spring 2006						
9	1=Fall		200607 includes Summer 2006, Fall 2006, and Spring 2007						
10	2=Spring		etc.						
11	S=Summer								
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									

semester

Identifies semester of the student's participation

1=Fall
2=Spring
S=Summer

Year

Enter 6-digit academic year of program

200405 includes Summer 2004, Fall 2004, and Spring 2005

200506 includes Summer 2005, Fall 2005, and Spring 2006

200607 includes Summer 2006, Fall 2006, and Spring 2007

etc.

division

UW COLLEGES USE ONLY

15 = Baraboo/Sauk County
32 = Marshfield/Wood County
18 = Barron County
34 = Richland
20 = Fond Du Lac
35 = Rock County
22 = Fox Valley
37 = Sheboygan
24 = Manitowoc
38 = Washington
28 = Marathon County
39 = Waukesha
30 = Marinette

UW SYSTEM PRECOLLEGE PROGRAM DATA TEMPLATE

unit	extension_flag	semester	year	program_code	program_name	program_type1	program_type2	program_type3	program_type4	program_type5	program_type6
A	0	1	200405	MTHHSL	<i>UW-Marathon HS Leadership</i>	10	22	32	40	00	00
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%; border: 1px solid black; padding: 5px;"> <p>extension_flag</p> <p>Is this program supported by any UW-Extension resources? (e.g. personnel, funding, or administration)</p> <p>1 = Yes 0, or blank = No</p> </div> <div style="width: 15%; border: 1px solid black; padding: 5px;"> <p>semester</p> <p>codes: 1=Fall 2=Spring S=Summer</p> </div> <div style="width: 15%; border: 1px solid black; padding: 5px;"> <p>program_code</p> <p>The program_code should consistently be used so that the same code ALWAYS identifies the same program on your campus.</p> </div> <div style="width: 15%; border: 1px solid black; padding: 5px;"> <p>program_name</p> <p>Name of program identified by program_code.</p> <p>One program_code should always identify the same program_name.</p> </div> <div style="width: 40%; border: 1px solid black; padding: 5px;"> <p>program_type1 through program_type10</p> <p>Enter 2-digit code of all codes that apply:</p> <ul style="list-style-type: none"> 10=Orientation 21=Academic Enrichment-Science 22=Academic Enrichment-Math 23=Academic Enrichment-Reading 24=Academic Enrichment-Combination of Math, Science & Reading 25=Academic Enrichment-Other 31=Academic Skill Building-Science 32=Academic Skill Building-Math 33=Academic Skill Building-Reading 34=Academic Skill Building-Combination of Math, Science & Reading 35=Academic Skill Building-Other 40=Arts and Music 50=Sports 60=Other 00=Not Applicable <p>The example row of data describes an orientation program that included math academic enrichment, math academic skill building, and arts and music.</p> </div> </div>											
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%; border: 1px solid black; padding: 5px;"> <p>Unit</p> <p>Identifies your campus.</p> <p>Codes: A = Madison B = Milwaukee C = Eau Claire D = Green Bay E = La Crosse F = Oshkosh G = Parkside H = Platteville J = River Falls K = Stevens Point L = Stout M = Superior N = Whitewater R = UW Colleges S = UW Extension</p> </div> <div style="width: 15%; border: 1px solid black; padding: 5px;"> <p>Year</p> <p>Enter 6-digit academic year of program</p> <p>200405 includes Summer 2004, Fall 2004, and Spring 2005</p> <p>200506 includes Summer 2005, Fall 2005, and Spring 2006</p> <p>200607 includes Summer 2006, Fall 2006, and Spring 2007</p> <p>etc.</p> </div> <div style="width: 15%; border: 1px solid black; padding: 5px;"> <p>program_code</p> <p>Data element must exactly match program code used for program_code data element in the student data file.</p> </div> </div>											

