

**MEMORANDUM**

**To:** Presidents

**From:** Steve D. Ijames, Director of Information Services

**Subject:** 1999-2000 IPEDS Survey

**Date:** August 9, 1999

Enclosed are the 1999-2000 IPEDS (Integrated Postsecondary Education Data System) survey forms for your college. The forms included in this year's survey are listed below along with the scheduled due dates.

<u>Form Title and Number</u>	<u>Due Date</u>
Institutional Characteristics FORM IPEDS-IC	September 15, 1999
Fall Enrollment FORM IPEDS-EF-2	October 15, 1999
Salaries, Tenure and Fringe Benefits FORM IPEDS-SA	November 8, 1999

FORM IPEDS-F, Finance, and IPEDS-GRS, Graduation Rate Survey, will be mailed to your college in November 1999. **All surveys, with the exception of the IPEDS-IC, Institutional Characteristics, must be submitted in electronic format.**

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The IIPS Software will produce and transmit the IPEDS-EF-2, Fall Enrollment, IPEDS-F, Finance, and IPEDS-GS, Graduation Rate. As in previous years, FORM IPEDS-C-2, Completions, will be generated by the System Office from the CSPIS (Curriculum Student Progress Information System) data file. The IPEDS-S, Fall Staff report will be generated using your college's data from the Staff Information file as of October 1999. New software to produce and transmit the IPEDS-SA, Salaries, Tenure and Fringe Benefits will be developed for the IIPS Software by September 15.

**FORM DCC 7-27, College Assignment of Forms Responsibility, should be completed and returned to Mei Hsin Ju by September 9, 1999.** Please indicate the name of the individual at your college to whom each survey form has been referred for completion. Statistical Services staff will contact these people rather than your office if we have questions concerning the data reported.

**Please be sure to keep the supplemental instructions attached to the form when you distribute to the appropriate personnel at your college.** These instructions will point out any new reporting requirements as well as clarify IPEDS instructions. The supplemental instructions also point out potential problem area and list cross-section checks for accuracy.

All completed reports (electronic data) should be returned to the System Office. Each survey form lists the specific person to whom the form should be returned. Please send a copy of the Transmission of Data form, DCC 7-38, for each survey form submitted. A copy of this form is also attached.

Our office will process all surveys for the 58 colleges. We will send the completed survey to the US Department of Education via electronic media.

Attachments

c: Data Coordinators  
Keith Brown  
Terry Shelwood

CC99-221  
Paper Copy