

SASxp™ No Child Left Behind (NCLB) User Guide

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This edition applies to Release 5.5s of the SASIxp educational software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Introduction

The SASIxp™ student administrative software is designed to help your school and school district meet the requirements of the No Child Left Behind (NCLB) Act, the federal legislation that renewed the Elementary and Secondary Education Act in 2001.

This user's guide assumes a working knowledge of the SASIxp student administrative software and student operations in an educational environment.

This guide contains these chapters:

Chapter 1, Introduction provides an overview of this guide's contents.

Chapter 2, Setup and Maintenance describes the SASIxp student administrative software setup procedures required for Immigrant Students and Incident Reporting. It also describes any ongoing maintenance the system may require.

Chapter 3, Title III – Part B describes the Title III Eligible Immigrant (STU50) report that schools use to tally census data for reporting to their state. The STU50 report is a tally of all eligible immigrant students who are currently enrolled listed alphabetically by country name.



Introduction

Chapter 4, Title IV – Part A describes the Incident Reporting atom (334), which allows schools to record and produce corresponding reports of school crime incidents with varying levels of detail. It also includes the NCLB-Safe Drug Free Schools Reports, which enables you to report school level incident information.

Chapter 5, Staff Credentials describes information about teachers and paraprofessionals. This information is used by other atoms to generate reports that determine whether the staff possess qualifications in the areas they are teaching or serving.

Chapter 6, NCLB Graduation and Dropout Rates Report describes information regarding adequate yearly progress of the students. This report provides information related to students' graduation and dropout rates.

Chapter 7, NCLB Report Launcher Atom describes the NCLB Report Launcher screen.

Chapter 8, Adequate Yearly Progress (AYP)/Parents Right to Know describes the reports that allow schools and districts to successfully report academic assessment information according to NCLB requirements.

Appendix A, Data Dictionary describes the tables and file definitions related to NCLB reporting.



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Setup and Maintenance

This chapter describes the SASixp student administrative software setup procedures required for compliance with the requirements of the No Child Left Behind (NCLB) Act. It also describes any ongoing maintenance the system may require.



Setup and Maintenance

Recreating the SASIxp ADF Files

Recreate the SASIxp ADF files once at each school site.

You can also recreate the ADF files once at the district site and copy them from the district site to each of the school sites. Perform steps 1 through 3 at the district site and copy the eight ADF files (ADF1.DBF, ADF1.MDX, ADF2.DBF, ADF2.MDX, ADF3.DBF, ADF3.MDX, ADF4.DBF, and ADF4.MDX) from the district site's Datafile folder to the Datafile folder at each of the school sites.

1. Open the File Management folder.
2. Open the File Definition Pro atom (134). The File Definition Pro screen displays.

File	Qual	Order	Type	Description
3ATC	Y	28	S1	Calendar - SASI3
3CH1	Y	7	S1	Chapter 1
3CRS	Y	3	M1	Course - SASI3
3EMG	Y	7	S1	Emergency - SASI3
3LEP	Y	7	S1	Limited English Proficiency
3MST	Y	4	M1	Master Sched - SASI3
3PRN	Y	1	S2	Prent Guardian - SASI3
3RSK	Y	7	S1	Risk Student Info
3SPC	Y	1	S1	Special Edu - SASI3
3SPE	Y	7	S1	Special Ed
3STU	Y	120	M1	Student - SASI3
3SUP	Y	7	S1	Supplemental Data
3TCH	Y	1	S1	Teacher - SASI3
3TCR	Y	3	S1	Course Supplemental

3. From the File Maintenance menu, select Create ADF Files. The system recreates the ADF files.



Setup and Maintenance

Setting Up the Ethnic Code (ETH) Table

Define the titles that the system displays for the ethnicity subgroups in the School Report Card and District Report Card reports in the ETH table.

1. Open the Tables Definition atom (62).
2. Select the Table Definition tab.
3. Locate the ETH table in the matrix.
4. In the **User Cd1 Heading** column associated with the ETH table record row, type **NCLB**.
5. In the **Cd1 Len** field associated with the ETH table record row, type **8**.
6. Click **Save**.
7. Select the Table List tab.
8. Select the ETH table from the matrix of tables. The system displays the codes and descriptions for the ETH table in the second matrix.
9. In the **NCLB** column in the second matrix, enter eight-character values representing each of the ethnic codes in the table. The system displays these values as the ethnicity subgroup titles in the School Report Card and District Report Card reports.

For example, if you have an ethnic code of P with a description of Pacific Islander, you might type **Pac Isl** in the NCLB column associated with the code's record row in the matrix. The system displays Pac Isl as the title of one of the ethnicity subgroups in the School Report Card and District Report Card reports.

You must define a value in the **NCLB** column for each of the ethnic codes in the ETH table. If you do not define a value for an ethnic code, the system counts any students assigned that ethnic code in the Unknown ethnicity subgroup.

10. Click **Save**.
11. Click **Close**.



Setup and Maintenance

Setting Up the English Proficiency (ENG) Table

Define the English proficiency codes that indicate English proficiency in the School Report Card and District Report Card reports in the ENG table.

1. Open the Tables Definition atom.
2. Select the Table Definition tab.
3. Locate the ENG table in the matrix.
4. In the **User Cd1 Heading** column associated with the ENG table record row, type **NCLB**.
5. In the **Cd1 Len** field associated with the ENG table record row, type **1**.
6. Click **Save**.
7. Select the Table List tab.
8. Select the ENG table from the matrix of tables. The system displays the codes and descriptions for the ENG table in the second matrix.
9. In the **NCLB** column in the second matrix, type **F** in the associated record row for each code in the table that indicates English proficiency.

For example, if you have an English proficiency code of 1 with a description of Fluent that indicates English proficiency, type **F** in the NCLB column associated with the code's record row in the matrix.

10. Click **Save**.
11. Click **Close**.



Setting Up the Diploma Type (DPL) Table

Define the diploma type codes that indicate regular or better diploma types in the DPL table. The system reports students with regular or better diploma types as graduates.

1. Open the Tables Definition atom.
2. Select the Table Definition tab.
3. Locate the DPL table in the matrix.
4. In the **User Cd1 Heading** column associated with the DPL table record row, type **NCLB**.
5. In the **Cd1 Len** field associated with the DPL table record row, type **3**.
6. Click **Save**.
7. Select the Table List tab.
8. Select the DPL table from the matrix of tables. The system displays the codes and descriptions for the DPL table in the second matrix.
9. In the **NCLB** column in the second matrix, type **Reg** in the associated record row for each code in the table that indicates a regular or better diploma type.

For example, if you have a diploma type code of Hon with a description of Honors Diploma that indicates a regular or better diploma type, type **Reg** in the NCLB column associated with the code's record row in the matrix.

General Equivalency Diplomas (GEDs), adult diplomas, and certificates are not considered regular high school diplomas. Do not type **Reg** in the **NCLB** column in the associated record row for these diploma type codes.

10. Click **Save**.
11. Click **Close**.



Setup and Maintenance

Setting Up the Leave Code (LVE) Table

Define the leave codes that indicate dropout students in the LVE table.

1. Open the Tables Definition atom.
2. Select the Table Definition tab.
3. Locate the LVE table in the matrix.
4. In the **User Cd1 Heading** column associated with the LVE table record row, type **NCLB**.
5. In the **Cd1 Len** field associated with the LVE table record row, type **4**.
6. Click **Save**.
7. Select the Table List tab.
8. Select the LVE table from the matrix of tables. The system displays the codes and descriptions for the LVE table in the second matrix.
9. In the **NCLB** column in the second matrix, type **Drop** in the associated record row for each code in the table that indicates a dropout proficiency.

For example, if you have a leave code of W5 with a description of Dropout that indicates a dropout student, type **Drop** in the NCLB column associated with the code's record row in the matrix.

10. Click **Save**.
11. Click **Close**.



Setup and Maintenance

Setting Up the Incident Reporting Setup Atom (333)

Customize the parameters of the Incident Reporting atom (334) using the Incident Reporting Setup atom. For more information about the Incident Reporting atom, see [Incident Reporting Atom on page 26](#).

Incident Reporting Setup Atom Tabs

The Incident Reporting Setup atom consists of four tabs:

- General
- Reporting Periods
- Incident Reasons
- Services Offered

These read-only fields, which identify the school that you are currently logged into, are common for all tabs in the Incident Reporting Setup atom.

<i>Field</i>	<i>Description</i>
Sch #	School number from the School atom
School Name	School name from the School atom
Alternate #	Alternate School Number from the School atom



Setup and Maintenance

General Tab

Use the General tab to add or modify parameters related to the collection of general data regarding offenders, victims, involvement codes, and security measures in the Incident Reporting atom.

General Tab Fields

Field	Description
Enrollment	Number of students enrolled
No. of Students Impacted	Number of students served or impacted by prevention services or activities during the current school year. This value should not be higher than the value in the Enrollment field.
Maximum No. of Victims Per Incident	Maximum permissible number of victims that you can specify for an incident. The system does not enforce a limit on the number of victims that you can specify if the value in this field is blank or zero.



Setup and Maintenance

<i>Field</i>	<i>Description</i>
Maximum No. of Offenders Per Incident	Maximum permissible number of offenders that you can specify for an incident. The system does not enforce a limit on the number of offenders that you can specify if the value in this field is blank or zero.
Auto-Generate Incident ID	<p>Indicates if the system auto-generates Incident IDs (the default value for this field). Clear this checkbox if you want to manually assign Incident IDs.</p> <p><i>Caution</i></p> <p>Pearson Education Technologies recommends that you do not reset the system to auto-generate Incident IDs after you set the system to allow you to manually assign Incident IDs.</p> <p>If you reselect this checkbox after clearing it to manually assign Incident IDs, the system displays a message related to database problems and confirms whether you want the system to resume auto-generating Incident IDs.</p>
Student Involvement	Indicates whether students are involved in designing, delivering, or critiquing drug or violence prevention programs
Involvement Codes	Involvement codes for community programs in which the school participates. You can select as many as eight codes simultaneously. Values from the Involvement Code (IRA) table fill the pop-up list in this field.
Security Measures	Relevant security measures taken at the school. You can select as many as eight codes simultaneously. Values from the Security Measures (IRB) table fill the pop-up list in this field.



Setup and Maintenance

Reporting Tab Fields

<i>Field</i>	<i>Description</i>
Ln	Line number. The system automatically generates the line number.
Per No	Unique number identifying a reporting period
Period Title	Title of the reporting period
Starting Date	Starting date of the reporting period. This field is mandatory.
Ending Date	Ending date of the reporting period. This field is mandatory. The date must occur on or after the date in the Starting Date field.

Adding or Modifying Reporting Periods

1. Open the Incident Reporting Setup atom.
2. Select the Reporting Periods tab.
3. To add a new reporting period, select Add Period from the Data menu or press Ctrl+A.

To modify an existing reporting period, go to step 4.

4. Enter or modify data in the relevant fields.
5. Click **Save**.

 Click **Undo** to cancel any changes made to this tab.

6. Click **Close**.



Setup and Maintenance

Incident Reasons Tab

Use the Incident Reasons tab to define Incident codes.

Incident Reasons Tab Fields

Field	Description
Ln	Line number. The system automatically generates the line number.
Code	Incident code. These codes fill the pop-up in the Incident Cd field in the Incident Reporting atom.
Alt Code	Alternate code associated with the Incident code
Incident Title	Description of the Incident code



Setup and Maintenance

<i>Field</i>	<i>Description</i>
Incident Type	Type of incident. Values from the Incident Type (IRC) table fill the pop-up list in this field. If codes for drug and violence do not exist in the IRC table, you must enter them in the table using the Tables Definition atom (62). For more information about the Tables Definition atom, see "Using the Tables Definition Atom" in the <i>SAS/XP™ Setup and Administration Training Guide</i> .
Include in Reports	Indicates whether or not to report the Incident code

Adding or Modifying Incident Reasons

1. Open the Incident Reporting Setup atom.
2. Select the Incident Reasons tab.
3. To add a new incident reason, select Add Reason from the Data menu or press Ctrl+A.

To modify an existing incident reason, go to step 4.

4. Enter or modify data in the relevant fields.
5. Click **Save**.

 Click **Undo** to cancel any changes made to this tab.

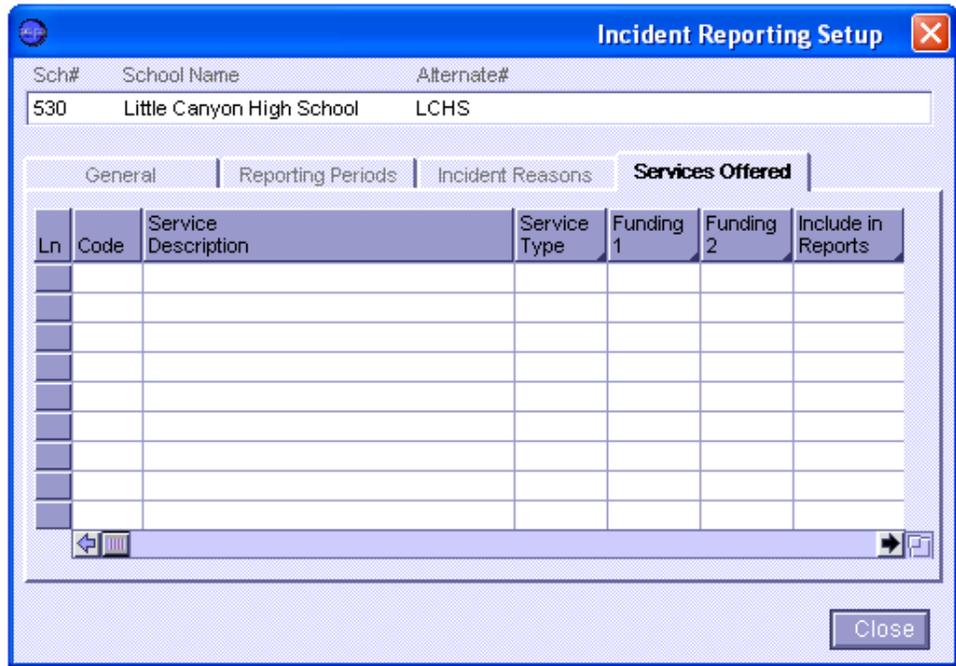
6. Click **Close**.



Setup and Maintenance

Services Offered Tab

Use the Services Offered tab to define Services Offered codes.



Services Offered Tab Fields

<i>Field</i>	<i>Description</i>
Ln	Line number. The system automatically generates the line number.
Code	Services Offered code
Service Description	Description of the Services Offered code
Service Type	Type of service. Values from the Service Type (IRD) table fill the pop-up list in this field. Example: Use this table to identify if a service is education-related.



Setup and Maintenance

<i>Field</i>	<i>Description</i>
Funding 1, Funding 2	Type of funding the service type receives. Values from the Service Funding (IRE) table fill the pop-up list in this field. Examples: SDSFCA, state-specific
Include in Reports	Indicates whether or not to report the Services Offered code
UC 1, UC 2, UC 3	User-defined fields for greater Incident Reporting flexibility

Adding or Modifying Services Offered

1. Open the Incident Reporting Setup atom.
2. Select the Services Offered tab.
3. To add a new offered service, select Add Service from the Data menu or press Ctrl+A.

To modify an existing offered service, go to step 4.

4. Enter or modify data in the relevant fields.
5. Click **Save**.

 Click **Undo** to cancel any changes made to this tab.

6. Click **Close**.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Setup and Maintenance



3

Title III – Part B

The federal government and the individual states conduct a census of all eligible immigrant students enrolled in public and private schools. They conduct the census primarily as part of the requirements of Title III of the No Child Left Behind (NCLB) Act, the federal legislation that renewed the Elementary and Secondary Education Act in 2001.

Eligible immigrant students are foreign-born pupils who have been enrolled in any U.S. school for a period of three years or less.

The census does not include any students who were born in any U.S. territory or trust, such as Puerto Rico, Saipan, the Mariana Islands, American Samoa, the Virgin Islands, or the Marshall Islands. The U.S. grants these students citizenship at birth.

