DC CAS Roster Verification Guide

Charter Version

District of Columbia Comprehensive Assessment System (DC CAS) Test Administration for School Year 2012-13

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Introduction & Purpose

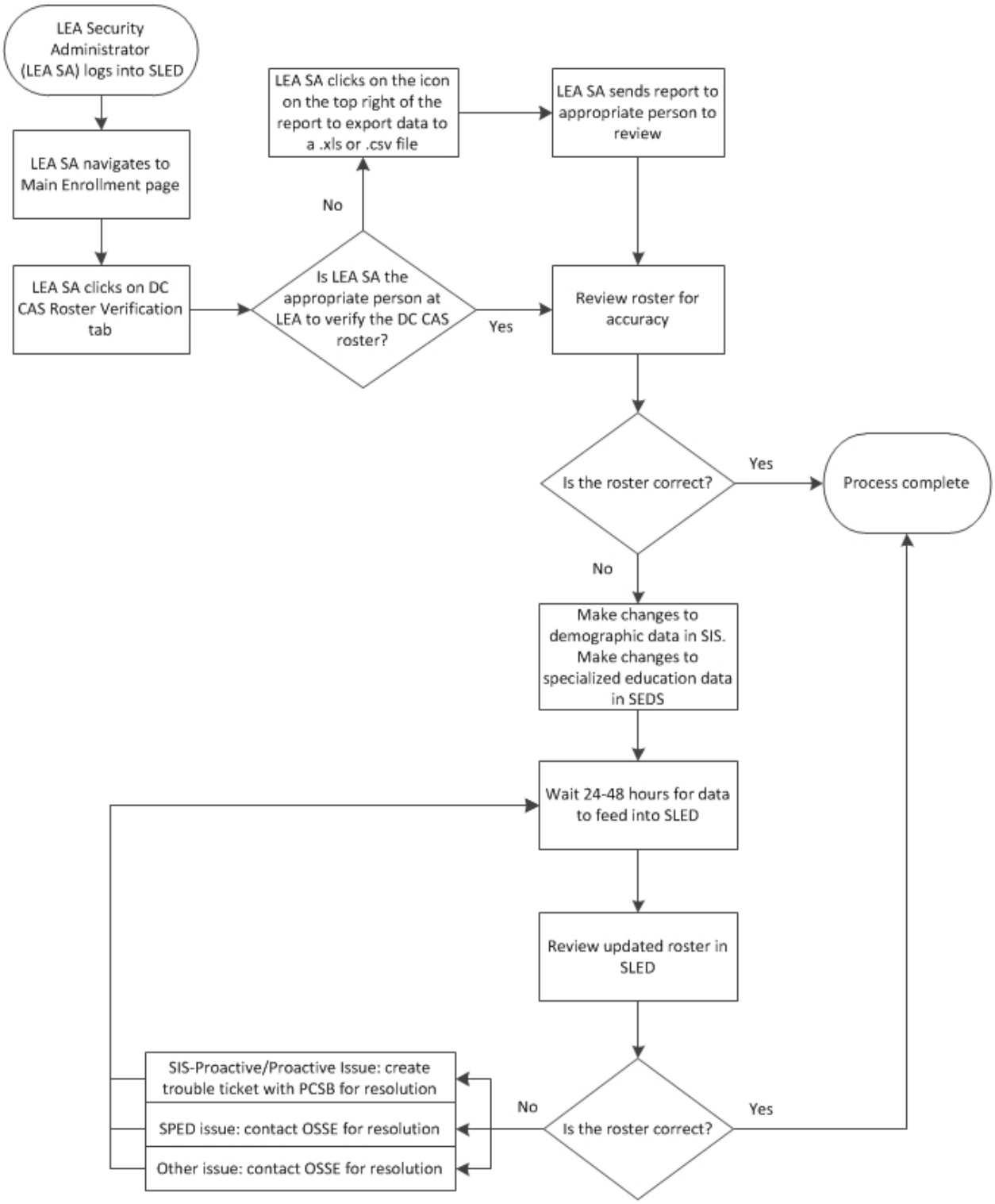
The goal of the DC CAS Roster Verification process is to reduce the reporting burden for LEAs and to create one quality dataset for OSSE, PCSB and LEAs' high stakes accountability measures (Annual Measureable Objectives, School Index Score, Accountability Classification per the approved ESEA Flexibility Waiver, and for elements of Charter LEAs' Performance Management Framework).

