



## SARA Quick Start Guide

### NC-SARA ANNUAL DATA REPORTING

#### What are the annual data reporting requirements for SARA-participating institutions?

##### What does the *SARA Policy Manual* Say?

See details in Section 6. Data Submission Requirements for Institutions Participating in the State Authorization Reciprocity Agreement (SARA). Required data includes:

- *The number of exclusively distance education students enrolled in the institution engaged in distance education, disaggregated by state, territory, or district in which the students are located, including the home state. This would include both degree and non-degree for-credit courses.*
- *The numbers of their students engaged in certain experiential learning placements (rotations, internships, student teaching, etc.), disaggregated by state and two-digit Classification of Instructional Programs (CIP) codes as assigned by the U.S. Department of Education.*

Important note:

*Institutional failure to comply with these reporting requirements shall be taken into consideration by home states when institutions apply for renewal and may be grounds for placing an institution on provisional status or disapproval of continued participation.*

Please see Section 6 for more information about compliance requirements and how SARA uses the data collected.

##### What is the rationale?

Collecting, reporting, and analyzing data about the interstate delivery of distance education are important parts of NC-SARA's mission. Data collection and reporting help measure the impact of SARA and track changes over time. Since its inception, NC-SARA has maintained a strong commitment to transparency in data reporting.

- Exclusively Distance Education enrollment reporting has been a mandatory requirement for institutions participating in SARA since 2015. NC-SARA's Annual Data Reports and the NC-SARA Data Dashboard provide annual and multi-year trend analysis that provide information and insights to institutions, states, regional compacts, and the general public.

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**About SARA Quick Starts:** When institutions participate in SARA, they agree to a set of compliance requirements as detailed in the [SARA Policy Manual](#). SARA Quick Starts are intended to help institution personnel understand a particular requirement to help them maintain compliance, communicate with colleagues regarding SARA requirements, and explain the requirement to students and other stakeholders. Institutions should always check for any state-specific requirements with their [SARA State Portal Entity](#).

- Out-of-state learning placements (e.g., clinical rotations, student teaching, internships, etc.) are of interest because they help describe interstate activity. Learning placement activities are an important part of many academic programs and the number and extent of such placements are of great interest and concern to educators, practitioners, licensing bodies, and state regulators. OOSLP reporting is also important because it meets the commitment made to the state regulator community during the development of SARA.

### What does my institution need to do?

- ❑ Report your institution's data, as described in the [Data Reporting Handbook](#), annually. The data reporting period is May 15 – June 15 each year.
- ❑ Always refer to NC-SARA's *most recent version* of the [Data Reporting Handbook](#), available on the NC-SARA website. This handbook details the requirements and directions for data reporting. It is updated annually.
- ❑ Communicate with your Institutional Research office to make sure staff are aware of the data reporting resources, requirements, and schedule.
- ❑ Communicate with the colleges, departments, and/or faculty at your institution that offer out-of-state learning placements (OOSLP) to inform them of the reporting requirements. Determine a methodology for capturing OOSLP data at your institution. See the [Data Reporting Handbook](#) for specific requirements.
- ❑ Watch NC-SARA's annual webinar, offered in early spring each year, about data reporting requirements. If you cannot attend it live, make sure to watch the recording, which is posted to the [NC-SARA website](#). Invite IR or departmental colleagues to watch it as well.
- ❑ Complete NC-SARA's online course, Foundations of Annual Data Reporting, ... *coming soon!*
- ❑ Email any specific questions about data reporting to [data@nc-sara.org](mailto:data@nc-sara.org)

### Still Have Questions?

1. SARA State Portal Entities have the responsibility and authority to hold institutions in compliance with SARA policy. This information is intended to be general guidance for institutions; institutions should be in regular contact with their [SARA State Portal Entity](#) for specific requirements, directions, and guidance.
2. Feel free to email NC-SARA for more information: [data@nc-sara.org](mailto:data@nc-sara.org)

### Resources:

- [SARA Policy Manual](#), Section 6.
- NC-SARA's [Data Reporting Handbook](#) – *updated annually*
- NC-SARA's Data Reporting Webinar – offered live every spring and the recording is posted on the [NC-SARA website](#).
- NC-SARA's Foundations of Annual Data Reporting Online Training Module ... *coming soon!*

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