



# DATA DICTIONARY

*FINANCIAL AID 1.0*

## Revisions

Change reference	Date	Version
Original Version	6/26/2023	1.0

## Contacts

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The SBCTC updates the financial aid database quarterly, replacing all current aid year records with the most recent data. At SBCTC, this data is stored in the DW\_FINAID database.

Each of the tables in this database contain information for students who were offered financial aid.

Records with an EMPLID that begins with “X” are excluded. The legacy Financial Aid database only included records for students who had a valid social security number(SSN) and SSN was the primary key. This database, sourced from ctcLink, includes all financial aid records for students who have been at least offered financial aid regardless if the student has a valid SSN in the system.

FASFA and WAFSA information are included in the FA\_STUDENT table and are indicated as such in this data dictionary.

The use of FAFSA data and the inclusion of related data elements in the data warehouse are for the purpose of meeting state and federal reporting requirements which is an allowable use under the FERPA audit and evaluation of financial aid programs exemption.

Institutional Researchers use the FAFSA data in the data warehouse for research purposes, for example providing aggregated information to the legislature in support of aid programs.

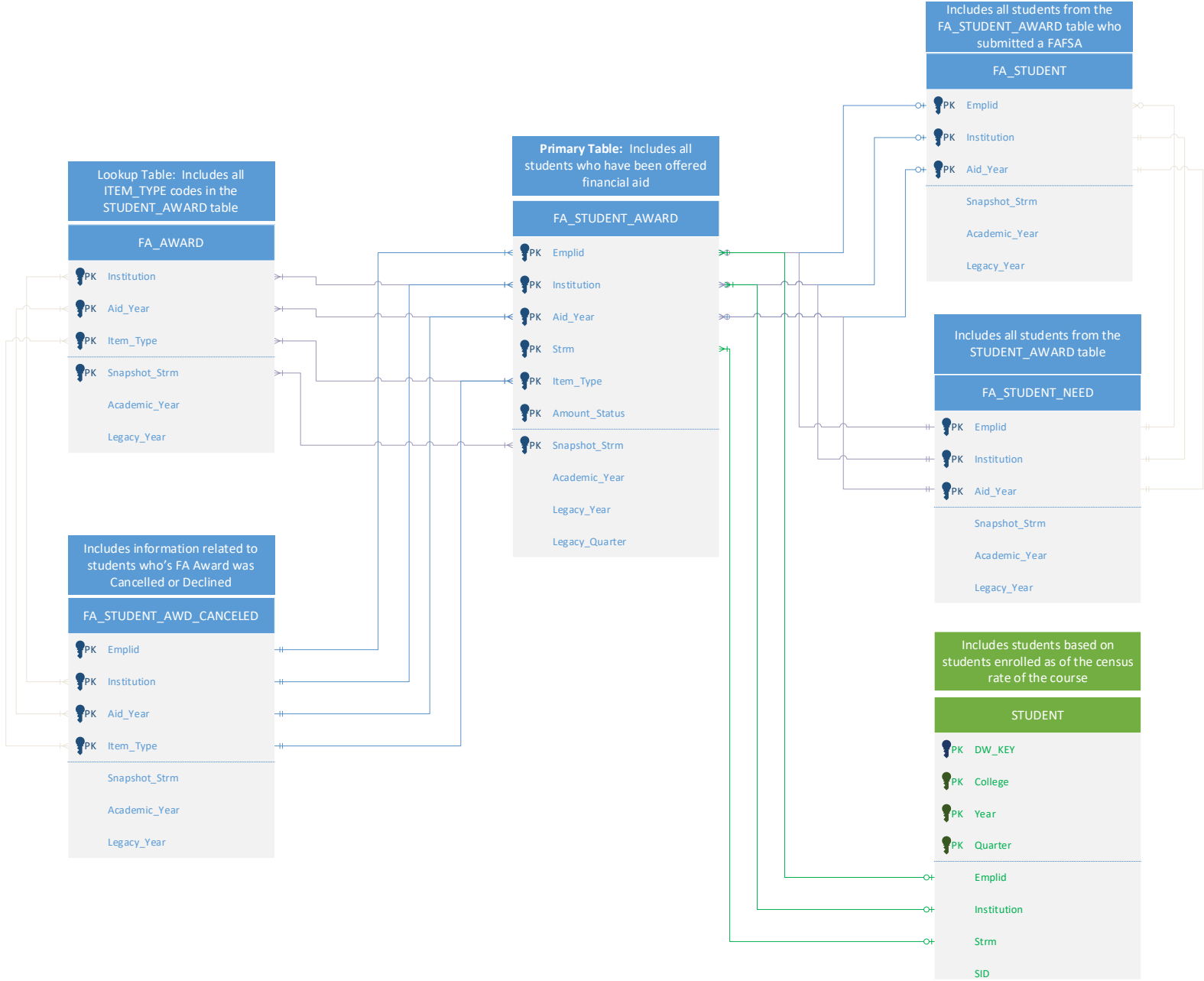
Researchers also compile and study aggregated data for the purpose of continuous improvement in support of our mission to students.

Section 483(a)(3)(E) of the HEA restricts the use of the FAFSA/ISIR data to the application, award, and administration of aid awarded under federal student aid programs, state aid, or aid awarded by eligible institutions. The Department interprets “administration of aid” to include audits and program evaluations necessary for the efficient and effective administration of those student aid programs.

**Financial Aid information must not be shared with external researchers or entities in any way that would lead to identification of individuals.**

# Entity Relationship Diagram

■ DW\_FINAID Database  
■ SMIS Database



# FA\_STUDENT\_AWARD

## Table Description

The STUDENT\_AWARD table contains quarterly records describing the type, status and amount of financial aid the student has been offered or awarded. This table represents the primary entity in the DW 3.0 Financial Aid database as all other tables only include students who met the criteria for inclusion in the FA\_STUDENT\_AWARD table.

The data in this table is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made. Refer to the SNAPSHOT\_STRM field to identify the last time the data was replaced.

