

## APPENDIX R

### Student Survey Checklists

**Purpose and Use:** The checklists in this appendix are for each of the PK-12 student surveys, and are intended for school district use in the preparation, processing, verification and update of each DOE Information Data Base PK-12 student survey. They have been designed to assist the district MIS and data processing staff in determining that no important step has been omitted in the process, all data have been submitted, errors have been corrected and the expected results for the survey have been achieved. Some districts may have created their own checklists. If this is the case, additional items may be found in this appendix that can be used to update existing checklists. Other districts are urged to use these checklists or to customize them to suit the needs of the district.

The following is an explanation of each of the major headings on the checklists:

**Timeline:** Appendix B of this manual lists the timelines for each PK-12 student, staff and WDIS survey. These timelines include the survey dates, due date, state processing window, and last day of the update window.

**Record Formats:** The record formats listed are the ones to be reported for the survey. It is essential that the district staff determine that the latest version of the format for the reporting year is being used. It is also essential that district staff study the record formats to determine which students and which data elements are to be reported for the survey. Useful information can be found in the cover pages of each record format.

**Select Data Elements by Record Format:** The district needs to pay close attention to the data elements listed in this section. They are not listed because they are the most important for the survey. They are listed because these are elements that have been problematic in the past as far as quality and accuracy of reporting is concerned. The district needs to be certain that these elements are accurate for each student/staff member reported in the survey. Remember, after the close of the state processing window for each survey, reports/files are generated to fill data requests and to create publications. Consequently, it is essential that reported data are accurate when the state processing window closes.

**Datasets Loaded to Data Base:** District MIS and data processing staff must check initial edit reports and/or the Edit Status Tables of the on-line programs to be certain that all initial datasets submitted by the district have loaded to the data base. Making this determination can save valuable time in the long run.

**Validation/Exception Reports:** These reports must be requested by the district after appropriate datasets have been loaded to the data base. They are not automatically produced by EDS. The requests should be made as early in the survey as possible to allow ample time for corrections to be made.

**Reports Listing Records with Certain Errors That Will Cause FTE to be Nulled:** In addition to the validation/exception reports, the reports listed in this section provide

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individual listings of Student Course Schedule records with FTE that will be nulled if certain errors are not corrected. These reports can be helpful in the correction process.

**Reports Helpful for Reviewing Data Submitted:** Once datasets have been submitted, these reports will give the district a view of certain kinds of information. They can be used to determine if the data submitted have produced the expected results. In some instances, these reports will point out data problems. If requested during the state processing window, data problems can potentially be determined and corrected prior to the close of the processing window. Since most of the reports are produced by school, they can be shared with school level staff for data verification. Additional reports are available, but those listed can be particularly helpful.

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### Student Survey Checklists PK-12 Student Survey 1

**Timeline:** See Appendix B.

#### **Record Formats:**

- Student Demographic Information
- Student Course Schedule
- Teacher Course
- Exceptional Student

**NOTE:** Please review record format cover pages to determine the universe of students for the survey.

#### **Select Data Elements by Record Format:**

Student Demographic Information -

- Lunch Status
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility

Student Course Schedule -

- Term

Teacher Course -

- Term

#### **Datasets Loaded to Data Base:**

- F60775 - Student Demographic Information
- F60776 - Student Course Schedule
- F60777 - Teacher Course
- F61096 - Exceptional Student

**Validation/Exception Reports (These reports must be requested by the district because they are not automatically produced by EDS.):**

- F60802 - Student Demographic Validation/Exception
- F60857 - Student Course Validation
- F60803 - Student Course Exception
- F60858 - Teacher Course Validation/Exception
- F61108 - Exceptional Student Validation/Exception

#### **Reports Listing Records with Certain Errors That Will Cause FTE to be Nulled:**

- F62643 - Student Course Records with no Matching Demographic Record
- F62644 - Student Course Records with no Matching Teacher Course Record

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### Student Survey Checklists PK-12 Student Survey 1 (Continued)

- \_\_\_F62645 - Student Course Records with no Matching Exceptional Student Record
- \_\_\_F62957 - Student Course Records with Greater Than .5 FTE