The Roster Verification process will be conducted via OSSE's Statewide Longitudinal Education Data (SLED) System. LEAs are requested to review all elements for all students in the roster for accuracy, not just tested grades and students. If any element is inaccurate, LEAs should correct the element in their student information system first, then contact the appropriate Point of Contact if an issue persists. The LEA has completed the process once all data elements are correct in SLED. All schools/LEAs have a school/LEA SLED Security Administrator who is able to access SLED. If the school/LEA Security Administrator is not the person at the school/LEA responsible for verifying accuracy of the roster for DC CAS, the school/LEA SLED Security Administrator will be able to export the roster from SLED to the most appropriate contact at the school/LEA for verification.

The Roster Verification process must be completed by April 19, 2013. Please remember that any changes made to the student information system may take 24-48 hours to reflect accurately in SLED. OSSE will have staff on hand to provide technical assistance to all LEAs for the duration of the roster verification window. Additionally, PCSB will have staff on hand to provide technical assistance to charter LEAs during the roster verification window. In the case of new students on or after 4/19 who are present for testing, or unresolvable/other issues, there will be a roster/demographic appeal window after the DC CAS administration, prior to receipt of assessment results.

Thank you in advance for your hard work and cooperation.

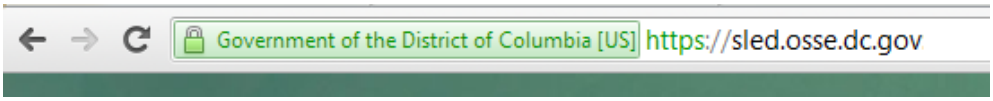
Process Overview



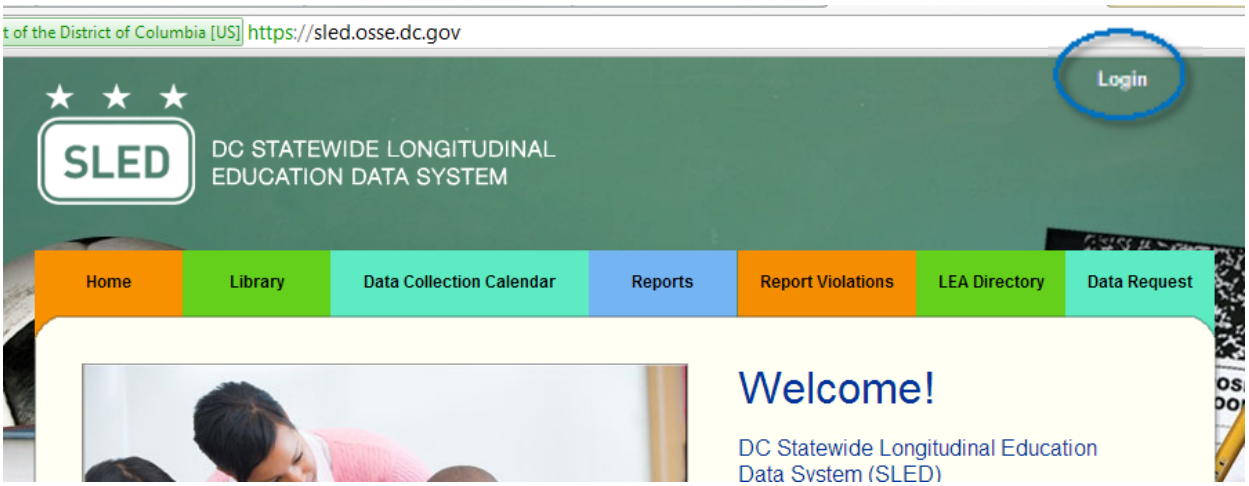
I. Accessing the Roster from SLED

A. Logging into SLED

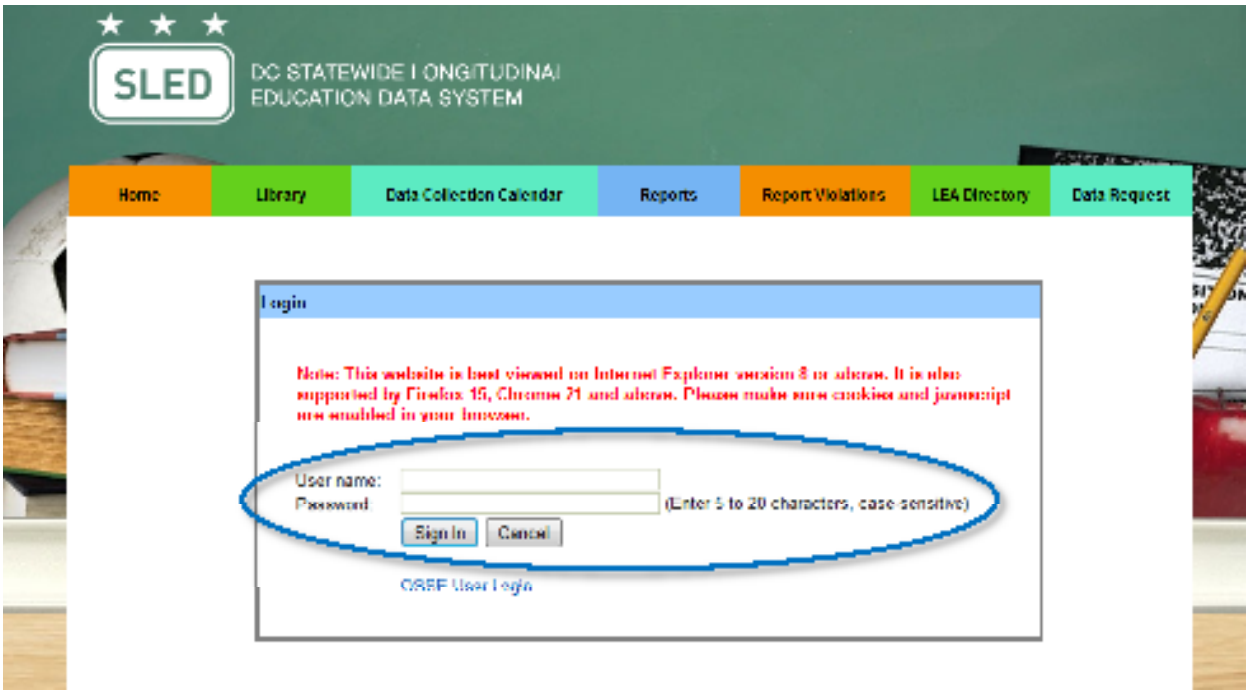
1. Go to https://sled.osse.dc.gov



2. Click on the "Login" link at the top right section of the page



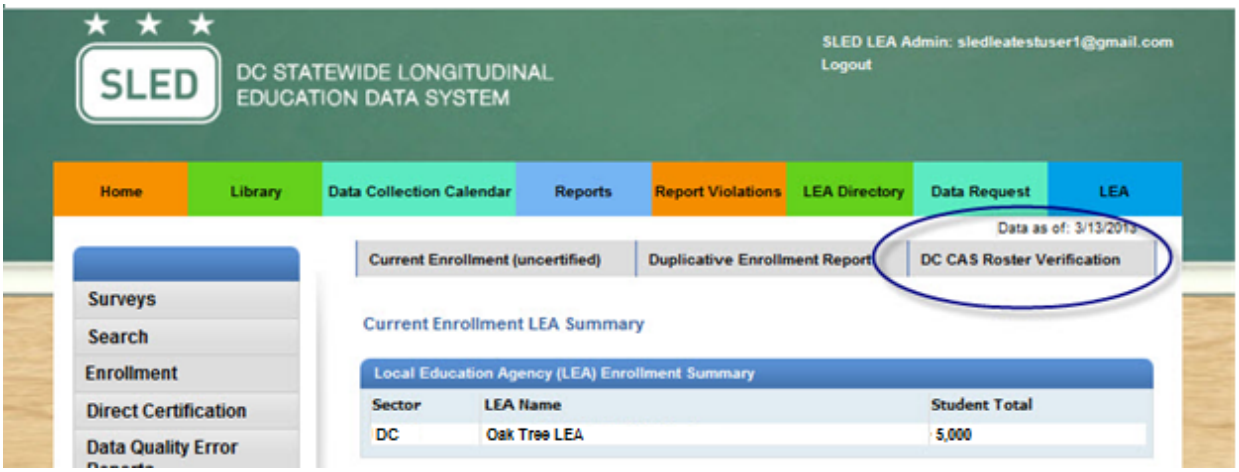
3. Enter your user name and password into the designated fields and click "Sign In."