A snapshot of the data prior to its replacement is stored in the FA\_STUDENT\_AWARD\_SNAPSHOT and FA\_AWARD\_SNAPSHOT tables keyed on SNAPSHOT\_TERM. Each snapshotted term data will reside in the table, not replaced by the consecutive term.

## Data Elements

### EMPLID (PK)

**Data Type:** VARCHAR

**Size:** 11

**Definition:** The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Excludes EMPLID's that begin with "X".

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWRD\_DISB.EMPLID

### INSTITUTION (PK)

**Data Type:** CHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. STDNT\_AWRD\_DISB.INSTITUTION

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE\_MASTER



## AID\_YEAR (PK)

**Data Type:** CHAR

**Size:** 4

**Definition:** A ctcLink variable that indicates the financial aid year. The value represents the calendar year in which the financial aid year ends.

The academic year begins with summer quarter and ends with spring quarter, however the financial aid year may differ by college. Some colleges offer financial aid starting with summer quarter thru spring quarter (header colleges), others offer aid fall quarter thru summer quarter (trailing colleges).

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. STDNT\_AWRD\_DISB.AID\_YEAR

**Example Valid Values:**

Values	Value Descriptions
2019	Academic year 2018-19
2022	Academic Year 2021-22
2023	Academic Year 2022-23

## STRM (PK)

**Data Type:** CHAR

**Size:** 4

**Definition:** Session Term - A ctcLink variable that indicates the academic year and term. The first character represents the millennium. The second and third characters represent the 2-digit calendar year and the last character represents the term (or quarter).

The academic year begins with summer quarter and ends with spring quarter, however the financial aid year may differ by college. Some colleges offer financial aid starting summer quarter thru spring quarters (header colleges), others offer aid fall thru summer quarters (trailing colleges).

The use of AID\_YEAR will assist when determining which STRM's should be included when using the data for a specified academic year.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. STDNT\_AWRD\_DISB.STRM

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Example Valid Values:**

Values	Value Descriptions
2197	Fall Quarter 2019
2201	Winter Quarter 2020
2213	Spring Quarter 2021
2225	Summer Quarter 2022

## ITEM\_TYPE (PK)

**Data Type:** VARCHAR

**Size:** 12

**Definition:** A twelve-character code that indicates the type of financial aid award that has been offered or awarded to the student. Item types are the basic work unit of the Student Financials and Financial Aid modules.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWRD\_DISB.ITEM\_TYPE

**Lookup/Crosswalk:** ITEM\_TYPE\_FA

## AMOUNT\_STATUS (PK)

**Data Type:** CHAR

**Size:** 1

**Definition:** Derived field. Indicates the status of the award. There are four statuses: Offered, Accepted, Authorized and Disbursed.

**Examples of Use:** The amount status of Disbursed is the most commonly used. Amount Status Offered is used for IPEDS reporting.

**Data Classification:** [Category 3](#)

**Valid Values:**

Values	Description	Definition
1	Offered	The amount of the particular award that the student could receive. This status is typically used for forms of aid where the college would like the student to take an action to Accept, such as WorkStudy or Loans as these require the student to either Earn (WorkStudy) or Borrow(Loans).
2	Accepted	Accepted Balance is the awarded amount. This can include Grants and scholarships as well as the selected Offered amounts from WorkStudy and/or Loans. Before aid can go through the Authorization process, it must be accepted.
3	Authorized	Authorized Balance means that the aid has successfully passed all rules for the particular award. Before aid can be disbursed, aid must pass authorization. An example of rules would be student must be enrolled, verification must be complete, SAP status is in good standing.
4	Disbursed	Disbursed Balance is the amount of aid that has been passed from Financial Aid to Student Financials to apply to Customer Accounts. Can be considered the amount of aid the student received. When FA staff report to WSAC for Unit Record and Interim, they report the disbursed amounts.

**PeopleSoft Source:** Derived during reengineering. If the amount of aid does not equal zero, a record is created for the associated balance fields using the fields OFFER\_BALANCE,

ACCEPT\_BALANCE, AUTHORIZED\_BALANCE and DISBURSED\_BALANCE from the CS. STDNT\_AWRD\_DISB table.

This data is derived with the following case and union statements:

```
CASE
    WHEN DISBURSED_BALANCE <> 0 THEN 4
END AS AMOUNT_STATUS
UNION
CASE
    WHEN AUTHORIZED_BALANCE <> 0 THEN 3
END AS AMOUNT_STATUS
UNION
CASE
    WHEN ACCEPT_BALANCE <> 0 THEN 2
END AS AMOUNT_STATUS
UNION
CASE
    WHEN OFFER_BALANCE <> 0 THEN 1
END AS AMOUNT_STATUS
```

## AMOUNT

**Data Type:** FLOAT

**Size:**

**Scale:**

**Definition:** Derived field. The amount of financial aid associated to the AMOUNT\_STATUS.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** Derived during reengineering to transpose the source records from four fields to one field with up to four records using the fields OFFER\_BALANCE, ACCEPT\_BALANCE, AUTHORIZED\_BALANCE and DISBURSED\_BALANCE from the CS. STDNT\_AWRD\_DISB table.

This data is derived with the following case and union statements:

```
SUM(CASE
    WHEN DISBURSED_BALANCE <> 0 THEN (A.DISBURSED_BALANCE)
END) AS AMOUNT
UNION
SUM(CASE
    WHEN AUTHORIZED_BALANCE <> 0 THEN (A.AUTHORIZED_BALANCE)
END) AS AMOUNT
UNION
SUM(CASE
    WHEN ACCEPT_BALANCE <> 0 THEN (A.ACCEPT_BALANCE)
END) AS AMOUNT
```

```

UNION
SUM(CASE
    WHEN OFFER_BALANCE <> 0 THEN (A.OFFER_BALANCE)
END) AS AMOUNT

```

## SNAPSHOT\_STRM

**Data Type:** CHAR

**Size:** 4

**Data Classification:** [Category 2](#)

**Definition:** Reflects the STRM the last snapshot was taken. The data in this table is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made.