Local Education Agencies (LEAs) use the Title III Eligible Immigrant (STU50) report to tally census data for reporting to their state. The STU50 report is a tally of all eligible immigrant students who are currently enrolled listed alphabetically by country of origin.

- The system only includes eligible immigrant students who are currently enrolled in the STU50 report.
- The system only includes a country in the STU50 report if one or more students from that country qualify as eligible immigrants.



Title III – Part B

- The system provides a total number of eligible immigrant students for each country and a total number for all countries in the STU50 report.

Data Collection in the Student Atom (10)

Use the Student atom to enter, maintain, and view demographic data for students at your school. The system stores this information in the Student (ASTU) file.

For information about the Student atom, see “Student Atom” in the *SAS/Exp™ Basic Applications Guide*.

Page 3 Tab

The system uses the values in **Title III Elig Immigrant**, **Birth Country**, and **US Sch Entry** fields on the Page 3 tab of the Student atom to generate the STU50 report.

The screenshot shows the 'Student' window with the 'Page 3' tab selected. The fields are organized as follows:

- Page 1:** Last Name, First Name, Middle Name, Grntrn, Grd, Gen, Student ID.
- Page 2:** Curric Code, Elementary Sch, Middle School, High School, User Code 5.
- Page 3 (Active):**
 - User Code 6, User Code 7, User Code 8, User Code 9, EC49079
 - User Num 2, User Num 3, User Num 4, User Num 5, Meals
 - Alternate ID 1, Alternate ID 2, Disciplinary User Code
 - Title III Elig Immigrant
 - Birth Country (dropdown), US Sch Entry (dropdown)
 - Foster Home Swim Test Gifted & Talented
 Migrant PE Waiver Restrict Pers. Info
 Refugee/Immig Retain DrvTrnElig - Date
 Cal Works No Auto Dial Como Ed

Navigation buttons (back, search, forward) and 'Undo'/'Find' buttons are at the bottom.



Title III – Part B

Page 3 Tab Fields

This table describes the **Title III Elig Immigrant**, **Birth Country**, and **US Sch Entry** fields. For information about other fields on the Page 3 tab of the Student atom, see “Student Page 3” in the *SASlxp™ Basic Applications Guide*.

Because you manually select the **Title III Elig Immigrant** checkbox for each eligible student, you must use the Query atom (20) to mass change this value for all students marked as eligible immigrants annually after new year rollover. This mass change updates the value in the **Title III Elig Immigrant** checkbox for each student as his or her number of years of enrollment, and immigrant student eligibility status, changes.

For example, this query statement clears the **Title III Elig Immigrant** checkbox for all students who either enrolled before 12/25/2000 or do not have a value in the **US Sch Entry** field:

```
ASTU Title3lmmg = " " if UsSchEntDt < "122500" and UsSchEntDt > " "
```

For more information about mass changes and the Query atom, see the *SASlxp™ Query Training Guide*.

<i>Field</i>	<i>Description</i>
Title III Elig Immigrant	<p>Indicates whether the student is an eligible immigrant. The system only includes students marked as eligible immigrants in the STU50 report.</p> <p>Eligible immigrant students are foreign-born pupils who have been enrolled in any U.S. school for a period of three years or less.</p> <p>The census does not include any students who were born in any U.S. territory or trust, such as Puerto Rico, Saipan, the Mariana Islands, American Samoa, the Virgin Islands, or the Marshall Islands. The U.S. grants these students citizenship at birth.</p>

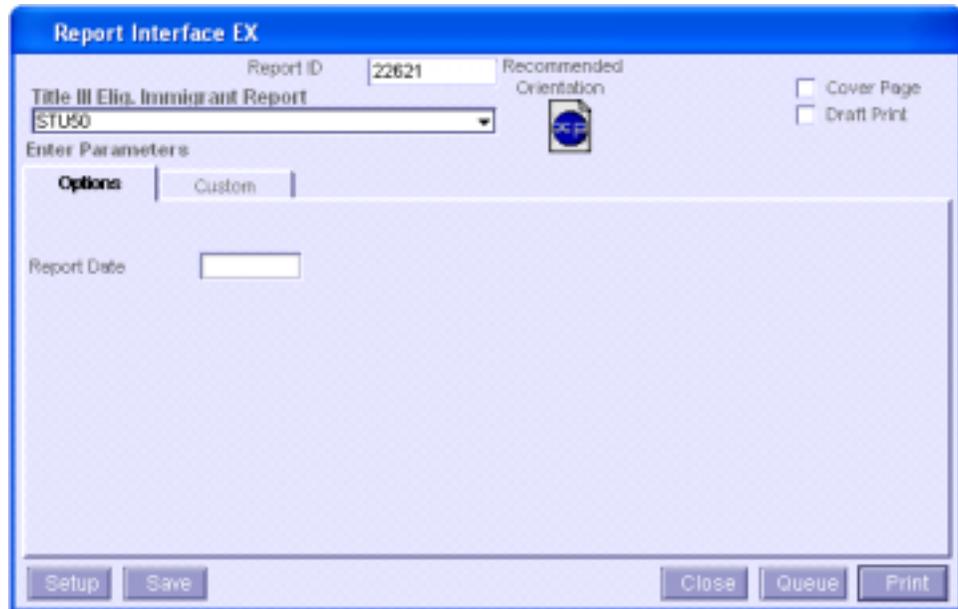


Title III – Part B

<i>Field</i>	<i>Description</i>
Birth Country	Student's country of origin. You can enter a value in this field without selecting the Title III Elig Immigrant checkbox. If you select the Title III Elig Immigrant checkbox, you must enter a value in this field or the system returns an error.
US Sch Entry	Date student enrolled in school in the U.S. You can enter a value in this field without selecting the Title III Elig Immigrant checkbox. If you select the Title III Elig Immigrant checkbox, you must enter a value in this field or the system returns an error.

Running the STU50 Report

1. Open the Student atom.
2. Select Title III Elig Immigrant (STU50) from the Student menu. The Report Interface for the STU50 report displays.





Title III – Part B

For more information about the SASIxp Report Interface, see “Running Reports” in the *SASIxp™ Basic Applications Guide*.

Report Interface Common Fields

<i>Field</i>	<i>Description</i>
Title III Elig. Immigrant Report	Title of the report. The pop-up list displays the system’s generic report and any saved custom reports.
Report ID	Identification number of the report assigned by the SASIxp software
Recommended Orientation	Icon indicating the report’s recommended page orientation, portrait (vertical) or landscape (horizontal). Click Setup to change page orientation or to verify that your printer’s paper orientation matches the recommended report orientation.
Cover Page	Indicates whether the system includes a cover page with the report
Draft Print	Indicates whether you print with a dot-matrix printer. Click Setup to select a printer.

Options Tab Fields

<i>Field</i>	<i>Description</i>
Report Date	The report date. This date must be a valid report date. It is for display purposes only and fills the Report Date field on the STU05 report.

Custom Tab Fields

You cannot change the sort order for the STU50 report on the Custom tab of the Report Interface.



Title III – Part B

For more information about the Custom tab of the SASIxp Report Interface, see “Custom Reports” in the *SASIxp™ Basic Applications Guide*.

Sample Report

03/07/03 15:17	Little Canyon High School Title III Eligible Immigrant Report STU50 Report Date: 03/07/03	(525)	STU50 Page 1
	<u>Country Name</u>	<u>Country Code</u>	<u>Total</u>
	Antigua & Barbuda	AG028	2
	Argentina	AR032	4
	Austria	AT040	5
	Belgium	BE056	4
	Central African Rep.	CF140	1
	Congo, Democratic Republic of	CD180	1
	Ghana	GH288	2
	Taiwan	TW158	1
	Grand Total:		20



4

Title IV – Part A

Schools can record and produce corresponding reports of school crime incidents with varying levels of detail, including the number of offenders and victims per incident, using Incident Reporting.

The Incident Reporting folder is located in the Discipline folder and contains two atoms, the Incident Reporting Setup atom (333) and the Incident Reporting (334) atom.

- Use the Incident Reporting Setup atom to customize the Incident Reporting atom to comply with individual state and federal Incident Reporting requirements. For more information about the Incident Reporting Setup atom, see [Setting Up the Incident Reporting Setup Atom \(333\) on page 9](#).
- Use the Incident Reporting atom to collect and maintain the data related to school incidents necessary to comply with individual state and federal Incident Reporting requirements. For more information about the Incident Reporting atom, see [Incident Reporting Atom on page 26](#).



Title IV – Part A

Incident Reporting Atom

Collect and record data related to school crime incidents using the Incident Reporting atom. Incident Reporting differs from Student Discipline infractions because you collect data by incident, not by student.

Incident Reporting Atom Tabs

The Incident Reporting atom consists of four tabs:

- General
- Victims
- Offenders
- Related Factors

The system fills the pop-up lists in the fields in this atom based on the parameters set in the Incident Reporting Setup atom. For more information, see [Setting Up the Incident Reporting Setup Atom \(333\) on page 9](#).

These fields are common for all tabs in the Incident Reporting atom.

<i>Field</i>	<i>Description</i>
Incident ID	Unique Incident ID. You can either have the system auto-generate this ID or assign it manually. For more information, see General Tab on page 10 . Pearson Education Technologies recommends that you do not reset the system to auto-generate Incident IDs after you set the system to allow you to manually assign Incident IDs.
Rel. Incident ID	Links the incident to other incidents
Alternate ID	Alternate ID
Date	Date the incident occurred. This field is editable. The default value is the system date.
When/Time	Time of day that the incident occurred. Values from the Time Period (IRF) table fill the pop-up list in this field.



Title IV – Part A

<i>Field</i>	<i>Description</i>
Incident Cd	Type of incident. Values from the IRC table fill the pop-up list in this field.
Description	Description of the Incident code. This field is editable. The default value is the description of the Incident code defined in the associated Incident Title field in the matrix on the Incident Reasons tab of the Incident Reporting Setup atom.
Where/Location	Location where the incident occurred. Values from the Incident Location (IRL) table fill the pop-up list in this field.

General Tab

Use the General tab to record general data related to a specific incident.

The screenshot shows the 'Incident Reporting' window with the 'General' tab selected. The interface includes several input fields and checkboxes:

- Fields for Incident ID, Rel. Incident ID, Alternate ID, Date, and vWhen/Time.
- Fields for Incident Cd, Description, and vWhere/Location.
- Buttons for Action Taken and Other Action Taken.
- Checkboxes for: Parent, Employee, Victims involved, Other Person, Unknown Person, Police called, Arrests made, and Charges pressed.
- A dropdown menu for Reported By.
- Fields for Est. Property Damage, Actual Cost, UC 1, and UC 2.
- Navigation buttons (back, search, forward) and 'Close' and 'Find' buttons.



Title IV – Part A

General Tab Fields

<i>Field</i>	<i>Description</i>
Action Taken	Action taken as a result of the incident. Values from the Action Taken (IRG) table fill the pop-up list in this field.
Other Action Taken	Information on any additional action taken
Parent	Indicates whether the student's parents were involved in the incident
Employee	Indicates whether an employee was involved in the incident
Victims involved	Indicates whether there were any victims as a result of the incident
Other Person	Indicates whether a person other than a student or employee was involved in the incident
Unknown Person	Indicates whether an unknown person was involved in the incident
Police called	Indicates whether the police were called as a result of the incident
Arrests made	Indicates whether arrests were made as a result of the incident
Charges pressed	Indicates whether charges were pressed against the offenders in the incident



Title IV – Part A

<i>Field</i>	<i>Description</i>
Reported By	<p>Person who reported the incident. Values from the IRR table fill the pop-up list in this field.</p> <ul style="list-style-type: none"> • 1 (Student) • 2 (Teacher) • 3 (Administrator) • 4 (Other School Staff) • 5 (Police) • 6 (Non School Personnel) • 7 (Unknown) <p>You can modify the values in the IRR table (and the pop-up list in this field) using the Tables Definition atom (62).</p>
Est. Property Damage	Estimated cost of the property damaged as a result of this incident. Values from the Estimated Cost (IRI) table fill the pop-up list in this field.
Actual Cost	Actual cost of the property damaged as a result of this incident
UC 1, UC 2	Additional information about the incident

Finding, Adding, or Deleting an Incident

1. Open the Incident Reporting atom.
2. Select the General tab.
3. To find an incident, select Find Incident from the Data menu or press Ctrl+F.
 To add an incident, select Add Incident from the Data menu or press Ctrl+A.
 To delete an incident, select Delete Incident from the Data menu. Go to step 5.
4. Enter or modify data in the relevant fields.



Title IV – Part A

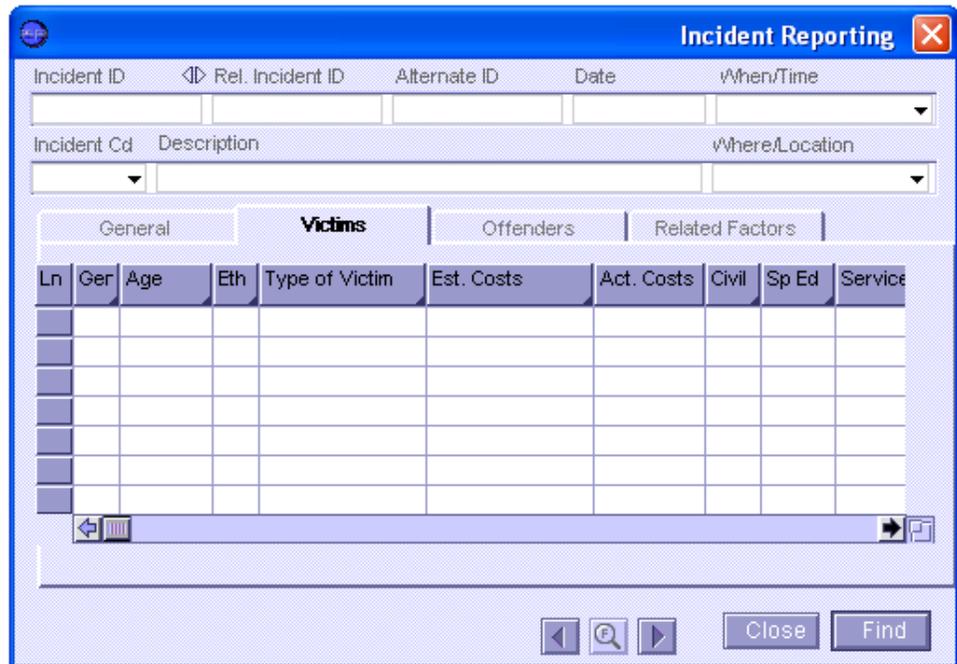
5. Click **Save**.

Click **Undo** to cancel any changes made to this tab.

6. Click **Close**.

Victims Tab

Use the Victims tab to record demographic and other data related to the victims of an incident.



Victims Tab Fields

Field	Description
Ln	Line number. The system automatically generates the line number.
Gen	Gender of the victim. Values from the Gender (GEN) table fill the pop-up list in this field.



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<i>Field</i>	<i>Description</i>
Age	Age of the victim. Values from the Age (IRJ) table fill the pop-up list in this field.
Eth	Ethnicity of the victim. Values from the Ethnic Code (ETH) table fill the pop-up list in this field.
Type of Victim	Type of victim. Values from the Victim/Offender Type (IRK) table fill the pop-up list in this field. Examples: classified employee, parent volunteer If a code for student does not exist in the IRK table, you must enter it in the table using the Tables Definition atom. For more information about the Tables Definition atom, see “Using the Tables Definition Atom” in the <i>SAS/XP™ Setup and Administration Training Guide</i> .
Est. Costs	Estimated cost (in dollars) to the victim as a result of the incident. Values from the IRI table fill the pop-up list in this field.
Act. Costs	Actual cost (in dollars) to the victim as a result of the incident
Civil	Indicates whether the victim is pursuing civil damages as a result of the incident
Sp Ed	Special Education codes. Values from the Special Education (IRS) table fill the pop-up list in this field. For more information, see Special Education Codes on page 32 .
Services 1, Services 2	Services provided to the victim of the incident. Values from the IRD table fill the pop-up list in this field.



