

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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- 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
- Prior School Status/Student Attendance
- 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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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
- F70214 – Prior School Status/Student Attendance
- 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 - 7th 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
- Prior School Status/Student Attendance
- 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
- F70214 - Prior School Status/Student Attendance
- F62213 - Student Dropout Match Information

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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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- 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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Timeline: See Appendix B

Record Formats:

- Student Demographic Information
- Exceptional Student
- Exceptional Student Program
- 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
- Prior School Status/Student Attendance
- School Environmental Safety Incident Report
- Department of Juvenile Justice Student Entry Assessment
- Department of Juvenile Justice Student Exit Assessment

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
- Migrant Status Term

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
- FTE Earned, Advanced International Certificate of Education Diploma

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Student End of Year Status (continued)

- FTE Earned, Advanced International Certificate of Education Score
- Grade Point Average State, Cumulative
- Program Participation Prior to Kindergarten
- Prekindergarten Program Participation
- Kindergarten Readiness

Student Discipline/Referral Action

- Incident Identifier

School Environmental Safety and Incident Report

- Incident Identifier

Prior School Status/Student Attendance Student Attendance-

- Withdrawal Code, PK-12

Department of Juvenile Justice Student Entry Assessment

- School Number Where Tested

Department of Juvenile Justice Student Exit Assessment

- School Number Where Tested

Datasets Loaded to Data Base

- F60775 - Student Demographic Information
- F61096 - Exceptional Student
- F61636 - Exceptional Student Program
- 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
- F70214 - Prior School Status/Student Attendance
- F62946 - School Environmental Safety Incident Report
- F70209 – Department of Juvenile Justice Student Entry Assessment
- F70210 – Department of Juvenile Justice Student Exit Assessment

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Survey 5 (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
- F61108 - Exceptional Student Validation/Exception
- F61682 - Exceptional Student Program
- 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
- F70271 – Department of Juvenile Justice Student Entry Assessment
- F70277 – Department of Juvenile Justice Student Exit Assessment

Reports Helpful for Reviewing Data Submitted:

- F62262 - Fall Student Survey - Previous Year Data
- F62646 - Individual List of Dropouts
- F62667 - Individual List of Non-promotions
- F62668 – Individual List of GEDs (Ages 16-19)
- F62669 – Individual List of Adult GEDs
- F62670 - Individual List of Graduates
- F62801 – List of Students Eligible for Free and Reduce Lunch (Survey 2, 3 and 5)
- 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
- F70313 – Student Attendance Summary by School

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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