

## 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.

**Potentially Problematic 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.

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**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

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.

#### **Potentially Problematic Data Elements by Record Format:**

Student Demographic Information -

- Graduation Option
- Lunch Status
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility
- Resident Status, State/County

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

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

#### 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
- F70480 – Student Demographic Graduation Option

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

## APPENDIX R

### 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 Discipline/Referral Action
- School Environmental Safety Incident Report

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

#### **Potentially Problematic Data Elements by Record Format:**

Student Demographic Information -

- Additional School Year Student
- Graduation Option
- Lunch Status
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility
- Resident Status, State/County

Student Course Schedule -

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

Teacher Course -

- Classroom Identification (FISH) Number
- Day of Week Scheduled, Monday – Friday, Date Certain
- Scheduling Method
- Term

Exceptional Student -

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

## APPENDIX R

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

#### Potentially Problematic Data Elements by Record Format: (continued)

Federal/State Indicator Status -

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

Student Discipline/Referral Action

- Incident Identifier
- Incident Date

School Environmental Safety and Incident Report

- Incident Identifier
- Incident Date

#### 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
- F60954 - Student Discipline/Referral Action
- F62946 - School Environmental Safety Incident Report
- F70214 - Prior School Status/Student Attendance

#### 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
- F61419 - Discipline Validation/Exception
- F62954 - School Safety Validation

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

#### 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
- F62865 - School Environmental Safety Incident Report
- F61994 - Kindergarten Immunization
- F63359 - 7<sup>th</sup> Grade Immunization
- F70128 - Prekindergarten Program Participation
- F70129 - Program Participation Prior to Kindergarten
- F70134 - Teachers In/Out of Field (data and report)
- F70448 - Alternate Assessment of Y or P (data file)
- F70480 - Student Demographic Graduation Option

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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
- Student Discipline/Referral Action
- Limited English Proficient Student Information
- Responsible Instructor - Reading, Writing and Mathematics
- Prior School Status/Student Attendance
- School Environmental Safety Incident Report
- Title 1 Supplemental Educational Services

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

#### **Potentially Problematic Data Elements by Record Format:**

Student Demographic Information -

- Additional School Year Student
- Graduation Option
- Lunch Status
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility
- Resident Status, State/County

Student Course Schedule -

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

Teacher Course -

- Classroom Identification (FISH) Number
- Day of Week Scheduled, Monday – Friday, Date Certain
- Scheduling Method
- Term

Student Discipline/Referral Action

- Incident Date
- Incident Identifier

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

School Environmental Safety Incident Report

\_\_\_ Incident Date

\_\_\_ Incident Identifier

#### 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

\_\_\_ F62946 – School Environmental Safety Incident Report

\_\_\_ F60954 – Student Discipline/Referral Action

\_\_\_ F70135 - Responsible Instructor - Reading, Writing and Mathematics

\_\_\_ F70214 – Prior School Status/Student Attendance

\_\_\_ Not yet assigned – Title 1 Supplemental Educational Services

#### 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

\_\_\_ F61419 – Discipline

\_\_\_ F62954 – School Safety

#### 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

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

#### 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
- F62865 – School Environmental Safety Incident Report
- F70134 – Teachers In/Out of Field (data and report)
- F70448 – Alternate Assessment of Y or P (data file)
- F70480 – Student Demographic Graduation Option

## APPENDIX R

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

**Timeline:** See Appendix B.

#### **Record Formats:**

- \_\_\_ Student Demographic Information
- \_\_\_ Student Course Schedule
- \_\_\_ Teacher Course
- \_\_\_ Exceptional Student
- \_\_\_ Student Discipline/Referral Action
- \_\_\_ School Environmental Safety Incident Report

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

#### **Potentially Problematic Data Elements by Record Format:**

Student Demographic Information -

- \_\_\_ Graduation Option
- \_\_\_ Lunch Status
- \_\_\_ Qualifying Arrival Date (QAD) for Migrant Program Eligibility

Student Course Schedule -

- \_\_\_ Term

Teacher Course -

- \_\_\_ Term

Student Discipline/Referral Action

- \_\_\_ Incident Identifier
- \_\_\_ Incident Date

School Environmental Safety Incident Report

- \_\_\_ Incident Identifier

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

- \_\_\_ F60775 - Student Demographic Information
- \_\_\_ F60776 - Student Course Schedule
- \_\_\_ F60777 - Teacher Course
- \_\_\_ F61096 - Exceptional Student
- \_\_\_ F62946 – School Environmental Safety Incident Report
- \_\_\_ F60954 – Student Discipline/Referral Action

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

**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
- F62865 - School Environmental Safety Incident Report
- F70480 - Student Demographic Graduation Option

**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
- 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
- Limited English Proficient Student Information
- Prior School Status/Student Attendance
- Student Course Transcript Information
- School Environmental Safety Incident Report
- Title 1 Supplemental Educational Services
- 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.

#### **Potentially Problematic Data Elements by Record Format:**

Student Demographic Information -

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

Dropout Prevention Program Evaluation –

- Mentoring Program Participant
- Mentoring Program Participant, Days of Contact

Exceptional Student -

- Exceptional Student, Dismissal Date

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### Student Survey Checklists

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

Student End of Year Status -

- Grade Promotion Status
- Good Cause Exemption
- 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
- FTE Earned, Advanced International Certificate of Education Score
- Grade Point Average State, Cumulative
- Program Participation Prior to Kindergarten
- Prekindergarten Program Participation

Student Discipline/Referral Action

- Incident Identifier
- Incident Date

School Environmental Safety and Incident Report

- Incident Identifier
- Incident Date

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

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

- 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
- Not yet assigned – Title 1 Supplemental Educational Services
- F70209 – Department of Juvenile Justice Student Entry Assessment
- F70210 – Department of Juvenile Justice Student Exit Assessment

#### **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 (Diplomas and Certificates)
- F62801 – List of Students Eligible for Free and Reduced 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 - Program Participation Prior to Kindergarten
- F70313 – Student Attendance Summary by School
- F70480 – Student Demographic Graduation Option

## APPENDIX R

### 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.

#### **Potentially Problematic Data Elements by Record Format:**

Student Demographic Information -

- Graduation Option
- Lunch Status
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility
- Resident Status, State/County

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

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### Student Survey Checklists PK-12 Student Survey 9 (Continued)

#### Reports Helpful for Reviewing Data Submitted:

\_\_\_F60859 - Exceptional Student List

\_\_\_F62894 - ESE Duplicated Count by Exceptionality and Age

\_\_\_F63355 - Unduplicated ESE Membership by Exceptionality