4. After reading the SLED User Access Agreement, check the "I Agree" box and click "OK."

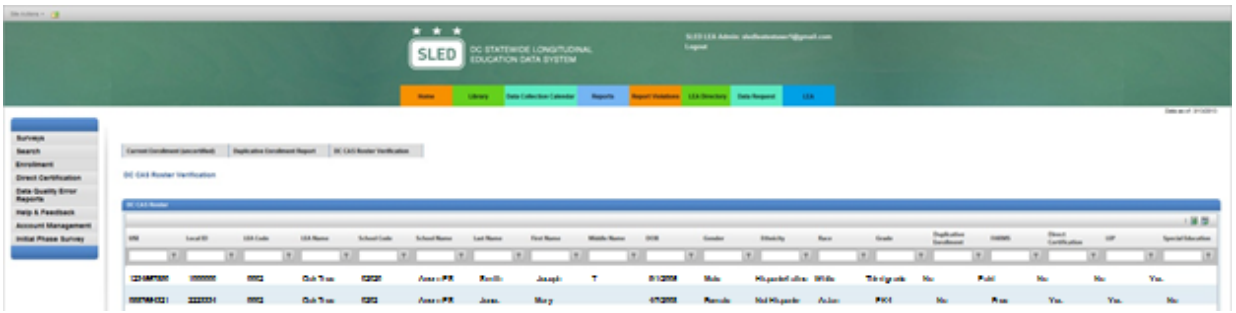
B. Accessing the DC CAS Roster Verification tab

1. After clicking "OK," you will be directed to the main Enrollment page for your LEA/school. Click on the "DC CAS Roster Verification" tab.

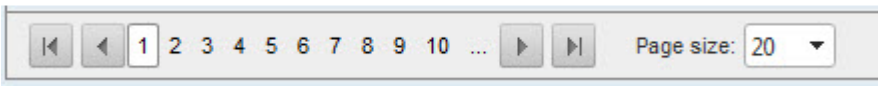


C. Reviewing/filtering the Roster

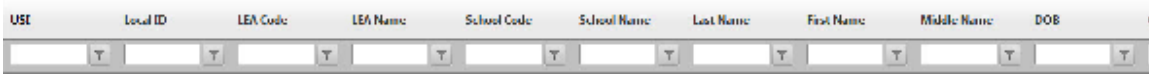
1. You will be directed to a roster page that contains all elements that must be reviewed for all students. Typically the records are sorted by student last name.



2. Depending on the size of your LEA/school, this page may have multiple pages of records. To access additional pages, scroll down to the bottom of the roster, and you will find hyperlinks to additional pages, navigation arrows and a drop-down. You may use any of these options to navigate the roster pages.

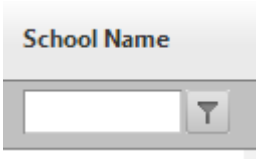


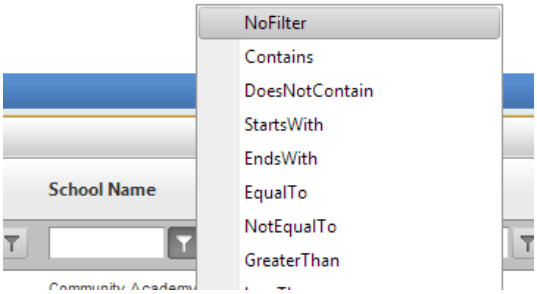
3. You may adjust the order of the records or filter for particular records using the filter bars at the top of the roster table.



4. To order the records by one of the columns, just click on the column name. The first click will sort the records by the values in that column in ascending order (1-100, A-Z). Clicking the column name a second time will sort the records by the values in that column in descending order (100-1, Z-A).

5. To filter records by a specific element (school name, USI, etc.), enter the value you would like to filter for into the filter box. Then click the icon to the side of the filter box and select "Contains" or "Equals to."