A snapshot of the data prior to its replacement is stored in the FA\_STUDENT\_AWARD\_SNAPSHOT table.

## ACADEMIC\_YEAR

**Data Type:** CHAR

**Size:** 7

**Data Classification:** [Category 2](#)

**Definition:** Reflects the academic year associated with the aid year. The data in this table is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made.

A snapshot of the data prior to its replacement is stored in the FA\_STUDENT\_AWARD\_SNAPSHOT table

**Source:** Derived from CS. STDNT\_AWRD\_DISB.AID\_YEAR

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

## LEGACY\_YEAR

**Data Type:** CHAR

**Size:** 3

**Data Classification:** [Category 2](#)

**Definition:** A three-character field identifying the academic year in legacy terms. The academic year begins with summer quarter and ends with spring quarter. This field allows for linking to the SMIS tables.

**Source:** Derived from CS. STDNT\_AWRD\_DISB.STRM

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Examples of Valid Values:**

Values	Value Descriptions
990	1999-2000
A01	2000-2001

Values	Value Descriptions
B01	2010-2011
C01	2020-2021

## LEGACY\_QUARTER

**Data Type:** CHAR

**Size:** 1

**Data Classification:** [Category 2](#)

**Definition:** A one-character code identifying the specific quarter of the enrollment in legacy terms. The academic year begins with summer quarter and ends with spring quarter.

**Source:** Derived from CS. STDNT\_AWRD\_DISB.STRM

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Valid Values:**

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

# FA\_STUDENT\_AWARD\_SNAPSHOT

## Table Description

The STUDENT\_AWARD\_SNAPSHOT table contains the previously snapshot records for the aid year in the FA\_STUDENT\_AWARD table because the data in the FA\_STUDENT\_AWARD table is replaced with the current aid year data during each quarterly process. This table retains the previous quarters data to provide comparisons to previous quarters.

All fields in this table mimic the FA\_STUDENT\_AWARD table with the inclusion of SNAPSHOT\_STRM which is part of the primary key of this table.

# FA\_AWARD

## Table Description

The AWARD table contains reference information related to the STUDENT\_AWARD data. This table consists of Item Types associated to financial aid with their associated characteristics.

## Data Elements

### INSTITUTION (PK)

**Data Type:** CHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. ITEM\_TYPE\_FA.INSTITUTION

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE\_MASTER

### AID\_YEAR (PK)

**Data Type:** CHAR

**Size:** 4

**Definition:** A ctcLink variable that indicates the financial aid year. Some colleges begin their financial aid academic year in summer quarter, some begin with fall quarter and end with summer quarter. The value represents the calendar year in which the financial aid year ends.

The academic year begins with summer quarter and ends with spring quarter, however the Financial Aid year may differ by college. Some colleges offer financial aid starting summer quarter thru spring quarter (header colleges), others offer aid fall thru summer quarter (trailing colleges).

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. ITEM\_TYPE\_FA.AID\_YEAR

**Example Valid Values:**

Values	Value Descriptions
2019	Academic year 2018-19
2022	Academic Year 2021-22
2023	Academic Year 2022-23

### ITEM\_TYPE (PK)

**Data Type:** VARCHAR

**Size:** 12

**Definition:** A twelve-character code that indicates the type of financial aid the award is associated with. Item types are the basic work unit of the Student Financials and Financial Aid modules.

Data Classification: [Category 3](#)

PeopleSoft Source: CS. ITEM\_TYPE\_FA.ITEM\_TYPE

## DESCR

Data Type: VARCHAR

Size: 30

Definition: The description of the ITEM\_TYPE. This field provides the description of the specific aid offered to the student.

Data Classification: [Category 3](#)

PeopleSoft Source: CS. ITEM\_TYPE\_FA.DESCR

## DESCRSHORT

Data Type: VARCHAR

Size: 10

Definition: The short description of the ITEM\_TYPE.

Data Classification: [Category 3](#)

PeopleSoft Source: CS. ITEM\_TYPE\_FA.DESCRSHORT

## AID\_TYPE

Data Type: VARCHAR

Size: 21

Definition: Derived field. The second character of the ITEM\_TYPE identifying the type of aid.

Data Classification: [Category 3](#)

Valid Values:

Values	Value Descriptions
1	Grants
2	Scholarship
3	Work Study
4	3 <sup>rd</sup> Party Sponsorship
5	VA Benefits
6	Loans

PeopleSoft Source: The second character of CS. ITEM\_TYPE\_FA.ITEM\_TYPE.

This data is derived with the following case statement:

```
CASE SUBSTR(a.ITEM_TYPE,2,1)
  WHEN '1' THEN 'GRANTS'
  WHEN '2' THEN 'SCHOLARSHIP'
  WHEN '3' THEN 'WORK STUDY'
  WHEN '4' THEN '3RD PARTY SPONSORSHIP'
```

```

        WHEN '5' THEN 'VA BENEFITS'
        WHEN '6' THEN 'LOANS'
        ELSE NULL
END AS AID_TYPE

```

## FA\_FUNDING\_SOURCE

**Data Type:** VARCHAR

**Size:** 11

**Definition:** Derived field. The third character of the ITEM\_TYPE identifying the funding source of the aid.

**Data Classification:** [Category 3](#)

**Valid Values:**

Values	Value Descriptions
1	Federal
2	State
3	Institution
4	Other

**PeopleSoft Source:** The third character of CS. ITEM\_TYPE\_FA.ITEM\_TYPE. This data is derived with the following case statement:

```

CASE SUBSTR(a.ITEM_TYPE,3,1)
    WHEN '1' THEN 'FEDERAL'
    WHEN '2' THEN 'STATE'
    WHEN '3' THEN 'INSTITUTION'
    WHEN '4' THEN 'OTHER'
    ELSE NULL
END AS FA_FUNDING_SOURCE

