MEMORANDUM OF UNDERSTANDING
Between
Resource Development Associates, Inc.
And
Mt. Diablo Unified School District
September 2010 – June 2011

This Agreement is made on the 1st day of the month of September 2010 by and between Mt. Diablo Unified School District (hereinafter referred to as Mt. Diablo USD) and Resource Development Associates, Inc. (hereinafter referred to as RDA).

RECITALS

A. Whereas, RDA provides evaluation, grant writing and planning, MIS design, and, organizational development and other consulting services in the United States to non-profit, city and county governments and other public or private entities; and;

B. Whereas, RDA has agreed to undertake specific projects for Mt. Diablo Unified School District as specified for the After School 4 All Collaborative;

The purpose of this MOU is to outline the terms and conditions between Resource Development Associates, Inc. (RDA) and Mt. Diablo Unified School District (MDUSD) regarding the evaluation effort for the After School 4 All Collaboration. The evaluation will include the following school districts and the particular sites as follows:

MT DIABLO UNIFIED SCHOOL DISTRICT	ANNUAL FEE
Glenbrook Middle	$4000
Bel Air Elementary	$4000
Cambridge Elementary	$4000
Rio Vista Elementary	$4000
Shores Acres Elementary	$4000
Ygnacio Valley Elementary	$4000
Riverview Middle	$4000
El Dorado Middle	$4000
Fair Oaks Elementary	$4000
Oak Grove Middle	$4000
Wren Ave Elementary	$4000
Holbrook Elementary	$4000
El Monte Elementary School	$4000
Meadow Homes Elementary (21st Century)	$5000
Sun Terrace Elementary (21st Century)	$5000
Delta View Elementary School (21st Century)	$5000
Mt. Diablo High School	$5000
Ygnacio Valley High School	$5000
ASPIRE Activities	$5000
ASW Technical Assistance	$2000
ASW Web Enhancements	$4000

TOTAL   **$88,000**

Additional Schools: Additional elementary and middle schools may be added to the evaluation efforts at a rate of $7,000 each and high schools may be added at a rate of $8,000 each ($4,000 for elementary and middle schools and $5,000 for high schools ongoing evaluation and $3,000 setup and orientation).

I.   SCOPE OF WORK

The following time line and activities represent the Scope of Work. The definitions below clarify the meaning of the activities listed in the Scope of Work.

Definitions:

Collaborative Meeting: At least one member of the evaluation team will attend the After School 4 All Collaborative Meeting to provide updates on evaluation activities, decide on logistical matters, answer questions, and collect qualitative data.

Data System/MIS Install: Upon receipt of properly formatted data in the months specified in the Scope of Work and in this MOU, the After School 4 All evaluation team will upload student demographic and enrollment data into the After School Web (ASW) for use by the After School Programs in the Collaborative. (Months specified are: September, January, and August)

Prepare State Report: Preparing the State mandated ASES Spreadsheet for the '10-'11 school year. Preparing the 21st Century Annual report per state guidelines for high schools.

Prepare Evaluation Report: Prepare a District Wide Evaluation Report summarizing the findings of the evaluation activities for Elementary and Middle Schools.

Afterschool Web training: Annual group training to familiarize users with the system to answer questions and provide set up assistance during scheduled sessions.

Afterschool Web Technical Assistance: Phone based and e-mail technical assistance for users throughout the school year, Sept 1 '10 – June 15, '11.

Afterschool Web "Data Scrub": Comprehensive Review of web use to date, including setting up groups, schedules and data entry. The evaluation team will advise Site Coordinators and District Coordinators about the status of use. It is the responsibility of the District Coordinators to follow up with school site staff to ensure adequate use and data entry.

Year-end Presentation to Collaborative and District Stakeholders: This includes attendance at one meeting at a mutually determined time and location to review reports prepared for the prior program year and to present recommendations.