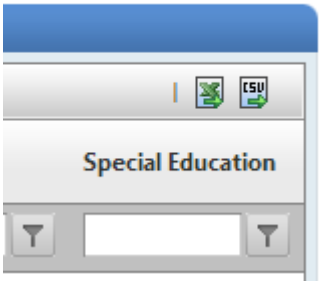




The page will refresh showing only those records that match the value you entered into the filter box.

D. Saving/downloading the Roster file

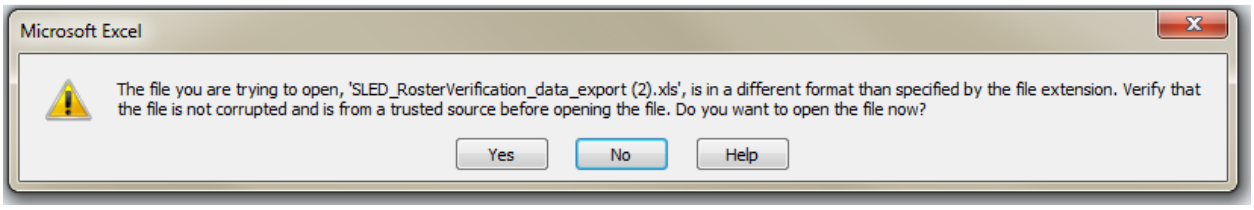
1. You may save or download the roster to an Excel or CSV file.
2. On the DC CAS Roster Verification page, scroll to the far right.
3. At the top of the table, right above the "Special Education" column, you will see two small icons:



4. The icon on the left is the "Export to an .xls (MS Excel) file" button.

Click this icon if you would like to download the roster to an Excel file.

Please note that the roster will download to a .xls, and not .xlsx file. The .xls format is a slightly older version of MS Excel that should be compatible with most operating systems. If upon downloading the Excel file, the following window pops up:



This means you likely have a newer version of Excel. The file is still compatible, please just click "Yes," and the Excel file will open.

5. The icon on the right is the "Export to a .csv file" button.

Click this icon if you would like to download the roster to a CSV file.

6. Please note that if you have sorted or filtered the roster and then download the file, the downloaded file will reflect the filter/sort. For example, if the LEA Security Administrator from Arbor LEA sorts the records on the DC CAS Roster Verification page by last name in ascending order, and filters for just the Oak School records, the subsequently downloaded roster will only reflect records from the Oak School records, not all records in the Arbor LEA.

7. To download the entire roster, please clear all filters prior to downloading the file.

II. Reviewing the Roster for Accuracy

All required elements included in the roster on the DC CAS Roster Verification Page must be reviewed for accuracy for **all students, including students in non-tested grades.**

A. Data Elements

Element	Definition	Permitted Values
USI	Unique Student Identifier: unique, 10-digit OSSE assigned identification number that follows a student throughout the student's career in DC public education. *SLED shall only show records that have a USI. Records that have a near match will not be shown in this report.*	10-digit numeric code assigned by OSSE
Local ID	ProActive- assigned identification number.	Numeric code
LEA Code	A unique code assigned to each LEA by OSSE's School and LEA Information Management System (SLIMS). *If LEA Code is missing or contains an invalid value, it will not be shown in this report.*	Numeric SLIMS LEA Codes
LEA Name	LEA name as it exists in SLIMS.	Alpha SLIMS LEA Names
School Code	A unique number or alphanumeric code assigned by SLIMS. *If School Code is missing or contains an invalid value, it will not be shown in this report.*	Numeric SLIMS School Codes
School Name	The school (campus) name as it exists in SLIMS.	Alpha SLIMS School Names
Last Name	The legal last name of the student.	Alpha numeric
First Name	The legal First name of the student.	Alpha numeric
Middle Name	The legal Middle Name of the student.	Alpha numeric
DOB	Date of Birth: the month, day and year on which the student was born based on the Gregorian calendar.	MM/DD/YYYY
Gender	A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. *If gender is missing or contains an invalid value, gender will be displayed as "Unknown."*	• Female; • Male
Ethnicity	The ethnicity with which the student most closely identifies. • Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. • Not Hispanic or Latino: A person that is not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. *If ethnicity is missing or contains an invalid value, ethnicity will be*	• Hispanic or Latino; • Not Hispanic/Latino

