



LEARNING PLACEMENT REPORTING *QUICK GUIDE*

Every spring, FSU reports out-of-state learning placements for both distance and face-to-face programs. Because placement of students in other states is considered distance learning, tracking it meets our institutional requirement for participation in SARA.*

Colleges report the **number of students placed in internships, clinical rotations, or student teaching assignments** across state lines by calendar year.

REPORTING CRITERIA

To be reported, an out-of-state learning placement should meet all the following criteria:

- Occurs outside the “home state” of the SARA institution
- Involves the physical presence of the student at the out-of-state location(s)
- Started between January 1 and December 31 of the reporting year

In addition, one or more of the following is true of the placement:

- Required for degree completion
- Required for professional licensure
- Offered for credit
- Offered for a fee

HOW TO REPORT

ODL will contact your college one month prior to the reporting deadline (mid-May) with instructions. Use the **Placement Data** spreadsheet to record your data and send it to **ODL-SARA@campus.fsu.edu**.

Note: Count each student learning placement. For example, if a student has multiple placements in the same state but different CIP codes, count each placement. If a student has multiple placements in more than one state, count each placement for the relevant states. If a student has multiple placements in the same state and in the same CIP code, count the student only once.

Need Help?

Please contact us at **ODL-SARA@campus.fsu.edu** or **850-644-4635**, and we will be happy to assist you.

*SARA (State Authorization Reciprocity Agreements) provides oversight of postsecondary distance education at a national level.