

Standard Operating Procedures

Post-Secondary Employment Outcomes (PSEO)

Demographic File

June 1, 2023

I. Purpose

This operating procedure specifies the standard layout of the demographic file that partners will supply for use in processing and producing the Post-Secondary Employment Outcomes (PSEO). However, in contrast to the other SOP, this is provided as a guideline for institutions.

II. Notes

There are some variables which will only be available for certain students. We expect missing data in fields (e.g. SAT scores for a doctoral student). In some places we explicitly mention when missingness is expected, but we do not check these data when transferred for missingness.

Missing SSNs are not an issue, so transfer all records, regardless of availability of SSN for that observation.

III. Filename Convention

Following filenaming instructions provided by the Census ERD Data Staff.

IV. Observation Levels

For the demographic file, the observation level should be the individual, where the information is the most populated (this is usually the first or last observation of an individual in the SLDS)

V. Valid Years

We request as many years of historical data as you can send, starting with 2001. If you are unable to go back to 2001, that is fine. We will not process any years before 2001 because of coverage issues with our wage data before that calendar year.

VI. Contact

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LEHD PSEO Demographic File Format

Label	Data Element	Len	Type	Data Specification
ssn	Social Security Number (SSN)	9	Character	A 9-digit code indicating each student's Social Security Number. <i>Do not include hyphens.</i>
name_first	First Name	100L	String	The first name of the reference student, if known. <i>Left justify, blank fill.</i>
name_last	Last Name	100L	String	The last name (surname) of the reference student, if known. <i>Left justify, blank fill.</i>
dob	Date of Birth	8	String MMDDYYYY	The date of birth of the reference student, if known, in MMDDYYYY. <i>Do not include hyphens or other special characters. If unknown, blank fill.</i>
Race/ethnicity	Race/ethnicity of Student			Race/ethnicity combined as reported to IPEDS
hs_attended	High school attended			ETS or CEEB code <i>Can be missing</i>
sat_act_score	SAT/ACT Scores			Preferably separated by field (math/English) and composite <i>Can be missing</i>
gender	Gender of student			Gender as reported to IPEDS