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 this website for instructions, including:

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

Submission Schedule
Data for Semester | Send data by the following:
Summer | September 15
Fall | March 15
Spring | July 15
**UW SYSTEM PRECOLLEGE STUDENT DATA TEMPLATE**

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<th>C</th>
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**Campus Student ID**: Campus issued identification number that has been uniquely assigned by the campus, in the same manner as enrolled student campus IDs.

**Program Code**: Program codes MUST consistently be used so that the same code ALWAYS identifies the same program on your campus.

**Student ID**: Data element must exactly match program code used for program element in the program file.

**Student SSN**: Please record ONLY AUTHENTIC SSNs of participants. Enter as 9-digits, no hyphens. 333-22-4444 as 333224444.

**Date of Birth**: No hyphens. Format = MMDDYYYY. Example 03141995 for March 14, 1995.

**Gender**: M=male, F=female.

**Grade**: 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.

**DPI School Code**: To look up the dpi_school_code for:
Public schools go to [http://dpi.wi.gov/lbstat/pubdata2.html](http://dpi.wi.gov/lbstat/pubdata2.html)
Private Schools go to [http://dpi.wi.gov/lbstat/privdata.html](http://dpi.wi.gov/lbstat/privdata.html)

Open the most recent public (or private) "Enrollment Master" file. The dpi_school_code is the district number (Dist No.) plus the school code (Sch Code).

For example, the Monroe Hi dpi_school_code is the Dist No. 3682 combined with school number 0120, resulting in dpi_school_code=36820120.
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- **race1, race2, and race3**: 201 Black or African-American, 301 American Indian, 401 Chinese, 402 Guamanian or Chamorro, 403 Filipino, 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

- **primary_contact_relationship**: Describes relationship of primary contact to the precollege participant.
  - 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

- **street**: House number and street name of residence for primary contact.

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

- **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. (608) 555-1212 is the correct entry for (608) 555-1212
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<td>area2</td>
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</tbody>
</table>

**work_phone**
- Work telephone number for primary contact.
- No hyphens. 6085551212 is the correct entry for (608) 555-1212.

**email**
- Email address for primary contact.
- Format = username@hostname for example; someone@here.edu or someone@here.com or someone@here.net or someone@here.org.

**female_hoh_degree**
- Has the female head of the participant's household earned a Bachelor's degree?
  - 1 = Yes
  - 0, or blank = No

**male_hoh_degree**
- Has the male head of the participant's household earned a Bachelor's degree?
  - 1 = Yes
  - 0, or blank = No

**free_lunch**
- Indicates if the participant qualifies for free or reduced lunch.
  - 1 = Yes
  - 0, or blank = No

**state_federal_support**
- Indicates if the participant (and family) receives additional forms of state or federal support, such as TANF or food stamps.
  - 1 = Yes
  - 0, or blank = No

**dpi_scholarship**
- Indicates if a DPI scholarship has been a DPI Precollege scholarship recipient.

**gear_up**
- Indicates if participant fees for this student were paid using GEAR-UP dollars.
  - 1 = Yes
  - 0, or blank = No

**area1, area2, area3**
- 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

**unit**
- Identifies your campus.
  - A = Madison
  - B = Milwaukee
  - C = Eau Claire
  - D = Green Bay
  - E = La Crosse
  - F = Oshkosh
  - G = Parkside
  - H = Platteville
  - I = River Falls
  - J = Stevens Point
  - K = Stout
  - L = UW Colleges
  - M = Superior
  - N = Whitewater
  - R = UW Colleges
  - S = UW Extension
## UW SYSTEM PRECOLLEGE STUDENT DATA TEMPLATE

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### Notes
- **Semester**: Identifies semester of the student’s participation.
- **Year**: Enter 6-digit academic year of program.
  - 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
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- **Extension Flag**: Is this program supported by any UW-Extension resources (e.g., personnel, funding, or administration)? 1 = Yes, 0, or blank = No.

- **Semester Codes**: 1 = Fall, 2 = Spring, S = Summer.


- **Program Code**: The program code should consistently be used so that the same code always identifies the same program on your campus. Data element must exactly match program code used for program_code data element in the student data file.