Summary of Responsibilities of District Coordinators:
- Be familiar with content of this Memorandum of Understanding & Scope of Work
- Secure Superintendent's signature on Memorandum of Understanding
- Keep up to date with e-mails from evaluators and logistical needs

- Notify evaluators of dates, times, and locations of Collaborative meetings
- Provide evaluators with minutes of meetings
- Orient all school site staff to the evaluation and its requirements. Ensure they understand the importance of data collection and achievement of the collaborative goals.
- Set-up the logistics for trainings on MIS/Data systems and ensuring readiness of hardware
- Before date of data uploads, ensure that every student in the system has a correct <u>District</u> issued permanent ID number. The evaluation team will NOT be responsible for problems arising from missing or incorrect ID numbers.
- Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant evaluation team personnel according to required format. Collaborate with evaluation team to troubleshoot unanticipated difficulties.
- Ensure that all sites are entering their data on an ongoing basis
- Ensure distribution of surveys and an optimum response rate
- Inform evaluation team of which sites will be having summer school

Scope of Work Schedule: See next page

Afterschool 4 All Evaluation Activities School Year 2010-2011		
MONTH	**EVALUATOR ACTIVITIES**	**COLLABORATIVE AND COORDINATOR ACTIVITIES**

August	• Obtain testing data from districts*
	
	• Draft preliminary Annual Performance Reports (ASES and 21st C)*
	
	• Complete Federal 21st evaluation Annual Performance Report website (as much as possible)*
	
	• Process and analyze qualitative & quantitative data*
	
	• Presentation of survey data to site coordinators*
	
	• Install MIS/Data Systems
	
	• Collaborative Meeting
	
	• Obtain 10-11 enrollment data from districts
	
	• Finalize MOUs
	
	• Prepare Evaluation plan
	
	• Train site and district coordinators on ASW
		• Review Federal 21st CCLC site for accuracy; modify grantee information section as needed*
		
		• Before date of data upload, ensure that every student in the system has a correct <u>District</u> issued permanent ID number. The evaluation team will NOT be responsible for problems arising from missing or incorrect ID numbers.
		
		• Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant evaluation team personnel according to required format. Collaborate with evaluation team to troubleshoot unanticipated difficulties
		
		• Notify evaluators of dates, times, and locations of meetings
		
		• Provide evaluators with minutes of meetings
		
		• Prepare for CHKS survey process
		   • Notify district of additional school-wide CHKS after-school questions
		   • Review enrollment forms for consent to participate in evaluation activities
		   • Order forms for survey process
		   • Sign MOU, if necessary
		• Be familiar with content of the MOU & Scope of Work
		
		• Secure Superintendent's signature on MOUs
		
		• Set-up the logistics for training on ASW and ensure readiness of hardware
		
		• Attend training on ASW

September	• Prepare final draft of ASES Annual Performance Reports* • Submit Federal 21st century Annual Performance Report, 9/16* • Collaborative Meeting • Refresh MIS/Data Systems with current enrollment information	• Review final draft of ASES Annual Performance reports and provide feedback to authors* • Approve Federal 21st century report* • Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Orient all school site staff to the evaluation and its requirements. Ensure they understand the importance of data collection and achievement of the collaborative goals. • Ensure accurate distribution of CHKS student pre-surveys
October	• Submit ASES Annual Performance Report to client, 10/1* • Collaborative Meeting • Review instruments and tools including collaborative-wide data sheet • Start check-in phone calls to all sites • ASW Data Scrub	• Submit ASES Annual Performance Reports to CDE* • Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Review exceptions report and support sites in data scrub • Collect and submit CHKS student pre-survey
November	• Collaborative Meeting • Complete check-in phone calls to all sites • Prepare final draft of State 21st Century report	• Review and approve final drafts of 21st CCLC Annual Performance Reports* • Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW

December	• Year end presentation to collaborative and key stakeholders* • Submit State 21st century report to client, 12/1* • Collaborative Meeting • Report to Collaborative on check in calls • Schedule site visits • Request current enrollment data from districts	• Submit State 21st century report to CDE, 12/1* • Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Before date of data upload, ensure that every student in the system has a correct <u>District</u> issued permanent ID number. The evaluation team will NOT be responsible for problems arising from missing or incorrect ID numbers. • Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant evaluation team personnel according to required format. Collaborate with evaluation team to troubleshoot unanticipated difficulties. • Assist with scheduling of site visits
January	• Collaborative Meeting • Initiate site visits • Upload ASW to update student data • ASW Data Scrub	• Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Review exceptions report and support sites in data scrub
February	• Collaborative Meeting • Continue site visits • Prepare surveys for distribution	• Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Set up logistics for survey training
March	• Collaborative Meeting. • Orient/train site coordinators on upcoming surveys	• Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Ensure that all site coordinators attend a survey orientation

