

Student Data Collection Process and Resources

1 COMMUNITY FOUNDATION ONBOARDING TO THE COMMUNITY PHILANTHROPY INITIATIVE

Audience: Community foundations participating in College Futures Foundation’s Community Philanthropy Initiative.

Purpose: This document provides information about the student data collection process for community foundations participating in College Futures Foundation’s Community Philanthropy Initiative. It also provides information on communication that is required between community foundations, organizations partnering with community foundations in the scholarship award process, and College Futures to ensure an efficient process for student data collection and review. [Please reference [Appendix B](#) for more details on how to onboard grantee partners participating in the scholarship student data collection and submission process.]

1.1 PRE-PROPOSAL AND PROPOSAL STAGES

- Each community foundation should discuss with their potential scholarship partner organizations about College Futures’ data reporting requirement, including the rationale for the requirement, an overview of the data collection process, the data indicators to be collected, and student consent form, as well as consideration of who will be the data contact (i.e., responsible for the data collection process).
- When selecting potential scholarship partner organizations, community foundations should take into consideration the organization’s capacity to collect this data from the scholarship recipients. Please see [Appendix A](#) for more information on how to assess a partners’ capacity for data collection.

1.2 AFTER EACH GRANT APPROVAL

The community foundation should identify their scholarship grantee data contact (the person responsible for data collection and/or submission), and contact them within a couple of weeks after approval. The community foundation will provide a detailed orientation of the data collection process to their scholarship grantee partners (see guidance on onboarding in [Appendix B](#)).

- Community foundation to complete [Community Foundation Partner Organization and Data Contact Information Form](#) with their scholarship grantee organizations reporting for the academic year, including information on total scholarship dollars to be disbursed, scholars to be reported, data contacts, and their contact information. If a community foundation staff member will be responsible for submitting data for their partners, that person should be listed as the data contact for that organization.

1.3 SUMMER (JUNE - AUGUST)

College Futures provides information about the upcoming data collection cycle with deadlines and other relevant points to all programs with data contacts shared with College Futures.

Partner Organization information

- College Futures will reach out to community foundations to confirm all data contacts are accurate and up-to-date

Email Communications

- All College Futures' email communication regarding deadlines and data related items will be directed to the community foundations.
- Community foundation is expected to inform and assist their partner organizations with questions regarding data entry and required fields to be entered.

1.4 FALL (SEPTEMBER - NOVEMBER)

Trainings

- College Futures will offer orientation (e.g. webinars) on data entry into CALynx and reports available through CALynx.

Data Submission

- Community foundation may collect data directly from their partner organizations and submit data in CALynx OR community foundations may have their partner organizations enter data directly in CALynx
- If community foundation's partner organizations enter data directly in CALynx:
 - Community foundation is expected to ensure their partner organizations are sufficiently trained to ensure timely and accurate data submission

1.5 WINTER (NOVEMBER - FEBRUARY)

Community foundation or scholarship partner organizations submit data to CALynx by deadline and community foundations will use the *Student Data Review Report* to ensure quality of data entered. College Futures will provide support to community foundations if there are additional questions about how to use this report to review data quality.

- Community foundations are expected to manage the data review process with their partner organizations to ensure timely and accurate submission of updates by deadlines

Data analysis is available through the CALynx platform. There are two tools that provide analysis: *CPI Student Data* and *Persistence and Graduation*. Persistence and Graduation data are updated in the Late Spring once the student data is sent to the National Student Clearinghouse for matched enrollment and graduation data and prepared for analysis.

1.6 LATE SPRING/EARLY SUMMER (MARCH - JUNE)

Community foundations may use available dashboards and reports to view and analyze student data for their partner organizations.