2013-2014 DC CAS Demographic Verification Guide

User Guide to the OSSE DC CAS Statewide Post-Test Assessment Demographic Verification Process
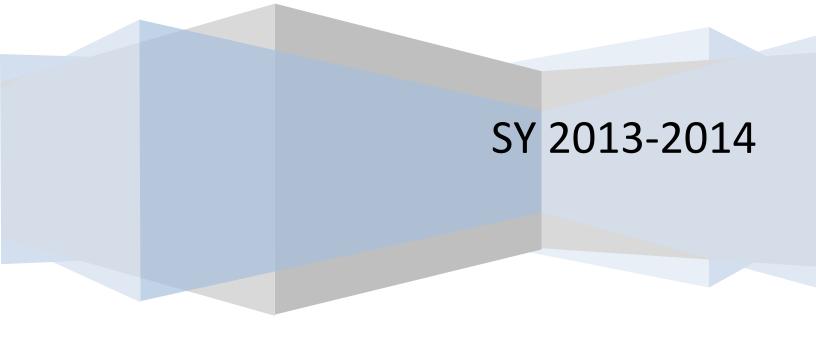
SY 2013-2014

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Introduction

Every school shall participate in a school accountability system based on student achievement and other indicators as approved by the DC State Board of Education.

From June 9-20, 2014, all Local Education Agencies (LEAs) and schools have the opportunity to review and verify student demographic, enrollment, and participation data that will later be attached to 2013-14 DC CAS test scores used to calculate student index values, subgroup index scores, school index scores, accountability classifications, and progress toward Annual Measurable Objectives (AMOs). In early July, LEAs will be able to appeal any information that is still incorrect after scores have been attached to student data. This guidebook only covers the verification process; a separate guidebook will be issued to address the appeals process.

General Guidelines Related to Demographic Verification – June 2014

Corrections to student demographic, enrollment, and participation indicators will be accepted through June 20, 2014, before scores are added to the files.

LEAs will be able to view the verification information in SLED (https://sled.osse.dc.gov). LEAs can download a spreadsheet from the SLED portal, update any of the allowable data and provide it back to OSSE through the SFTP. LEAs should provide corrections back to OSSE also on spreadsheets, including notations for version control in file names, using "v2" or "v3" and the date in the filename. For example: DCPS_CAS_corrections_v2_2014_june_10.

After scores are added to the files, any changes LEAs wish to make to student demographic, enrollment, participation, achievement or accountability elements will have to be appealed to and approved by OSSE. The appeals process will occur in early July 2014. Further guidance will be issued for that process later this month.

DC CAS 2014 Post-Test Verification Timeline

OSSE asks LEA/schools to adhere to the following timeline for the next phase of demographic verification:

Date	Task Description
June 9, 2014	OSSE releases student level demographic, enrollment, program participation and test participation data file for LEAs to review and correct
June 20, 2014	Demographic verification window closes

OSSE will share the specific timeline for the appeals process in a future guidance document, but it is currently scheduled to begin in early July.

Verifying DC CAS Demographic, Enrollment and Program Participation Data for Accuracy

LEAs and/or schools have until June 20, 2014, to make changes to student level demographic, enrollment and program participation data.

LEAs should review all elements and records for accuracy. LEAs should make all changes within existing columns and not add new columns.

There should be no blank cells. If a cell is blank (has no value), the LEA should complete with a permitted value, as listed above.

If students are missing from the file, please submit that in a separate spreadsheet, including first name, last name and date of birth, with local ID or USI, if possible. Similarly, if a student is no longer enrolled and exited before testing, please include that in the submission back to OSSE for review.

For a student's grade, please ensure the grade is present and complete for all students.

LEAs/schools are asked to review and verify the following elements:

Data Element Guide: Demographic, Enrollment and Program Participation		
Field Name	**Description**	**Values**
School Code	School Code captured in SLIMS Database	
School Name	Name of School captured in SLIMS	
LEA Code	LEA Code captured in SLIMS	
LEA Name	Name of LEA captured in SLIMS	
STUDENT USI	10-Digit Unique Student Identifier used to identify and track student	1000000000 through 9999999999
Student Grade	Grade level of student	**K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12**
Test Grade	Grade level student is assessed at	**03, 04, 05, 06, 07, 08, 10**
Last Name	Last Name of Student	
First Name	First Name of Student	
Date of Birth	Student's Date of Birth	
Gender	Gender of Student	Female, Male

Race & Ethnicity	Reporting Race/Ethnicity of Student	**AM7** - American Indian or Alaskan Native – Non-Hispanic/Latino **AS7** - Asian – Non-Hispanic/Latino **BL7** - Black or African American – Non-Hispanic/Latino **HI7** - Hispanic/Latino **PI7** - Native Hawaiian or Other Pacific Islander – Non-Hispanic/Latino **WH7** - White – Non-Hispanic/Latino **MU7** - Two or more races – Non-Hispanic/Latino and be a combination of AM7, AS7, BL7, PI7, or WH7
FAY	Level of Full Academic Year of Student (whether student was enrolled for 85% of instructional days between 10/7/13 and 3/31/14)	**S** - School **C** - LEA **D** - State **N** – No
New to the US	Transferred to DC from another country within the current school year	**Yes** **No**
LEP Indicator	Status as English Language Learner	**Yes** **No**
LEP Monitored	Exited ELL Status in SY11-12 or SY12-13	**Yes – 2011-2012** **Yes – 2012-2013** **No**
SPED Indicator	Special Education Status	**Yes** **No**
SPED Monitored	Exited SPED Status in SY11-12 or SY12-13	**Yes – 2011-2012** **Yes – 2012-2013** **No**
Economically Disadvantaged	Any student who has Free or Reduced Lunch Status (including those based on Community Eligibility)	**Yes** **No**
Direct certification	Direct certification for eligibility for SNAP and/or TANF	**Yes** **No**
Nonparticipation Reason	The reason why a student did not participate in testing	**Medical exemption (approved by OSSE), absent, or other**

LEAs should review all elements and records for accuracy. There should be no blank cells. **If a cell is blank (has no value), the LEA should complete with a permitted value, as listed above.**

For LEP Monitored and SPED Monitored, students who would be considered LEP Monitored (having scored 5+ on ACCESS in the last two years)) or SPED Monitored (having had an IEP in the last two years as of the date of the Enrollment Audit or Child Count), based on OSSE data, will be listed as such in the file. If this assignment is correct, no further action is needed.

A value of "'NA" means that OSSE does not have a value for this student.

Questions?

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