April	• Collaborative Meeting • Mid-term report on findings of site visits • Administer site coordinator, parent, collaborative, and principal surveys • ASW Data Scrub	• Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW and support sites in data scrub • Ensure distribution of surveys and an optimum response rate • Assist evaluators with collecting all surveys • Complete collaborative survey
May	• Collaborative Meeting • Administer teacher, staff, student surveys	• Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Ensure distribution of teacher, staff, student surveys and an optimum response rate • Inform evaluation team of which sites will be having summer school, start/end dates, feeder schools, and contact information
June	• Collaborative Meeting • Outreach to district MIS departments for 2010-2011 and 2011-2012 data • Survey collection (teacher, staff, students) • ASW Data Scrub • Set up Students' ID and summer sessions on web-based system	• Notify evaluators of dates, times, and locations of meetings • Provide evaluators with minutes of meetings • Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant evaluation team personnel according to required format. Collaborate with evaluation team to troubleshoot unanticipated difficulties. • Ensure all completed surveys are given to evaluation team • Ensure all sites are enrollment, activity, and attendance data has been entered and support sites in completing final data scrub • Ensure that all sites are entering their data into ASW for summer school

July	• Collaborative Meeting.	• Notify evaluators of dates, times, and locations of meetings
	• Obtain district data (attendance, discipline, etc.)	• Provide evaluators with minutes of meetings
	• Process and analyze qualitative & quantitative data	• Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant evaluation team personnel according to required format. Collaborate with evaluation team to troubleshoot unanticipated difficulties.
		• Ensure that all sites are entering their data into ASW for summer school

ASPIRE Activities:

RDA will conduct an analysis of data for ASPIRE students for the 2010 to 2011 school year. RDA will complete the Record of Effectiveness table provided by CDE and submit the annual report to the State. Mt. Diablo USD will provide RDA with the following data in excel format after the completion of the program as well as paper copies:

Field #	Field Name
1	CDS_Code
2	StudentIdentifier
3	GradeLevel
4	ProviderLocationID
5	ProviderLocationOther
6	StudentStartDate
7	StudentEndDate
8	StudentLearningPlanNotCompleteComment
9	StudentHourlyCost
10	DistrictHourlyReimbursement
11	StudentMathHours
12	StudentELAHours
13	StudentSubjectOther
14	StudentSubjectOtherHours
15	StudentProgressReportsToStudentYN
16	StudentProgressReportsToParentsYN
17	StudentProgressReportsToStaffYN
18	ProgressReportProvisionPeriodID
19	StudentLearningPlanConsultedYN
20	StudentLearningPlanStaffConsultedYN
21	StudentLearningPlanTeacherConsultedYN
22	StudentLearningPlanParentConsultedYN
23	StudentLearningPlanStudentConsultedYN
24	StudentNoLearningPlanComment
25	InstructionalMethodSubjectID1
26	InstructionalMethodOtherSubject1
27	InstructionalMethodID1
28	InstructionalMethodOtherDeliveryMethod1
29	InstructionalMethodPercentageTimeSpent1
30	InstructionalMethodSubjectID2
31	InstructionalMethodOtherSubject2
32	InstructionalMethodID2

33	InstructionalMethodOtherDeliveryMethod2
34	InstructionalMethodPercentageTimeSpent2
35	InstructionalMethodSubjectID3
36	InstructionalMethodOtherSubject3
37	InstructionalMethodID3
38	InstructionalMethodOtherDeliveryMethod3
39	InstructionalMethodPercentageTimeSpent3
40	InstructionalMaterialID1
41	InstructionalMaterialName1
42	InstructionalMaterialPercentageUse1
43	InstructionalMaterialID2
44	InstructionalMaterialName2
45	InstructionalMaterialPercentageUse2
46	InstructionalMaterialID3
47	InstructionalMaterialName3
48	InstructionalMaterialPercentageUse3
49	InstructionalMaterialID4
50	InstructionalMaterialName4
51	InstructionalMaterialPercentageUse4
52	InstructionalMaterialID5
53	InstructionalMaterialName5
54	InstructionalMaterialPercentageUse5
55	TestSubjectID1
56	TestSubjectOther1
57	TestAssessmentCode1
58	TestAssessmentOther1
59	TestAssessmentStandardYN1
60	TestPreTestDate1
61	TestPreTestRawScore1
62	TestNoPreTestScoreComment1
63	TestPreTestPercentileRank1
64	TestPostTestDate1
65	TestPostTestRawScore1
66	TestNoPostTestScoreComment1
67	TestPostTestPercentileRank1
68	TestSubjectID2
69	TestSubjectOther2
70	TestAssessmentCode2

