

M E M O R A N D U M

To: HEI Liaisons and Enrollment Data Reporters

From: Darrell Glenn, Director of Data Management and Analysis, Ohio Board of Regents

Cc: OBR staff

Date: July 16, 2008

Re: Seniors to Sophomores Reporting for 2008-2009

Greetings!

The Seniors to Sophomores program will begin in Autumn 2008. This memo serves as documentation of the official reporting method for these students in HEI for the 2008-2009 academic year.

1. No modifications to the data fields in HEI file submissions will occur for the 2008-2009 year.
2. Higher education institutions that have Seniors to Sophomores programs will submit rosters of participating students to the Regents. We anticipate that the submission date for the student rosters will be in October of 2008. The roster will contain each student's social security number, race/ethnicity, gender, high school of origin, and the number of college credits attempted in the fall 2008 term. The initial request will go to the participating colleges' Seniors to Sophomore program coordinators. Depending on how your college works things out, HEI liaisons might or might not be involved in that data collection. These data will be sent via our secure file transfer upload system in spreadsheet format.
3. The Seniors to Sophomores students will be classified in the following ways in HEI:
 - a. Student Entrance (SE) file Admission Area. For students who are attending for the first time at your institution, the Admission Area should be "HGH."
 - b. Student Enrollment (SN) file Special Status. The Seniors to Sophomores students can be coded as Postsecondary Enrollment Options Program (PSEOP) A or B, or "Not a PSEO Student," depending on the specific nature of the agreement that your college has with the participating school districts.