

## Data Submission Preparation Checklist

### March 2018

- Your Data Sharing Agreement has been signed and submitted to the National Student Clearinghouse.  
*If this hasn't been done, or you know of any impediments causing delay, please notify [PDPService@studentclearinghouse.org](mailto:PDPService@studentclearinghouse.org).*
- Complete and return the questionnaire, after you receive it  
*Your responses are essential to the success of your file submission. The questionnaire will be sent March 13, 2018 and should be returned to the Clearinghouse by March 30, 2018.*
- Prepare to submit your data
  - Review data definitions in the submission guide.
  - Check your SFTP and PDP application access by logging in to both.
- Develop your data files
  - Create cohort file
  - Create course file
  - Create financial aid file (if applicable)
- Submit your files to the Clearinghouse through SFTP
- File submission confirmation  
*The Clearinghouse will send a confirmation email. You can also log in to the PDP application to confirm file acceptance.*
- Review and address errors discovered through structural or data validations
- Resubmit corrected files to the Clearinghouse

## Postsecondary Data Partnership – Data Submission