```

## FA\_SOURCE

**Data Type:** VARCHAR

**Size:** 1

**Definition:** Source of the financial aid funding.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. ITEM\_TYPE\_FA.\_FA\_SOURCE

**Valid Values:**

Values	Value Descriptions
Null	Not Indicated
F	Federal
G	Government



Values	Value Descriptions
I	Institutional
O	Other
P	Private
S	State

## FEDERAL\_ID

**Data Type:** VARCHAR

**Size:** 4

**Definition:** The federal program associated with the item type. Note this field is only available if the item type source is set to Federal.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. ITEM\_TYPE\_FA.FEDERAL\_ID

**Valid Values:**

Value	Description
ACG	Academic Competitiveness Grant
FWSP	Federal Work Study Program
GAAN	Grad Assistance in Natl Need
GPLS	Graduate PLUS Loan
HEAL	Health Education Assistance Ln
HPSL	Health Profession Student Loan
IASA	Iraq/Afghan Service Award
JVTS	Jacob K Javits Fellowship
LDS	Loans for Disadvantaged Stdnts
NIH	National Institute of Health
NSF	National Science Foundation
NURS	Nursing Loan
OTHR	Other Federal Fund
PCL	Primary Care Loan
PELL	Federal PELL Grant
PERK	Federal Perkins Loan Program
PLUS	Federal Stafford Loan, PLUS
SEOG	Federal SEOG
SMRT	National Smart Grant
STFS	Fed Stafford Loan - Subsidized
STFU	Fed Stafford Loan-Unsubsidized
TCH	TEACH Grant

## IPEDS\_CATEGORY

Data Type: VARCHAR

Size: 10

Definition: The IPEDS Category is a required grouping for the IPEDS Financial Aid survey.

Data Classification: [Category 3](#)

PeopleSoft Source: CS.ITEM\_TYPE\_TBL.KEYWORD1

Valid Values:

Value	Description	Examples
FED_PELL	Federal Pell Grants	
FED_OTHER	Other Federal Grant or Scholarship Aid (not Pell, not Veterans Aid)	ACG, Perkins, FSEOG, SMART, Gear-Up, TRIO, CARES Act
FED_WRKST	Federal WorkStudy	
WORKSTUDY*	All Other non-Federal WorkStudy	State or Institutional Workstudy, Workfirst Workstudy
INSTITUTN	Institutional Grant or Scholarship Aid	2.5/3.5% Waiver, 3% Waiver, Veterans Waivers, No Need Waivers
LOAN_FED	Federal Loans (do not include loans that are not made directly to the student such as PLUS/Parent Loans)	Perkins, Nursing, Sub Direct, Stafford, Unsub Direct
LOAN_OTHER	Alternative, Private or Institutional Loans (do not include loans that are not made directly to the student)	
PLUS**	Parent Loans (loans not made directly to the student)	PLUS Loans
VETERAN***	Federal Veterans Education Benefits (other types of Veterans aid should be reported as PRIVATE, INSTITUTIONAL or STATE)	
PRIVATE	Private or Outside Grant or Scholarship Aid	College Success Foundation, Rotary Club Scholarship
STATE	State or Local Grant or Scholarship Aid	SNG/WCG, Worker Retraining, Workfirst, BFET, Opp Grants, EAG, LEP, High School Tuition Waiver, Need-Based Tuition Waivers, Covid Relief Aid (non-Cares Act)
NOT_REP or Null	Any other aid not reportable to IPEDS	

\* Non Federal Workstudy will be excluded from IPEDS reporting

\*\* PLUS/Parent Loans will be excluded from IPEDS reporting

\*\*\*Federal Veterans Education Benefits will be excluded from Section I IPEDS reporting, but non-Federal Veterans aid is still reportable under categories such as PRIVATE aid (e.g. Veterans Scholarships) or INSTITUTIONAL aid (e.g. Veterans Waivers) or STATE aid (e.g. Books for 72 Dependents) etc.

## NEED\_BASED\_AID

**Data Type:** CHAR

**Size:** 1

**Definition:** Derived field. Indication if the type of aid is need based as reported to the Washington Student Achievement Council (WSAC).

**Examples of Use:** This data element is used during the setting of the STUDENT table ECON\_DISAD\_IND.

**Data Classification:** [Category 3](#)

**Valid Values:**

Value	Description
Y	Yes, this aid is considered need based.
N	No, this aid is not considered need based.

**PeopleSoft Source:** CTC\_URR\_AWD\_CFG & CTC\_URR\_AWD\_CAT tables

This data is derived with the following case statement:

```
MAX(CASE WHEN cat.CTC_REPORTING_REQ
        in ('NBO','NBR') THEN 'Y' ELSE 'N'
      END) AS NEED_BASED_AID
```

## SNAPSHOT\_STRM

**Data Type:** CHAR

**Size:** 4

**Data Classification:** [Category 2](#)

**Definition:** Reflects the STRM the last snapshot was taken. The quarterly data associated with the aid year is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made in ctcLink.

A snapshot of the data prior to its replacement is stored in the FA\_STUDENT\_AWARD\_SNAPSHOT table.

## ACADEMIC\_YEAR

**Data Type:** CHAR

**Size:** 7

**Data Classification:** [Category 2](#)

**Definition:** A translation of AID\_YEAR to a full academic year format that includes both the beginning and ending calendar years included in the academic year.

**Source:** Derived from STRM.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

## LEGACY\_YEAR

**Data Type:** CHAR

**Size:** 3

**Data Classification:** [Category 2](#)

**Definition:** A three-character field identifying the academic year. The academic year begins with summer quarter and ends with spring quarter. This data element is included for the purposes of joins to the SMIS tables.