#### **Reports Helpful for Reviewing Data Submitted:**

- \_\_\_F05107 - FTE by School, Program and Grade
- \_\_\_F05108 - FTE by School, Program and Count
- \_\_\_F60796 - Preliminary FTE
- \_\_\_F60876 - Individual Student FTE (FTE-1)
- \_\_\_F62221 - UFTE/WFTE School Totals
- \_\_\_F62222 - UFTE/WFTE District Totals

**NOTE:** Other reports are available. See the on-line programs Reports for Request screens for each survey.

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### Student Survey Checklists PK-12 Student Survey 2

**Timeline:** See Appendix B.

#### **Record Formats:**

- Student Demographic Information
- Student Course Schedule
- Teacher Course
- Exceptional Student
- Exceptional Student Program
- Federal/State Indicator Status
- Limited English Proficient Student Information
- Student Dropout/Match Information (Voluntary)

**NOTE:** Please review record format cover pages to determine the universe of students for the survey.

#### **Select Data Elements by Record Format:**

Student Demographic Information -

- Qualifying Arrival Date (QAD) for Migrant Program Eligibility
- Lunch Status
- Additional School Year Student

Student Course Schedule -

- Year-Round/Extended School Year FTE Indicator
- Dual Enrollment Indicator
- Term
- Vocational/Adult General Education Program Code

Teacher Course -

- Term

Exceptional Student -

- Time, Total School Week
- Time With Non-Disabled Peers
- Exceptional Student, IDEA Educational Environments

Federal/State Indicator Status -

- Immunization Status
- Program Participation Prior to Kindergarten
- Section 504 Eligible
- Prekindergarten Program Participation
- Kindergarten Readiness

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### Student Survey Checklists PK-12 Student Survey 2 (Continued)

#### Datasets Loaded to Data Base:

- F60775 - Student Demographic Information
- F60776 - Student Course Schedule
- F60777 - Teacher Course
- F61020 - Federal/State Indicator Status
- F61096 - Exceptional Student
- F61636 - Exceptional Student Program
- F62233 - Limited English Proficiency Student Information
- F62213 - Student Dropout Match Information

#### Validation/Exception Reports (These reports must be requested by the district because they are not automatically produced by EDS.):

- F60802 - Student Demographic Validation/Exception
- F60857 - Student Course Validation
- F60803 - Student Course Exception
- F60858 - Teacher Course Validation/Exception
- F61108 - Exceptional Student Validation/Exception
- F61377 - Federal/State Indicator Validation/Exception
- F61682 - Exceptional Program Validation/Exception
- F62238 - Limited English Validation/Exception

#### Reports Listing Records with Certain Errors That Will Cause FTE to be Nulled:

- F62643 - Student Course Records with no Matching Demographic Record
- F62644 - Student Course Records with no Matching Teacher Course Record
- F62645 - Student Course Records with no Matching Exceptional Student Record
- F62957 - Student Course Records with Greater Than .5 FTE

#### Reports Helpful for Reviewing Data Submitted:

- F05107 - FTE by School, Program and Grade
- F05108 - FTE by School, Program and Count
- F60796 - Preliminary FTE
- F60876 - Individual Student FTE (FTE-1)
- F62221 - UFTE/WFTE School Totals
- F62222 - UFTE/WFTE District Totals
- F62261 - Fall Student Survey - Current Year
- F61994 - Kindergarten Immunization
- F63359 - 7<sup>th</sup> Grade Immunization
- F70128 - Prekindergarten Program Participation
- F70129 - Kindergarten Readiness and Program Participation Prior to Kindergarten

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### Student Survey Checklists PK-12 Student Survey 3

**Timeline:** See Appendix B.

#### **Record Formats:**

- Student Demographic Information
- Student Course Schedule
- Teacher Course
- Exceptional Student
- Exceptional Student Program
- Limited English Proficient Student Information
- Responsible Instructor - Reading, Writing and Mathematics
- Student Dropout/Match Information (Voluntary)

**NOTE:** Please review record format cover pages to determine the universe of students for the survey.

#### **Select Data Elements by Record Format:**

Student Demographic Information -

- Qualifying Arrival Date (QAD) for Migrant Program Eligibility
- Lunch Status
- Additional School Year Student

Student Course Schedule -

- Year-Round/Extended School Year FTE Indicator
- Dual Enrollment Indicator
- Term
- Vocational/Adult General Education Program Code