Title IV – Part A

Special Education Codes

Special Education codes from the IRS table fill the pop-up list in the **Sp Ed** field on the Victims tab of the Incident Reporting atom.

<i>Value</i>	<i>Description</i>
NSE	Not Special Education
GT	Gifted
AUT	Autism
TBI	Traumatic Brain Injury
MR	Mental Retardation
SLD	Special Learning Disabilities
HI	Hearing Impaired
VI	Visually Impaired
OHI	Other Health Impaired
OI	Orthopedic Impaired
SLI	Speech/Language Impaired
DB	Deaf/Blind
EC	Emotionally Conflicted
DD	Developmentally Delayed
MD	Multiple Disabilities
ED	Emotionally Disturbed

Adding or Modifying a Victim's Profile

1. Open the Incident Reporting atom.
2. Select the Victims tab.
3. To add a new profile, select Add Victim from the Data menu or press Ctrl+A.

To modify an existing profile, go to step 4.



Title IV – Part A

4. Enter or modify data in the relevant fields.
5. Click **Save**.

Click **Undo** to cancel any changes made to this tab.

6. Click **Close**.

You cannot add more victims to the Victims tab than the maximum number of victims allowed per incident, which is defined in the **Maximum No. of Victims Per Incident** field on the General tab of the Incident Reporting Setup atom.

Offenders Tab

Use the Offenders tab to record demographic and other data related to offenders in an incident.



Title IV – Part A

Offenders Tab Fields

<i>Field</i>	<i>Description</i>
Ln	Line number. The system automatically generates the line number.
Gen	Gender of the offender. Values from the GEN table fill the pop-up list in this field.
Age	Age of the offender. Values from the IRJ table fill the pop-up list in this field.
Eth	Ethnicity of the offender. Values from the ETH table fill the pop-up list in this field.
Type of Offender	Type of offender. Values from the IRK table fill the pop-up list in this field. Examples: classified employee, parent volunteer Note: You must select Student from the pop-up list in this field for the system to correctly report information in the NCLB reports.
Sp Ed	Special Education codes. Values from the IRS table fill the pop-up list in this field. For more information, see Special Education Codes on page 32 .
Services 1, Services 2	Services provided to the offender in the incident. Values from the IRD table fill the pop-up list in this field.
Days Sus	Number of days the offender was suspended as a result of the incident
Days Exp	Number of days the offender was expelled as a result of the incident
Days Alt	Number of days the offender was in an Alternate Placement Program as a result of the incident



Title IV – Part A

<i>Field</i>	<i>Description</i>
Corp	Indicates whether the offender received corporal punishment as a result of the incident
Days Alt Placement SE	Number of days the special education offender was in an Alternate Placement Program as a result of this incident
Hearing Officer	Indicates whether a Hearing Officer removed the offender from the normal educational setting

Adding or Modifying an Offender's Profile

1. Open the Incident Reporting atom.
2. Select the Offenders tab.
3. To add a new profile, select Add Offender from the Data menu or press Ctrl+A.
To modify an existing profile, go to step 4.
4. Enter or modify data in the relevant fields.
5. Click **Save**.

Click **Undo** to cancel any changes made to this tab.

6. Click **Close**.

You cannot add more offenders to the Offenders tab than the maximum number of offenders allowed per incident, which is defined in the **Maximum No. of Offenders Per Incident** field on the General tab of the Incident Reporting Setup atom.



Title IV – Part A

Related Factors Tab

Use the Related Factors tab to record data related to any alcohol, drugs, weapons, or gangs that were involved in the incident.

The screenshot shows a software window titled "Incident Reporting" with a close button (X) in the top right corner. The window contains several input fields and a tabbed interface. At the top, there are fields for "Incident ID", "Rel. Incident ID", "Alternate ID", "Date", and "When/Time". Below these are fields for "Incident Cd", "Description", and "Where/Location". The main area has four tabs: "General", "Victims", "Offenders", and "Related Factors", with "Related Factors" currently selected. Under the "Related Factors" tab, there are five checkboxes: "Alcohol involved", "Hate Crime", "Weapon involved", "Drugs involved", and "Gang related activity". Below the checkboxes are two dropdown menus labeled "Weapon Type" and "Other Weapon Type". At the bottom right of the window, there are navigation icons (back, search, forward) and "Close" and "Find" buttons.



Title IV – Part A

Related Factors Tab Fields

<i>Field</i>	<i>Description</i>
Alcohol involved	Indicates whether the incident involved alcohol consumption
Drugs involved	Indicates whether the incident involved drug consumption
Hate Crime	Indicates whether the incident was considered a hate crime
Gang related activity	Indicates whether the incident was caused by, or related to, gang activity
Weapon involved	Indicates whether weapons were involved in the incident
Weapon Type	Indicates the type of weapon used if weapons were involved in the incident. Values from the Weapon Type (IRH) table fill the pop-up list in this field.
Other Weapon Type	Additional weapon information if weapons were involved in the incident

Entering or Modifying Related Factors

1. Open the Incident Reporting atom.
2. Select the Related Factors tab.
3. Enter or modify data in the relevant fields.
4. Click **Save**.



Click **Undo** to cancel any changes made to this tab.

5. Click **Close**.



Title IV – Part A

NCLB-Safe Drug Free Schools Reports

The NCLB-Safe Drug Free Schools is a report item that is part of NCLB Report Launcher. It enables you to report school level incident information. This includes information about unacceptable activities in school. It also includes information on steps initiated to resolve or avoid such incidents.

Incident reporting at the school level includes the following reports:

1. Truancy
2. Expulsion
3. Violence/Drug incidents
4. Services/Programs

NCLB Report Launcher Screen

Double-click the NCLB report launcher atom in the NCLB folder. The NCLB report launcher screen appears.

Ln	Report ID	Report Description
1	➔ NCLB01J	Staff Qualification Report
2	➔ NCLB02J	Report Card
3	➔ NCLB03J	Safe and Drug Free Schools
4	➔ NCLB04J	Graduate and Dropout Rates
5	➔ NCLB01	Parent Report Card
6	➔ NCLB02	School Report Card
7	➔ NCLB03	District Report Card
8	➔ STU50	Title III Eligible Immigrant Report

Close



Title IV – Part A

Truancy Report

You can display the total number of student truancy days for a school for the current year. You can provide data in summary form by gender, age, ethnic group and special education status.

Truancy Report Interface

Select the Report ID icon in the NCLB report launcher. The Report interface appears.

The screenshot shows the 'Extract User Interface' for generating a report. At the top, the 'Report ID' is set to 'NCLB03J'. Below this, the report title is 'Safe and Drug Free Schools', and the selected report is 'Generic Report'. The 'Report Format' is set to 'HTML'. Under the heading 'Enter Parameters for Extract', there is an 'Options' tab. The 'Select School' field has a refresh icon. The 'Fiscal Year' is set to '2000'. The 'Report Type' dropdown is open, showing 'Truancy' as the selected option, with other options being 'Expulsion', 'Violence/Drug Incidents', and 'Services/Programes'. At the bottom right, there are 'Close' and 'Preview' buttons.



Title IV – Part A

Truancy Report Interface Fields

<i>Field</i>	<i>Description</i>
Select Schools	Click the Select Schools arrow icon to select the schools you want to include
Fiscal Year	Displays the current Fiscal Year
Report Type	Select Report Type for the type of report to be printed. In this case, select Truancy report.
Report Format	Displays the various report formats that you can select from the drop down list box: <ul style="list-style-type: none"> • HTML • Applet • PDF • Text

Running the Truancy Report

1. Open the NCLB folder.
2. Open the NCLB Report Launcher.
3. Click **Report ID** icon in the Safe and Drug Free Schools record to open the Report Interface.
4. Click **Select Schools** arrow icon to select the schools you want.
5. Select **Truancy** in the Report Type field.
6. Select the **Report Format** you want.
7. Click **Preview**.

The report appears within your default browser.



Title IV – Part A

Sample Truancy Report

Safe and Drug Free Schools
Incident Related Truancy Report

Date - Date School Name
School Year

Total Number of Incidents: 200
Number of Incidents by Students: 100
Percent of Incidents by Students: 50
Total Days of Truancy for Student Incidents: 60

Student Truancy Detail Data:

Age Detail	# Incidents	# Days Truant	% of Truancy
10-12	65	40	67
13-14	35	20	33
Gender Detail	# Incidents	# Days Truant	% of Truancy
Male	45	30	50
Female	45	25	42
unknown	10	5	8
Ethnicity Detail	# Incidents	# Days Truant	% of Truancy
White	35	25	42
Black	35	20	33
Hispanic	25	10	17
Unknown	5	5	8
Spec Ed Detail	# Incidents	# Days Truant	% of Truancy
Blind	1	1	2



Title IV – Part A

Description Of Truancy Report Fields

Field	Description
Total Number of Incidents	The total number of incidents in the current year by students
Number of Incidents by Students	The total number of truancy incidents committed by students
Percent of Incidents by Students	The percentage of truancy incidents committed by students
Total Days of Truancy for Student Incidents	The total number of days when truancy incidents by students occurred
Age Detail	Categorization of truancy incidents by age range of students
Gender Detail	Categorization of truancy incidents by Student Gender
Ethnicity Detail	Categorization of truancy incidents by ethnicity of students
Spec Ed Detail	Categorization of truancy incidents by Special Education details of students
# Incidents	The number of students involved in truancy incidents in each category (such as Age detail, gender, ethnicity, and special education detail)
# Days Truant	The number of days when truancy incidents occurred in each category
% of Truancy	The percentage of truancy incidents involving each category
Date	Displays Date on which the report was generated
School name	Displays name of the school for which you want the report
School Year	Displays the School Year for which you want the report



Title IV – Part A

Expulsion Report

The Expulsion report displays information about expulsion due to incidents committed by students. You can view details of expulsion according to gender, age, ethnic group, and special education.

Expulsion Report Interface

The screenshot shows a web-based report generation interface titled "Report Interface EX". It features several input fields and dropdown menus. At the top, there is a "Report ID" field containing "NCLB1" and a "Report Format" dropdown menu set to "HTML". Below these, there is a "Safe n Drug Free School" dropdown menu and a "Generic Reports" dropdown menu. A section titled "Options" contains a "Select Schools" button with a double-headed arrow, a "Fiscal Year" text box containing "2000", and a "Report Type" dropdown menu set to "Expulsion". At the bottom right, there are "Close" and "Preview" buttons.

Expulsion Report Interface Fields

<i>Field</i>	<i>Description</i>
Select Schools	Select the schools you want
Fiscal Year	Displays the current Fiscal Year
Report Type	Select Report Type for the type of report to be printed. In this case, select Expulsion report.



Title IV – Part A

Running the Expulsion Report

1. Open the NCLB folder.
2. Open the NCLB Report Launcher.
3. Click **Report ID** icon in the Safe and Drug Free Schools record to open the Report Interface.
4. Click **Select Schools** arrow icon to select the schools you want.
5. Select **Expulsion** in the Report Type field.
6. Click **Preview**.

The report appears within your default browser.



Title IV – Part A

Sample Expulsion Report

Safe and Drug Free Schools
Incident Related Expulsion Report

Date - Date School Name
School Year

Total Number of Incidents: 200
 Number of Incidents by Students: 100
 Percent of Incidents by Students: 50
 Total Days of Expulsion for Student Incidents: 10

Student Expulsion Detail Data:

Age Detail	# Incidents	# Days Expulsion	% of Expulsion
10-12	65	5	50
13-14	35	5	50
Gender Detail	# Incidents	# Days Expulsion	% of Expulsion
Male	45	5	50
Female	45	3	30
unknown	10	2	20
Ethnicity Detail	# Incidents	# Days Expulsion	% of Expulsion
White	35	4	40
Black	35	3	30
Hispanic	25	2	20
Unknown	5	1	10
Spec Ed Detail	# Incidents	# Days Expulsion	% of Expulsion
Blind	1	0	0



Title IV – Part A

Description Of Expulsion Report Fields

Field	Description
Total Number of Incidents	The total number of expulsion incidents in the current year by students
Number of Incidents by Students	The total number of expulsion incidents committed by students
Percent of Incidents by Students	The percentage of expulsion incidents committed by students
Total Days of expulsion for Student Incidents	The total number of days when expulsion incidents by students occurred
Age Detail	Categorization of expulsion incidents by age range of students
Gender Detail	Categorization of expulsion incidents by Student Gender
Ethnicity Detail	Categorization of expulsion incidents by ethnicity of students
Spec Ed Detail	Categorization of expulsion incidents by Special Education details of students
# Incidents	The number of students involved in expulsion incidents in each category (such as Age detail, gender, ethnicity, and special education detail)
# Days Truant	The number of days when expulsion incidents occurred in each category
% of expulsion	The percentage of expulsion incidents involving each category
Date	Displays Date on which the report was generated
School name	Displays name of the school for which you want the report
School Year	Displays the School Year for which you want the report

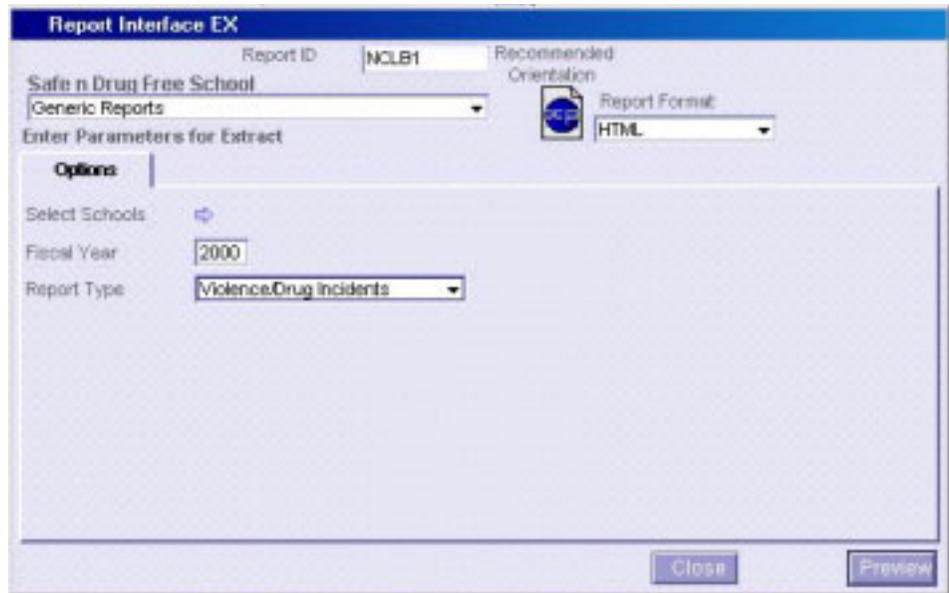


Title IV – Part A

Violence/Drug Incidents Report

The Violence/Drug incidents report displays information of incidents related to violence and drugs committed by students. You can view details of expulsion or suspension according to gender, age, ethnic group, and special education.

Violence/Drug Incidents Report Interface



Violence/Drug Incidents Report Interface Fields

Field	Description
Select Schools	Select the schools you want to include
Fiscal Year	Displays the current Fiscal Year
Report Type	Select Report Type for the type of report to be printed. In this case, select Violence/Drug Incidents Report.



Title IV – Part A

Running the Violence/Drug Incidents Report

1. Open the NCLB atom.
2. Open the NCLB Report Launcher.
3. Click **Report ID** icon in the Safe and Drug Free Schools record to open the Report Interface.
4. Click **Select Schools** arrow icon to select the schools you want.
5. Select **Violence/Drug Incidents** in the Report Type field.
6. Click **Preview**.

The report appears within your default browser.