**Source:** Derived from STRM.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

## REPORTING\_GROUP

**Data Type:** VARCHAR

**Size:** 15

**Definition:** A higher level grouping or category of Item Types created to assist with reporting. For example, WorkFirst includes several Item Types and this table eliminates the need to know each. Item Types are manually assigned to one of these reporting groups based on their description and/or by request. Not all item types are assigned to a REPORTING\_GROUP.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** PODS.REFERENCE.ITEM\_TYPEXWaIKSTDNT\_GRP

**Valid Values:**

Value	Description
CARES_ACT	Federal Coronavirus Aid, Relief, and Economic Security Act
COVID_RELIEF	State COVID Emergency Relief Funding for Undocumented Students
OPP_GRANT	Opportunity Grant for low-income adults training for high-wage, high-demand careers
PELL	Federal Pell Grant
SUB_DIRECT	Federal Direct Subsidized Loan
UNSUB_DIRECT	Federal Direct Unsubsidized Loan
WCG	Washington College Grant/State Need Grant
Blank/NULL	No assigned REPORTING_GROUP

# FA\_AWARD\_SNAPSHOT

## Table Description

The FA\_AWARD\_SNAPSHOT table contains the FA\_AWARD table previous quarterly records for the academic year because the data in the FA\_AWARD table is replaced with the current aid year data during each quarterly process, This table retains the previous quarters data to aid with comparisons to previous quarters.

All fields in this table mimic the FA\_AWARD table with the inclusion of SNAPSHOT\_STRM as part of the primary key of this table.

# FA\_STUDENT\_AWD\_CANCELED

## Table Description

This table contains information for students who's financial aid award was canceled or declined. The source table includes AWARD\_PERIOD in the primary key reflecting if the record is associated to academic or non-academic (values A and N). To eliminate multiple records for an aid year, the extract chooses the minimum AWARD\_PERIOD prioritizing academic over non-academic.

## Data Elements

### EMPLID (PK)

**Data Type:** VARCHAR

**Size:** 11

**Definition:** The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Excludes EMPLID's that begin with "X".

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS.STDNT\_AWARDS.EMPLID

### INSTITUTION (PK)

**Data Type:** CHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS.STDNT\_AWARDS.INSTITUTION

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE\_MASTER

## AID\_YEAR (PK)

**Data Type:** CHAR

**Size:** 4

**Definition:** A ctcLink variable that indicates the financial aid year. Some colleges begin their financial aid academic year in summer quarter, some begin with fall quarter and end with summer quarter. The value represents the calendar year in which the financial aid year ends.

The academic year begins with summer quarter and ends with spring quarter, however the Financial Aid year may differ by college. Some colleges offer financial aid starting summer quarter thru spring quarter (header colleges), others offer aid fall thru summer quarter (trailing colleges).

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS.ITEM\_TYPE\_FA.AID\_YEAR

**Example Valid Values:**

Values	Value Descriptions
2019	Academic year 2018-19
2022	Academic Year 2021-22
2023	Academic Year 2022-23

## ITEM\_TYPE (PK)

**Data Type:** VARCHAR

**Size:** 12

**Definition:** A twelve-character code that indicates the type of financial aid the award is associated with. Item types are the basic work unit of the Student Financials and Financial Aid modules.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS.STDNT\_AWARDS.ITEM\_TYPE

## CANCELED\_STATUS

**Data Type:** CHAR

**Size:** 1

**Definition:** Indicates if the award was canceled or declined.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS.STDNT\_AWARDS.AWARD\_STATUS

**Valid Values:**

Value	Value Description
C	Canceled
D	Declined

## CANCEL\_DECLINE\_AMT

**Data Type:** FLOAT

**Definition:** Derived field. The amount of aid canceled or declined.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** Derived from CS.STDNT\_AWARDS using the following Case statement:

```
SUM(CASE WHEN CANCEL_DECLINE_AMT = 0 AND HIGHEST_ACCEPT_AMT > 0 THEN  
HIGHEST_ACCEPT_AMT  
      WHEN CANCEL_DECLINE_AMT = 0 AND HIGHEST_ACCEPT_AMT = 0 AND  
HIGHEST_OFFER_AMT > 0 THEN HIGHEST_OFFER_AMT  
      ELSE CANCEL_DECLINE_AMT END )
```

## SNAPSHOT\_STRM

**Data Type:** CHAR

**Size:** 4

**Data Classification:** [Category 2](#)

**Definition:** Reflects the STRM the last snapshot was taken. The data in this data is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made.

A snapshot of the data prior to its replacement is stored in the FA\_STUDENT\_AWARD\_SNAPSHOT table.

## ACADEMIC\_YEAR

**Data Type:** CHAR

**Size:** 7

**Data Classification:** [Category 2](#)

**Definition:** Reflects the ACADEMIC YEAR the last snapshot was taken. The data in this table is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made.

**Source:** Derived from CS.STDNT\_AWARDS.STRM.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

## LEGACY\_YEAR

**Data Type:** CHAR

**Size:** 3

**Data Classification:** [Category 2](#)

**Definition:** A three-character field identifying the academic year in legacy terms. The academic year begins with summer quarter and ends with spring quarter.

**Source:** Derived from CS.STDNT\_AWARDS.STRM.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

# FA\_STUDENT

## Table Description

The FA\_STUDENT table contains the information provided on the student's FAFSA or WAFSA during the financial aid year. Not all students are required to submit a FAFSA or WAFSA for certain types of aid meaning that not all students in the STUDENT\_AWARDS table have a record in the FA\_STUDENT table.

Financial Aid staff at the colleges log into the Washington Student Achievement Council (WSAC) portal to download WASFA applications. These are loaded into ctcLink just like an ISIR record. WASFA's load into the ISIR\_STUDENT table and can be identified by an ISIR transaction number of 50 or greater.

## Data Elements

### EMPLID (PK)

**Data Type:** VARCHAR

**Size:** 11

**Definition:** The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. ISIR\_STUDENT.EMPLID

### INSTITUTION (PK)

**Data Type:** CHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. ISIR\_STUDENT.INSTITUTION

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE\_MASTER

### AID\_YEAR (PK)

**Data Type:** CHAR

**Size:** 4

**Data Classification:** [Category 2](#)



**Definition:** A ctcLink variable that indicates the financial aid year. The value represents the calendar year in which the financial aid year ends. Some colleges begin their financial aid academic year in summer quarter, some begin with fall quarter and end with summer quarter.

