

**Vernon College**  
**Assessment Activity/Report Communication Form**  
**2015-2016**

**Title:** IPEDS Keyholder Registration

**Date of completion:** August 31, 2016

**Please circle or highlight:** Assessment Activity

**Report**

Both

**Highlights of data:** Each college that receives Title IV funding must designate a "Keyholder" responsible for assuring all applicable IPEDS reports are completed each year by the due dates. The Keyholder assigns the reports to the appropriate staff members responsible for the required data, and generates passwords and IDs for each. In addition, the Keyholder completes the IC Header Overview before any other surveys can be started.

**Use of data:** The information questions in the IC Header Overview may only require confirmation of past data if no changes have occurred. Questions pertain to, Educational Offerings, Organization (Controls and Levels), Calendar System, Student Enrollment, Admissions, and other Screening questions.

**How associated to Student Success?** None. Report only.

**Where the report can be found:** Office of Admissions and Records, Vernon

**Submitted by:** Joe Hite, Dean of Admissions and  
Financial Aid/Registrar **Date:** September 1, 2016  
(Responsible Party)

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**Received by Office of Quality Enhancement:** 9/1/16  
(Date)

**Presented to SSBTN Committee\*:** 9/6/16  
(Date)

\* Posted on Vernon College website to be shared with SSBTN and College Effectiveness Committees as well as Vernon College constituents.

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