



# INDIANA COMMISSION *for* HIGHER EDUCATION

Commission for Higher Education Data Submission System

## **Data Share**

Instructions and Definitions

101 W. Ohio Street, Suite 300  
Indianapolis, IN 46204  
317-464-4400  
[www.che.in.gov](http://www.che.in.gov)

## Overview

The data share file is designed to enable authorized users to upload data files in order to obtain information necessary for audit and evaluation of state or federally funded programs. Note that in order to be able to use the data share system (including uploading a file), the authorized user must have a signed data sharing agreement on file with the Commission for Higher Education. Further, the authorized user must be designated as the Authorized Representative in the data sharing agreement.

Once this file has been submitted, a data share request will be created. The data share request will be processed and reviewed by CHE staff. This process may take anywhere from one business day to one week, depending upon the size of the file. Once the file has been reviewed and processed, you will receive notification via email that the request is ready. Once you have received this notification, you will be able to download data files for which you are authorized (as per the data sharing agreement). For more detailed instructions, review the User Guide post on the CHE data submission site, Help > System Documentation > Data Share User Guide.

Please note that the maximum number of records allowed in a single data share file is **100,000**.

Field ID	Field Position #	Data Element	Allowable Values
DS01	1	Requestor Return Field	Any value up to 50 characters
DS02	2	Student Last Four SSN	Last four digits of student's social security number blank if student does not have an SSN or if SSN is unknown
DS03	3	Student First Name	Allowable characters are: A-Z, a-z, '(apostrophe)', / (slash), - (hyphen), . (period), space. Must start with a letter A-Z or a-z Up to 50 characters blanks are not allowable for this field
DS04	4	Student Middle Name	Allowable characters are: A-Z, a-z, '(apostrophe)', / (slash), - (hyphen), . (period), space. Must start with a letter A-Z or a-z. Up to 50 characters blanks = unknown or not applicable
DS05	5	Student Last Name	Allowable characters are: A-Z, a-z, '(apostrophe)', / (slash), - (hyphen), . (period), space. Must start with a letter A-Z or a-z Up to 50 characters blanks are not allowable for this field
DS06	6	Student Alternative/Other Alias Last Name	Allowable characters are: A-Z, a-z, '(apostrophe)', / (slash), - (hyphen), . (period), space. Must start with a letter A-Z or a-z Up to 50 characters blank = unknown or not applicable
DS07	7	Student Date of Birth	Numeric value MMDDYYYY, must be valid calendar date.  blanks are not allowable for this field
DS08	8	Student Gender	Numeric code 0 – 2  0 = undeclared 1 = female 2 = male
DS09	9	Student Race	Numeric code 0-7  0 = undeclared 1 = Native American/Alaskan Native 2 = Black 3 = Asian 4 = Hispanic 5 = White 6 = Two or More Races 7 = Native Hawaiian
DS10	10	High School CEEB Code	6 digit Indiana high school CEEB code that exists in the CEEB code table  blank = unknown or high school is outside of Indiana
DS11	11	High School Graduation Date	Numeric value MMYYYY, must be valid calendar date  blank = unknown

## **Definitions**

**Requester Return Field:** Include any information you want unaltered and returned to you with the student record in the data share data sets (e.g. an internal student identifier from your student information system)

**Student Last Four SSN:** The last four digits of the student's social security number. If the student does not have a social security number (e.g., foreign students), or if the social security number is unknown, leave blank.

**Student First Name:** Student's first name.

**Student Middle Name:** Student's middle name. If unknown or not applicable, leave blank.

**Student Last Name:** Student's last name.

**Student Alternative/Other Alias Last Name:** Any other last name (e.g., maiden name) that is on file for the student. If unknown or not applicable, leave blank.

**Student Date of Birth:** Student's birth date (MMDDYYYY).

**Student Gender:** Student's gender. If unknown or undeclared, report 0.

**Student Race:** Student's race. If unknown or undeclared, report 0.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North, South, and Central America and who maintains cultural identification through tribal affiliation or community attachment

Black or African-American: A person having origins in any of the black racial groups of Africa

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa Multiracial:  
A person having more than one race

Native Hawaiian or Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**High School CEEB Code:** Student's six-digit College Entrance Examination Board (CEEB) Secondary/Junior Colleges Code for the student's Indiana high school of graduation or Indiana high school where the student is currently enrolled. Report a CEEB code only for a high school in Indiana. If the student graduated from a high school outside of Indiana, leave blanks. If the student attended an Indiana high school but a CEEB code for that high school does not exist, leave blank.

**High School Graduation Date:** Student's month and year of high school graduation (MMYYYY). If month is unavailable, default to a calendar month (e.g., 06) and report actual year. If neither is available, leave blank.