71	TestAssessmentOther2
72	TestAssessmentStandardYN2
73	TestPreTestDate2
74	TestPreTestRawScore2
75	TestNoPreTestScoreComment2
76	TestPreTestPercentileRank2
77	TestPostTestDate2
78	TestPostTestRawScore2
79	TestNoPostTestScoreComment2
80	TestPostTestPercentileRank2
81	TestSubjectID3
82	TestSubjectOther3
83	TestAssessmentCode3
84	TestAssessmentOther3
85	TestAssessmentStandardYN3
86	TestPreTestDate3
87	TestPreTestRawScore3
88	TestNoPreTestScoreComment3
89	TestPreTestPercentileRank3
90	TestPostTestDate3
91	TestPostTestRawScore3
92	TestNoPostTestScoreComment3
93	TestPostTestPercentileRank3

ASW Technical Assistance:

RDA will provide 2 days of technical assistance to all 18 sites at one central location. RDA will set up six 1 hour blocks of time for three sites to meet together and answer questions re: the after-school web system.

II.   AFTER SCHOOL WEB AND DATA COMPONENTS

The contents of this section supercedes any previous agreements made with respect to data and ASW, the Afterschool web.

RDA will conduct annual outcome evaluation activities consistent with requirements specified by the California Department of Education in its grant of financial support to the District.   The primary purpose of the evaluation is to measure positive benefits accruing to students who participate in after school activities. Existing desired benefits for participating students are also set forth by the Collaborative as goals and objectives that address academic performance, behavior at school, family support, and life skills. After school participation has been found to be particularly beneficial for students who are not English language fluent or who are members of low socio-economic status families.

The District will continue to provide student data for each the school years in support of evaluation activities. The District will provide these student data for all students at each school site listed in this agreement. Data record layouts for the 6 required data sets are described below.

Student Data Record Layouts / Data Sets:

The Data Sets referred to below are outlined in Appendix A of this MOU.

The District will be responsible for transferring to RDA the student data as digital files in Excel spreadsheet format adhering to the record layouts and valid codes described in Appendix [A]. Each Excel file may contain multiple schools' students' data in each file, but not to exceed 64,000 records (i.e., not to exceed 64,000 spreadsheet rows). Six distinct types of student data are to be provided; permanent student ID numbers will be used to link the separate data files:

> Data Set 1 (Enrollment and Demographics)
> Data Set 2 (Absence and Attendance)
> Data Set 3 (Discipline)
> Data Set 4 (CST Test Scores)
> Data Set 5 (Promotion and CAHSEE)

Record layout rules for all data sets are available in an Excel file together with a template (a row of column headers), which can be filled in by District personnel.

Baseline Year Data

The District will provide Baseline Year data for all new schools added since the previous year (all 5 data sets for 2009-10) to RDA by September 2010.

Evaluation Year Data

The following sets of data will be provided on the following dates:

September 15, 2010 – Data Set 1

January 15, 2011 – Data Set 1

July 15, 2011 – Data Sets 1, 2, 3

August 15, 2011 – Data Sets 4, 5

Student Information Updates

RDA will further prepare and use the above periodic editions of Data Set 1 to update student information contained in the online web application, "AfterschoolWeb v.3". Provided that data are received in the format specified and on time, updates of the web application student data will take place on the following schedule:

September 30, 2010

January 30, 2011

August 31, 2011

AfterSchool Web v2:

The AfterSchool Web is the property of Resource Development Associates. The Afterschool data will be hosted on ASW v3 and located on WebHost4Life servers.

