

South Dakota CollegePrep Data Submission Instructions

Due by November 2, 2009

Please provide a list of the required Data Elements for students in grades seven through twelve in one of two specified formats.

I. Required Data Elements:

(Definitions available at, <http://doe.sd.gov/ofm/sims/index.asp>)

Data Element	(Examples)
1. First Name	(Joseph)
2. Middle Initial	(A)
3. Last Name	(Smith)
4. Address Line	(3579 Main St)
5. City	(Rapid City)
6. State	(SD)
7. Zip	(57701)
8. Current Grade Level	(09)

II. Extracting Your Data

DDN Campus Districts using full product

- DDN Campus Data Export Wizard

Detailed instructions available at, http://www.sdbor.edu/sdcollegeprep/general/data_submission.cfm.

Non-DDN Campus Districts

- Export the required data from your student information system as appropriate for your district.

III. How to Submit Your Data File:

File Format Options: (We provide samples at http://www.sdbor.edu/sdcollegeprep/general/data_submission.cfm)

1. Excel file with each data item in its own column, in the order listed above.
or
2. Text file in either a tab or comma delimited format in the order listed above.

Naming the File:

District Name-District #-Grade, e.g.

- Pierre-32002-7
- Pierre-32002-8
- Pierre-32002-9

File Submission Options: (Include your district name, number, and grade when sending the file.)

1. Email attachment to info@sdcollegeprep.com
2. CD (PC Format)

Mail to: SDCollegePrep/SDBOR * 306 E. Capitol Ave., Suite 200, Pierre, SD 57501-2545

IV. If you have difficulties or questions:

Please send email to info@sdcollegeprep.com or leave a message at 605-773-3455. For follow-up throughout the year, please visit our web site at <http://www.sdcollegeprep.info/>.

If you have questions regarding the use of DDN Campus and the Data Export Wizard, please contact one of the two authorized Campus Support Contacts within your school district and they can direct your questions to Campus Support.

V. Privacy Statement:

The Board of Regents does not sell or rent any personal data involved in SDCollegePrep. The Board of Regents respects the privacy of individuals. We will abide by all applicable laws concerning the release of personal information (e.g., Family Educational Rights and Privacy Act of 1974). Occasionally we may send you information about planning for college that we think may be of interest to you. If you tell us that you do not wish to have this information used as a basis for further contact with you, we will respect your wishes. Data maintained by the Board of Regents for SDCollegePrep will be held in strict confidence by the Board of Regents and Board of Regents purposes only. Any individual information involved in SDCollegePrep will be used only to contact the individual, parent or guardian. We will not share personal data with anyone else, except as may be required by law.