NC SARA
National Council for State Authorization Reciprocity Agreements

SARA Quick Start Guide

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 number 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 NC-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 (EDEE) 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 analyses with information and insights for institutions, states, regional compacts, and the general public.

- Out-of-state learning placements (OOSLP) (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 for Institutions, 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 for Institutions, 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 (IR) 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 Institutions* 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, the recording is posted on the NC-SARA website. Invite IR or departmental colleagues to watch it as well.
- ❑ Complete NC-SARA's free online course, Foundations of SARA Annual Data Reporting. Registration is available on the SARA Learning Station.
- ❑ Email any specific questions about data reporting to 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

Resources:

- *SARA Policy Manual,* Section 6.
- NC-SARA's *Data Reporting Handbook for Institutions* – *updated annually*
- NC-SARA's Data Reporting Webinar – offered live every spring and the recording is posted on the NC-SARA website.
- Foundations of SARA Annual Data Reporting online course – registration is available on the SARA Learning Station.

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