Title IV – Part A

Sample Violence/Drug Incidents Report

Safe and Drug Free Schools Drug and Violence Related Incident Report

Date - Date School Name
School Year

Total Number of Incidents: 200
 Number of Incidents by Students: 75
 Percent of Incidents by Students: 38
 Total # Days Suspension/Expulsion for students: 23

Student Incident Detail Data:

Age Detail	# Incidents	# Days Expulsion/Suspension	% of Incidents
10-12	40	12	52
13-14	35	11	48

Gender Detail	# Incidents	# Days Expulsion/Suspension	% of Expulsion
Male	30	10	43
Female	35	11	48
unknown	10	2	9

Ethnicity Detail	# Incidents	# Days Expulsion/Suspension	% of Expulsion
White	20	7	30
Black	25	8	35
Hispanic	25	7	30
Unknown	5	1	5

Spec Ed Detail	# Incidents	# Days Expulsion/Suspension	% of Expulsion
Blind	0	0	0



Title IV – Part A

Description of Violence/Drug Incidents Report Fields

Field	Description
Total Number of Incidents	The total number of expulsion/suspension incidents in the current year by students
Number of Incidents by Students	The total number of expulsion/suspension incidents committed by students
Percent of Incidents by Students	The percentage of expulsion/suspension incidents committed by students
Total Days of expulsion/suspension for Student Incidents	The total number of days when expulsion/suspension incidents by students occurred
Age Detail	Categorization of expulsion/suspension incidents by age range of students
Gender Detail	Categorization of expulsion/suspension incidents by Student Gender
Ethnicity Detail	Categorization of expulsion/suspension incidents by ethnicity of students
Spec Ed Detail	Categorization of expulsion/suspension incidents by Special Education details of students
# Incidents	The number of students involved in expulsion/suspension incidents in each category (such as Age detail, gender, ethnicity, and special education detail)
# Days Truant	The number of days when expulsion/suspension incidents occurred in each category
% of expulsion/suspension	The percentage of expulsion/suspension incidents involving each category
Date	Displays Date on which the report was generated
School name	Displays name of the school for which you want the report



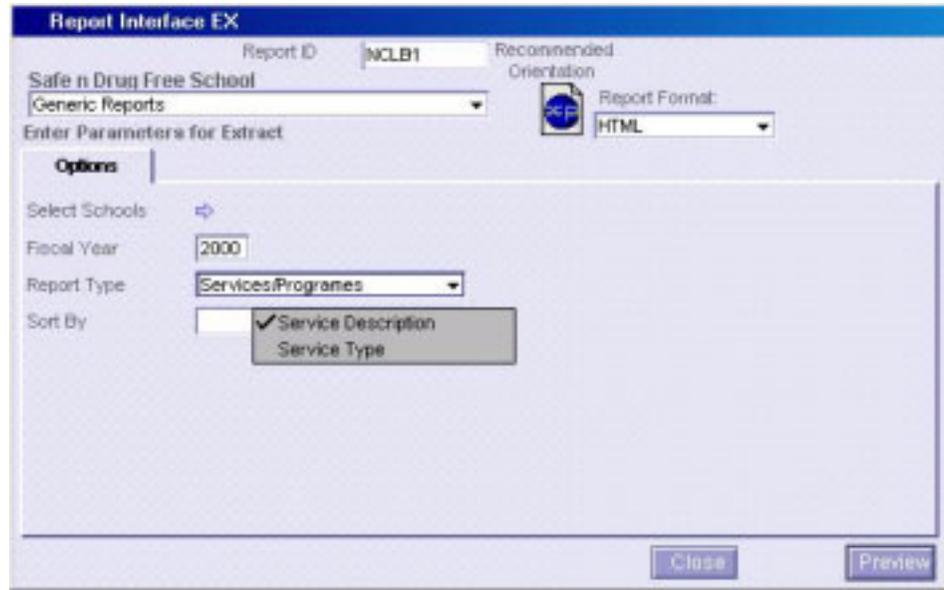
Title IV – Part A

<i>Field</i>	<i>Description</i>
School Year	Displays the School Year for which you want the report

Services/Programs Report

You can print the Services/Programs Report to generate reports of services and programs provided as a result of Title IV funding.

Services/Programs Report Interface





Title IV – Part A

Services/Programs Report Interface Fields

<i>Field</i>	<i>Description</i>
Select Schools	Select the schools you want to include.
Fiscal Year	Displays the current Fiscal Year.
Report Type	Select Report Type for the type of report to be printed. In this case, select Violence/Drug Incidents Report.
Sort By	Select Sort By to sort the report by service description or service type

Running the Services/Programs Report

1. Open the NCLB atom.
2. Open the NCLB Report Launcher.
3. Click **Report ID** icon in the Safe and Drug Free Schools record to open the Report Interface.
4. Click **Select Schools** arrow icon to select the schools you want.
5. Select **Services/Programs** in the Report Type field.
6. Click **Preview**.

The report appears within your default browser.



Title IV – Part A

Sample Services/Programs Report

Safe and Drug Free Schools
 Services and Programs Report
 School Name
 Date

Service Description	Service Type	Funding Type1	Funding Type2
Service for Drug Incidents	Rehabilitation Centre	State Funding	District Funding
Service for Violence Incidents	Rehabilitation Centre	School Funding	State Funding
Service for Mentally Disturbed	Counselling Psychologist	NGO Funding	District Funding

Description of Services/Programs Report Fields

Field	Description
Service Description	Description of the services and programs under Title IV funding.
Service Type	Type of the services and programs under Title IV funding.
Funding Type1	The first type of funding for the services and programs under Title IV funding.
Funding Type2	The second type of funding for services and programs under Title IV funding.
Date	Displays Date on which the report was generated
School name	Displays name of the school for which you want the report

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Title IV – Part A



5

Staff Credentials

The Staff Credentials option provides information about teachers and paraprofessionals. Other atoms use this information to generate reports that determine whether the staff possess qualifications in the areas they are teaching or serving.



Staff Credentials

Staff Credentials

Enter staff credentials in the Staff Info atom (033).

Using the Staff Info Screen

From the NCLB briefcase, select the Staff Info atom.

(Achey, Paul) **Staff Info**

Last Name	First Name	Middle Name	Emp Type	Staff ID
Achey	Paul			33
Address		City	St	Zip Code
5067 Rebel Ridge Court		Norcross	GA	30092

Ln	Cred/Author Teaching Areas	Credential Type	Grade Level	Date Credential Earn
1	Elemen self-contained classrm	Full Credential	Distinction	12/12/12
2	Special Ed	Universityinternsh	Distinction	12/12/12
3	Bilingual (BCC or BCLAD)	Pre-intern	Distinction	11/11/11
4	Reading	District Internship	First	10/10/10
5	English Language Developmen	Full Credential	First	11/11/11
6	General Secondary (All)	Universityinternsh	Distinction	11/12/01

Staff Info Screen Fields

<i>Field</i>	<i>Description</i>
Cred/Author Teaching Areas	Credential, for example, Math, Physical Edu, or Physical Science
Credential Type	Type of credential, for example, Full credential or University Internship
Grade Level	Grade level, for example, 1 or 2
Date Credential Earned	Date when the credential was earned. The date should be in six digits.



Staff Credentials

Adding a Credential

1. From the Data menu, select **Add Credentials**.
2. For each field, select the data you want from the pop-up list.
3. In the **Date** field, enter the date when the credential was earned.

If required, use the **Undo** button to edit the inserted date.

Click **Undo** to terminate the process without saving.

4. Click **Save**. You can save only when you modify existing data or insert new data.

Deleting a Credential

1. Select the credential you want to delete.

You can delete only one credential at a time.

2. From the Data menu, select **Delete Credentials**.
3. Click **Save**. A confirmation box displays.
4. Click **OK** in the confirmation box to delete or click **Cancel** to terminate the process.



Staff Qualification Report

The Staff Qualification Report enables you to track the teacher and paraprofessional certifications/qualifications required for meeting the reporting requirements. You can use this information to demonstrate compliance with state requirements when you prepare to apply for funds.

The specific professional qualifications reported on the LEA Report Cards include:

- Information on the state qualifications and licensing criteria status of teachers.
- Information on whether the teachers serve under emergency or other provisional status in addition to their degrees and fields of study.
- Information about the qualifications and eligibility of paraprofessionals.

You can enter the credentials of the staff to determine whether they possess the required qualifications.

In order for the Staff Qualification report and report card to accurately report staff qualifications, you must ensure that the last name, first name, middle name, and Social Security Number values for each staff member match in both the Staff Info atom and the Teacher atom (14). Since the staff and teacher IDs are not always the same, the system uses the name and Social Security Number values as matching criteria for staff reporting. If there is a mismatch between this information, the system does not report the staff member's credentials.



Staff Credentials

Staff Qualification Report

This report lists the credentials of the staff in order to determine if they are qualified in the area they are teaching or serving. The credentials are listed through the Extract User Interface screen.

The screenshot shows the 'Extract User Interface' window. At the top, the title is 'Extract User Interface'. Below the title bar, there is a 'Report ID' field containing 'NCLB01J'. The main heading is 'Staff Qualification Report'. Below this, there is a dropdown menu for 'Generic Reports' and a 'Report Format' dropdown menu set to 'HTML'. Underneath, it says 'Enter Parameters for Extract'. There is an 'Options' tab selected. The 'Fiscal Year' is set to '2000'. The 'Sort By' dropdown is currently empty. There is a 'Select Emp Types' link with a blue arrow icon. At the bottom right, there are 'Close' and 'Preview' buttons.



Staff Credentials

Extract User Interface Screen Fields

<i>Field</i>	<i>Description</i>
Fiscal Year	Displays the current year by default
Sort By	Sorting enables you to sort by <ul style="list-style-type: none"> • Grade Level • Authorized Area • None
Select Emp Types	Click this arrow to display the Select Employee Type screen and select the Code and Description of the employee types.
Report Format	Displays the various report formats that you can select from the drop down list box <ul style="list-style-type: none"> • HTML • Applet • PDF • Text

The Staff Qualification Report option in the NCLB Report Launcher screen can be run both at the School Level as well as the District Level.



Staff Credentials

Using the Extract User Interface Screen for School Level

1. Run the Staff Qualification Report for the School Level. The Extract User Interface screen appears.
2. Select a **Sort By** option.

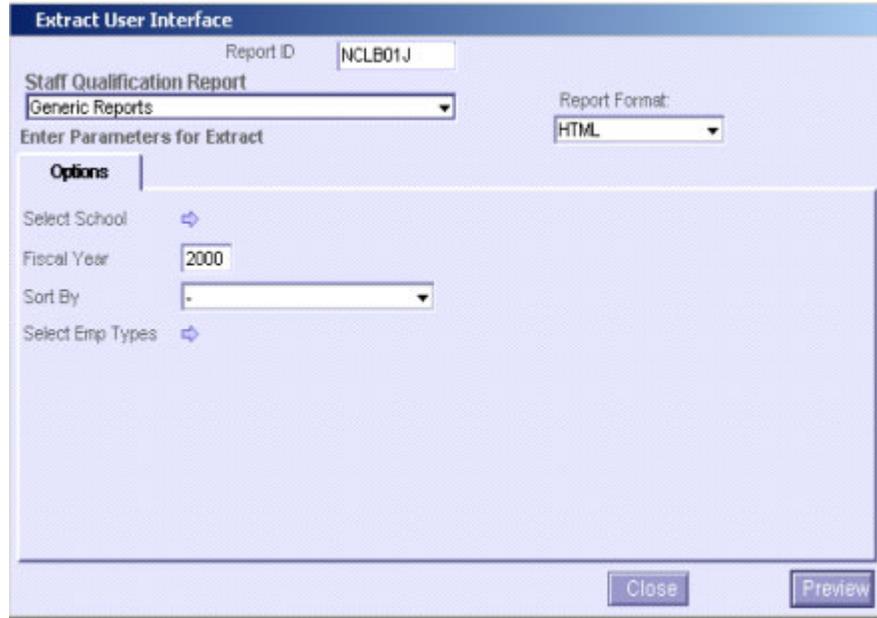
3. Click the **Select Emp Types** link arrow. The Select Employee Type screen appears.
4. Select the codes and descriptions you want and click **Done**. You are taken back to the Extract User Interface screen.
5. Click **Preview** to view the report in the applet viewer or click **Print** to print the report.

The **Preview** button changes to **Print** if you clear the **Preview** checkbox.



Staff Credentials

Using the Extract User Interface Screen for District Level



Extract User Interface Screen Fields

Field	Description
Fiscal Year	Displays the current year by default
Sort By	Sorting enables you to sort by <ul style="list-style-type: none"> • Grade Level • Authorized Area • None
Select Emp Types	Click this arrow to display the Select Employee Type screen and select the Code and Description of the employee types.
Select School	Click this arrow to display all schools. All the schools are selected by default.



Staff Credentials

<i>Field</i>	<i>Description</i>
Report Format	<p>Displays the various report formats that you can select from the drop down list box</p> <ul style="list-style-type: none"> ● HTML ● Applet ● PDF ● Text

1. Run the Staff Qualification Report for District Level. The Extract User Interface screen displays.
2. Select a **Sort By** option.
3. Click **Select Emp Types** arrow. The Select Employee Type screen displays.
4. Select the codes and descriptions you want and click **Done**. You are taken back to the Extract User Interface screen.
5. Click **Select School** arrow. All the schools are selected by default.
6. Click **Done**. The Extract User Interface screen displays.
7. Click **Preview** to view the report in the applet viewer or click **Print** to print the report.

The **Preview** button changes to **Print** if you clear the **Preview** checkbox.



Staff Credentials

Staff Qualification Report AWT Viewer

Report AWT Viewer

File Go

of 5

Riverwood High School

1,999.00

03/31/03

Staff Qualification Report

Staff Name (last, first, middle)	Staff ID	Hire Date	Employee Type
Anderson Melissa B.	4	01/01/00	Administrator
Authorized Area	Credential Type	Grade Level	Date Credential
Element self-contained	Full Credential	Distinction	
Staff Name (last, first, middle)	Staff ID	Hire Date	Employee Type
Balkcom Gayle	35	01/01/00	Administrator

Staff Qualification Report Card

This report lists the credentials of the staff so that parents are aware of the credentials of the teachers and paraprofessionals teaching their children.

NCLB Report Launcher

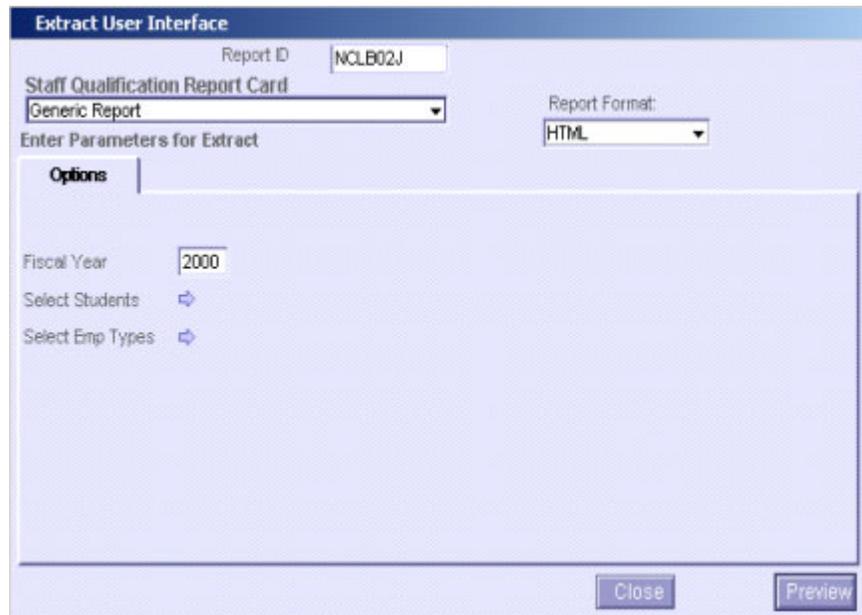
Ln	Report ID	Report Description
1	<input type="button" value="➔"/> NCLB01J	Staff Qualification Report
2	<input type="button" value="➔"/> NCLB02J	Report Card
3	<input type="button" value="➔"/> NCLB03J	Safe and Drug Free Schools
4	<input type="button" value="➔"/> NCLB04J	Graduate and Dropout Rates
5	<input type="button" value="➔"/> NCLB01	Parent Report Card
6	<input type="button" value="➔"/> NCLB02	School Report Card
7	<input type="button" value="➔"/> NCLB03	District Report Card
8	<input type="button" value="➔"/> STU50	Title III Eligible Immigrant Report



Staff Credentials

From the NCLB Report Launcher screen, select Staff Qualification Report Card to generate reports regarding credentials of teachers and paraprofessionals.

