

From: CEPI <CEPI@govsubscriptions.michigan.gov>
Subject: Data Quality for the 2015-16 STARR Collection



To Whom It May Concern:

The Student Transcript and Academic Record Repository (STARR) collection opened on July 19, 2016 and will be open through October 14, 2016. Please include student data from all sessions that have ended by the collection open date. In general, we would expect to see student data for students enrolled from May 1, 2015 to June 30, 2016. Institutions are to include the student's entire academic record, not just what is new for this year. Please reference the Institution of Higher Education ([IHE](#)) [Web page](#) for information and support documents regarding the 2016 STARR Collection.

2016 Data Quality:

To ensure the accuracy of STARR data, CEPI performs data quality checks at the pre, mid, and post stages of the collection cycle. Descriptions of the three data quality windows are provided below, along with the date that emails are sent informing districts of their data quality status. Note that while we will do our utmost to ensure the reports are to you by the dates listed, if we are able to send the reports earlier, to give you more reaction time, we will.

Pre-Collection (Sent on August 3, 2016)

The pre-collection data quality will prepare colleges and universities for the 2016 STARR collection by looking at the data that was submitted in 2015 STARR. It alerts you of any anomalies that may lead you to changing your data gathering or reporting process prior to submitting the 2016 data. This does not mean that you can change the data already submitted in the 2015 collection but that you can address your data gathering process prior to submitting your 2016 data.

Mid-Collection (September 30, 2016)

The mid-collection data quality will inform you of possible anomalies in the data submitted in the current collection up to that point in time, and allow colleges and universities time to fix these issues in the current collection, before it closes on October 14th.

Post-Collection (October 24, 2016)

The post-collection data quality will identify anomalies that would require a special request that the collection be reopened for data correction. All corrections will have to be completed by October 28th. The post-collection data quality may include all of the issues also identified in the mid-collection analysis.

Other Data Analysis

CEPI will also analyze the data received to ensure data integrity. It is possible that the analysis may result in additional emails or phone calls, if something is found that requires resolution.

See Issue Details Section below for Pre, Mid, Post-Collection, and other data analysis items in the "Report Details" section below. Specific business rules used in the creation of these reports has been posted to the CEPI website. These rules will allow you to know what specific rules and data elements are being evaluated.

Thank you,

CEPI

Report Details:

Pre-Collection Issues

- Your college or university reported student Entry Dates greater than the reported SessionDesignator
- Your college or university reported the SessionDesignator with a date greater than July of the year being reported.
- The Entry Date reported for one or more of your students has changed from a previous STARR Collection
- Your college or university reported Academic Session data that does not align with the other Academic Session data elements identifying the specific session being reported for the student
- Your college or university reported a low or a high number of students with a StudentLevelCode of 20, 21 or 22

Mid-Collection Issues

- Your college or university reported student Entry Dates greater than the reported SessionDesignator.
- Your college or university reported the SessionDesignator with a date greater than July of the year being reported
- The EntryDate reported for one or more students has changed from a previous year's STARR submission.
- Your college or university reported Academic Session data that does not align with the other Academic Session data elements identifying the specific session being reported for the student.
- Your college or university reported a low or a high number of students with a StudentLevelCode of 20, 21 or 22.
- Your college or university reported student Entry Dates greater than the file submission date.
- Your college or university reported a StudentLevelCode other than 20, 21 or 22; therefore, the ProgramCIPCode is expected.
- Your college or university did not identify any students as being Dual Enrolled, Other High School Student, Concurrent Enrollment or Early Middle College.
- The STARR Data Manual instructs colleges and universities to include all academic sessions that have ended early enough to upload student data on For the 2015-16 STARR Collection