



Frequently asked questions about student data

Is this data required?

Yes.

As an institution that participates in the Minnesota State Grant Program or SELF Program you are required by law to submit student enrollment and other data requested by the Minnesota Office of Higher Education.

[Minnesota Statutes, section 136A.121, subd. 18](#) (for institutions participating in the Minnesota State Grant Program), and section [136A.1701, subd. 11](#) (for institutions participating in the Minnesota SELF Program), states that:

An eligible institution must provide to the office data on student enrollment and federal and state financial aid.

When should I send data?

Enrollment data are due twice a year (March and November) and awards conferred data are due once a year in March.

What data should I send?

You need to send enrollment, and awards conferred data on individual students.

A *Student Data Bases Manual* describing the data requirement specifications is on the [Office of Higher Education Web site](#).

How should I send data?

Send your data on a spreadsheet or comma-delimited file electronically.

The Office of Higher Education has created a [Web interface to upload your data](#). This site supports encryption security for uploading files over the Internet.

Do I only include students who received financial aid?

No.

For enrollment data, include all students enrolled at your institution each term in courses or other instructional activity creditable toward a diploma, or other formal award.

For awards conferred data, include all students who completed/graduated during a 12-month fiscal year.

What about student data privacy?

The Office of Higher Education adheres to current federal and state data privacy laws to protect the privacy of individual students. We publicly release aggregate data on students enrolled at your institution. We do not publicly release individual student data.

A copy of the Data Sharing Agreement is contained in the [*Student Data Bases Manual*](#).

What is the purpose of this data collection?

Information from the student data bases are an important source of student enrollment and completion in Minnesota. The data are collected to conduct studies for the purpose of improving access and instruction. These studies aid in general planning for post-secondary education in Minnesota for current and future students.

Enrollment and awards conferred data are integrated in the Minnesota Statewide Longitudinal Education Data System ([SLEDS](#)). Awards conferred data are used to [report graduate outcomes](#) using the Minnesota [Graduate Employment Outcomes tool](#).

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