Using the Extract User Interface Screen for Report Card



Extract User Interface Screen Fields for Report Card

Field	Description
Fiscal Year	Displays the current year by default
Select Students	Click this arrow to display the Select Students screen and select the Perm Number and Student Name of the students.
Select Emp Types	Click this arrow to display the Select Employee Type screen and select the Code and Description of the employee types.



Staff Credentials

<i>Field</i>	<i>Description</i>
Report Format	<p>Displays the various report formats that you can select from the drop down list box</p> <ul style="list-style-type: none"> • HTML • Applet • PDF • Text

1. Click the **Staff Qualification Report Card** option in the NCLB Report Launcher screen. The Extract User Interface screen displays.
2. Click **Select Students** arrow. The Select Students screen displays.
3. Select the Perm Numbers and Student Names you want and click **Done**. You are taken back to the Extract User Interface screen.

Alternatively, if you click the **Select Emp Types** link arrow, the Select Employee Types screen appears.

- Select the code(s) and description(s) you want and click **Done**. You are taken back to the Extract User Interface screen.
4. Click **Preview** to view the report card in the applet viewer or click **Print** to print the report card.

The **Preview** button changes to **Print** if you clear the **Preview** checkbox.



Staff Credentials

Staff Qualification Report Card AWT Viewer

School Name
 School Year
 Date
 Staff Qualifications Report Card

Student Name (last, first, middle) Last, first, middle	Perm Number 12345678	Grade		
Staff Name (last, first, middle) Last, first, middle	Staff ID 12345	Course Name aaaaaaaaa	Course ID aaaaa	Employee Type teacher
Authorized Area Aaaaa	Credential Type aaaaa	Grade Level aa	Date aa/aa/aaaa	Credential Earned

Error Messages

Message Text	Description and Action
Error: Please Select the Employee types	<p>Description: While running the report at the school level, you may have attempted to print or preview the report without selecting the employee types.</p> <p>Action: Select the employee types using the link button in the report interface.</p>
Error: Please select the schools	<p>Description: While running the report at the district level, you may have attempted to print or preview the report without selecting the schools.</p> <p>Action: Select the schools using the link button in the report interface.</p>
Error: Please Select the Students	<p>Description: You may have attempted to print or preview the report without selecting the students.</p> <p>Action: Select the students using the link button in the report interface.</p>
Error: More than 900 students not allowed	<p>Description: You may have attempted to select more than 900 students in the 'Select students' link on the staff qualification report card.</p> <p>Action: Select less than 900 students.</p>

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Staff Credentials



6

NCLB Graduation and Dropout Rates Report

The NCLB Graduation and Dropout Rates report provides information regarding adequate yearly progress of the students. This report provides information related to students' graduation and dropout rates.



NCLB Graduation and Dropout Rates Report

Using the NCLB Graduation and Dropout Rates Report

Overview

The NCLB Graduation and Dropout Rates report provides the total number and the percentage of graduates and dropouts for secondary schools. It classifies information according to grade, ethnicity, and gender.

The NCLB Graduation and Dropout Rates report includes

- Information on grades 9-12 (4-year high school) and 10-12 (3-year high school). You can run a single report either for grades 9-12 or for grades 10-12. The report classifies rates according to individual grades and also gives the total for the combined grades.
- Information on graduate and dropout numbers by ethnic code for the combined grades.
- Information on graduate and dropout numbers by gender for the combined grades.

You can enter a date in the Extract User Interface to generate the Graduate and Dropout Rates report for secondary schools.



NCLB Graduation and Dropout Rates Report

NCLB Report Launcher Screen

Open the NCLB Report Launcher atom from the NCLB Briefcase in SASI Modules to display the NCLB Report Launcher screen.

Ln	Report ID	Report Description
1	➔ NCLB01J	Staff Qualification Report
2	➔ NCLB02J	Report Card
3	➔ NCLB03J	Safe and Drug Free Schools
4	➔ NCLB04J	Graduate and Dropout Rates
5	➔ NCLB01	Parent Report Card
6	➔ NCLB02	School Report Card
7	➔ NCLB03	District Report Card
8	➔ STU50	Title III Eligible Immigrant Report

Close

From the NCLB Report Launcher screen, select Graduation and Dropout Rates Report.



NCLB Graduation and Dropout Rates Report

Graduation and Dropout Rates Report Extract UI

Select the Graduation and Dropout Rates Report option in the NCLB Report Launcher to display the Extract User Interface screen.

Extract User Interface Screen Fields

<i>Field</i>	<i>Description</i>
Report ID	Displays the report ID
Report Format	Displays the various report formats that you can select from the drop down list box <ul style="list-style-type: none"> • HTML • Applet • PDF • Text
Beginning Enrollment	Displays the date of the report. Please enter the date in mm/dd/yyyy format.

The Graduation and Dropout Rates Report option in the NCLB Report Launcher screen runs only at the school level.



NCLB Graduation and Dropout Rates Report

Using the Extract User Interface Screen

5. Select the Graduation and Dropout Rates Report option in the NCLB Report Launcher screen. The Extract User Interface screen appears.

An error message displays when you don't select a secondary school.

6. Select the **Report Format** you want.
7. Enter the date for Beginning Enrollment field in mm/dd/yyyy format.

An error message displays if the date entered is not a valid school day.

8. Click **Close** to terminate the process or click **Preview** to view the report.

You can print the report or save it in a specified folder.



NCLB Graduation and Dropout Rates Report

Graduation and Dropout Rates Report

09/05/03

Riverhood High School
02-03
Graduation/Dropout Rates Report

Report #
Page #

	Beginning Enrollment	Year End enrollment	Total Graduated	Percent Graduated	Total Drop Out	Percent Drop Out	Total Other	Percent Other
Total 9-12	12,000	15,300	4100	26	625	04	10575	69
Grade								
Grade 12	3,000	4,600	4050	88	300	7	250	5
Grade 11	3,000	3,100	50	2	175	6	2875	93
Grade 10	3,000	4,800	0	0	100	2	4700	98
Grade 9	3,000	2,800	0	0	50	2	2750	98
Ethnicity (all grades)								
Asian	3,000	3,600	700	4	175	1	2725	18
Black	2,500	2,900	900	6	175	1	1825	12
Hispanic	2,500	2,900	1000	7	75	0	1825	12
White	3,500	5,100	1490	10	200	1	3410	22
Unknown	500	800	10	0	0	0	790	5
Gender (all grades)								
Female	6,450	7,000	1750	11	350	2	4900	32
Male	5,550	8,300	2350	15	275	1	5675	37

Error Messages

Message Text	Description and Action
Error: LVE table not set correctly. Please map the leave code of 'DROP' to NCLB Code column of LVE.	Description: You may have attempted to Print/Preview the table without setting the LVE table. Action: Please enter the leave code of 'Drop' in the NCLB code column of LVE.
Error: DPL table not set correctly. Please map the diploma type code of 'REG' to NCLB Code column of DPL.	Description: You may have attempted to Print/Preview the report without setting the DPL table. Action: Please enter the leave code of 'REG' in the NCLB code column of DPL.
Error: Please enter valid school day.	Description: You may have attempted to enter an invalid school day in the Beginning Enrollment date field in the UI. Action: Please enter a valid school day in mm/dd/yyyy format.



NCLB Graduation and Dropout Rates
Report

Message Text	Description and Action
Error: Selected school is not a secondary school.	<p>Description: You may have attempted to select a school having grade level other than 9-12 or 10-12.</p> <p>Action: Please select a secondary school.</p>

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NCLB Graduation and Dropout Rates Report



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NCLB Report Launcher Atom

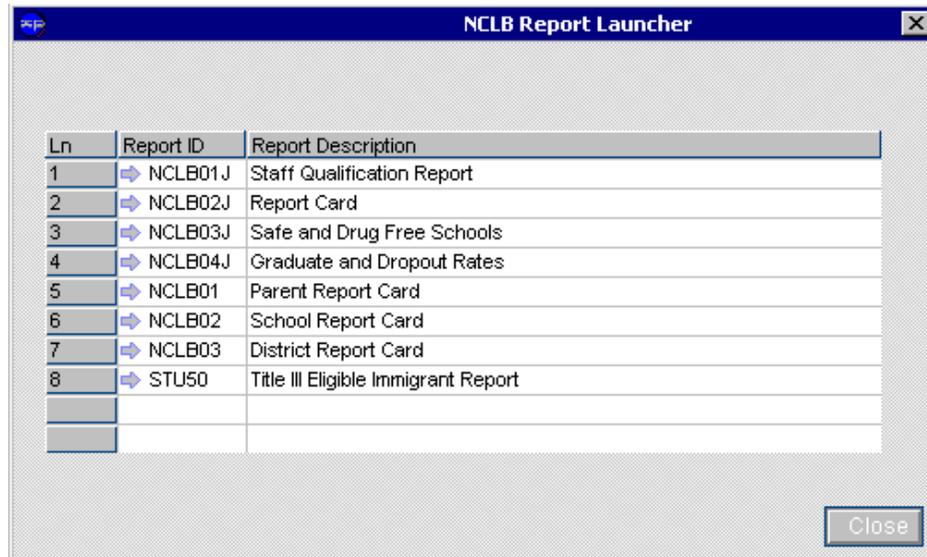
This chapter describes the NCLB Report Launcher atom. Use the NCLB Report Launcher atom to run NCLB reports.



NCLB Report Launcher Atom

NCLB Report Launcher Screen

1. Open the NCLB folder.
2. Open the NCLB Report Launcher atom. The NCLB Report Launcher screen displays.



3. Click the link arrow of the report that you want to run. The system displays the Report Interface for the report.

For more information about the SASIxp Report Interface, see “Running Reports” in the *SASIxp™ Basic Applications Guide*.



NCLB Report Launcher Atom

NCLB Reports

These reports are available in the NCLB Report Launcher atom.

- **Staff Qualification Report (NCLB01J):** The Staff Credentials option in this report provides information about teachers and paraprofessionals. This information is used by other atoms to generate reports that determine whether the staff possess qualifications in the areas they are teaching or serving.
- **Staff Qualification Report Card (NCLB02J):** This report lists the credentials of the staff so that parents are aware of the credentials of the teachers and paraprofessionals teaching their children.
- **Safe and Drug Free Schools Report (NCLB03J):** This report enables you to report school-level incident information. This includes information about unacceptable activities in school. It also includes information on steps initiated to resolve or avoid such incidents.
- **Graduation and Dropout Rates Report (NCLB04J):** This report provides the total number and the percentage of graduates and dropouts for secondary schools. It classifies information according to grade, ethnicity, and gender.
- **Parent Report Card Report (NCLB01):** This report provides a student's academic assessment results in each of the state assessment areas. The report also shows how the student compares against other students in his or her grade level that took the same test.
- **School Report Card Report (NCLB02):** This report provides aggregate and disaggregate academic assessment results data for students in a school.
- **District Report Card Report (NCLB02):** This report provides academic assessment, proficiency level, and subgroup results for the schools in a district.
- **Title III Eligible Immigrant Report (STU50):** This report provides a tally of all eligible immigrant students who are currently enrolled listed alphabetically by country of origin.

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NCLB Report Launcher Atom



8

Adequate Yearly Progress (AYP)/Parents Right to Know

The SASIxp software allows schools and districts to successfully report academic assessment information according to the requirements of the No Child Left Behind (NCLB) Act. This chapter describes the reports that the SASIxp software provides.

- The Parent Report Card (NCLB01) report provides a student's academic assessment results in each of the state assessment areas. The report also shows how the student compares against other students in his or her grade level that took the same test part. [See Parent Report Card Report \(NCLB01\) on page 104.](#)
- The School Report Card (NCLB02) report provides aggregate and disaggregate academic assessment results data for students in a school. [See School Report Card Report \(NCLB02\) on page 116.](#)
- The District Report Card (NCLB03) report provides academic assessment, proficiency level, and subgroup results for the schools in a district. [See District Report Card Report on page 126.](#)

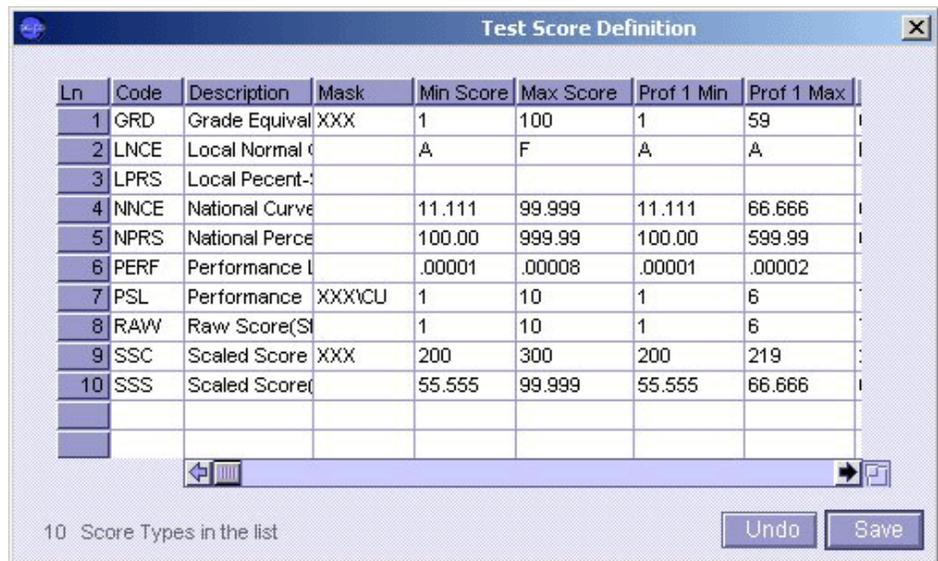


Adequate Yearly Progress (AYP)/Parents Right to Know

Test Score Definition Atom (146)

Use the Test Score Definition atom to define an unlimited number of numeric or alphanumeric test score types. You can use these score types when you define tests using the Test Definition atom (147).

You can also use the Test Score Definition atom to define score masks, which control the look of the test score raw data when the system displays or prints the data.



Test Score Definition Screen Fields

Field	Description
Ln	Line number for the test score type record
Code	Text that prints as a column heading for the test score type in a score matrix
Description	Description of the test score type
Mask	Combination of literals, mask digits, and parameters that controls how a test score displays or prints



Adequate Yearly Progress (AYP)/Parents
Right to Know

<i>Field</i>	<i>Description</i>
Min Score	Minimum score possible for a score type (used for numeric scores only). This field is optional.
Max Score	Maximum score possible for a score type (used for numeric scores only). This field is optional.
Prof 1 Min	Proficiency level 1 minimum score <ul style="list-style-type: none"> • The value in this field must equal the overall minimum score value. • If you enter a value in the Prof 1 Max field, you must enter a value in this field or the system returns an error. • The value in this field must be less than or equal to the value in the Prof 1 Max field.
Prof 1 Max	Proficiency level 1 maximum score <ul style="list-style-type: none"> • The value in this field must fall within the overall minimum and maximum score values. • If you do not enter a value in the Prof 2 Min field, the value in this field must equal the overall maximum score value. • If you enter a value in the Prof 1 Min field, you must enter a value in this field or the system returns an error. • The value in this field must be greater than or equal to the value in the Prof 1 Min field.



