

## Supplemental Data Dictionary Instructions

Please plan on preparing your files as follows:

File format:

Please prefix your project name in the file name of the data file being submitted. **e.g.**,

UTA252\_filename

Prepare the files in the following format (listed from the most preferred to less preferred).

For other file formats, please consult with us in advance of submitting your files.

- SAS dataset (Version 9.4)

- CSV

- Excel xlsx

What to include:

Personally Identifiable Information (PII) to help us match your data with ERC data such as SSNs(prefer no delimiters), first name, last name, middle name, date of birth (mm/dd/yyyy), gender(if available), and any other student or staff identifiers available such as unique id, student id, staff id, TEAID (staff only). PII data will be replaced with ID1 and ID2.

Non-PII data such as local education agency (**LEA**) identifier (a 6-digit district number) and campus (9-digit campus number) can assist in matching.

Information data fields that you need for your research project. This data will remain in the output file with the ID1 and ID2 identifiers.

If possible, please remove the data fields that are not required for ERC use.

Number of files:

If multiple files have the same exact format, please consider consolidation of the files as much as possible.

Also, you may already adhere to this a standard practice, but we always advise everyone when either submitting multiple files or consolidating multiple files into one file, it is beneficial to provide the source providers with a file layout(data dictionary) for them to adhere to, so all files are structured the same.

If you do consolidate files, you may need to add an additional variable(s) to distinguish each individual set of data within the consolidated file, e. g., year of data or source of data or both.

If consolidation is not practical, it is okay to provide separate files if that is your preference.