

**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.

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 seniors 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 |  |  |  |
| Number of middle school and/or elementary schools engaged in activities |  |  |  |
| Number of middle school and/or elementary school students participating in activities |  |  |  |
| Number of Community-based Organizations (CBOs) engaged in activities |  |  |  |
| Site Coordinators experiences with application campaign |  |  |  |
| Student experiences with application campaign |  |  |  |
| Volunteer experiences with application campaign |  |  |  |
| Number of FSA IDs created |  |  |  |
| Number of FAFSAs submitted |  |  |  |
| Student enrollment data of students who participated in application events |  |  |  |
|  |  |  |  |