	displayed as "Unknown."	
Race	The race with which the student most closely identifies. • American Indian and Alaska Native: A person having origins in any of the original peoples of North and South American (including Central America) and who maintain tribal affiliation or community attachment. • Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian." • Black or African American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black, African American, or Negro," or provide written entries such as African American, Afro American, Kenyan, Nigerian or Haitian. • Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," and "Other Pacific Islander." • White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish. • Two or More Races: A person having origins in any of the original peoples of more than one of the above categories. *If race is missing or contains an invalid value, race will be displayed as "Unknown."*	• American Indian or Alaska Native; • Asian; • Black or African American; • Native Hawaiian or Other Pacific Islander; • White; • Two or More Races
Grade	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session. *If grade is missing or contains an invalid value, grade will be displayed as "Unknown."*	• PK3; • PK4; • KG; • 1; • 2; • 3; • 4; • 5; • 6; • 7; • 8; • 9; • 10; • 11; • 12; • Adult; • Un-graded
Duplicative Enrollment	An indication that the student has a primary enrollment at more than one LEA. This should not occur, except in certain situations involving Adult students.	• Yes = Student has more than one primary enrollment; • No = Student

		has only one primary enrollment
FARMS	Free and Reduced Meal Status: an indication of whether or not a student is receiving free meals, reduced priced meals, or they are paying for their meals. This is used as an indicator of a student's poverty level.	• Free = student receives free meals; • Reduced = student receives reduced priced meals; • Paid = student pays for their meals • NA = student's age precludes them from participation in this program
Direct Certification	An indication that the student is eligible to participate in the Direct Certification to Receive Free Meals program per USDA regulations.	• Yes; • No
LEP	Limited English Proficiency: an indication whether or not/ level of English Language Learner services a student is receiving.	• Yes; • No
SPED Receiving IDEA Services	An indication of whether the student is receiving services under the Individuals with Disabilities Education Act (IDEA).	• Yes; • No

B. Roster Review

1. View roster in SLED, or view roster downloaded from SLED (see Section 1: "Accessing Roster from SLED").
2. Review elements in table above for **all** students.
3. If all elements of a student's record in the roster are accurate, the student's record has been completely reviewed, and nothing further is required for this student.
4. Once all elements of all records have been reviewed and are accurate in SLED, the school/LEA roster review is complete, and nothing further is required.
5. If any elements of any records are blank or inaccurate, please see Section III: "Roster Issue/Inaccuracy Resolution."

III. Roster Issue/Inaccuracy Resolution

If any elements of a student record from the roster are inaccurate or blank, please use the table below to resolve the issue.

Issue	Resolution
Non-Demographic Errors (special education status, whether counted in 10/5 enrollment audit, whether enrolled on 4/19/13)	• Contact OSSE
Enrollment Errors (blanks, incorrect demographic data or grade level, missing students, students who have withdrawn from your school but remain on your roster)	If you use a SIF to send data to ProActive: 1. Correct element in your LEA's student information system (SIS) **OR** If you use a file upload to send data to ProActive: 1. Upload an enrollment file with the corrected data to ProActive **OR** If you manually enter data into ProActive: 1. Update the information in the ProActive interface, **THEN** 2. Wait 24-48 hours 3. Check SLED again • If issue has been corrected in SLED, issue is resolved • If issue has not been corrected in SLED, please see **"Problems Correcting Demographic Fields"** below if applicable, or contact OSSE
Problems Correcting Demographic Fields (LEA Code, School Code, School Name, USI, Last Name, First Name, Middle Initial, Date of Birth, Grade, Gender, Race, Ethnicity, LEP Status, Free/Reduced Lunch Status)	• If you are having issues with your SIS, please contact your SIS administrator • If you are having issues with Proactive, please create a trouble ticket with PCSB by emailing datatickets@dcpcsb.org • If data looks correct in your SIS and in ProActive, but *incorrect* in SLED, please contact OSSE
Problems Correcting Special Education Status	• Contact OSSE
New/Withdrawn Student on or post- 4/19	• If a student taking the DC CAS has a change of demographic or enrollment information on or after April 19 (precluding the school/LEA from being able to verify the student's most updated information by the deadline) , the school/LEA may utilize the DC CAS Roster Appeals process in June 2013. OSSE will issue additional guidance about this process.

IV. Contact Information

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