

**Data Collection Worksheet**

This worksheet details some of the common data elements that participating ACAC states **may want to consider** collecting for their annual college application program including FAFSA completion variables. Space has been provided at the bottom of the table to add additional variables associated with your state’s outlined goals. The ACAC team is available to assist your state as you develop a data collection and analysis strategy for your Campaign program.

It is important to keep FERPA regulations, security needs, and required agency approvals (IRB), in mind as you develop your state’s data collection and analysis plan. Samples of surveys for site coordinators, students, and volunteers are available on the ACAC Network SharePoint for state coordinators.

We recommend updating this worksheet annually. This piece is an excellent way to keep a record of data to support successful transition of the work to a new state coordinator, should that occur in your state.

**\*Required by ACAC**

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| --- | --- | --- | --- |
| **Data Variable** | **Source for Data (survey, agency, etc.)** | **When are data available?** | **Level of data (student, school, district, state)** |
| **Number of high schools participating in ACAC\*** |  |  |  |
| **Number of students participating in ACAC\*** |  |  |  |
| **Number of applications submitted during ACAC\*** |  |  |  |
| Number of applications submitted to:* 4-year institutions
* 2-year institutions
* Public institutions
* Private Institutions
 |  |  |  |
| Number of students indicating this was the first time they applied to college |  |  |  |
| High school free-or-reduced lunch rates |  |  |  |
| Student demographics – race/ethnicity |  |  |  |
| Student demographics – first generation college going |  |  |  |
| Number of in-state postsecondary institutions that accept fee waivers |  |  |  |
| Site Coordinators experiences with ACAC |  |  |  |
| Student experiences with ACAC |  |  |  |
| Volunteer experiences with ACAC |  |  |  |
| Number of FSA IDs created |  |  |  |
| Number of FAFSAs submitted |  |  |  |
|  |  |  |  |
|  |  |  |  |