Adequate Yearly Progress (AYP)/Parents
Right to Know

<i>Field</i>	<i>Description</i>
Prof 2 Min	<p>Proficiency level 2 minimum score</p> <ul style="list-style-type: none"> • The value in this field must fall within the overall minimum and maximum score values. • The value in this field must be exactly 1 greater than the value in the Prof 1 Max field. • If you enter a value in the Prof 2 Max field, you must enter a value in this field or the system returns an error. • The value in this field must be less than or equal to the value in the Prof 2 Max field.
Prof 2 Max	<p>Proficiency level 2 maximum score</p> <ul style="list-style-type: none"> • The value in this field must fall within the overall minimum and maximum score values. • If you do not enter a value in the Prof 3 Min field, the value in this field must equal the overall maximum score value. • If you enter a value in the Prof 2 Min field, you must enter a value in this field or the system returns an error. • The value in this field must be greater than or equal to the value in the Prof 2 Min field.



Adequate Yearly Progress (AYP)/Parents
Right to Know

<i>Field</i>	<i>Description</i>
Prof 3 Min	<p>Proficiency level 3 minimum score</p> <ul style="list-style-type: none"> • The value in this field must fall within the overall minimum and maximum score values. • The value in this field must be exactly 1 greater than the value in the Prof 2 Max field. • If you enter a value in the Prof 3 Max field, you must enter a value in this field or the system returns an error. • The value in this field must be less than or equal to the value in the Prof 3 Max field.
Prof 3 Max	<p>Proficiency level 3 maximum score</p> <ul style="list-style-type: none"> • The value in this field must fall within the overall minimum and maximum score values. • If you do not enter a value in the Prof 4 Min field, the value in this field must equal the overall maximum score value. • If you enter a value in the Prof 3 Min field, you must enter a value in this field or the system returns an error. • The value in this field must be greater than or equal to the value in the Prof 3 Min field.



Adequate Yearly Progress (AYP)/Parents
Right to Know

<i>Field</i>	<i>Description</i>
Prof 4 Min	<p>Proficiency level 4 minimum score</p> <ul style="list-style-type: none"> • The value in this field must fall within the overall minimum and maximum score values. • The value in this field must be exactly 1 greater than the value in the Prof 3 Max field. • If you enter a value in the Prof 4 Max field, you must enter a value in this field or the system returns an error. • The value in this field must be less than or equal to the value in the Prof 4 Max field.
Prof 4 Max	<p>Proficiency level 4 maximum score</p> <ul style="list-style-type: none"> • The value in this field must fall within the overall minimum and maximum score values. • The value in this field must equal the overall maximum score value. • If you enter a value in the Prof 4 Min field, you must enter a value in this field or the system returns an error. • The value in this field must be greater than or equal to the value in the Prof 4 Min field.

Proficiency Level Minimum and Maximum Values

- Proficiency level 1 is the lowest rating for a test score. Proficiency level 4 is the highest rating for a test score type. You must enter minimum and maximum values in the proficiency level fields in sequential order. For example, you cannot enter minimum and maximum values for proficiency level 2 without first entering minimum and maximum values for proficiency level 1.
- You cannot combine alpha and numeric grade values within proficiency levels for a test score type. You must either use all alpha or all numeric values.



Adequate Yearly Progress (AYP)/Parents Right to Know

- All numeric values within proficiency levels for a test score type must have the same number of decimal places.

Adding and Deleting Test Score Types

You can add or delete an unlimited number of test score types.

Adding Score Types

- Open the Test Score Definition atom.
- From the Data menu, select Add Score Type.
- Complete the remaining fields.
- Click **Save**.
- Click **Close**.

Deleting Score Types

- Open the Test Score Definition atom.
- Click the **Ln** (Line) field associated with the test score type that you want to delete.
- From the Data menu, select Delete Score Type.
- Click **Save**.
- Click **Close**.

Sample Standardized Test Scores

<i>Score Type</i>	<i>Description</i>
Scale Score	Score used to describe achievement levels on a continuum that, in most cases, spans the complete grade range of K-12. They are typically 3-digit numbers ranging from 100s to low 900s. Low 100s to 200s are typical scores for kindergarten and 800s to 900s are typical for twelfth graders.



Adequate Yearly Progress (AYP)/Parents
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Score Type	Description
Standard Score	Derived score that produces an arbitrarily assigned mean (average) and standard deviation that express how far a student's test score differs from the mean. The difference is measured in standard deviation units.
Percentile Score	One of the 99 point scores that divide a ranked distribution into groups, each of which contains 1/100 of the scores. This score is the point in the score distribution below which falls the percentage of cases indicated by the percentile. It tells you how a student's test score relates to the scores of all other students. For example, the 73 rd Percentile Score denotes the score or point at which 73 percent of the scores fall in a distribution.
Normal Curve Equivalent Score	Normalized standard score that has a mean of 50 and was constructed to have a standard deviation of 21.06
Grade Equivalent Score	Score that indicates the year and month of school for which a student's level of performance is typical. For example, a student might take a standardized test in fourth grade, and results of that test are then calculated for a grade equivalency score, which might be 5 – 2. This score illustrates that the student performed as well as a student in the second month of the fifth grade.
Percent Correct	Resulting score from the number of correct items answered divided by the total number in the subtest. For example, a subtest might have a total of 27 items and a student correctly answers 22 of the items. The student's percent correct score is 81, which is $(22/27) \times 100 = 81$.



Adequate Yearly Progress (AYP)/Parents
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<i>Score Type</i>	<i>Description</i>
Raw Score	Score that reflects the number of correct answers a student received on a subtest. For example, a student might have answered 23 out of 30 questions correctly on a specific subtest.

Defining a Score Mask

You can define a score mask to indicate how the raw data of test scores displays and prints. A mask can contain literals (characters such as % and \$), up to 7 digits (represented by an X), and special parameters preceded by a backslash (\). The digits in an actual score display in place of the mask digits.

Because an X in the mask represents a digit, you cannot use X as a literal in your mask.

You can define score masks of up to 40 characters. However, large masks with many literal characters and padding take up a lot of space on reports and might cause fields to print improperly.

Mask Parameters

The six mask parameters are:

- Rounding options
- Padding options
- Justify options
- Capitalization options
- Alphanumeric options
- Field width options

You must precede each parameter with a backslash, whether the mask contains single or multiple parameters.



Adequate Yearly Progress (AYP)/Parents
Right to Know

Rounding Options (\R)

If a score must be truncated, the system automatically rounds up each score when the truncated digit is 5 or greater. The \R parameter enables you to change how the truncated digit is rounded.

- The \RX option, where X represents a value between 1 and 9, forces rounding to occur on the specified number. For example, \R6 forces rounding when the truncated digit is 6 or greater. If the final digit is 5 or less, no rounding occurs.
- The \R0 option turns off rounding. The system drops all digits after the truncation point.

Padding Options (\P)

The \P parameter controls padding in numeric and alphanumeric scores.

If a mask contains more characters than an actual score, the system automatically places extra characters (padding) in the score. For numeric scores, 0 is used as padding. For alphanumeric scores, spaces are used for padding.

- The \PO option forces the mask to use zeros for padding.
- The \PS option forces the mask to use spaces for padding.
- The \PL option forces padding only to the left of the decimal.
- The \PR option forces padding only to the right of the decimal.
- The \PN option turns off padding.

Justify Options (\J)

The \J parameter controls the justification of the score.

- The \JL option forces the score to display left justified.
- The \JR option forces the score to display right justified.

Capitalization Options (\C)

The \C parameter controls whether the system capitalizes alphabetic characters.

- The \CL option forces the system to display alphabetic characters in lower case.
- The \CU option forces the system to display alphabetic characters in upper case.



Adequate Yearly Progress (AYP)/Parents
Right to Know

Alphanumeric Options (\A)

The \A parameter forces masking to treat a raw score as an alphanumeric value and fill in all mask digits from the left (instead of noting the decimal point and filling in the mask digits to the right, then to the left of the decimal).

If the raw score includes non-numeric values (such as %), the system automatically applies the \A parameter.

You might use this option if you receive scores from your test provider in a standardized, non-decimal format. For example, a raw score of 8550 with a mask of XX.X\A displays as 85.5.

Field Width Options (\+X), (\-X)

Because scores display in the SASIxp product using non-proportional fonts, the default widths of some score fields may not be wide enough to display some scores correctly (depending on how the mask formats the score).

- Use the \+X option, where X represents a value between 1 and 9, to increase the size of a field in 5% increments. Higher values allot more space per character. For example, \+6 increases the space allotment by 30% per character.
- Use the \-X option, where X represents a value between 1 and 9, to decrease the size of a field in 5% increments. Higher values allot less space per character. For example, \-4 decreases the space allotment by 20% per character.

Mask Formatting Examples

Masks control the display format of test scores. This section contains four examples of masks.



Adequate Yearly Progress (AYP)/Parents Right to Know

Example 1

No Mask		Unformatted Score: 94.56
Mask 1:	XX.X	Formatted Score: 94.6
Mask 2:	XXX	Formatted Score: 095
Mask 3:	XX.XX%	Formatted Score: 94.56%
Mask 4:	XXX.XXX	Formatted Score: 094.560

If a mask contains more characters than an actual score, the system automatically places extra characters (padding) in the score. Rounding occurs if the system must truncate digits. Use \P and \R parameters to control padding and rounding, respectively.

Example 2

No Mask		Unformatted Score: a+
Mask 1:	X	Formatted Score: a
Mask 2:	XX\CU	Formatted Score: A+

In Mask 1, the single X causes the system to drop the plus (+) from the score display. In Mask 2, the \CU parameter forces the system to display the alphabetic score in uppercase.



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Example 3

No Mask		Unformatted Score: 9550
Mask:	XX.X	Formatted Score: 50
Mask:	XXX.X\A	Formatted Score: 95.5
Mask:	XX.XX%	Formatted Score: 95.50%

Because the first mask does not contain either the \A parameter or a nonnumeric value and the mask does not have an explicit decimal point, the system assumes that the decimal point is to the right of the last digit. The system completes the mask digits to the left of the decimal first (0 followed by 5) and drops the remaining raw score digits (5 and 9) because they have no matching mask digits. Because there are no digits to the right of the decimal in the raw score, there are no corresponding digits in the formatted score.

Example 4

No Mask		Unformatted Score: ABC
Mask:	Sem1=X	Formatted Score: Sem1=A
Mask:	Sem2=X	Formatted Score: Sem2=B
Mask:	Sem3=X	Formatted Score: Sem3=C

You can use literals in a mask (such as Sem1=) to separate characters in a score. You can use this technique to store more than one score inside of a single score field.



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Test Definition Atom (147)

Use the Test Definition atom to define the types of standardized and local tests that the students at your school take. Once you define the standard tests, you can add, modify, and view student standardized testing information using the Testing History atom (148).

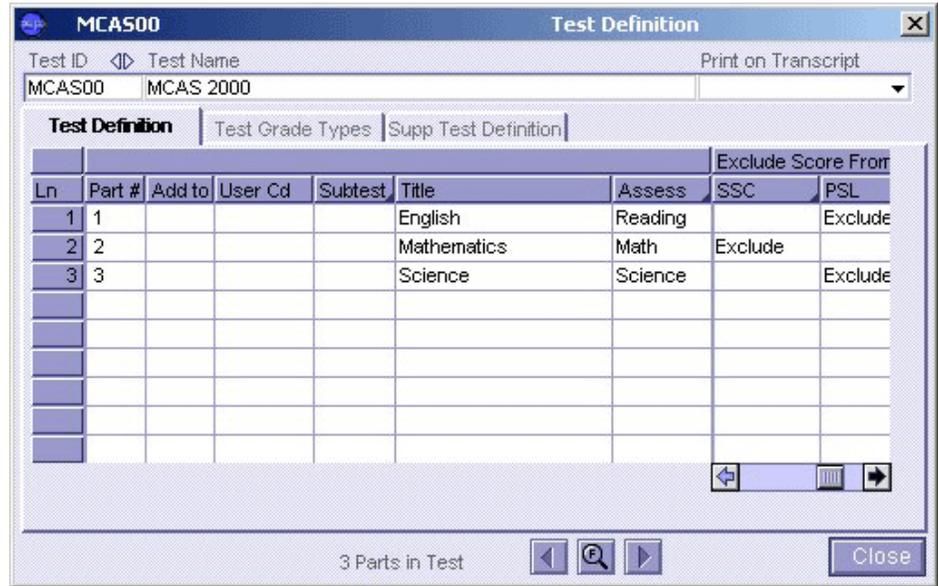
Test Definition Atom Common Fields

<i>Field</i>	<i>Description</i>
Test ID	Unique number of the test
Test Name	Unique descriptive name of the test
Print on Transcript	Indicates whether the test score prints on transcripts Note: Select the Include Extended Test History checkbox in Test History Options tab of the Transcript Definition atom (139) to view Extended Test History scores in the transcript.



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Test Definition Tab



Test Definition Tab Fields

Field	Description
Ln	Line number of the test record
Part #	<p>Part number of the test. Tests can have up to 18 parts. Typically each test part, as well as a total part score or total test score, receives a test part number. For example, you might assign test part number 1 to Reading Vocabulary, 2 to Reading Comprehension, and 3 to Total Reading. If available, use the norms tables from the test publisher’s guide when assigning test part numbers.</p> <p>Note: Do not enter a negative number, a number greater than 18, or a number that has already been used as a test part number.</p>



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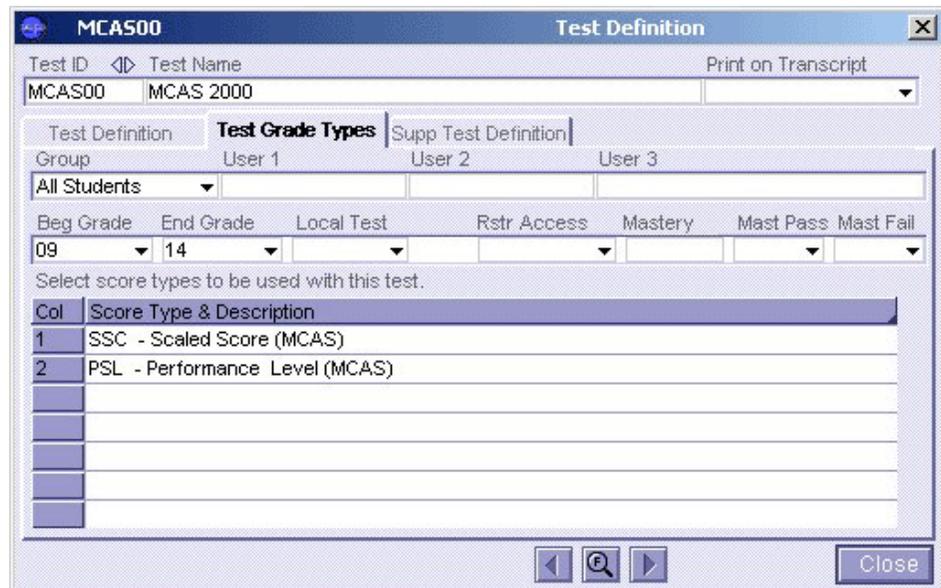
<i>Field</i>	<i>Description</i>
Add to	Indicates the test part number to which the score for the current test part record should be added. For example, if you are defining test part number 3 and you want the system to add the score for test part 3 to the score for test part 2, then type 2 in the Add to field in the test part 3 record. Note: The system does not perform calculations based on data in the Add fields. You must perform calculations manually.
User Cd	User-defined field. You can use this field to store text that you type or you can use the Tables Definition atom (62) to associate the field with a table of choices that you define.
Subtest	Subtest code
Title	Descriptive name of the test part, for example, Verbal, Math, Reading, or Standard Writing
Assess	State assessment area. You must assign proficiency levels to at least one of the score types in the test part that corresponds to the assessment area or the system returns an error.
Max	Maximum raw score that can be earned on the test part
Short 1 / Short 2	Brief labels for the test part. The system prints short label 1 above short label 2 in narrow column headings on labels.
Long 1 / Long 2	Longer labels for the test part. The system prints long label 1 above long label 2 in column headings on reports. This field defines the subtests of the standard tests.
Passing	Minimum score required to pass the test



