

## APPENDIX B

### Student Data File

#### 1. Student Data File Detail

Please provide a student data file in excel format, one record for each student who is actively enrolled in a school in your district. Each student data file should reflect as closely as possible the enrollment submitted to the state for the month of October.

Please note: The file can be created as soon as all active students are in the database, and all no-shows have been identified and deactivated.

- First Year Clients: For the current and each of the 3 previous years (4 years total),
- Continuing Clients: For the current school year.

Each student data file must include the fields listed below, except for those in the 'Optional' category. Field names must conform exactly to those shown below

Student Data File Fields - Required
StudentID
SchoolNumber
Year [yyyy showing fall of the school year]
Grade <sup>1</sup> [K or 0 for Kindergarten. Use 18 for PK4; 17 for PK3]
FirstName
LastName
StreetAddress
AptUnit# [This data may be appended to the end of the StreetAddress field]
City
State
Zip
SDC <sup>2</sup> [Default code is 'SDC'.]
Ethnicity [Flag with a 'Y' only if Hispanic or Latino]
RC1, RC2, RC3, RC4, RC5 [Enter up to 5 Race Codes; 1 per field. See Below]

<sup>1</sup> If it is the practice in your district to reclassify students' grade levels due to credit deficiencies, please enter the student's normal grade level designation in this column. (Reclassified grade levels adversely affect our capacity to generate accurate enrollment projections.)

<sup>2</sup> Students enrolled in Special Day Class programs are coded in this field. Place a code in this field **only** if the student is being served in an SDC program.

## Optional Student Data File Fields

Student Data File Fields - Optional
NextYrSchoolNum <sup>3</sup> [School to which the student will return next school year]
Bilingual <sup>4</sup> [Multiple codes are allowed]
ESL <sup>5</sup> [Multiple codes are allowed]

The grade level counts by school from your student file will be validated against the state's published enrollment count for the year. A spreadsheet documenting the historical state enrollment counts by school by grade level will be provided for new clients.

Note: The query used to extract the student data should be the same in each of the history years. We also recommend carefully documenting the query for future use. If it is for some reason impossible to use the identical query for each year, please make us aware of any inconsistencies.

## Exclusions to Student Data File

The enrollment projections focus exclusively on grade level projections of typical schools. Since special programs such as those listed below are typically not part of the grade level count in a typical school, your data file should exclude students enrolled in any of the following programs:

- Home School
- Home and Hospital
- Non-Public School (NPS)
- Community Day School
- Dedicated Deaf/Hard of Hearing (DHH) schools
- Charter Schools (unless operated by your district)
- Adult Transition
- Adult Education
- Programs your district hosts for the county or other outside agency.
- Severely Handicapped School
- Independent Study School
- Preschool (Preschool data is submitted using a separate upload procedure.)

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<sup>3</sup> If it is the practice in your district to 'overload' or involuntarily transfer students from their neighborhood school to another school for one year, and allow them to enroll in their neighborhood school the following year, enter the neighborhood school code here, and their return will be accounted for in the enrollment projections of each of the schools affected.

<sup>4</sup> Students enrolled in Bilingual programs are coded in this field. Place a code in this field **only** if the student is being served in the Bilingual program.

<sup>5</sup> Students enrolled in English as a Second Language or English Language Development programs are coded in this field. Place a code in this field **only** if the student is being served in such a program.

## Appendices To Data Request Instructions

If your query integrates these students into the data files, please provide the code so that they can be identified. Please do not hesitate to ask as to the appropriateness of including or excluding students enrolled in a particular program.

### Sample Student Data File

This is a sample spreadsheet in the required format with the exact field names shown in the header row (optional fields included). 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	M	N	O	P	Q	R	S	T	U	
1	StudentID	SchoolNumber	Year	Grade	FirstName	LastName	StreetAddress	AptUnit#	City	State	Zip	SDC	Ethnicity	RC1	RC2	RC3	RC4	RC5	NextYrSchlNum	Bilingual	ESL	
2	2000162	233	2008	4	Smith	123	Abc Dr	233	Milan	MI	53421		Y									
3	10000254	156	2008	3	Jones	124	Abc Dr		Milan	MI	53421	SDC		700						203	3	
4	1333891	247	2008	6	Wilson	125	Abc Dr		Milan	MI	53421			700								3

### Pre-Kindergarten Student Data File

The Pre-Kindergarten student data must be submitted in a separate file, and using a separate upload procedure. Student numbers for Pre-Kindergarten students must be unique across all students in the district.

The required spreadsheet format and exact field names are the same as described above for the student data file. Use the following grade level designations:

- Designate four-year olds as grade level 18
- Designate three-year olds as grade level 17

### Uploading Student Data Files to DecisionInsite

Once the Student Data file has been prepared, the file can be securely uploaded using the tool found inside the DI System. The file may be the October snapshot, a current student file, or a Pre-K student file.

- a. Login to the DI System using a district admin username and password.
- b. Go to Tools > Import/Upload
- c. Select the appropriate upload menu item
- d. Follow the instructions in the dialog panel
- e. Press Submit only once.
- f. A report will be returned to your screen analyzing the data you have submitted.

As a second resort, upon email request to [production@decisioninsite.com](mailto:production@decisioninsite.com), we will open a secure web-based drop box. An email with the URL of the drop box, including instructions, will be forwarded to you. Please do not send student data files via email.

## **2. Ethnicity / Race Code Data Entry**

In the Ethnicity field, a 'Y' is expected if the student's ethnicity is Hispanic. This field may be left blank, or an 'N' may be entered, for all other students.

In the Race Code fields RC1, RC2, RC3, RC4, RC5, enter one code per field, in from 0 to 5 of the race codes fields.

For race codes that are different from the standard Race Codes, a code translation table in Excel format is required. Please translate any district specific codes to these standard codes and identify the difference between the district codes and the standard codes, if any. See table below for standard Race Codes.

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
100	American Indian or Alaskan Native	301	Hawaiian
201	Chinese	302	Guamanian
202	Japanese	303	Samoan
203	Korean	304	Tahitian
204	Vietnamese	399	Other Pacific Islander
205	Asian Indian	400	Filipino
206	Laotian	600	Black or African American
207	Cambodian	700	White
208	Hmong		
299	Other Asian		

### **Ethnic Codes (Historical)**

Prior to Fall 2009, ethnic codes, rather than race codes, may have been part of the student record. These categories and codes were nearly identical to the Race Codes now in use. Should you wish to provide race code data (formerly ethnic codes) for earlier school years, please enter the race code data in the RC1 field. The race code for Hispanic or Latino in this context is 500.

### **Forwarding Code Translation Tables to DecisionInsite**

Code Translation Tables may be forwarded in an email attachment as a separate Excel file.

## **Technical Support**

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