



# UTAH SYSTEM OF HIGHER EDUCATION

## MISSIONARY DATA SUBMISSION FILE

Version: June 2, 2021  
2021-2022 Submission Year

### File Description

The Missionary File is a twice yearly extract from each institution and then given to the LDS church. The LDS church has graciously agreed to flag a cohort of students with a ‘Y’ if they left for a mission during the time period specified. Institutions should use the data to flag students as ‘exclusions’ and not as ‘missionaries’.

### Submission Schedule

The file must be submitted to Utah Board of Higher Education as follows:

<u>Data</u>	<u>Submission</u>	<u>Verification</u>
Fall Missionary File	August 20 <sup>th</sup>	August 27 <sup>th</sup>
Spring Missionary File	February 25 <sup>th</sup>	March 4 <sup>th</sup>

### Capture Date

The capture date for each Missionary file corresponds to the dates listed in the Submission Schedule above.

### Submission File Usage

The Missionary File is used by institutions for adjusting Graduation and Retention Rates. It is used primarily by each institution to compute retention numbers for their IPEDS reports.

### Submission File Naming Convention

The Missionary Data Submission File should be named as follows:

- School short name (hyphen) file description (**m** for missionary) (hyphen) year/term extension (**123** for 2012 and third term) .txt file extension
- Example: **wsu-m-133.txt** for Weber State University’s Missionary File for Spring (2012-2013)

### Delimiter

The Missionary Data Submission File must be submitted in pipe delimited format. A single pipe symbol ‘|’ will be used as the delimiter. When submitting a delimited file, the

pipe symbol must appear between each field in the file (Note: some data elements will have multiple fields, e.g. name has 3 fields).

<b>Name</b>	<b>Element</b>	<b>Field</b>	<b>Length</b>
Institution	M-01	M_INST	4
Name	M-02	M_LAST	60
		M_FIRST	15
		M_MIDDLE	15
Birth Date	M-03	M_BIRTH_DT	8
Start Search Date	M-04	M_START_DT	8
End Search Date	M-05	M_END_DT	8
Institutionally Assigned ID	M-06	M_BANNER_ID	9

**Data Element Dictionary**  
***Missionary Data*** -- Version: June 2, 2021

Element: **M-01**

**ELEMENT NAME:** Institution

**FIELD NAME:** M\_INST

**FIELD FORMAT:** Number, 4 Characters

**DEFINITION:** The identification number used by the U.S. Department of Education’s Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution. USHE will use the last 4 digits of the 6-digit number for the field value as additional locations will be specified by C-09 Line Item.

Field Value	OPEID Value	Field Attributes and Examples	Effective Date
3675	00367500	University of Utah	Feb 20, 2013
3677	00367700	Utah State University	Feb 20, 2013
3680	00368000	Weber State University	Feb 20, 2013
3678	00367800	Southern Utah University	Feb 20, 2013
3679	00367900	Snow College	Feb 20, 2013
3671	00367100	Dixie State University	Feb 16, 2013
3676	00367600	Utah State University Eastern	May 14, 2013
4027	00402700	Utah Valley University	July 1, 2008
5220	00522000	Salt Lake Community College	Feb 20, 2013

**COMMENTS:** As institutions are added to the database, their existing OPE ID code will be used.

**REFERENCE:** National Center for Educational Statistics (NCES)

**BANNER SOURCE:** SQL (hard coded in table create)

**VALIDATION TABLE:** Reference.dbo.Inst

**Data Element Dictionary**  
***Missionary Data*** -- Version: June 2, 2021

Element: **M-02**

**ELEMENT NAME:** M\_NAME

**FIELD NAME:** M\_LAST  
M\_FIRST  
M\_MIDDLE

**FIELD FORMAT:** Varchar, 60 Characters (Field Value - L)  
Varchar, 15 Characters (Field Value - F)  
Varchar, 15 Characters (Field Value - M)

**DEFINITION:** The legal combination of names by which the student is known.

Field Value - L	Field Attributes and Examples	Effective Date
<student specific>	Last name of student.	Feb 20, 2013

Field Value - F	Field Attributes and Examples	Effective Date
<student specific>	First name of student.	Feb 20, 2013

Field Value - M	Field Attributes and Examples	Effective Date
<student specific>	Middle name of student.	Feb 20, 2013