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Field	Description
Exclude Score From Test Part	<p>Whether you can enter a score for a score type. These fields are available when you add score types for a test on the Test Grade Types tab.</p> <ul style="list-style-type: none"> • A blank field value means you can enter a score for the score type in the Testing History atom. • An Exclude field value means you cannot enter a score for the score type. The system shades cells for excluded score types in the matrix on the Testing History Detail screen. • If you exclude a score, the TES02 and TES03 reports display a blank score. The TES03 exception report ignores excluded score types. <p>Note: This option is not available in version 5.0 of the SASIxp software.</p>

Test Grade Types Tab





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Test Grade Types Tab Fields

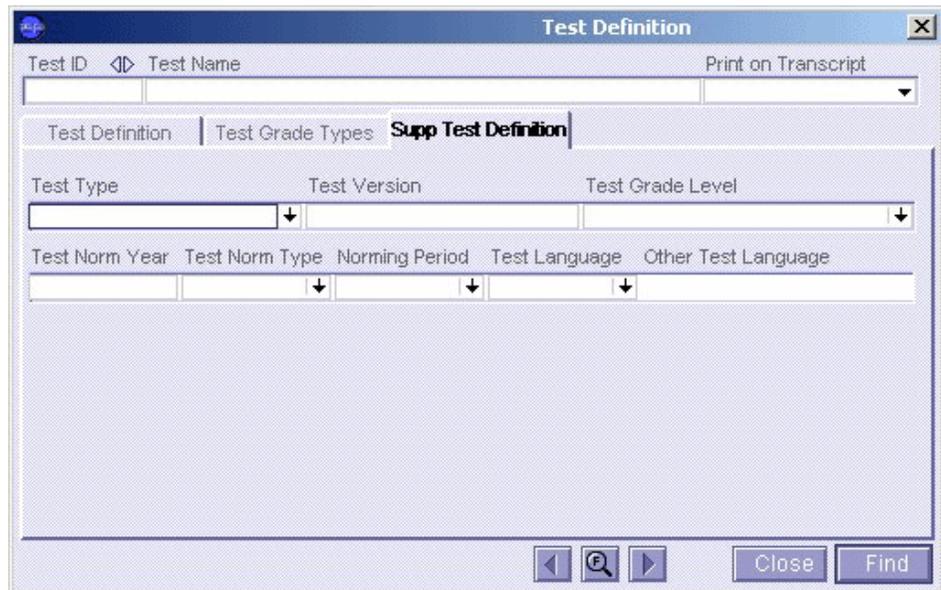
Field	Description
Group	Group of students who take the test <ul style="list-style-type: none"> • C - College Entrance • E - Elementary Student Only • M - Middle Schl Only • H - High Schl Only • U - All Students
User 1 - 3	These fields are user-defined. You can use these fields to store text that you type or you can use the Tables Definition atom to associate these fields with tables of choices that you define.
Beg Grade	Lowest grade that takes the test
End Grade	Highest grade that takes the test
Local Test	Indicates if the test is used by the school site, rather than district-wide. If a test is defined with this option, the test data does not follow the student during the new year rollover or transfer processes.
Rstr Access	Indicates if access is restricted. You must have mass change rights to make a modification to records for a specific test.
Mastery	Text that prints to indicate that a student achieved test mastery (received passing scores on all test parts)
Mast Pass	Character used in the raw score data to indicate the student achieved mastery (passed)
Mast Fail	Character used in the raw score data to indicate the student did not achieve mastery (failed)
Col	Number of the record



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<i>Field</i>	<i>Description</i>
Score Type & Description	Type of score and the score type description (from the Test Score Definition atom)

Supp Test Definition (Supplemental Test Definition) Tab



Supp Test Definition Tab Fields

<i>Field</i>	<i>Description</i>
Test Type	Test or assessment code
Test Version	Test version
Test Grade Level	Typical grade level when the test is given
Test Norm Year	Year the test was normed
Test Norm Type	Type of norming used for the test
Norming Period	Time of year when the test was normed
Test Language	Language in which the test is administered



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<i>Field</i>	<i>Description</i>
Other Test Language	Other language in which the test is administered. You must enter a value in this field if the value in the Test Language field is 99 (Other non-English) or the system returns an error.

Adding Test Definitions and Test Parts

Adding Test Definitions

1. Open the Test Definition atom.
2. From the Data menu, select Add Test Definition.
3. In the **Test ID** field, type a unique test ID.
4. In the **Test Name** field, type a unique descriptive name for the test.
5. In the **Print on Transcript** field, select the Yes option from the pop-up list to print scores from the test on student transcripts. Leave the field blank if you do not want test scores to print on transcripts.
6. Click **Save**.
7. Click **Close**.

Deleting Test Definitions

1. Open the Test Definition atom and display the Test Definition tab.
2. Click the **Ln** field associated with the test definition that you want to delete.
3. From the Data menu, select Delete Test Definition.

Do not delete a test definition if scores have been recorded already for that test part. You cannot retrieve lost student data for a test part.

4. Click **Save** to delete the test definition permanently from the system. A confirmation message displays.
5. Click **OK** to permanently delete the records or click **Cancel** to return to the Test Definition screen.



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Adding Parts to Tests

1. Open the Test Definition atom and display the Test Definition tab.
2. Locate the test record to which you want to add a test part.
3. From the Test Definition menu, select Add Test Part. The system adds a new line to the matrix and displays the next available test part number in the **Part #** (Part Number) field.

You can change a test part number, but do not perform any changes to test parts that have already received score data or your data will display incorrectly in the Testing History atom.

4. In the **Add To** field, type the test part number to which the system should add the score for the current test part record (if applicable).

The system does not perform calculations based on data in the **Add To** fields. You must perform calculations manually.

5. In the **Title** field, type a descriptive name for the test part.
6. In the **Max** field, type the maximum raw score that can be earned on the test part.
7. In the **Short 1** and **Short 2** fields, type short labels for the test part. The system prints short label 1 above short label 2 in narrow column headings on labels.
8. In the **Long 1** and **Long 2** fields, type longer labels for the test part. The system prints long label 1 above long label 2 in column headings on reports.
9. In the **Passing** field, type the minimum score required to pass the test part.
10. Click **Save**.
11. Click **Close**.

Deleting Parts from Tests

1. Open the Test Definition atom and display the Test Definition tab.
2. Locate the test record from which you want to delete a test part.
3. Click the **Ln** field associated with the test part that you want to delete.



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4. From the Test Definition menu, select Delete Test Part.

Do not delete a test part if scores have been recorded already for that test part. The system may lose test data or display it incorrectly in the Testing History atom.

5. Click **Save** to delete the test part record permanently from the system.
6. Click **Close**.

Adding Test Groups and Score Types to Tests

You can specify student test groups (from a pre-defined list) who must take a particular test. You can also designate up to seven score types for each test. (You can define score types in the Test Score Definition atom.)

Adding Score Types and Test Groups to Tests

1. Open the Test Definition atom.
2. Select the Test Grade Types tab.
3. Locate the test record to which you want to add a score type or group.
4. In the **Group** field, select a group of students who take the test from the pop-up list.
5. In the **User 1**, **User 2**, and **User 3** fields, enter information about the user.

You can use these fields to store text that you type or you can use the Tables Definition atom to associate these fields with tables of choices that you define.

6. In the **Beg Grade** and **End Grade** fields, enter or select the lowest and highest grades, respectively, that take the test.

If you want to enter a grade other than one listed on the drop-down menu, delete the Grade (GRD) table from the **Table** column associated with the **BegGrade** and **EndGrade** field record rows in the Test Definition (ATED) file using the File Definition Pro atom (134).



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7. In the **Local Test** field, select Y - Yes to indicate the test was administered locally.
8. In the **Rstr Access** field, select Y - Yes to restrict who can add, change, or delete data for the defined test. If you select Y, you must have mass change rights to make a change.
9. In the **Mastery** field, select Y - Yes if you want to print if a student achieves mastery on the test. Leave blank if you do not want to print that information.
10. In the **Mast Pass** (Mastery Passed) field, type the character used in the raw score data that indicates that the student achieved mastery on the test.
11. In the **Mast Fail** (Mastery Failed) field, type the character used in the raw score data that indicates that the student did not achieve mastery on the test.
12. In the first **Score Type & Description** field, select the score type that you want to use from the pop-up list.
13. Repeat Step 11 for up to seven score types per test.
14. Click **Save**.
15. Click **Close**.

Deleting Score Types from Tests

1. Open the Test Definition atom and select the definition from which you want to delete score types.
2. Select the Test Grade Types tab.
3. Select the cell containing the score type you want to delete, and choose a blank to remove the score type.

Do not delete a score type if scores have been recorded already for the test. The system may lose test data or display it incorrectly in the Testing History atom.

4. Click **Save**.
5. Click **Close**.



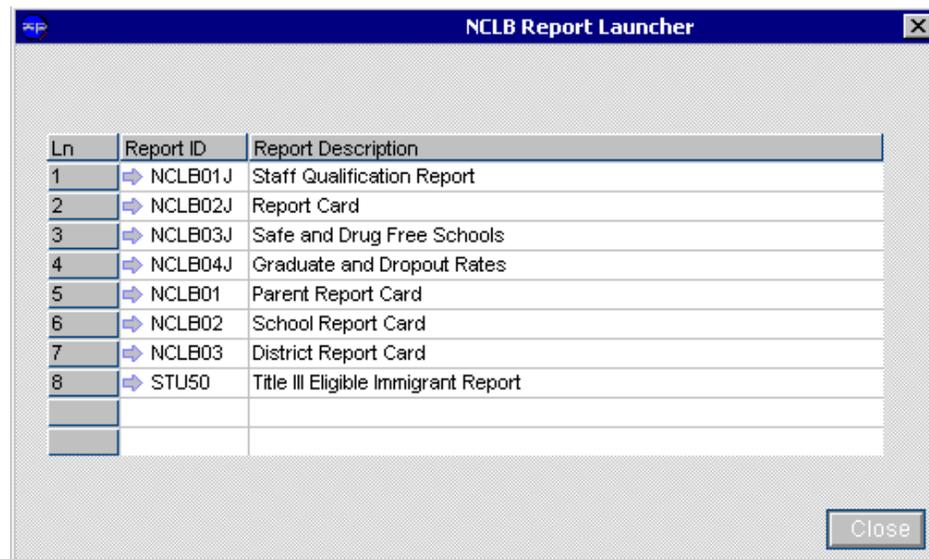
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Parent Report Card Report (NCLB01)

The Parent Report Card report provides a student's academic assessment results in each of the state assessment areas. The report also shows how the student compares against other students in his or her grade level that took the same test part.

Launching the Report Interface

1. Open the NCLB Report Launcher atom. The NCLB Report Launcher screen displays.

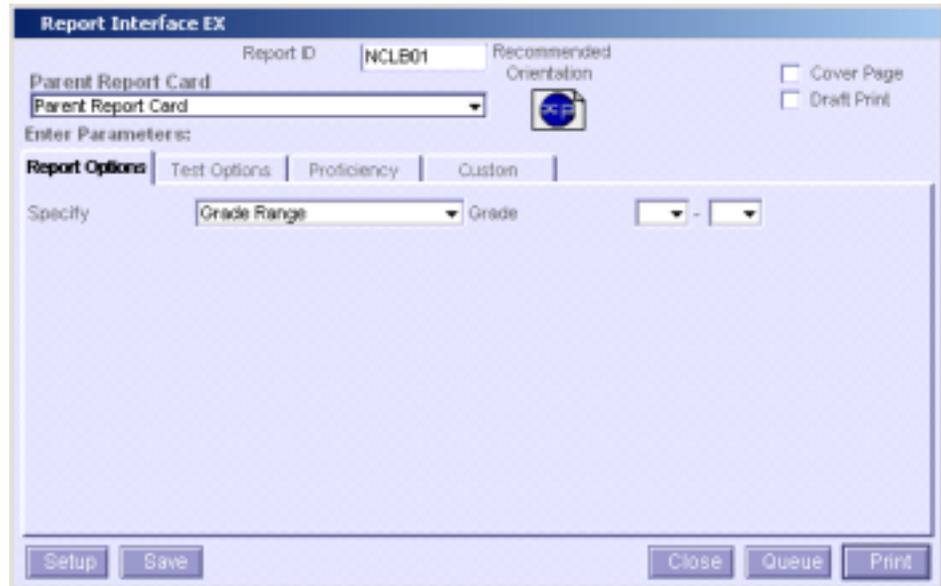


2. Click the NCLB01 (Parent Report Card) link arrow in the **Report ID** column on the NCLB Report Launcher screen. The Report Interface for the Parent Report Card report displays.



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Parent Report Card Report Interface



For more information about the SASIxp Report Interface, see “Running Reports” in the *SASIxp™ Basic Applications Guide*.

Report Interface Common Fields

Field	Description
Parent Report Card	Title of the report. The pop-up list displays the system’s generic report and any saved custom reports.
Report ID	Identification number of the report assigned by the SASIxp software
Recommended Orientation	Icon showing the report’s recommended page orientation, portrait (vertical) or landscape (horizontal). Click Setup to change page orientation or to verify that your printer’s paper orientation matches the recommended report orientation.



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<i>Field</i>	<i>Description</i>
Cover Page	Select this checkbox to include a cover page with the report.
Draft Print	Select this checkbox if you print with a dot-matrix printer. Click Setup to select a printer.

Report Options Tab

Report Options Tab Fields

<i>Field</i>	<i>Description</i>
Specify	<p>Specify whether or not you want to enter a grade range for the report or select students to include in the report.</p> <ul style="list-style-type: none"> • If you select Grade Range from the pop-up list in this field, the Grade field displays on the Report Options tab. • If you select Select Students from the pop-up list in this field, a matrix displays on the Report Options tab.
Grade (visible if you select Grade Range from the pop-up list in the Specify field)	<p>Grade range of the report</p> <ul style="list-style-type: none"> • The system includes all students (filtered by grade range, if specified) in the report. • If you do not enter any grades in the field or do not enter a minimum grade in the first field, the system includes all grade levels in the report. • If you enter a minimum grade in the first field and no maximum grade in the second field, the system includes only the minimum grade in the report.



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Field	Description
<p>Student Name (visible if you select Select Students from the pop-up list in the Specify field)</p>	<p>Students to include in the report. You cannot include more than 25 students in the report or the system returns an error.</p> <p>The system only includes active and non-concurrent students in the report.</p>

Adding Students to Include in the Report

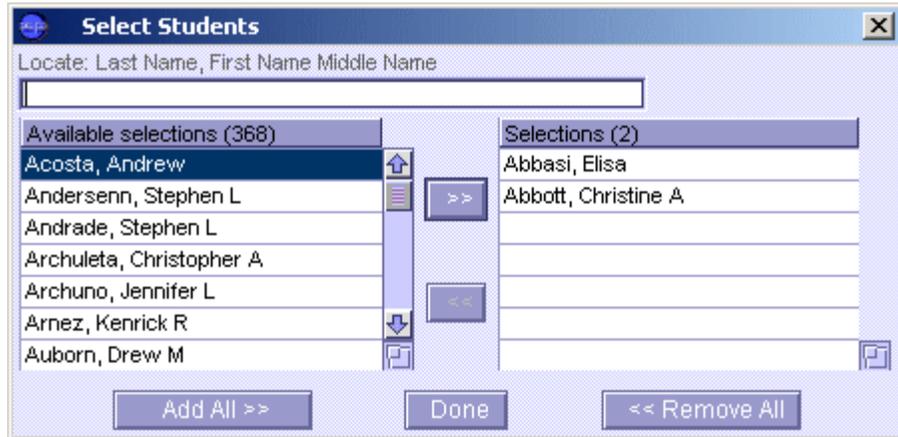
1. Select the Report Options tab on the Report Interface.
2. Select Select Students from the pop-up list in the **Specify** field.

