

APPENDIX R

Student Survey Checklists – 2005-06

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. These elements are not necessarily the most important for the survey. They 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 – 2005-06 PK-12 Student Survey 1

Timeline: See Appendix B.

Record Formats:

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

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
- Additional School Year Student

Student Course Schedule

- Term

Teacher Course

- Term
- Classroom Identification (FISH) Number

Datasets Loaded to Data Base:

- F60775 - Student Demographic Information
- F60776 - Student Course Schedule
- F60777 - Teacher Course
- F61096 - Exceptional Student
- F70496 – Student Transportation

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

- F60802 - Student Demographic Information Validation/Exception
- F60857/F61095 - Student Course Schedule Validation
- F60803 - Student Course Schedule Exception
- F60858 - Teacher Course Validation/Exception

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Student Survey Checklists – 2005-06 PK-12 Student Survey 1 (Continued)

- ___ F61108 - Exceptional Student Validation/Exception
- ___ F70526 – Student Transportation 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
- ___ F70611 – Student with FEFP 130 and LEP not LY/LP

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
- ___ F63499 –Transport Average Bus Occupancy Index
- ___ F70092 –Transport Adjust Base and ESE
- ___ 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 – 2005-06 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
- Student Transportation

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

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Student Survey Checklists – 2005-06 PK-12 Student Survey 2 (Continued)

Exceptional Student, IDEA Educational Environments

Limited English Proficient Student Information

Test Name

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 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 Proficient Student Information

F60954 - Student Discipline/Referral Action

F62946 – School Environmental Safety Incident Report

F70214 – Prior School Status/Student Attendance

F70496 – Student Transportation

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

F60802 - Student Demographic Information Validation/Exception

F60857 - Student Course Schedule Validation

F60803 - Student Course Schedule Exception

F60858 - Teacher Course Validation/Exception

F61108 - Exceptional Student Validation/Exception

F61377 - Federal/State Indicator Validation/Exception

F61682 - Exceptional Student Program Validation/Exception

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PK-12 Student Survey 2 (Continued)

- ___ F62238 - Limited English Proficient Student Information Validation/Exception
- ___ F61419 – Student Discipline/Referral Action Validation/Exception
- ___ F62954 – School Environmental Safety Incident Report Validation
- ___ F70223 – Prior School Status/Student Attendance Validation
- ___ F70526 – Student Transportation 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
- ___ F70152 - Student Course with no Matching Demographic Grade Level
- ___ F70611 – Student with FEFP 130 and LEP not LY/LP

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 - 7th Grade Immunization
- ___ F63499 –Transport Average Bus Occupancy Index
- ___ F70092 –Transport Adjust Base and ESE
- ___ 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 – 2005-06 PK-12 Student Survey 3

Timeline: See Appendix B.

Record Formats:

- Student Demographic Information
- Student Course Schedule
- Teacher Course
- Exceptional Student
- Exceptional Student Program
- Federal/State Indicator Status
- 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
- Student Transportation
- 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 – 2005-06 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

___ F61020 – Federal/State Indicator Status

___ 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

___ F70496 – Student Transportation

___ F70537 – 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

___ F61377 – Federal/State Indicator Status Validation/Exception

___ F61682 - Exceptional Program Validation/Exception

___ F62238 - Limited English Validation/Exception

___ F70141 - Responsible Instructor Validation/Exception

___ F61419 – Student Discipline/Referral Action Validation/Exception

___ F62954 – School Environmental Safety Incident Report Validation

___ F70223 – Prior School Status/Student Attendance Validation

___ F70526 – Student Transportation Validation/Exception

___ F70544 – Title I Supplemental Educational Services Validation

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
- F70152 – Student Course with no Matching Demographic Grade Level
- F70611 – Student with FEFP 130 and LEP not LY/LP

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
- F63499 –Transport Average Bus Occupancy Index
- F70092 –Transport Adjust Base and ESE
- 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 – 2005-06 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
- Student Transportation

