NALP ERSS DATA SUBMISSION INSTRUCTIONS
*****OCTOBER 2026*****

Please review these specifications carefully even if you have submitted a file prior to 2026. These specifications are designed to be used in conjunction with your ERSS instruction booklet. The instruction booklet provides more detailed information and definitions to ensure accurate and uniform reporting on the part of all schools.

General Information

- The data file may be an ASCII delimited text file or an Excel spreadsheet. The fields must be in the order and format specified below and use the codes provided. *Commas, $ signs, etc., are extraneous and should not be used. If you are submitting a spreadsheet, be sure that the fields are properly formatted as either character or numeric, according to the list below.* Also include field names. A sequential scheme, such as field1, field2, etc., is adequate. Character fields may be longer than specified, but not shorter. If you are submitting a text file, be certain that fields designated as numeric are not surrounded with double quotes (" ").
- Please use the extension .TXT for a text file.
- Each graduate record begins with your school code. Please contact NALP if you need your school code.
- If you prefer to use an Excel template created by NALP, please contact research@nalp.org

Data Field Requirements (Fields must be these data types and in the order given here. "C" refers to an alpha/character/text field. "N" refers to a numeric field.)

1.	School code	c5	Contact NALP if you do not know your NALP-assigned school code
2.	Gender-1st item	c8	Refer to code list A
3.	Gender 1st item description	c20	
4.	Gender – 2nd item	c8	Refer to code list B1
5.	LGBTQ+ status	c3	Refer to code list B2
6.	Ethnicity/race-1st check	c3	Refer to code list C
7.	Ethnicity/race-2nd check (if any)	c3	Refer to code list C
8.	Ethnicity/race description	c20	
9.	Age at graduation	n2	
10.	Date of birth	n8	
11.	Disability	c3	Refer to code list D
12.	Disability description	c20	
13.	Vet status	c6	USVET/OTHVET
14.	Transfer student	c3	Use "YES" or "NO"
15.	Parental/Guardian education (All)	c2	Refer to code list E
16.	Parental/Guardian education (JD)	c3	Use "YES" or "NO"
17.	Program type	c1	Use "F" or "P"
18.	Job type	c4	Refer to code list F
19.	Volunteer	c3	Refer to code list G
20.	Full or part-time job	c2	Use "FT" or "PT"
21.	Employer type	c6	Refer to code list H
22.	Job type for business jobs only	c8	Refer to code list I
23.	Law firm size	c1	Refer to code list J
24.	Incubator?	c3	"YES" if applicable
25.	Job type for law firm jobs only	c6	Refer to code list K

26.	ERSS city code	c5	Refer to ERSS Instruction Book
27.	State	c2	Use standard postal abbreviations
28.	City/country description	c20	
29.	Job pays salary or stipend	c3	Salary (SAL) or Stipend (STI)
30.	Salary or stipend amount	n6	
31.	Stipend paid	c2	Stipend amount is per week (WK), per month (MO), or per project (PR)
32.	Employer/job description	c20	
33.	Timing of job offer 1	c6	Refer to code list L
34.	Timing of job offer 2	c6	Refer to code list M
35.	Source of Job	c6	Refer to code list N
36.	Other source description	c20	
37.	Job search status	c6	Refer to code list O
38.	Job duration	c4	Refer to code list P
39.	School funded	c5	"MYLAW" if applicable
40.	Job start date	n8	

- Please note the length of each character field as indicated by the number following the c. Use either age or birth date value and leave the unused field null.

- The gender items are select all that apply items. For graduates who select multiple options, please add a comma in between each code. For example, if a graduate selects "woman" and "non-binary or third gender" the first gender item would be coded as "W,X" within the file.

- The date of birth and start date fields must be of the format YYYYMMDD and a number field. For example, use 19980811 for 08/11/1998. If you do not completely fill out the date of birth field with 8 numbers, the calculated age will be incorrect. Do not use any other type of date format in these fields.

- If your database stores a money field type, change it to a real number value. DO NOT USE COMMAS, DECIMALS, OR $ in the salary field, either hard-coded or formatted. Also be sure to include all the digits, as statistical software will not know, for example, that 235 really means 235000.