III. CONFIDENTIALITY OF STUDENT DATA AND SECURITY OF DATA

a. Confidentiality

- ❑ RDA and HTA shall protect from unauthorized disclosure names and other identifying information, except for statistical information and summary data that does not identify the client.
- ❑ RDA and HTA shall not use such identifying information for any purpose other than carrying out the obligations under this agreement.
- ❑ RDA and HTA agree to inform all its employees, agents, and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
- ❑ RDA and HTA agree to comply and to require its officers, partners, associates, agents and employees to comply with all applicable State or Federal statues or regulations respecting confidentiality, including but not limited to, the identity of persons, their records, or services provided them.

b. Security of Student Data

The Student Data will have the following security precautions:
- The Data Set 1 only will be imported by RDA personnel into a web-based database on a server hosted by WebHost4Life.
- The web-based database will be protected by data encryption, a 128-bit SSL Digital Certificate which encrypts all data transmissions, WebHost4Life's 24/7 security monitoring, and user-specific passwords and access levels.

- The user-specific passwords and access levels are issued by <u>Collaborative and Coordinators</u>, who are responsible for preventing access to the data by unauthorized personnel, including terminated employees.
- The data will be retained on the web-based database and maintained by RDA and HTA at least until the State of California Department of Education has approved the final evaluation report due under terms of its grant to the Collaborative.
- All other Data sets will be maintained in Access data bases at RDA and HTA and will be encrypted, password protected and further secured through user specific network authentication.

<u>c. Web Based Use of Student Data:</u>

The web-based database will be accessible via "AfterschoolWeb v.3", a secured, full-featured web-based tool for managers of out-of-school-time programs. It has been developed by RDA to help educators to organize important details about activities offered, students enrolled, and attendance at service-delivery (school) sites. RDA remains responsible for fixing errors in AfterschoolWeb v.3 that impact the usability of this system.

AfterschoolWeb v.3 provides a variety of data entry and data display options to support efficient day-to-day operations, and seasonal reporting to funders and community constituents. No software is deployed to remote users because they access data through a secure web browser. No database synchronization is needed because all users have real-time access to the database.

A user manual, the "AfterschoolWeb v.3 System Manual" will be provided to <u>Collaborative and Coordinators.</u> RDA and HTA will provide technical assistance for <u>Collaborative and Coordinators</u> during normal business hours Monday through Friday.

There is no additional charge for use of AfterschoolWeb v.3, provided that the school sites represented in the AfterschoolWeb system are participants in the Contra Costa County Afterschool 4 All Collaborative and the evaluation process.

In cases where the AfterschoolWeb system is used to represent additional school sites who are not participating in the Afterschool 4 All Collaborative and evaluation as listed above, a $500 setup fee per school site, plus fees of $50 per month per school site, will be owed to RDA.

<u>d. AfterschoolWebv.3 Features</u>
Several reporting and data entry features have been developed expressly at the request of the Collaborative. Development of additional features is not included in this agreement.

IV. INDEMNIFICATION:
<u>Collaborative and Users</u> agree to indemnify and hold harmless RDA and HTA for any claims arising from use of the Software, including loss or corruption of data.

V. COSTS AND PAYMENT FOR SERVICES

RDA will bill MDUSD on a **quarterly** basis for of the total amount of the contract as follows: September 30, December 31, March 31, and June 30. This price will include all activities as outlined in this MOU, local travel, materials and supplies. An invoice will be submitted at the end of each quarter. Payment is due upon receipt of the invoice.

Total costs for all items under scope of work will not exceed **$88,000.**

VI. AMENDMENTS:

No amendments or additions to this Agreement shall be valid unless made in writing and signed by both Provider and a RDA officer including any attached Exhibits.

VII.   TERM:

This Agreement shall be made from September 1, 2010 through June 30, 2011.

VIII.   Signatures

Patricia Marrone Bennett, CEO, RDA _____

Ali Medina, After School Services Administrator, Mt. Diablo Unified School District _____

Katie Gaines, Director of Alternative Education, Mt. Diablo Unified School District _____

Richard Nicoll, Superintendent_____

Appendix [A]

Record layout rules for each of six data sets to be provided by District to Evaluator.