UW SYSTEM PRECOLLEGE PROGRAM DATA TEMPLATE

program_type7	program_type8	program_type9	program_type10	md_targeted	gear_up	trio	state_fund	federal_fund	corporate_fund	univ_fund	reg_fees_fund	other_fund	days
00	00	00	00	0	1	1	1	0	1	1	0	0	010
				<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> md_targeted Is the program targeted to multicultural and disadvantaged students? 1 = Yes 0, or blank = No </div>		<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> trio Indicates if this <u>entire program</u> is a TRIO program. 1 = Yes 0, or blank = No If this entire program is NOT a TRIO program then this data element should be "0". If this entire program IS a TRIO program then this data element should be "1". </div>		<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> federal_fund Is this a federally funded program? 1 = Yes 0, or blank = No </div>		<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> univ_fund Is the program funded by the University of Wisconsin? 1 = Yes 0, or blank = No </div>		<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> other_fund Does the program receive funding from another source? 1 = Yes 0, or blank = No </div>	
					<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> gear_up Indicates if this <u>entire program</u> is a GEAR-UP program. 1 = Yes 0, or blank = No If this entire <u>program</u> is NOT a GEAR-UP program then this data element should be "0". If this entire program IS a GEAR-UP program then this data element should be "1". </div>		<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> state_fund Indicates if the State of WI is a funding source of this program? 1 = Yes 0, or blank = No </div>		<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> corporate_fund Does this program receive corporate funding? 1 = Yes 0, or blank = No </div>		<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> reg_fees_fund Do program registration fees fund the program? 1 = Yes 0, or blank = No </div>	<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> days Total # of days of program, e.g. 5 days would be coded as 005, 41 days as 041, and 100 contact hrs. as 100. Example: A 2-week commuter camp that only meets on weekdays would exclude weekend days and be coded as 10 days (010). </div>	

UW SYSTEM PRECOLLEGE PROGRAM DATA TEMPLATE

contact_hrs_instruct	contact_hrs_field	contact_hrs_advising	contact_hrs_structured	award	award_year	award_description	scholarship	commuter_residential
077	027	030	012	1	199899	<i>UW-X chancellor's excellence award</i>	0	c
<p>contact_hrs_instruct</p> <p>Total # of instructional hrs for the program.</p> <p>If some program time was shared between instruction & other activities, please determine what portion of the hrs were devoted to instruction and enter the # of hrs.</p> <p>For example; a 2-wk residential program has direct instruction (classes) for 5 hrs per weekday and field activities for 3 hrs per weekday and 6 hrs per weekend day. 1/2 of the field time is also devoted to instruction. In this case, the total instructional hrs would be: 5 hrs + 1.5 hrs = 6.5 hrs X 10 weekdays + 3 hrs X 4 weekend days = 77 hours (077).</p>	<p>contact_hrs_field</p> <p>Total # of field activity hrs.</p> <p>For program time that was shared between field activities & other activities, please determine what portion of the hours were part of the field activities and enter the number of hours.</p> <p>Example: A 2-wk residential program has direct instruction (classes) for 5 hrs per weekday and field activities for 3 hrs per weekday and 6 hrs per weekend day. 1/2 of the field time is also devoted to instruction. In this case, the total field hrs would be: 1.5 hrs X 10 weekdays + 3 hrs X 4 weekend days = 27 hrs (027).</p>	<p>contact_hrs_advising</p> <p>Total # of advising hrs.</p> <p>Example: A 2-wk residential program has direct instruction (classes) for 5 hrs per weekday and field activities for 3 hrs per weekday and 6 hrs per weekend day. 1/2 of the field time is also devoted to instruction. Perhaps for 2 hrs on 4 different days students were advised (individually or in a group). In this case, the total advising hrs would be: 2 hrs X 4 days = 8 hrs (008).</p>	<p>contact_hrs_structured</p> <p>Total # of structured hrs that are not direct instruction or field activities.</p> <p>These would include any structured events, including recreational events (e.g., a dance, a movie hr, a banquet, etc.).</p> <p>Example: A 2-wk residential program has direct instruction (classes) for 5 hrs per weekday and field activities for 3 hrs per weekday and 6 hrs per weekend day. 1/2 of the field time is also devoted to instruction. Perhaps for 2 hrs on 4 different days students are advised (individually or in a group). Students may also participate in planned activities in the evenings. Perhaps the program includes 4 hrs of structured time on all days except advising days. In this case, the total structured hrs would be: 4 hrs X 6 weekdays + 4 hrs X 4 weekend days = 40 hrs (040).</p>	<p>award</p> <p>Has this program won an award or official recognition? 1 = Yes 0, or blank = No</p>	<p>award_year</p> <p>Enter 6-digit academic year of award:</p> <p>200203 includes Summer 2002, Fall 2002, and Spring 2003</p> <p>200304 includes Summer 2003, Fall 2003, and Spring 2004</p> <p>200405 includes Summer 2004, Fall 2004, and Spring 2005</p> <p>200506 includes Summer 2005, Fall 2005, and Spring 2006</p> <p>200607 includes Summer 2006, Fall 2006, and Spring 2007</p> <p>etc.</p>	<p>award_description</p> <p>Provide a brief description of award or recognition.</p>	<p>scholarship</p> <p>Does this program have a scholarship component? 1 = Yes 0, or blank = No</p>	<p>commuter_residential</p> <p>Is this program a commuter or residential program?</p> <p>R = residential when program includes accomodating student overnight on the UW Campus for the duration of the program</p> <p>C = commuter when program <u>does not</u> include accomodating students overnight on the UW Campus for the duration of the program</p>