The academic year begins with summer quarter and ends with spring quarter, however the Financial Aid year may differ by college. Some colleges offer financial aid starting summer quarter thru spring quarter (header colleges), others offer aid fall thru summer quarter (trailing colleges).

**Data Classification:**

**PeopleSoft Source:** CS. ISIR\_STUDENT.AID\_YEAR

**Example Valid Values:**

Values	Value Descriptions
2019	Academic year 2018-19
2022	Academic Year 2021-22
2023	Academic Year 2022-23

## SEX

**Data Type:** VARCHAR

**Size:** 1

**Definition:** A one-character field identifying the student's sex. This is a required data element for State or Contract funding. Collected from the student at time of Admission and/or Registration

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS.PS\_PERS\_DATA\_EFFDT.SEX

**Examples of Use:** This data element is used for reporting Distance Education enrollments, OFM reporting, IPEDS and Carl Perkins reporting.

**Valid Values:**

Values	Value Descriptions"
M	Male
F	Female
X	Not exclusively male or female
NULL	Not reported or "U" in PeopleSoft

## MARITAL\_STAT

**Data Type:** VARCHAR

**Size:** 1

**Definition:** Indicates the marital status reported by the student on their FAFSA or WAFSA.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. ISIR\_STUDENT.MARITAL\_STAT

**Example Valid Values:**

Values	Value Descriptions
Null	Not Indicated
1	Single

Values	Value Descriptions
2	Married
3	Separated
4	Divorced
5	Widowed

## DEPENDENTS

**Data Type:** VARCHAR

**Size:** 1

**Definition:** Indicates if the student reported having dependents on the FAFSA.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. ISIR\_STUDENT.DEPENDENTS

Valid Value	Value Description
Null	Not Indicated
1	Yes, has dependents
2	No, does not have dependents

## DEPNDCY\_STAT

**Data Type:** VARCHAR

**Size:** 1

**Definition:** Derived field. The translated dependency status of the student that combines several dependency values into two.

**Data Classification:** [Category 3](#)

**Valid Values:**

Values	Value Descriptions
D	Dependent
I	Independent

**PeopleSoft Source:** CS. ISIR\_STUDENT.DEPNDCY\_STAT

Derived using the following Case statement:

```

CASE
    WHEN A.DEPNDCY_STAT IN ('D','X','2')
    THEN 'D'
    WHEN A.DEPNDCY_STAT IN ('I','Y','3','1')
    THEN 'I'
    END AS DEPNDCY_STAT

```

## VETERAN

**Data Type:** CHAR

**Size:** 1

**Definition:** Indicates the veteran status of the student as reported on the FAFSA or WAFSA

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. ISIR\_STUDENT.VETERAN

**Valid Values:**

Values	Value Descriptions
Null	Not Indicated
1	Yes, a veteran
2	No, not a veteran

## CURRENT\_GRADE\_LVL

**Data Type:** VARCHAR

**Size:** 2

**Definition:** Indicates the current grade level of the student as reported on the FAFSA.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. ISIR\_STUDENT.CURRENT\_GRADE\_LVL

**Valid Values:**

Values	Value Descriptions
Null	Not Indicated
01	1st yr Never Attended
02	1st yr Attended Before
03	2nd yr Sophmore
04	3rd yr Junior
05	4th yr Senior
06	5th yr other UG
07	1st yr Grad/Prof
08	2nd yr Grad/Prof
09	3rd yr Grad/Prof
10	Beyond 3rd yr Grad/Prof

## FATHER\_GRADE\_LVL

**Data Type:** VARCHAR

**Size:** 1

**Definition:** Indicates the student's father's grade level as reported on the FAFSA.

**Examples of Use:** Used to set the FIRST\_GENERATION flag in the data warehouse STUDENT table.

Data Classification: [Category 3](#)

PeopleSoft Source: CS.ISIR\_PARENT.FATHER\_GRADE\_LVL

Valid Values:

Values	Value Descriptions
Null	Not Indicated
1	Middle School
2	High School
3	College
4	Unknown

## MOTHER\_GRADE\_LVL

Data Type: VARCHAR

Size: 1

**Definition:** Indicates the student's mother's grade level as reported on the FAFSA.

**Examples of Use:** Used to set the FIRST\_GENERATION flag in the data warehouse STUDENT table.

Data Classification: [Category 3](#)

PeopleSoft Source: CS.ISIR\_PARENT.MOTHER\_GRADE\_LVL

Valid Values:

Values	Value Descriptions
Null	Not Indicated
1	Middle School
2	High School
3	College
4	Unknown

## SOURCE

Data Type: VARCHAR

Size: 30

**Definition:** Derived field. This field describes the FAFSA process or other transaction source for the Financial Aid Application

Data Classification: [Category 3](#)

PeopleSoft Source: CS.ISIR\_CONTROL.TRANS\_SOURCE

Derived using the following case statement:

```
CASE WHEN ISIR_TXN_NBR < 50 THEN 'FAFSA'  
      WHEN ISIR_TXN_NBR >= 50 THEN 'WAFSA'  
      ELSE 'OTHER'  
END AS SOURCE
```

## PELL\_ELIGIBILITY

**Data Type:** VARCHAR

**Size:** 1

**Definition:** An indicator if the student is eligible for federal PELL financial aid.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS.ISIR\_CONTROL.PELL\_ELIGIBILITY

**Valid Values:**

Values	Value Description
Y	Yes, the student is eligible for PELL aid.
Null	The student is not eligible for PELL.

## HOUSING\_CODE\_1

**Data Type:** VARCHAR

**Size:** 1

**Definition:** Indicates the students housing status while attending college collected on the FAFSA or WAFSA.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS.ISIR\_STUDENT.HOUSING\_CODE\_1

**Valid Values:**

Values	Value Description
Null	Not Reported
1	On-Campus
2	Off-Campus
3	Parents

## SNAPSHOT\_STRM

**Data Type:** CHAR

**Size:** 4

**Data Classification:** [Category 2](#)

**Definition:** Reflects the STRM the last snapshot was taken. The data in this data is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made.