Data Set 1 (Enrollment and Demographics)			
Data Element	**Data Type**	**Valid Codes**	**Notes**
Permanent_ID	text		**required. All students active at any time during school year.**
State_ID	text		**required**
LastName	text		**required**
FirstName	text		**required**
MiddleName	text		optional
Address1	text		optional
Address2	text		optional
City	text		optional
State	text		optional
ZIP	text		optional
HomePhone	text		optional
EthnicityCode	numeric	**see valid codes below**	**required**
Sex	text	**M** or **F**	**required**
Birthdate	text	format: MM/DD/YYYY	**required**
Grade	text	**see valid codes below**	**required**
SchoolName	text		**required**
EnterDate	text	format: MM/DD/YYYY	**required**: date of enrollment to school
LeaveDate	text	format: MM/DD/YYYY	**required**: date of exit from school, if any
Homeroom	text		optional
HomeroomTeacher	text		optional
Mother_Firstname	text		optional
Mother_Lastname	text		optional
Mother_Employer	text		optional
Mother_Bus_Phone	text		optional
Father_Firstname	text		optional
Father_Lastname	text		optional
Father_Employer	text		optional
Father_Bus_Phone	text		optional
EmergencyContact	text		optional

Data Set 1 (Enrollment and Demographics)			
Data Element	**Data Type**	**Valid Codes**	**Notes**
Relationship	text		optional
ContactPhone	text		optional
EmergencyContact2	text		optional
Relationship2	text		optional
ContactPhone2	text		optional
EligiblePickUp1	text		optional
EligiblePickUp2	text		optional
EligiblePickUp3	text		optional
EligiblePickUp4	text		optional
EligiblePickUp5	text		optional
NeedFlag1_Special_Ed	numeric	**0** ("No"), **1** ("Yes")	**required**
NeedFlag2_ELL	numeric	**0** ("No"), **1** ("Yes")	**required**
NeedFlag3_CalWorks	numeric	**0** ("No"), **1** ("Yes")	*optional*

ASWeb valid EthnicityCodes (CoCoCo Afterschool 4 All)		
EthnicityCode *	EthnicityDescription	corresponds to CSIS code
1	African American	600
2	Asian Other	299
3	Cambodian	207
4	Chinese	201
5	Filipino	400
6	Guamanian	302
7	Hawaiian	301
8	Indian (Asian)	205
9	Japanese	202
10	Korean	203
11	Laotian	206
12	Latino/Hispanic	500
13	Multiple	
14	Native American	100
15	None/Not Available	
16	Pacific Islander	399
17	Samoan	303
18	Tahitian	304
19	Vietnamese	204
24	White	700
* Integer, determined arbitrarily by ASWeb for all school sites among the Afterschool4All Collaborative during ASWeb ADMIN SETUP Processes.		

ASWeb valid Grade Codes (CoCoCo Afterschool 4 All)	
Grade *	**GradeDescription**
K	K
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
* Text, determined separately for each individual school site during ASWeb SITE SETUP Processes	

Data Set 2 (Absence and Attendance)

Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		**required. All students active at any time during school year.**
State_ID	text		**required**
SchoolName	text		**required**
Date	text	format: MM/DD/YYYY	**required.** between July 1 – June 30
All-Day Absence-or-Attendance Type	text	(Defined in District's student info system)	**required. District's Codebook also required**

Data Set 3 (Discipline)

Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		**required. All students active at any time during school year.**
State_ID	text		**required**
SchoolName	text		**required**
Date	text	format: MM/DD/YYYY	**required.** between July 1 – June 30
Incident_Type	text	(Defined in District's student info system)	**required. District's Codebook also required**
Disposition_Type	text	(Defined in District's student info system)	**required. District's Codebook also required**
Disposition_Duration	numeric		**required.** Usually number of DAYS

Data Set 4 (CST Test Scores)

Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		**required. All students active at any time during school year.**
State_ID	text		**required**
CST_Test_Year_and_Month	text	format: YYYYMM	**required**
CST_Test_Part	text	Math Subject or "English Language Arts"	**required**
CST_Scaled Score	numeric	3-digit	**required**
CST_Performance_Level	numeric	1-digit (1= "Far Below Basic", ..., 5 = "Advanced")	**required**

Data Set 5 (Promotion)

Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		**required. All students active at any time during school year.**
State_ID	text		**required**
SchoolName	text		**required**
Current_Grade	text		**required.** Grade Level during current school year.
Next_Grade	text		**required.** Grade Level anticipated at beginning of coming school year.
Passed CAHSEE Lang.Arts by year end	text	"Y", "N" or numeric equivalent	Required for Grade 9 and above; for students at high school.

Data Set 5 (Promotion)			
Data Element	**Data Type**	**Valid Codes**	**Notes**
Passed CAHSEE Lang.Arts by year end	text	"Y", "N" or numeric equivalent	Required for Grade 9 and above; for students at high school.