- **Program Name**: Name of program identified by program_code. One program_code should always identify the same program_name.

- **Program Type**: Enter 2-digit code of all codes that apply: 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.

The example row of data describes an orientation program that included math academic enrichment, math academic skill building, and arts and music.
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<td>0</td>
<td>0</td>
<td>010</td>
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</tbody>
</table>

**md_targeted**

Is the program targeted to multicultural and disadvantaged students?
- 1 = Yes
- 0, or blank = No

**gear_up**

Indicates if this entire program is a GEAR-UP program.
- 1 = Yes
- 0, or blank = No

**trio**

Indicates if this entire program is a TRIO program.
- 1 = Yes
- 0, or blank = No

**state_fund**

Indicates if the State of WI is a funding source of this program.
- 1 = Yes
- 0, or blank = No

**federal_fund**

Indicates if this is a federally funded program.
- 1 = Yes
- 0, or blank = No

**corporate_fund**

Does this program receive corporate funding?
- 1 = Yes
- 0, or blank = No

**univ_fund**

Is the program funded by the University of Wisconsin?
- 1 = Yes
- 0, or blank = No

**reg_fees_fund**

Do program registration fees fund the program?
- 1 = Yes
- 0, or blank = No

**other_fund**

Does the program receive funding from another source?
- 1 = Yes
- 0, or blank = No

**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).
**UW SYSTEM PRECOLLEGE PROGRAM DATA TEMPLATE**

<table>
<thead>
<tr>
<th><strong>contact_hrs_instruct</strong></th>
<th><strong>contact_hrs_field</strong></th>
<th><strong>contact_hrs_advising</strong></th>
<th><strong>contact_hrs_structured</strong></th>
<th><strong>award</strong></th>
<th><strong>award_year</strong></th>
<th><strong>award_description</strong></th>
<th><strong>scholarship</strong></th>
<th><strong>commuter_residential</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>077</td>
<td>027</td>
<td>030</td>
<td>012</td>
<td>1</td>
<td>199899</td>
<td>UW-X chancellor's excellence award 0 c</td>
<td>0</td>
<td>c</td>
</tr>
</tbody>
</table>

**contact_hrs_instruct**

- **Total # of instructional hrs for the program.**
  - 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.
  - 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. 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).

**contact_hrs_field**

- **Total # of field activity hrs.**
  - 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.
  - 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 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).

**contact_hrs_advising**

- **Total # of advising hrs.**
  - 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).

**contact_hrs_structured**

- **Total # of structured hrs that are not direct instruction or field activities.**
  - These would include any structured events, including recreational events (e.g., a dance, a movie hr, a banquet, etc.).
  - 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).

**award**

- **Has this program won an award or official recognition?**
  - 1 = Yes
  - 0, or blank = No
  - Example: Enter 6-digit academic year of award:
    - 200203 includes Summer 2002, Fall 2002, and Spring 2003
    - 200304 includes Summer 2003, Fall 2003, and Spring 2004
    - 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

**award_description**

- **Provide a brief description of award or recognition.**

**scholarship**

- **Does this program have a scholarship component?**
  - 1 = Yes
  - 0, or blank = No

**commuter_residential**

- **Is this program a commuter or residential program?**
  - R = residential when program includes accommodating student overnight on the UW Campus for the duration of the program
  - C = commuter when program does not include accommodating students overnight on the UW Campus for the duration of the program
UW SYSTEM PRECOLLEGE PROGRAM DATA TEMPLATE

youngest_grade | eldest_grade
---|---
08 | 09

**youngest_grade**
- Enter 2-digit code indicating the lowest grade level served by this program:
  - K = Pre-K & Kindergarten
  - 01 = Grade 1
  - 02 = Grade 2
  - 03 = Grade 3
  - through
  - 12 = Grade 12
  - 13 = post high school

**eldest_grade**
- Enter 2-digit code indicating the highest grade level served by this program:
  - K = Pre-K & Kindergarten
  - 01 = Grade 1
  - 02 = Grade 2
  - 03 = Grade 3
  - through
  - 12 = Grade 12
  - 13 = post high school