A snapshot of the data prior to its replacement is stored in the FA\_STUDENT\_AWARD\_SNAPSHOT table.

## ACADEMIC\_YEAR

**Data Type:** CHAR

**Size:** 7

**Data Classification:** [Category 2](#)

**Definition:** Reflects the ACADEMIC YEAR the last snapshot was taken. The data in this data is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made.

A snapshot of the data prior to its replacement is stored in the FA\_STUDENT\_AWARD\_SNAPSHOT table

**Source:** Derived from STRM.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

## LEGACY\_YEAR

**Data Type:** CHAR

**Size:** 3

**Data Classification:** [Category 2](#)

**Definition:** A three-character field identifying the academic year. The academic year begins with summer quarter and ends with spring quarter.

**Source:** Derived from STRM.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Examples of Valid Values:**

Values	Value Descriptions
990	1999-2000
A01	2000-2001
B01	2010-2011
C01	2020-2021

## FAMILY\_SIZE

**Data Type:** VARCHAR

**Size:** 2

**Definition:** Derived field. The Family Size information field indicates the number of family members a student has that combines several dependency values into two.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. FA\_STUDENT\_CTE

Derived using the following Case statement:

```
CASE
    WHEN A.DEPNDNCY_STAT IN ('D','X','2')
    THEN B.NUMBER_IN_FAMILY
    WHEN A.DEPNDNCY_STAT IN ('I','Y','3','1')
    THEN A.NUM_FAMILY_MEMBERS
END AS FAMILY_SIZE
```

# FA\_STUDENT\_NEED

## Table Description

The STUDENT\_NEED\_SUMMARY table contains information describing the financial need of the student. The source table contains AWARD\_PERIOD reflecting if the record is associated to academic or non-academic (values A and N). To eliminate multiple records for an aid year, the extract chooses the minimum AWARD\_PERIOD prioritizing academic over non-academic.

## Data Elements

### EMPLID (PK)

**Data Type:** VARCHAR

**Size:** 11

**Definition:** The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWRD\_PER.EMPLID

### INSTITUTION (PK)

**Data Type:** CHAR

**Size:** 5

**Definition:** The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. STDNT\_AWRD\_DISB.EMPLID

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.COLLEGE\_MASTER

### AID\_YEAR (PK)

**Data Type:** CHAR

**Size:** 4

**Definition:** A ctcLink variable that indicates the financial aid year. Some colleges begin their financial aid academic year in summer quarter, some begin with fall quarter and end with summer quarter. The value represents the calendar year in which the financial aid year ends.

The academic year begins with summer quarter and ends with spring quarter, however the Financial Aid year may differ by college. Some colleges offer financial aid starting summer quarter thru spring quarter (header colleges), others offer aid fall thru summer quarter (trailing colleges).

**Data Classification:** [Category 2](#)

**PeopleSoft Source:** CS. STDNT\_AWRD\_DISB.AID\_YEAR

**Example Valid Values:**

Values	Value Descriptions
2019	Academic year 2018-19
2022	Academic Year 2021-22
2023	Academic Year 2022-23

## FED\_EFC

**Data Type:** NUMERIC

**Size:** 38

**Scale:** 0

**Definition:** Expected Family Contribution

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.FED\_EFC

## EFC\_STATUS

**Data Type:** CHAR

**Size:** 1

**Definition:** Status of the Expected Family Contribution (EFC).

EFC Status is the status of the Federal Expected Family Contribution. A Rejected EFC means that there is something the student needs to correct before the Central Processor (Department of ED) can send an updated copy to the college. Unofficial means a correction has been made to the FAFSA/WASFA (typically from a college staff person during the verification process). If a FAFSA or WASFA is valid and in good standing, the status will be Official. In order to award to a student, the EFC must be in a status of Official.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.EFC\_STATUS

**Valid Values:**

Values	Value Descriptions
O	Official
R	Rejected
U	Unofficial

## FED\_NEED\_BASE\_AID

**Data Type:** Decimal

**Size:** 8

**Scale:** 2

**Definition:** The amount of need-based aid awarded to the student.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.FED\_NEED\_BASE\_AID



## FED\_YEAR\_COA

**Data Type:** Decimal

**Size:** 8

**Scale:** 2

**Definition:** Federal Year Cost of Attendance

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.FED\_YEAR\_COA

## INST\_YEAR\_COA

**Data Type:** Decimal

**Size:** 8

**Scale:** 2

**Definition:** Institution Year Cost of Attendance

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.INST\_YEAR\_COA

## PELL\_YEAR\_COA

**Data Type:** Decimal

**Size:** 8

**Scale:** 2

**Definition:** PELL Year Cost of Attendance. The students COA calculated by adding up the budget items that have an associated Pell Category. This COA is used when calculating Pell Grants using the Regular Federal Pell Grant Schedule.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.PELL\_YEAR\_COA

## FED\_NEED

**Data Type:** Decimal

**Size:** 8

**Scale:** 2

**Definition:** Federal Need

Determined by Federal COA minus the Expected Family Contribution (EFC)

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.FED\_NEED

## INST\_NEED

**Data Type:** Decimal

**Size:** 8

**Scale:** 2

**Definition:** Institutional Need

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.INST\_NEED

## **FED\_UNMET**

**Data Type:** Decimal

**Size:** 8

**Scale:** 2

**Definition:** Federal Unmet Need.

Determined by the Federal Need minus Total Aid.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.FED\_UNMET

## **INST\_UNMET**

**Data Type:** Decimal

**Size:** 8

**Scale:** 2

**Definition:** Institutional Unmet Need

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.INST\_UNMET

## **FED\_PARENT\_CONTRB**

**Data Type:** NUMERIC

**Size:** 38

**Scale:** 0

**Definition:** Federal Parent Contribution

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.FED\_PARENT\_CONTRB

## **FED\_STUDENT\_CONTRB**

**Data Type:** NUMERIC

**Size:** 38

**Scale:** 0

**Definition:** Federal Student Contribution

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** CS. STDNT\_AWD\_PER.FED\_STUDENT\_CONTRB

## SNAPSHOT\_STRM

Data Type: CHAR

Size: 4

Data Classification: [Category 2](#)

**Definition:** Reflects the STRM the last snapshot was taken. The data in this data is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made.

