

Teacher Course Student Data Collection Reporting FAQ

School Year 2011-12

(Last Updated on September 26, 2011)

How do I report a section that includes 2 educators who teach different groups of students in the same class?

Unique LOCALSECTIONIDs must be created to define which students each teacher is responsible for.

EXAMPLE

<i>Course</i>	Math100
<i>CourseID</i>	Math100PeriodA
<i>Teacher(s)</i>	Mrs. Smith (ID=111) Ms. Brown (ID=222)
<i>Number of Students</i>	20
<i>Details</i>	Mrs. Smith is the teacher of record and is responsible for Math instruction for all 20 students. Ms. Brown is also an educator in this class but is responsible for providing Math instruction to only 5 of the 20 students.

1. Submit two sections in the K12 SECTION – SECTION file, for example Math100PeriodA_111 (LOCALSECTIONID field) and Math100PeriodB_222 (LOCALSECTIONID field).
2. Mrs. Smith will be assigned to one of the sections, Math100PeriodA_111 (LOCALSECTIONID field) and reported in the K12 SECTION – STAFF submission. The MATHCONTRIBUTOR field is reported as Y.
3. Ms. Brown will be assigned to one of the sections, Math100PeriodA_222 (LOCALSECTIONID field) and reported in the K12 SECTION – STAFF submission. The MATHCONTRIBUTOR field is reported as Y.
4. Students will also need to be reported in the K12 – SECTION – STUDENT file. The 20 students will be reported in LOCALSECTIONID Math100PeriodA_111.
5. The 5 students who also receive instruction from Ms. Brown should be reported again in the K12 – SECTION – STUDENT file in LOCALSECTIONID Math100PeriodA_222.

How do I report a section in which the educator teaches a Science class where district/school policy defines the educator also provides Mathematics development through Science instruction?

The MATHCONTRIBUTOR field should be reported as Y.

EXAMPLE

<i>Course</i>	Science100
<i>CourseID</i>	Science100PeriodA
<i>Teacher(s)</i>	Mrs. Smith (ID=111)
<i>Number of Students</i>	20
<i>Details</i>	Mrs. Smith is a Science teacher for this class. The school policy in this school defines that Science classes contribute to mathematics development.

1. Submit one section in the K12 SECTION – SECTION file, Science100PeriodA (LOCALSECTIONID field).
2. Mrs. Smith will be reported in the K12 SECTION – STAFF submission. The MATHCONTRIBUTOR field is reported as Y.
3. Students will also need to be reported in the K12 – SECTION – STUDENT file. The 20 students will be reported in LOCALSECTIONID Science100PeriodA.

How do I report data for a school in which all educators are responsible for English Language Arts/Literacy and Mathematics development of students?

Each educator should be reported for the LOCALSECTIONIDs that they are assigned to. The ELACONTRIBUTOR and MATHCONTRIBUTOR fields should both be reported as Y.

EXAMPLE

<i>Course</i>	Science100
<i>CourseID</i>	Science100PeriodA
<i>Teacher(s)</i>	Mrs. Smith (ID=111)
<i>Number of Students</i>	20
<i>Details</i>	Mrs. Smith is a Science teacher for this class. The school policy in this school states that all educators contribute to Mathematics and English Language Arts/Literacy development.

1. Submit one section in the K12 SECTION – SECTION file, Science100PeriodA (LOCALSECTIONID field).
2. Mrs. Smith will be reported in the K12 SECTION – STAFF submission. The MATHCONTRIBUTOR field is reported as Y and the ELACONTRIBUTOR field is reported as Y.
3. Students will also need to be reported in the K12 – SECTION – STUDENT file. The 20 students will be reported in LOCALSECTIONID Science100PeriodA.