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
- Classroom Identification (FISH) Number

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 – 2005-06 PK-12 Student Survey 4 (Continued)

___ F70496 – Student Transportation

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

___ F60802 - Student Demographic Information Validation/Exception

___ F60857 - Student Course Schedule Validation

___ F60803 - Student Course Schedule Exception

___ F60858 - Teacher Course Validation/Exception

___ F61108 - Exceptional Student Validation/Exception

___ F61419 – Student Discipline Validation/Exception

___ F62954 – School Environmental Safety Validation

___ F70526 – Student Transportation 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

___ F70152 - Student Course with no Matching Demographic Grade Level

___ F70611 – Student with FEFP 130 and LEP not LY/LP

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

___ F63499 –Transport Average Bus Occupancy Index

___ F70092 –Transport Adjust Base and ESE

___ 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 – 2005-06 PK-12 Student Survey 5

Timeline: See Appendix B

Record Formats:

- Student Demographic Information
- Exceptional Student
- Exceptional Student Program
- Federal State Indicator Status
- Student End of Year Status
- Student Discipline/Referral Action
- Vocational Teacher Course
- Vocational Student Course Schedule
- Federal/State Compensatory Project Evaluation
- Dropout Prevention and Mentoring Program Data
- Limited English Proficient Student Information
- Prior School Status/Student Attendance
- Student Course Transcript Information
- 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
- Migrant Status Term
- Qualifying Arrival Date (QAD) for Migrant Program Eligibility

Dropout Prevention and Mentoring Program Data

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

Exceptional Student

- Exceptional Student, Dismissal Date

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PK-12 Student Survey 5 (Continued)

Student End of Year Status

- Grade Promotion 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

Student Discipline/Referral Action

- Incident Identifier
- Incident Date

School Environmental Safety Incident Report

- Incident Identifier
- Incident Date

Prior School Status/Student Attendance

- Withdrawal Code, PK-12

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 – 2005-06 PK-12 Student Survey 5 (Continued)

- ___ F61017 - Vocational Teacher Course
- ___ F60951 - Federal/State Compensatory Project Evaluation
- ___ F62233 – Limited English Proficiency Student Information
- ___ F62243 - Dropout Prevention and Mentoring Program Data
- ___ F62412 - Student Course Transcript
- ___ F70214 - Prior School Status/Student Attendance
- ___ F62946 - School Environmental Safety Incident Report
- ___ F70537 – 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 Information Validation/Exception
- ___ F61108 - Exceptional Student Validation/Exception
- ___ F61682 - Exceptional Student Program Validation/Exception
- ___ F61355 - Vocational Student Course Validation/Exception
- ___ F61356 - Vocational Teacher Course Validation/Exception
- ___ F61377 - Federal/State Indicator Status Validation/Exception
- ___ F61419 – Student Discipline/Referral Action Validation/Exception
- ___ F61420 – Student End of Year Status Validation/Exception
- ___ F61422 - Federal/State Compensatory Evaluation Validation/Exception
- ___ F62238 – Limited English Proficient Student Information Validation/Exception
- ___ F62248 - Dropout Prevention and Mentoring Program Data Validation/Exception
- ___ F62428 - Student Transcript Validation/Exception
- ___ F62954 – School Environmental Safety Incident Report Validation
- ___ F70223 – Prior School Status/Student Attendance Validation
- ___ F70544 – Title I Supplemental Educational Services Validation

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)
- ___ 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
- ___ F70480 – Student Demographic Graduation Option
- ___ F70488 – Student Average Attendance/Membership

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Student Survey Checklists – 2005-06 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 Information Validation/Exception
- F60857 - Student Course Schedule Validation
- F60803 - Student Course Schedule Exception
- F60858 - Teacher Course Validation/Exception
- F61108 - Exceptional Student Validation/Exception

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Student Survey Checklists – 2005-06 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