Teacher Course -

- Term

#### **Datasets Loaded to Data Base:**

- F60775 - Student Demographic Information
- F60776 - Student Course Schedule
- F60777 - Teacher Course
- F61096 - Exceptional Student
- F61636 - Exceptional Student Program
- F62233 - Limited English Proficiency Student Information
- F70135 - Responsible Instructor - Reading, Writing and Mathematics
- F62213 - Student Dropout Match Information

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### Student Survey Checklists PK-12 Student Survey 3 (Continued)

**Validation/Exception Reports (These reports must be requested by the district because they are not automatically produced by EDS.):**

- F60802 - Student Demographic Validation/Exception
- F60857 - Student Course Validation
- F60803 - Student Course Exception
- F60858 - Teacher Course Validation/Exception
- F61108 - Exceptional Student Validation/Exception
- F61682 - Exceptional Program Validation/Exception
- F62238 - Limited English Validation/Exception
- F70141 - Responsible Instructor Validation/Exception

**Reports Listing Records with Certain Errors That Will Cause FTE to be Nulled:**

- F62643 - Student Course Records with no Matching Demographic Record
- F62644 - Student Course Records with no Matching Teacher Course Record
- F62645 - Student Course Records with no Matching Exceptional Student Record
- F62957 - Student Course Records with Greater Than .5 FTE

**Reports Helpful for Reviewing Data Submitted:**

- F05107 - FTE by School, Program and Grade
- F05108 - FTE by School, Program and Count
- F60796 - Preliminary FTE
- F60876 - Individual Student FTE (FTE-1)
- F62221 - UFTE/WFTE School Totals
- F62222 - UFTE/WFTE District Totals

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### Student Survey Checklists PK-12 Student Survey 4

**Timeline:** See Appendix B.

#### **Record Formats:**

- Student Demographic Information
- Student Course Schedule
- Teacher Course
- Exceptional Student

**NOTE:** Please review record format cover pages to determine the universe of students for the survey.

#### **Select Data Elements by Record Format:**

Student Demographic Information -

- Lunch Status
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility

Student Course Schedule -

- Term

Teacher Course -

- Term

#### **Datasets Loaded to Data Base:**

- F60775 - Student Demographic Information
- F60776 - Student Course Schedule
- F60777 - Teacher Course
- F61096 - Exceptional Student

**Validation/Exception Reports (These reports must be requested by the district because they are not automatically produced by EDS.):**

- F60802 - Student Demographic Validation/Exception
- F60857 - Student Course Validation
- F60803 - Student Course Exception
- F60858 - Teacher Course Validation/Exception
- F61108 - Exceptional Student Validation/Exception

#### **Reports Listing Records with Certain Errors That Will Cause FTE to be Nulled:**

- F62643 - Student Course Records with no Matching Demographic Record
- F62644 - Student Course Records with no Matching Teacher Course Record

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### Student Survey Checklists PK-12 Student Survey 4 (Continued)

- \_\_\_F62645 - Student Course Records with no Matching Exceptional Student Record
- \_\_\_F62957 - Student Course Records with Greater Than .5 FTE

#### **Reports Helpful for Reviewing Data Submitted:**

- \_\_\_F05107 - FTE by School, Program and Grade
- \_\_\_F05108 - FTE by School, Program and Count
- \_\_\_F60796 - Preliminary FTE
- \_\_\_F60876 - Individual Student FTE (FTE-1)
- \_\_\_F62221 - UFTE/WFTE School Totals
- \_\_\_F62222 - UFTE/WFTE District Totals

**NOTE:** Other reports are available. See the on-line programs Reports for Request screens for each survey.

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### Student Survey Checklists PK-12 Student Survey 5

**Timeline:** See Appendix B

#### **Record Formats:**

- Student Demographic Information
- Exceptional Student
- Student End of Year Status
- Student Discipline/Referral Action
- Vocational Teacher Course
- Vocational Student Course Schedule
- Federal/State Compensatory Project Evaluation
- Dropout Prevention Program Evaluation
- Student Course Transcript Information
- Student Attendance
- School Environmental Safety Incident Report