- Use the city/country description field to describe a city for which a specific code is not provided or to specify a foreign location.

The required ERSS codes are given below. **To ensure that you have used the correct codes, use validity checks in your data entry. That is, you should not be able to enter an invalid code.**

Code list A (Field 2)

W	Woman
M	Man
X	Non-binary or third gender
SI	An identity not listed above (describe)
ND	Prefer not to respond

Code list B1 (Field 4)

C	Cisgender
T	Transgender
I	Intersex
ND	Prefer not to respond

Code list B2 (Field 5)

YES	Yes
NO	No
ND	Prefer not to respond

Code list C (Fields 6 and 7)

AIN	Native American or Alaska Native
API	Asian
BAM	Black or African American
CAU	White
HAW	Native Hawaiian or Pacific Islander
MNA	Middle Eastern or North African
OHS	Hispanic or Latino/a/x
UNK	Unknown

Code list D (Field 11)

NDN	No disability
DIS	Any disability

Code list E (Field 15)

ND	Did not finish high school
HS	High school diploma or GED
SC	Completed some college coursework but did not complete an undergraduate degree
AA	Associate's degree (AA, AS, etc.)
BA	Bachelor's degree (BA, BS, etc.)
MA	Master's degree (MA, MS, MBA, etc.)
DD	Doctoral or professional degree (PhD, JD, MD, DDS, etc.)

Code list F (Field 18)

LJD	Bar admission required/anticipated
NLJD	JD Advantage
NLP	Professional, other
NLO	Other Position
WUNK	Working, job type unknown
ADVD	Enrolled in graduate studies
UDEF	Employed - start date after March 15, 2027
USKW	Not employed - seeking job
UNWK	Not employed- not seeking job
UNKN	Status unknown

Code list G (Field 19)

Y1	Yes, law-related capacity
Y2	Yes, not in a law-related capacity
NO	No

Code List H (Field 21)

ACLAWF	Law school faculty
ACLAWA	Law school administration
ACLAWR	Law school temporary position — e.g., research assistant, fellowship
ACLAWO	Law school other position
ACCOLF	College or university faculty
ACCOLA	College or university administration
ACCOLR	College or university temporary position — e.g., research assistant, fellowship
ACCOLO	College or university other position
ACSCHF	Elementary/secondary school teacher
ACSCHA	Elementary/secondary school administration
ACSCHR	Elementary/secondary school temporary position — e.g., research assistant, fellowship
ACSCHO	Elementary/secondary school other position
ACOTHF	Other academic setting faculty
ACOTHA	Other academic setting administration
ACOTHR	Other academic setting temporary position — e.g., research assistant, fellowship
ACOTHO	Other academic setting other position
BIACC	Accounting
BIBKG	Banking/Finance
BIINS	Insurance
BIENT	Entertainment/sports management company
BIHLTH	Healthcare
BIMGT	Management consulting firm
BIPUB	Publishing house
BILPO	Alternative Legal Service Provider (ALSP) or Legal Process Outsourcer (LPO)
BILTEC	Legal/law-related technology company
BITECH	Other Technology/e-commerce company
BIASSO	Trade association or political campaign
BIREAL	Real estate
BIRETL	Retail trade or hospitality sector
BITEMP	Legal placement agency

