StudentTracker for High Schools
Implementation & Operations Guide

StudentTracker for High Schools helps high school districts analyze student performance and improve operational efficiency. Our service provides information on the college attendance and academic achievements of a high school district's graduates to help assess how well students are being prepared for higher education.

This guide contains step-by-step instructions for the implementation and ongoing operation of **StudentTracker for High Schools**. StudentTracker research analysts are available to answer questions and provide guidance.

Implementing StudentTracker for High Schools

1. **Return the agreement:** Complete and sign the **StudentTracker for High Schools agreement**, which is available by emailing studenttracker@studentclearinghouse.org.

    If you have questions about the terms of the agreement, please contact our associate counsel, Ed Moseng at 703-742-4823 or moseng@studentclearinghouse.org.

    Completed agreements and the accompanying forms should be faxed to our Contract Administrator at **703-742-4234**.

2. **Participate in implementation:** After we receive your signed agreement, you will be contacted by a StudentTracker research analyst. The analyst will assist you through the implementation of **StudentTracker for High Schools**, answer your implementation questions, and provide guidance and support through the process.

3. **Create the graduates file:** You will need to create a computer file containing data for all the students to whom you have awarded diplomas (at least all whose records reside on your computer system). You may need to write a program to extract each graduate's name, birth date, Social Security number (if available), name of high school, and diploma award date from your student information system. Your StudentTracker research analyst can send you the technical specifications and guidelines to support your programming efforts or you can download the document at http://www.studentclearinghouse.org/highschools/pdfs/STforHS_ExcelGuide.pdf.

    After the initial file, you should send us files containing records of new graduates within 30 days after each diploma conferral period.

4. **Transmit files to the Clearinghouse:** You can transmit your files to the Clearinghouse via several different methods. The most popular method is to send files over the Internet using a process known as Secure FTP (File Transfer Protocol). An FTP account will be created for you during the implementation process and the details will be sent to you by your StudentTracker research analyst.

Annual StudentTracker for High Schools Report

We will match the records of your former students contained in the graduate files that you send us against our college record database. The Clearinghouse database contains more than 100 million student records from more than 3,300 postsecondary institutions that enroll 92% of US college students.

Each fall, you will receive a comprehensive college enrollment report that includes:

1. **Aggregate Report:** This report provides an overview of the number of your former students who attended or graduated from college. You will receive separate reports for your entire school district and each of your high schools.

   The report comprises more than 30 color graphs and charts summarizing college access, retention, and completion rates for your district and schools. Each page contains a graph and data table summarizing your specific statistics, including distinct totals for each of your past eight graduating classes. There is a guide at the end to help you understand your reports.

   The top 25 colleges that your alumni attended and the number of enrolled students from each graduating class are also provided.

2. **Student-Level Data Report:** This report provides a complete college enrollment history for each individual who graduated from one of your high schools during the last eight years. The histories include one record for each academic term the student was enrolled (e.g., fall 2000, spring 2001, fall 2001, etc.).

   Each student's record includes:
   - Student's name
   - Date of birth
   - High school code
   - High school graduation date
   - College name and ID
   - Dates of attendance
   - Enrollment status (i.e., full-time, half-time, etc.)*
   - Graduation indicator*
   - Degree attained*
   - Major course of study*

> **You can view a sample StudentTracker for High Schools Report at:**
> **http://www.studentclearinghouse.org/highschools/pdfs/ST_sample_report.pdf**

*Notes for Interpreting Your StudentTracker Reports

- Currently, the Clearinghouse accounts for approximately 92% of all collegiate enrollment nationwide as we move toward our goal of 100%. You will find a list of the postsecondary institutions that participate in the Clearinghouse on our Web site at http://www.studentclearinghouse.org/colleges/coreserv/docs/CoreParticipants.xls.
- FERPA and institutional blocks, which account for less than seven percent of the student records in our database, can result in a small difference between the number of students shown on the aggregate report as compared to those on the student-level detail report.
- Enrollment status (i.e., full, half, less than half) is included for colleges that list this item as directory information.
- Approximately 93% of all Clearinghouse colleges report graduation indicators. More than half of that group report detailed graduation information, including degree, major and minor.

For all of the above listed factors, we are working with postsecondary institutions to increase their Clearinghouse participation and the amount of data that can be released to you. Our participation levels and database are constantly growing to serve you better.