



Ted Strickland, Governor  
Eric D. Fingerhut, Chancellor

## Board of Regents

University System of Ohio

### HEI Data Bulletin No. 11

**Date:** June 16, 2010

**Issue:** Collection of Data on Students with Disabilities in HEI for Perkins Institutions

**Files Affected:** Special Populations (SP) file - New

This Bulletin describes the requirements for student-level data collection in HEI on students with disabilities for colleges and universities that participate in programs funded by the Carl D. Perkins Career and Technical Education Act of 2006.

The need for this data is summarized in this quote from a memo sent on May 13, 2010 from Anthony M. Landis, Director College and Career Transitions to Carl D. Perkins program coordinators and representatives:

"This past March, the US Department of Education's Office of Vocational and Adult Education, conducted their federal monitoring visit of Ohio's Perkins programs. Again, as in the last visit of 2005, we were cited for our lack of students with disabilities data. We are expecting their formal report to be sent to us in June 2010. They have noted there will be conditions on our grant reward. In other words, if we do not collect this data, we will lose our funding."

#### **Resolution:**

A Special Populations file containing the basic fields for identification of the student, year and term, and institution will be created. There will be a single data field, which will have only one allowable value, "01," the code used to identify students with disabilities.

Due the fact that in each reporting year, the various Perkins outcomes measurements are based on students who are enrolled in two different academic years, the universe for the first HEI data collection will include students with disabilities who were enrolled in any term of either the 2008-2009 or 2009-2010 academic years (summer term through spring term). In subsequent data collections, data for students enrolled in a single year will be reported.

The submission window for the first file submission will open on October 1, 2010. Perkins program assessment reports need to be completed by November 15, 2010, so the deadline for this file will be November 1, 2010.

We are using this definition taken from the ADA language to define students with disabilities (<http://www.ada.gov/pubs/adastatute08.htm#12102>):

"Individual with a Disability: The term 'individual with a disability' means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (ADA)). Under section 3(2) of the ADA, the term 'disability' means, with respect to an individual, (A) a physical or mental impairment that substantially limits one or more of the major life activities

of such individual; (B) a record of such an impairment; or (C) being regarded as having such impairment."

### **Preliminary Data Submissions Document**

#### **Header Record**

The header record will follow the format for other annual files that represent a fiscal year. The year entered is for the fiscal year which the data represent.

Example: COTCSP2010NA000381 is the first record to be submitted in the Special Populations (SP) file and signifies that there are 381 records in this file for Central Ohio Technical College for the Annual 2010 data file.

#### **File Description**

The Special Populations (SP) file contains a record for every student who was a member of an identified special population during the academic year covered by the submission. (defined below).

#### **Submission Schedule**

The Special Populations (SP) file is an annual file submission with an edit window based on the Carl D. Perkins Consolidated Annual Report that needs to be completed by November 15th. The edit window for this file is October 1 - November 1.

In the first data collection year, two annual files will be submitted. The annual file for 2010 will contain records for students enrolled in any term of the 2009-2010 academic year (summer term through winter term). The annual file for 2009 will contain records for students enrolled in any term of the 2008-2009 academic year.

#### **Capture Date**

The [capture date](#) for the Special Populations (SP) file is June 30th of each year.

#### **Relationship to Other File Submissions**

For the first data collection year, the Special Populations (SP) file will not have any file dependencies or a relationship to another HEI file.

## Data Fields

Field Names	Field Attributes and Procedures	Data Format
Student Identifier	Enter the federally assigned Social Security Number (SSN) whenever possible. If the SSN is unavailable, enter another identifier which uniquely relates to this student. For a given student, the same identifier must be used in all enrollment files.	Alphanumeric 9 characters Columns 1-9 Left justify
Institution Assigned Identifier Switch	Enter N if the student identifier is the SSN assigned by the federal government. Enter Y if the student identifier was assigned by the institution and is not a federally assigned SSN.	Alphabetic 1 character Column 10
Special Populations Status	Enter a code from <a href="#">Special Status Codes</a> which describes the student's status during the term being reported.	Alphabetic 2 characters Columns 11-12
Delete Switch	Enter Y if the record is to be deleted from the database. Otherwise, enter N.	Alphabetic 1 character Column 13

## Additional Explanations

One record per student per population needs to be submitted. Once a student has been identified as a special population member, they will always be a member of that population in the HEI system. Students that are included in more than one population should have one record line per population.

*Note: Currently, "Individuals with Disabilities" is the only special population for which data will be collected.*

## Definitions and Descriptions of Data Fields

**Individuals with a Disability** - "Individual with a Disability: The term 'individual with a disability' means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (ADA)). Under section 3(2) of the ADA, the term 'disability' means, with respect to an individual, (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such impairment."