**COMMENTS:** Do not include special characters.

**REFERENCE:**

**BANNER SOURCE:** Spriden\_last\_name  
Spriden\_first\_name  
Spriden\_MI

**VALIDATION TABLE:**

**Data Element Dictionary**  
***Missionary Data*** -- Version: June 2, 2021

Element: **M-03**

**ELEMENT NAME:** Date of Birth

**FIELD NAME:** M\_BIRTH\_DT

**FIELD FORMAT:** Varchar, 8 Characters (YYYYMMDD)

**DEFINITION:** The calendar student date of birth, as designated by student.

Field Value	Field Attribute and Examples	Effective Date
yyyy	Four position Year of birth. (i.e. Student born in 1978 would have 1978 listed)	Feb 20, 2013
mm	Two position Calendar Month of birth... 01-January through 12-December	Feb 20, 2013
dd	Two position Day of the month of student's birth. Valid day between 01 and 31.	Feb 20, 2013

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:** SpbperM\_birth\_date

**VALIDATION TABLE:**

**Data Element Dictionary**  
***Missionary Data*** -- Version: June 2, 2021

Element: **M-04**

**ELEMENT NAME:** Start Search Date

**FIELD NAME:** M\_START\_DT

**FIELD FORMAT:** Varchar, 8 Characters (YYYYMMDD)

**DEFINITION:** The calendar date of the Start Search Date.

Field Value	Field Attribute and Examples	Effective Date
yyyy	Four position Year of Search Date. (i.e. Students Search Date in 2002 would have 2002 listed)	July 1, 2013
mm	Two position Calendar Month of Search Date... 01-January through 12-December	July 1, 2013
dd	Two position Day of the month of students Search Date. Valid day between 01 and 31.	July 1, 2013

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:**

**VALIDATION TABLE:**

**Data Element Dictionary**  
***Missionary Data*** -- Version: June 2, 2021

Element: **M-05**

**ELEMENT NAME:** End Search Date

**FIELD NAME:** M\_END\_DT

**FIELD FORMAT:** Varchar, 8 Characters (YYYYMMDD)

**DEFINITION:** The calendar date of the End Search Date.

Field Value	Field Attribute and Examples	Effective Date
yyyy	Four position Year of End Search Date. (i.e. Student graduated in 2012 would have 2012 listed)	July 1, 2013
mm	Two position Calendar Month of End Search Date... 01-January through 12-December	July 1, 2013
dd	Two position Day of the month of students End Search Date. Valid day between 01 and 31.	July 1, 2013

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:**

**VALIDATION TABLE:**

**Data Element Dictionary**  
***Missionary Data*** -- Version: June 2, 2021

Element: **M-06**

**ELEMENT NAME:** Institutionally Assigned ID

**FIELD NAME:** M\_BANNER\_ID

**FIELD FORMAT:** Varchar, 9 Characters

**DEFINITION:** The unique institutionally assigned identification number for each student intended to be used in lieu of using a student’s social security number. M\_Banner\_ID must begin with an Alpha character representing the institution

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Institutional Student ID.	July 1, 2005

Institutions Alpha Characters are listed below:

Alpha Character	Field Attributes and Examples	Effective Date
U	University of Utah	July 7, 2020
A	Utah State University (plus USUE/USUE-DWE)	July 7, 2020
W	Weber State University	July 7, 2020
T	Southern Utah University	July 7, 2020
B	Snow College	July 7, 2020
D	Dixie State University	July 7, 2020
V	Utah Valley University	July 7, 2020
S	Salt Lake Community College (plus SLCC-SAT)	July 7, 2020

**COMMENTS:** 2005-2006 was reported under S-05.

**REFERENCE:**

**BANNER SOURCE:** Spriden\_ID where change indicator is null

**VALIDATION TABLE:** Reference.dbo.Inst

## **DATA RECEIVED BACK FROM LDS CHURCH**

**ELEMENT NAME:** Exclusions

**FIELD NAME:** M\_EXCL

**DEFINITION:** The student was found to be a match during the dates indicated.

Field Value	Field Attributes and Examples	Effective Date
Y	Shows those who matched with the records of the LDS church as having left on a mission between the dates indicated	N/A

**COMMENTS:** Note as part of our MOU, USHE deletes all data on our side shortly after sending the results to the institutions.