

APPENDIX A

District Data Requirements and Formats

The following table summarizes the data items that need to be compiled and forwarded to DecisionInsite before work on the district’s project can proceed. The most critical are those items marked “immediately.” The table indicates the required formats.

Data	Format	Due Date New Clients	Due Date Continuing Clients
Student Data File	Excel	Within 2 weeks of contract execution	Annually Required November 1
School Data File	Excel	Immediately	Changes Only
School Attendance Area and District Boundary Maps	Digital (shp) or Drawn on accurate street map	Immediately	Changes Only
Proposed new residential development (Optional)	A spreadsheet to complete will be provided by DI	Within 10 days of contract execution	Annually Required October 1
District Street File (Optional)	Excel	Within 2 weeks of contract execution	Changes Only

File Type, Naming, and Forwarding Protocols

We preserve all of the original files forwarded to us in the event the data in original files is required at a later date. Each year of student data is to be created as a separate file.

All data files are to be created as Excel spreadsheets.

Except for the Student Data File, forward all other files and materials via email to: production@decisioninsite.com.

For instructions on uploading the Student Data Files, please see **Appendix B** which is accessible online at: <http://decisioninsite.com/resources.shtml>.

APPENDIX A.1

School Data File and Maps

1. School Data File Detail

Please provide a school data file in Excel format:

- First Year Clients: For all schools currently operating, in operation in the last 3 years, or proposed to operate in the future.
- Continuing Clients: For schools in addition to those already in the DI system, and for fields that need to be updated.

Each record in the School Data File should include the following fields. Field names must conform exactly to those shown below.

Item
SchoolNumber [The school number used in the student data file.]
SchoolName
Address
City
State
Zip
Telephone
Principal
LoGrade [Lowest grade served]
HiGrade [Highest grade served]
URL [School web site address for use in MySchoolLocator]
Description [Brief description for use in MySchoolLocator]

Sample School File

This is a sample spreadsheet in the required format. This sample can be opened as an Excel file at <http://www.decisioninsite.com/resources.shtml>.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SchoolNumber	SchoolName	Address	City	State	Zip	Telephone	Principal	LoGrade	HiGrade	URL	Description
2	201	El Adobe	104 Portal Rd	Bosa	CA	9123	(310) 555-4242	Adam Smith	K	5	schl@dist.org	
3	205	Linwood	355 Central Ave	Bosa	CA	9123	(310) 555-4242	Alice Smith	K	5	schl@dist.org	
4	304	Bose MS	1455 Culver Rd	Bosa	CA	9123	(310) 555-4243	Adam Jones	6	8	schl@dist.org	Blue Ribbon School
5	306	Regal MS	52412 Pioneer St.	Bosa	CA	9123	(310) 555-4244	Alice Smith	6	8	schl@dist.org	
6	501	Culver HS	4321 Flower Rd.	Bosa	CA	9123	(310) 555-4245	Joe Feller	9	12	schl@dist.org	

2. Feeder School Information

Please provide feeder school information by grade level if feeder areas from one level to the next are not precisely aligned:

- First Year Clients: For all schools currently operating or proposed to operate in the future.
- Continuing Clients: For school feeder areas that have been or will be changed.

Relevant exceptions to precise alignment that are of critical interest to DI include:

- An attendance area that is assigned to serve students enrolled in a school prior to the last grade served by the school,
- An attendance area is assigned to serve students, but at a grade later than the lowest grade served by the receiving school.
- An attendance area that is served by two or more schools at the next level.
- An attendance area whose residents have an option to enroll in more than one school.
- A school that has no assigned attendance area but serves students totally through open enrollment.

3. School and District Boundary Maps

Please provide maps that clearly designate the district boundary and school attendance area boundaries:

- First Year Clients: For the district boundary, and for all schools currently operating or proposed to operate in the future.
- Continuing Clients: For any change in district or school attendance area boundaries.

Maps may be provided in one of the following formats.

- **Digital:** Digital boundaries are those that can be presented in GIS systems. If the district has digitized its attendance areas, providing them in digital form such as the 'shape' file is preferred.
- **Accurate street maps:** If street maps, the school attendance area boundaries must be drawn clearly and precisely so that they can be easily translated into digital form.

Forwarding Data Files and Essential Information to DecisionInsite

Data files and other essential information may be placed in the web-based drop box created above, or be forwarded in an email attachment as separate files, or as separate tabs in a single Excel workbook, or in simple cases, within an email.

Technical Support

For technical support with any of the above procedures, or for additional information or questions, please contact production@decisioninsite.com. In the subject line of the email, write 'Technical Support, *district name*', where *district name* is the name of your district.

APPENDIX A.2

Proposed Residential Development

If there is proposed residential development inside the district boundary, an impact analysis is necessary. For each residential development project, the location, dwelling unit type, and number of proposed units by year is required at minimum. There are two options relative to the collection of data on proposed residential development.

Option 1: District Provides Data

Many districts maintain updated information on proposed residential development. In such cases, the dwelling unit data can be provided to DecisionInsite in a spreadsheet for uploading into the system. Maps can be provided indicating areas where each proposed residential projects is located.

The spreadsheet in Excel format should contain the columns below. Each row should contain the project name. Each project should have a row for each of the housing types in the project. The 'Year1' column indicates the first projected year for which an enrollment projection is to be made, and continue across a 10 year span. The number of dwelling units in each cell is the number of units expected to be occupied in the 12 month period ending in October of projected year indicated. Labels are created in order to reduce the clutter on the map. The naming convention for labels is no spaces, no vowels, and capitalize the first letter of each word.

ProjectName	Label	Type	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
Tree Hollow	TrHllw	MF										
Tree Hollow	TrHllw	SFA										
Tree Hollow	TrHllw	SFD										

Option 2: DecisionInsite Collects Data for District

Some districts do not have access to this information or the personnel to collect it, and therefore part of the Service Agreement with DI includes residential research. In this process DecisionInsite conducts a survey of local agencies and developers to obtain projected developments by type and year of occupancy. This service will specify a "not to exceed" amount, and will be billed hourly according to the terms specified in the contract.

If the district's service agreement includes completion of proposed residential development research by DecisionInsite, a dialogue will be arranged to determine what is known, and what must be discovered. Open items will be added to DecisionInsite's research effort in accordance with the fee schedule outlined in the Services Agreement.

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APPENDIX A.3

District Street File

Many school districts maintain a separate street directory file that defines attendance areas. We now have the capacity to integrate this file into our system. Once integrated, these data will provide increased accuracy of student plots, and better performance for the School Locator function.

Typical fields include:

District Street File Fields
Street Direction
Street Name
Street Type
House Number Low
House Number High
Odd/Even
City
Zip code
Elementary School Code
Middle School Code
High School Code
Optional Fields
Latitude
Longitude

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