**NOTE:** Please review record format cover pages to determine the universe of students for the survey.

#### **Select Data Elements by Record Format:**

Student Demographic Information -

- Lunch Status
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility
- Additional School Year

Exceptional Student -

- Exceptional Student, Dismissal Date

Student End of Year Status -

- Grade Promotion Status
- Diploma Type
- Certificate of Completion Type
- Postsecondary Education Plans
- Withdrawal Reason
- FTE Earned, College Entrance Examination Board Advanced Placement Test
- FTE Earned, International Baccalaureate Diploma
- FTE Earned International Baccalaureate Score
- Grade Point Average State, Cumulative
- Program Participation Prior to Kindergarten
- Prekindergarten Program Participation
- Kindergarten Readiness

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### Student Survey Checklists PK-12 Student Survey 5 (Continued)

Student Attendance-

\_\_\_ Withdrawal Code, PK-12

#### Datasets Loaded to Data Base

- \_\_\_ F60775 - Student Demographic Information
- \_\_\_ F61096 - Exceptional Student
- \_\_\_ F60953 - Student End of Year Status
- \_\_\_ F60954 - Student Discipline/Referral Action
- \_\_\_ F60952 - Vocational Student Course
- \_\_\_ F61017 - Vocational Teacher Course
- \_\_\_ F60951 - Federal/State Compensatory Project Evaluation
- \_\_\_ F62243 - Dropout Prevention Program Evaluation
- \_\_\_ F62412 - Student Course Transcript
- \_\_\_ F62411 - Student Attendance
- \_\_\_ F62946 - School Environmental Safety Incident Report

#### Validation/Exception Reports (These reports must be requested by the district because they are not automatically produced by EDS):

- \_\_\_ F60802 - Student Demographic Validation/Exception
- \_\_\_ F61108 - Exceptional Student Validation/Exception
- \_\_\_ F61355 - Vocational Student Course Validation/Exception
- \_\_\_ F61356 - Vocational Teacher Course Validation/Exception
- \_\_\_ F61419 - Discipline Validation/Exception
- \_\_\_ F61420 - End of Year Status Validation/Exception
- \_\_\_ F61422 - Federal/State Compensatory Validation/Exception
- \_\_\_ F62248 - Dropout Prevention Validation/Exception
- \_\_\_ F62428 - Student Transcript Validation/Exception
- \_\_\_ F62435 - Student Attendance Validation/Exception

#### Reports Helpful for Reviewing Data Submitted:

- \_\_\_ F62262 - Fall Student Survey - Previous Year Data
- \_\_\_ F62646 - Individual List of Dropouts
- \_\_\_ F62667 - Individual List of Nonpromotions
- \_\_\_ F62670 - Individual List of Graduates
- \_\_\_ F62865 - School Environmental Safety Incident Report
- \_\_\_ F63505 - End of Year No Match with Recent Attendance
- \_\_\_ F70124 - Prekindergarten Program Participation
- \_\_\_ F70125 - Kindergarten Readiness and Program Participation Prior to Kindergarten

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### Student Survey Checklists PK-12 Student Survey 9

**Timeline:** See Appendix B.

#### **Record Formats:**

- Student Demographic Information
- Student Course Schedule
- Teacher Course
- Exceptional Student

**NOTE:** Please review record format cover pages to determine the universe of students for the survey.

#### **Select Data Elements by Record Format:**

Student Demographic Information -

- Lunch Status
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility

Exceptional Student -

- Time, Total School Week
- Time With Non-Disabled Peers
- Exceptional Student, IDEA Educational Environments

#### **Datasets Loaded to Data Base:**

- F60775 - Student Demographic Information
- F60776 - Student Course Schedule
- F60777 - Teacher Course
- F61096 - Exceptional Student

**Validation/Exception Reports (These reports must be requested by the district because they are not automatically produced by EDS.):**

- F60802 - Student Demographic Validation/Exception
- F60857 - Student Course Validation
- F60803 - Student Course Exception
- F60858 - Teacher Course Validation/Exception
- F61108 - Exceptional Student Validation/Exception

#### **Reports Helpful for Reviewing Data Submitted:**

- F60859 - Exceptional Student List
- F62894 - ESE Duplicated Count by Exceptionality and Age
- F63355 - Unduplicated ESE Membership by Exceptionality