BIOTH	Other business
GVFDJC	Federal judicial clerkship
GVSTJC	State judicial clerkship
GVLOJC	Local judicial clerkship
GVTRJC	Tribal judicial clerkship
GVINJC	International judicial clerkship
GVUNJC	Judicial clerkship — unknown level of government
GVFDSA	Federal judicial other — position other than clerkship
GVSTSA	State judicial other — position other than clerkship
GVLOSA	Local judicial other — position other than clerkship
GVTRSA	Tribal judicial — position other than clerkship
GVINSA	International judicial other — position other than clerkship
GVUNSA	Unknown level of government — judicial other -position other than clerkship
GVFDJG	Military-JAGC
GVFDMO	Other military (Non JAGC) — Federal
GVSTMO	Other military (Non JAGC) — State
GVTRMO	Other military (Non JAGC) — Tribal
GVINMO	Other military (Non JAGC) — International government
GVUNMO	Other military (Non JAGC) — Unknown government level
GVFDHO	Federal agency honors program
GVSTHO	State agency honors program
GVLOHO	Local agency honors program
GVUNHO	Agency honors program — unknown government
GVFDEX	Federal government — other agency position (including law enforcement)
GVSTEX	State government — other agency position (including law enforcement)
GVLOEX	Local government — other agency position (including law enforcement)
GVTREX	Tribal government — other agency position (including law enforcement)
GVINEX	International government — other agency position (including law enforcement)
GVUNEX	Unknown level of government — other agency position (including law enforcement)
GVFDLE	Federal government legislative position
GVSTLE	State government legislative position
GVLOLE	Local government legislative position
GVTRLE	Tribal government legislative position
GVINLE	International government legislative position
GVUNLE	Legislative position — unknown level of government
GVFDPR	Prosecutor-Federal
GVSTPR	Prosecutor-State
GVLOPR	Prosecutor-Local
GVTRPR	Prosecutor-Tribal
GVINPR	Prosecutor-International
GVUNPR	Prosecutor-Unknown government level
GVFDOT	Other job-Federal
GVSTOT	Other job-State
GVLOOT	Other job-Local
GVTROT	Other job-Tribal
GVINOT	Other job-International
GVUNOT	Other job-Unknown government level
GVFDUN	Unknown job-Federal
GVSTUN	Unknown job-State
GVLOUN	Unknown job-Local
GVTRUN	Unknown job-Tribal
GVINUN	Unknown job-International
GVUNUN	Unknown job-Unknown government level
PILGLS	Public interest — Civil legal services
PIDEF	Public interest — Public defender/appellate defender

PIEDU	Public interest — Community education and organization
PIADV	Public interest — Policy/advocacy
PIPBL	Public interest — other
LFHED	Law firm (not public interest firm)
LFPI	Law firm — public interest law firm
EMPUNK	Employer type unknown

Code list I (Field 22)

INHOUSE	In-house lawyer
CONSULT	Consulting
MGMNT	Management
SELF	Self-employed
MKTNG	Business development/sales/marketing
TLEGAL	Temporary attorney work
COMPLY	Compliance
PCLERK	Law clerk or paralegal
EDISCOV	E-discovery attorney (LPO)
TAXLAW	Tax associate (e.g., w/accounting firm)
PCYBER	Privacy/Cybersecurity analyst or officer
CONTRACT	Contract manager/analyst
OTHER	Other

Code list J (Field 23)

S	Grad started solo practice	5	101-250
1	1-10	6	251-500
2	11-25	7	501+
3	26-50	8	Unknown size
4	51-100		

Code list K (Field 24)

ATTY	Associate/Entry-level attorney	PATAGT	Patent agent
STATTY	Staff Attorney (non-partnership track)	OTHNL	Other non-attorney position
LCLERK	Law clerk	ADMIN	Manager/Administrator
PARA	Paralegal		

Code list L (Field 33)

BGRAD	Before graduation
AFTGRD	After graduation

Code list M (Field 34)

PREBAR	Before bar results
AFTBAR	After bar results
NOBAR	NA — bar exam not applicable to the job

Code list N (Field 35)

OCI	Through a career office recruitment program (e.g., OCI)
JOBPST	Responded to a career office job posting
JOBFRC	Interviewed at a job fair or career conference
OSCAR	Used school's judicial clerkship process or OSCAR
ONLINE	Responded to a non-career office job posting, such as LinkedIn or Indeed
RFFRND	Referral by business colleague, friend, relative, alumni, faculty member, or other law school staff outside of the career office
SLFINI	Self-initiated contact/networking
TEMPAG	Used a temporary placement agency or legal search consultant
PRNSMJ	Return to or continued with pre-law school employer
SELFPR	Started own practice or business
OTHER	Other

Code list O (Field 37)

SET	Employed and not seeking other employment
NOTSET	Employed and seeking other employment

Code list P (Field 38)

PERM	Job is long-term (1 year or more from your graduation date or your employment start date, whichever is later – includes articling positions in Canada)
TEMP	Job is short-term (duration is less than a year from your graduation date or start date, whichever is later)

If you have questions about these specifications, please contact research@nalp.org