

INFORMATION NEEDED FROM YOUR SCHOOL DISTRICT

Without the benefit of accurate data, it becomes a difficult prospect to develop a true picture of testing performance. It becomes nearly impossible when you extend the endeavor to multiple years to analyze historical trends. Therefore, TestTrax works with you to obtain as accurate as possible information about your school district, teachers, and students, independent of the information that you receive from a testing service (most of which is a result of students "bubbling" a test form). Your information is then matched as closely as possible with the information you receive from the testing service in order to set up your database accurately. This, of course, requires more up-front work on your part (and our part), but in the long run will insure the most consistent and accurate information possible.

The information we require is in a variety of forms, some of which you may have on hand, some you may need to obtain from the testing service, and some you may need to work with your district's computer specialists to obtain from existing student information databases.

The following list summarizes the items we need:

1. Test Data. This data will be provided to you by the testing service. It will generally be on a reel-to-reel tape, diskettes, or CD-Rom. We DO NOT work with testing services on your behalf. You must do this as a part of the testing procedure. For instance, we can accept the data in the following format from Riverside Publishing (ITBS):

Service 17:
9-Track ½ inch reel tape
1600 BPI
EBCDIC Data

Service 16a:
Disk or CD-ROM (preferred)
ASCII Data

NOTE: we cannot work with the diskettes Riverside provides for their SDMS program. They are proprietary in nature and unreadable by other methods.

If you have any questions about data formats and how to order, please contact the testing service.

2. Data Description Specifications. This is generally a typewritten document that comes with the above data and explains the data layout of the information you receive.
3. System Data Files. Three data files are required from your district to accurately match the testing data to your school system's existing student information. The first contains information concerning your schools, the second your teachers, and the third your students. See the following page(s) for specific layouts. This data can be processed via a diskette or email.
4. Accompanying Descriptions of Data. In some cases YOU decide which data we work with (i.e., demographics). We need the description(s) of which codes you are providing.

It may appear to be a lot of leg work just to process some testing data, but our pledge to you is to provide the most accurate and meaningful data possible. We can accomplish this by working with the most accurate information up-front.

SCHOOL DISTRICT PROCESSING FLOW

The normal flow of developing a good, accurate, working database unfortunately requires input from both parties to succeed. The following outlines the basic flow of information regarding the build of the database from start to finish, as well as who needs to do what:

1. The school district will provide the initial versions of the information listed on page one.
2. TestTrax will do an initial load of the information and produce error reports to indicate which testing records did not match the data files provided by the district.
3. TestTrax will attempt to make corrections to the data that are obvious and can be determined with accuracy based on the initial data provided.
4. If necessary, TestTrax will return to the district a listing of errors that we could not with certainty correct.
5. The district will identify which corrections need to be made to the remaining errors. This may include the providing of additional student or teacher data records, further explanations, etc. We will work with you in any reasonable manner to accomplish this step.
6. Once all initial data errors are identified and corrected, TestTrax will build the testing database.
7. TestTrax will proceed with the generation and installation of the web-based version of TestTrax, depending upon the solution purchased.
8. If the local web-based solution of TestTrax has been purchased, TestTrax will work with your computer specialists to arrange for a mutually agreeable time to schedule the installation.

SCHOOL DISTRICT DATA LAYOUT

File 1: School Information. (schools.trx)

This file contains a record for each school. It should be an ASCII file in either fixed-width or comma-delimited format.

<u>Field Description</u>	<u>Max Length</u>	<u>Comments</u>
Distict ID	3	State-defined (i.e. 699)
State School Code	4	State-defined (i.e. 4055)
School Name	40	(i.e. Smith Elementary) (all UPPER <u>or</u> U/L Case)
School Abbreviation	6	(i.e. SMITH) (all UPPER)
Division	1	(see notes below)
Low Grade at School	2	(00=Kindergarten, 12=Twelve)
High Grade at School	2	(00=Kindergarten, 12=Twelve)

Notes:

Division can be any one-character designation that you might want to use to separate schools into logical units. Some larger districts already have "areas" that they are divided into geographically. Others just use "E" for elementary, "M" for middle, etc. This is up to you. If you have no preference, we will divide by school level (elementary, middle, etc).

