

DATA ENTRY INSTRUCTIONS / DATA DICTIONARY COLUMN USAGE

COORDINATOR ENTERS FROM STUDENT RECORDS

- B: ID #
- C: Date of Birth
- D: Grade level at which student was post-tested
- E: M F
- F: C- Caucasian H- Hispanic B- Black A- Asian I - American Indian
- G: If enrolled prior to 07/01/10, C: Continuing student, on register 7/1/10
- H: If not discharged prior to 07/01/11, C: Continuing student, on register 6/30/11
- I: Pre-Test date for '10-'11 is post-test date from 09-10, or if enrolled on or after 7/1/10, first test administered in '10-'11; in attendance fewer than 10 days, no tests administered, enter N/A3 in Student Code column
- J: Post-Test is last test administered in '10-'11, preferably in May/June, or prior to discharge (if no Post-Test, enter N/A1, N/A3 or NG in Student Code column)
- K: Enter Student codes in this column only. N/A3: in attendance fewer than 10 days, no tests administered; if no Post-Test, student code is N/A1, N/A3 or NG
- L: Includes days of actual attendance + days of unexcused absence between pre and post-tests OR, if not Post-Tested, between Pre-Test and 6/30/11 OR if discharge is prior to 6/30/11 between pre-test and discharge

COORDINATOR ENTERS FROM STAR DATA

- M: Post-Test Percentile Rank
- N: Post-Test GE
- O: Pre-Test NCE
- Q: Target Post-Test NCE formula column; DO NOT ENTER DATA
- R: Actual Post Test NCE
- V: Pre-Test Scaled Score for students with Pre-Test NCE of 1
- W: Post-Test Scaled Score for students with Pre-Test NCE of 1

FOOTER NOTES

- C: Continuing student
- N/A1: students with fewer than 60 days between pre and post-tests OR between Pre-Test and 6/30/11 if not post-tested OR between pre-test and discharge
- N/A3: in attendance fewer than 10 days; no tests administered
- NG: in attendance ≥ 60 days, no Post-Test given

EXCEL AUTOMATICALLY FORMULATES

- P: Expected growth in NCE formula column; DO NOT ENTER DATA
- Q: Target Post-Test NCE formula column; DO NOT ENTER DATA
- S: Formula column; DO NOT ENTER DATA
- T: Formula column; DO NOT ENTER DATA
- U: Formula column; DO NOT ENTER DATA
- X: Formula column; DO NOT ENTER DATA
- Y: Formula column; DO NOT ENTER DATA