November 28, 2005

TO: Superintendents, District Testing Coordinators and Data Managers

FROM: Mary Ann Snider, Director
                  Office of Assessment & Accountability

RE: Student Demographic Information

I am writing to inform you that soon you will have the opportunity to review and correct student program participation and demographic information from the recent NECAP test. The data from the test company, Measured Progress, to the state is time staggered and we will accordingly pass the data to you in this manner. All files will be sent to districts and be received from the districts through the eRIDE system.

The data will be sent to you according to the following schedule:

Tested Grade Levels	Begin Review	End Review
5 and 6	December 5	December 12
7 and 8	December 12	December 19
3 and 4	December 19	December 26

In anticipation of this review period, please determine a process for you, your data manager, and principals to review the data for accuracy. Please keep in mind that the files should reflect your **October 1, 2005 enrollment submission to RIDE**. Changes in students' status after October 1st should not be reflected in this review process.

This timeline cannot be extended. All data files must be completed in order to prepare materials for standard setting on January 5, 2006. **This is an important opportunity for you to ensure that your schools' data are accurate for accountability purposes**. Please make every effort to clean your data files in the allotted time.

Files for each grade span will have the same layout and contain student-level data that will be used for school and district accountability next spring. Attached is the layout of the files we will be sending to you. Field number 18 gives the reason why students on your October 1st membership were not tested. Field 19 through field 24 contain information on student work that has been invalidated due to non-allowable accommodations during testing. While you may not change these fields, I ask that you call me if you believe any invalidation is in error.

As usual, please call Van Yidana, (222-8488) or me at 222-8492 or email me at maryann.snider@ride.ri.gov if you have any questions. I look forward to working with you as we start the school and district classification process for next year. Workshops will be scheduled in advance of the Spring 2006 classifications to help you understand Rhode Island's revised accountability system.

FILE LAYOUT FOR DISTRICT/SCHOOL DATA VERIFICATION AND CLEANUP

##	Variable Name	Length	Variable Description	Valid Values	Comment
1	GRADE	2	Student Grade	KG-12	N
2	TESTID	10	Links Data back to NECAP	Numeric	N
3	SASID	10	State Assigned Student ID	Numeric	N
4	LASID	16	Locally Assigned Student ID	Numeric	N
4	DISTCODE	2	District Code	01-99	N
6	SCHCODE	5	School Code	Numeric	N
7	SCHNAME	20	School Name	AlphaNumeric	N
8	LASTNAME	20	Student Last Name	AlphaNumeric	Y
9	FIRSTNAME	11	Student First Name	AlphaNumeric	Y
10	MI	1	Student Middle Initial	AlphaNumeric	Y
11	DOB	11	Date of Birth	eRIDE Format	Y
14	RACE	1	Primary Race / Ethnicity	eRIDE Accepted Codes	Y
15	LEP	1	Currently Receiving LEP Services	Y/N	Y
16	LEPMON1	1	Former LEP Student - Monitoring Year 1	Y/N	Y
17	LEPMON2	1	Former LEP Student - Monitoring Year 2	Y/N	Y
16	IEP	1	Receives IEP Services	Y/N	Y
17	LUNCH	1	Lunch Status	Y/N	Y
18	NOTESTR	1	Reason For Not Testing	1=Alternate Assessment for 2004-2005 2=LEP student new to the US after Oct 1. 2004 3=Student Withdrew after Oct. 1 2005 4=Student Enrolled after Oct. 1 2005 5=State Approved Special Consideration 6=Other reasons	Y
19	WITHDRAW	1	Withdraw Student Flag	Y=Withdraw Student	Y
20	SCH1YR	1	NOT continuously enrolled in School 10/1/04-10/1/05	Y/N	N
21	DIST1YR	1	NOT continuously enrolled in District 10/1/04-10/1/05	Y/N	N
22	READINVALID	1	Reading Test Invalidated	Y/N	N
23	MATHINVALID	1	Math Test Invalidated	Y/N	N
24	WRITEINVALID	1	Writing Test Invalidated	Y/N	N
25	MATHCALINV	1	Math Non-Calculator Test Invalidated	Y/N	N

Comment: N=DO NOT CHANGE, Y=UPDATE