## ACADEMIC\_YEAR

Data Type: CHAR

Size: 7

Data Classification: [Category 2](#)

**Definition:** Reflects the ACADEMIC YEAR the last snapshot was taken. The data in this data is replaced each term during the aid year. For example, when processing winter data, summer and fall quarter data will be replaced to reflect any changes that may have been made.

**Source:** Derived from AID\_YEAR.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

## LEGACY\_YEAR

Data Type: CHAR

Size: 3

Data Classification: [Category 2](#)

**Definition:** A three-character field identifying the academic year in legacy terms. The academic year begins with summer quarter and ends with spring quarter.

**Source:** Derived from STRM.

**Lookup/Crosswalk:** LOOKUP.DW\_REF\_ENR.YRQ\_CONVERT

**Examples of Valid Values:**

Values	Value Descriptions
990	1999-2000
A01	2000-2001
B01	2010-2011
C01	2020-2021

## STUDENT\_INCOME

Data Type: FLOAT

**Definition:** Derived field. Student Earned Income derived from several fields in the ISIR\_STUDENT and ISIR\_PARENT tables.

Data Classification: [Category 3](#)

**PeopleSoft Source:** Derived using the following Case statement:

CASE

```
WHEN TAX_RETURN_FILED = '3'  
THEN  
STD_EARNED_INCOME  
+ SPS_EARNED_INCOME  
+ SFA_PENSION_PAY  
+ SFA_IRA_PAY  
+ SFA_CHILD_SUP_RECV  
+ SFA_INTERST_INCOME  
+ SFA_IRA_DIST  
+ SFA_UNTAX_PENSION  
+ SFA_MILITARY_ALLOW  
+ SFA_VET_NONEDU_BEN  
+ SFA_UNTAX_INCOME  
+ SFA_NON_REP_MONEY  
ELSE  
AGI  
+ SFA_PENSION_PAY  
+ SFA_IRA_PAY  
+ SFA_CHILD_SUP_RECV  
+ SFA_INTERST_INCOME  
+ SFA_IRA_DIST  
+ SFA_UNTAX_PENSION  
+ SFA_MILITARY_ALLOW  
+ SFA_VET_NONEDU_BEN  
+ SFA_UNTAX_INCOME  
+ SFA_NON_REP_MONEY
```

## TOTAL\_PARENT\_INCOME

**Data Type:** FLOAT

**Definition:** Derived field. A value derived from several income fields in the ISIR\_STUDENT and ISIR\_PARENT tables.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** Derived based on fields in the ISIR\_STUDENT and ISIR\_PARENT tables using the following Case statement:

```

CASE
  WHEN TAX_RETURN_FILED = '3'
    THEN
      FATHER_INCOME
      + MOTHER_INCOME
      + SFA_PENSION_PAY
      + SFA_IRA_PAY
      + SFA_CHILD_SUP_RECV
      + SFA_INTERST_INCOME
      + SFA_IRA_DIST
      + SFA_UNTAX_PENSION
      + SFA_MILITARY_ALLOW
      + SFA_VET_NONEDU_BEN
      + SFA_UNTAX_INCOME
    ELSE
      AGI
      +SFA_PENSION_PAY
      +SFA_IRA_PAY
      +SFA_CHILD_SUP_RECV
      +SFA_INTERST_INCOME
      +SFA_IRA_DIST
      +SFA_UNTAX_PENSION
      +SFA_MILITARY_ALLOW
      +SFA_VET_NONEDU_BEN
      +SFA_UNTAX_INCOME

```

## FAMILY\_INCOME

**Data Type:** FLOAT

**Definition:** Derived field. A value derived from several income fields in the ISIR\_STUDENT and ISIR\_PARENT tables.

**Data Classification:** [Category 3](#)

**PeopleSoft Source:** Derived based on fields in the ISIR\_STUDENT and ISIR\_PARENT tables using the following Case statement:

```

  WHEN TAX_RETURN_FILED = '3'
    THEN
      FATHER_INCOME

```

+ MOTHER\_INCOME  
+ SFA\_PENSION\_PAY  
+ SFA\_IRA\_PAY  
+ SFA\_CHILD\_SUP\_RECV  
+ SFA\_INTERST\_INCOME  
+ SFA\_IRA\_DIST  
+ SFA\_UNTAX\_PENSION  
+ SFA\_MILITARY\_ALLOW  
+ SFA\_VET\_NONEDU\_BEN  
+ SFA\_UNTAX\_INCOME

ELSE

AGI  
+ SFA\_PENSION\_PAY  
+ SFA\_IRA\_PAY  
+ SFA\_CHILD\_SUP\_RECV  
+ SFA\_INTERST\_INCOME  
+ SFA\_IRA\_DIST  
+ SFA\_UNTAX\_PENSION  
+ SFA\_MILITARY\_ALLOW  
+ SFA\_VET\_NONEDU\_BEN  
+ SFA\_UNTAX\_INCOME

# Appendix A: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the [Data Classification](#) brief.

Category	Description
<b>Category 1</b>	<b>Public Information</b> SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college’s discretion based upon their FERPA directory information policies.
<b>Category 2</b>	<b>Sensitive Information</b> Student related information that is considered “directory information” under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student’s prior consent. This is information that would be released during a public records request of Data Warehouse data.
<b>Category 3</b>	<b>Confidential Information</b> Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.
<b>Category 4</b>	<b>Confidential Information requiring Special Handling</b> Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.



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Washington State Board for Community and Technical Colleges