SCHOOL DISTRICT DATA LAYOUT

File 2: Teacher Information. (staff.trx)

This file contains a record for each teacher/classroom combination (i.e. a teacher can be in this file multiple times based on how many classes he/she teaches). It should be an ASCII file in either fixed-width or comma-delimited format.

<u>Field Description</u>	<u>Max Length</u>	<u>Comments</u>
Teacher ID	9	District-defined (i.e. employee ID)
State School Code	4	State-defined (i.e. 4055)
Homeroom/Class ID	16	District-defined
Grade Level	2	(00=Kindergarten, 12=Twelve)
Last Name	20	(all UPPER <u>or</u> U/L Case)
First Name	12	(all UPPER <u>or</u> U/L Case)

**** NOTES:**

If it is more convenient or appropriate to extract teacher information concurrently with student data from your student information system, the above data can be included in File 3 (see next page) instead of being contained in a separate data file.

We have no desire to make employee Social Security Numbers available to internet users. We do however need a unique identifying number for a teacher to facilitate and maintain accurate historical data from year-to-year. If the Social Security Number is the only identifying number available, we will be glad to generate a unique number that will be used in the database in lieu of the Social Security Number, or you can do so prior to sending us the data.

The two name fields can be combined if desired. If so, please use the format Last Name, First Name. This will enable more accurate alphabetical name searches.

SCHOOL DISTRICT DATA LAYOUT

File 3: Student Information. (students.trx)

This file contains a record for each student. Ideally, it should be from the time-frame as close as possible to when the test was given (i.e. 2nd week of March). It should be an ASCII file in either fixed-width or comma-delimited format. Another file, after school begins in the Fall will be used to re-roster the database.

<u>Field Description</u>	<u>Max Length</u>	<u>Comments</u>
Local Student ID	9	District-defined
Student Soc Sec Num	9	If used for testing purposes
Student FTE#	9	If used for testing purposes
State School Code	4	State-defined (i.e. 4055)
Homeroom/Class ID	16	District-defined (should match teacher file if used)

The following two items can be excluded from this layout if File 2, Teacher File, is being produced:

<i>Teacher ID</i>	9	<i>Can be local ID or any unique Identifier (SS#, partial SS#, etc)</i>
<i>Teacher Name</i>	40	<i>Last, First</i>
Grade Level	2	(00=Kindergarten, 12=Twelve)
Birthdate	8	(MM/DD/YY)
Last Name	20	(all UPPER <u>or</u> U/L Case)
First Name	12	(all UPPER <u>or</u> U/L Case)

DEMOGRAPHIC FLAGS:

TestTrax supports up to eight one-position variables (provided by the school district) to enable disaggregation of the testing data demographically. In order to match current state reporting requirements as closely as possible, the first 5 of these are pre-set to specific items. The remaining 3 are available for an individual district to track areas of interest based on local desires (these can be items stored in most student information

packages such as Free/Reduced Meal status, attendance, years within the school district, etc.

<u>Field Description</u>	<u>Max Length</u>	<u>Comments</u>
Demographic Flag 1	1	Gender (M,F)
Demographic Flag 2	1	Race/Ethnicity (see note below)
Demographic Flag 3	1	LEP student (Y/N)
Demographic Flag 4	1	Special Ed/Disability (Y/N)
Demographic Flag 5	1	EIP/REP (Y/N)
Demographic Flag 6	1	Open (see note below)
Demographic Flag 7	1	Open (see note below)
Demographic Flag 8	1	Open (see note below)

Notes:

Demographic flags reflect information you wish to include about a student in order to analyze the performance of groups of students. The three open flags are up to you, and you don't need to use all three if you don't wish to.

If you do not wish at this time to adhere to state guidelines, or if your student information software will not accommodate certain flags, include those that can be generated. Just let us know which flags are being sent, and which position they occupy in the data file.

We do require the description of each flag and a description of the possible one-position values for each flag. Please send this information on a document accompanying the data.