The screenshot shows the 'Report Interface EX' window. At the top, there is a 'Report ID' field with 'NCLB01' and a 'Recommended Orientation' section with 'Cover Page' and 'Draft Print' checkboxes. Below this is a 'Parent Report Card' dropdown menu. The main area is titled 'Enter Parameters:' and has several tabs: 'Report Options' (selected), 'Test Options', 'Proficiency', and 'Custom'. Under 'Report Options', there is a 'Specify' section with a dropdown menu set to 'Select Students' and a 'Grade' field. Below this is a table with columns for 'Ln', 'Last Name', 'First Name', and 'Grade'. At the bottom of the window are buttons for 'Setup', 'Save', 'Select Stu', 'Close', 'Queue', and 'Print'.

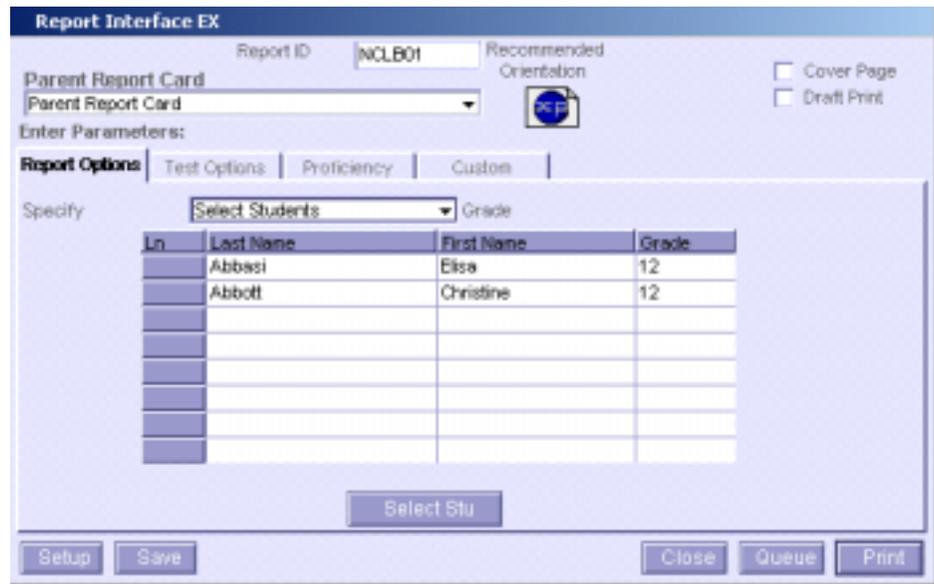


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- Click the **Select Stu** button. The system displays the Select Students screen.



- Select students to include in the report.
- Click **Done**. The system fills the matrix on the Report Options tab with the names of the students that you selected to include in the report.

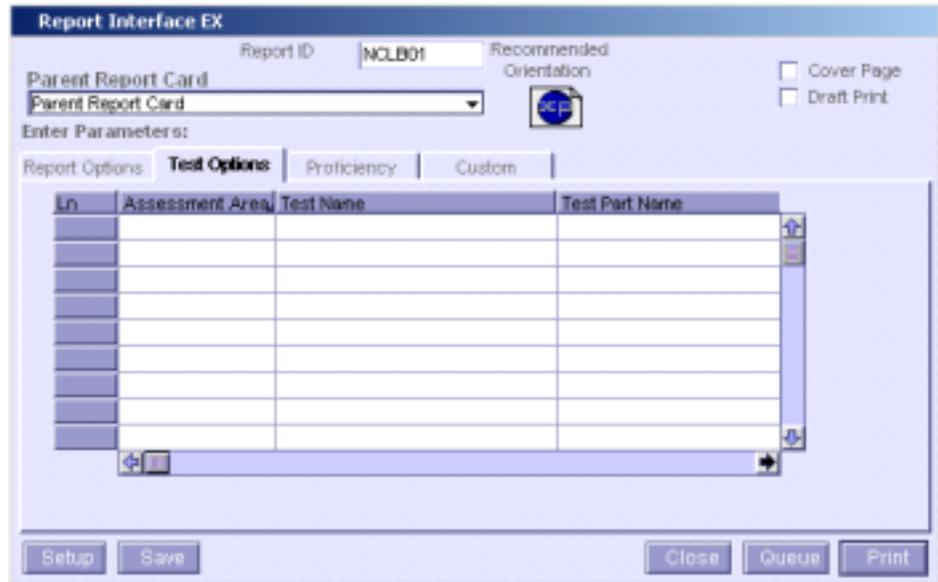




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Test Options Tab

Use the Test Options tab to select which assessment areas, tests, and test parts to include in the report.



Test Options Tab Fields

<i>Field</i>	<i>Description</i>
Assessment Area	State assessment area, for example, Math, Reading, or Language
Test Name	<p>Test to include in the report. You must select a value from the pop-up list in the Assessment Area field before you can select a value for this field.</p> <p>The values that display in the pop-up list in this field are associated with the value you select in the Assessment Area field.</p>



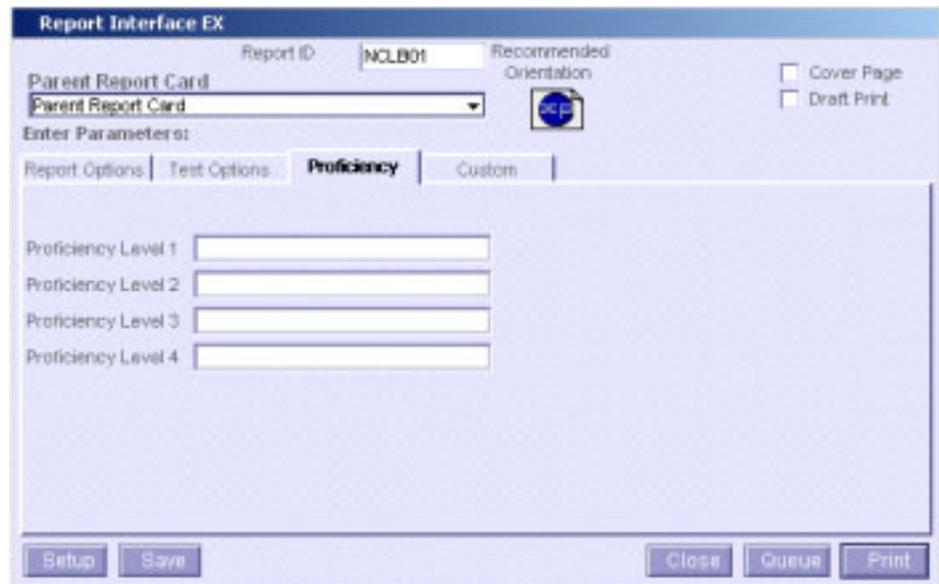
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<i>Field</i>	<i>Description</i>
Test Part	<p>Test part to include in the report. You must select a value from the pop-up list in the Test Name field before you can select a value for this field.</p> <p>The values that display in the pop-up list in this field are associated with the value you select in the Test Name field.</p> <p>The default value for this field is Select All. If you want the system to include a single test part in the report, select the test part from the pop-up list in this field.</p>

Proficiency Tab

Use the Proficiency tab to enter titles for each of the proficiency levels.

The system displays fields on this tab based on the number of proficiency levels defined in the Test Score Definition atom for the test you selected to include in the report in the **Test Name** field on the Test Options tab of the Report Interface.





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Proficiency Tab Fields

<i>Field</i>	<i>Description</i>
Proficiency Level (1 - 4)	Title of the proficiency level. This field is mandatory.

Custom Tab

You cannot perform any custom queries or change the sort order on the Custom tab of the Report Interface for the Parent Report Card report.

For more information about the Custom tab of the SASIxp Report Interface, see "Custom Reports" in the *SASIxp™ Basic Applications Guide*.

Running the Parent Report Card Report

1. Define report parameters in the fields on the Report Interface. For more information, see [Parent Report Card Report Interface on page 105](#).
2. Click **Print**. (If you selected the **Screen** radio button on the Custom tab of the Report Interface, click **Preview**.) The system generates the Parent Report Card report for the selected schools.
 - If you clicked **Print**, the system prints the Parent Report Card report.
 - If you clicked **Preview**, the system displays the Parent Report Card report on your computer screen.

The system inserts a page break between each student included in the report. If a particular student's data extends beyond one page, the system displays the header information for the student followed by the word Continued on any subsequent pages and inserts a page break at the end of the student's data.



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Parent Report Card Report Layout

Sort Order

- If you run the Parent Report Card report for a group of students, the system displays the students in alphabetical order by last name in the report.
- If you run the Parent Report Card report for a grade range, the system displays the students by grade in school grade order in the report. Within each grade, the system displays the students in alphabetical order by last name.

Student Assessment Section

The Student Assessment section contains the **Assessment Area/Test**, **Date**, and **Proficiency Level** columns, along with up to seven columns (inclusive) that represent different score types.

- The values in the **Assessment Area/Test** column indicate the assessment area, test name, and test part combinations included in the report.
- The values in the **Date** column are the dates that the student took each assessment area, test name, and test part combination.
- The values in the columns for the different score types are the student's grade or score for each assessment area, test name, and test part combination.
- The values in the **Proficiency Level** column are the proficiency level titles that you assigned to the proficiency levels in the fields on the Proficiency tab of the Report Interface that correspond to the student's performance on each assessment area, test name, and test part combination. If the student scores differently in more than one score type for a test part, the system displays the words Multiple Levels in this column.

Grade Level Comparison Section

The Grade Level Comparison section provides data about the percentage of students in the student body who scored in each proficiency level for each assessment area, test name, and test part combination included in the report.

The Grade Level Comparison section contains the **Assessment Area/Test** and grade level proficiency columns.



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- The values in the **Assessment Area/Test** column indicate the assessment area, test name, and test part combinations included in the report.
- The titles of the grade level proficiency columns are the titles that you assigned to the proficiency levels in the fields on the Proficiency tab of the Report Interface. The system bases the number of columns on the number of titles you entered on the Proficiency tab, up to a maximum of four.
- The values in the grade level proficiency columns are the percentage of students in the student body who scored in each proficiency level for each assessment area, test name, and test part combination included in the report.

Proficiency Level Legend Section

The Proficiency Level Legend section contains the **Score Type** and grade level proficiency columns and provides proficiency level range definitions for each score type.

- The values in the **Score Type** column are the score types and names included in the report. The Parent Report Card report displays proficiency level range definitions for up to seven score types, inclusive.
- The titles of the grade level proficiency columns are the titles that you assigned to the proficiency levels in the fields on the Proficiency tab of the Report Interface. The system bases the number of columns on the number of titles you entered on the Proficiency tab, up to a maximum of four.

Exception Report

If you run the Parent Report Card report for a group of students instead of a grade range, the system displays an Exception report that contains a list of students in the group who have not taken a particular test or test part that you selected to include in the Parent Report Card report.



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Report Sample

Parent Report Card								
Student Academic Assessment								
Student Name: Ibane, Brandi			School Name: Secondary Demo			School Year: 2003-2004		
Form Number: 3001			Date: 06/24/03					
Age: 15								
Grade: 11								
Student Assessment								
Assessment Area/Test	Date	GE	NCE	PC	RS	STD	FR	Proficiency Levels
Math								
EK GE Basic Math	10/02/03	200.0	401.0%	801.0	801.0	001.000	75%	Below Standard
Advanced Math	10/02/03	246.0	400.0%	2000.0	099.300	01%		Below Standard
EK FR Basic Geometry	10/02/03	276.9	400.0%	7999.3	099.500			Multiple Levels
Basic Trig	10/02/03	246.2	799.5%	7999.7	099.999		81%	Below Standard
Language								
SAT9								
Sat 9 Writing	***							* Not Taken
Reading								
Stanford9								
Reading Comprehension	***							* Not Taken
Grade Level Comparison - Percent of Students in the grade by proficiency level								
Assessment Area/Test	Below Standard	Meeting Expectation	Above Expectation	Exceeding Expectation				

Math								
EK GE Basic Math	20.0%	40.0%	20.0%	20.0%				
Advanced Math	25.0%	50.0%	0.0%	25.0%				
EK FR Basic Geometry	25.0%	50.0%	0.0%	25.0%				
Basic Trig	25.0%	25.0%	25.0%	25.0%				

Proficiency Level Legend								
Score Type	Below Standard	Meeting Expectation	Above Expectation	Exceeding Expectation				

GE - Grade Equivalent	0-64	65-120	121-193	194-249				
NCE - Normal Curve Equivalent ±	1-247	248-595	596-844	845-990				
PC - Percent Correct (NO ROUND)	0-799	800-899	900-999	-				
RS - Raw Score	0-7999	8000-9999	-	-				
STD - Standard Score	0-100	-	-	-				
FR - Percentile Rank LEFT JUSTI	0-80	81-90	91-99	-				



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Exception Report Sample

Parent Report Card Student Academic Assessment Exception Report			
Assesment Area: Math			
Test Name: Math			
Test Part: EX GE Basic Math			
Student:			
	Perm Num	Last Name	First Name
	3083	Whitson	Christina
	3085	Williamson	Jay
	2260	Winn	Jenny
	3020	Zhane	Aaron
	2262	Zhane	Adam
	3050	Zhane	Angela
	3025	Zhane	Angie
	3024	Zhane	Arturo
	3083	Whitson	Christina
	3085	Williamson	Jay
	2260	Winn	Jenny
	3020	Zhane	Aaron
	2262	Zhane	Adam
	3050	Zhane	Angela
	3025	Zhane	Angie
	3024	Zhane	Arturo
Assesment Area: Math			
Test Name: Math			
Test Part: Advanced Math			
Student:			
	Perm Num	Last Name	First Name
	3083	Whitson	Christina
	3085	Williamson	Jay
	2260	Winn	Jenny
	3020	Zhane	Aaron
	2262	Zhane	Adam
	3050	Zhane	Angela
	3025	Zhane	Angie
	3024	Zhane	Arturo
	3083	Whitson	Christina
	3085	Williamson	Jay
	2260	Winn	Jenny
	3020	Zhane	Aaron
	2262	Zhane	Adam
	3050	Zhane	Angela
	3025	Zhane	Angie
	3024	Zhane	Arturo



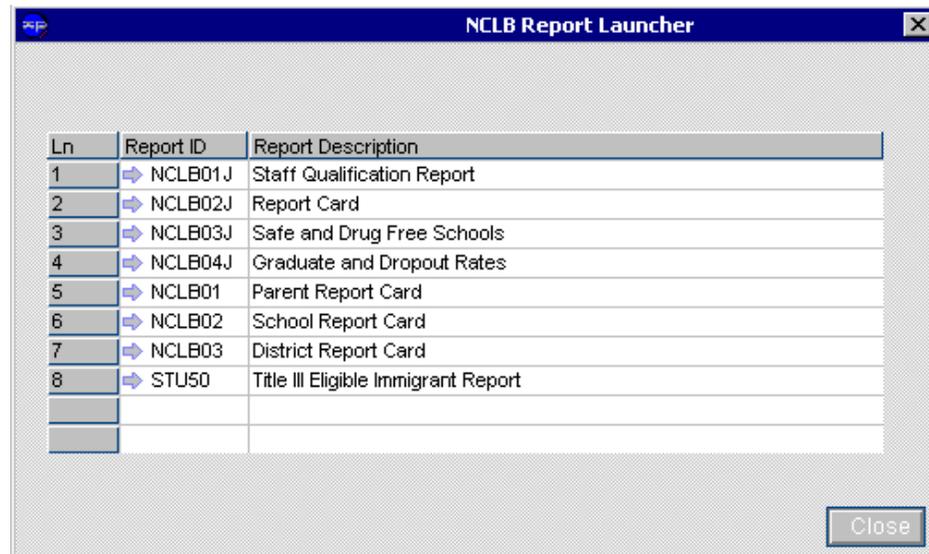
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School Report Card Report (NCLB02)

The School Report Card report provides aggregate and disaggregate academic assessment results data for students in a school.

Launching the Report Interface

1. Open the NCLB Report Launcher atom. The NCLB Report Launcher screen displays.

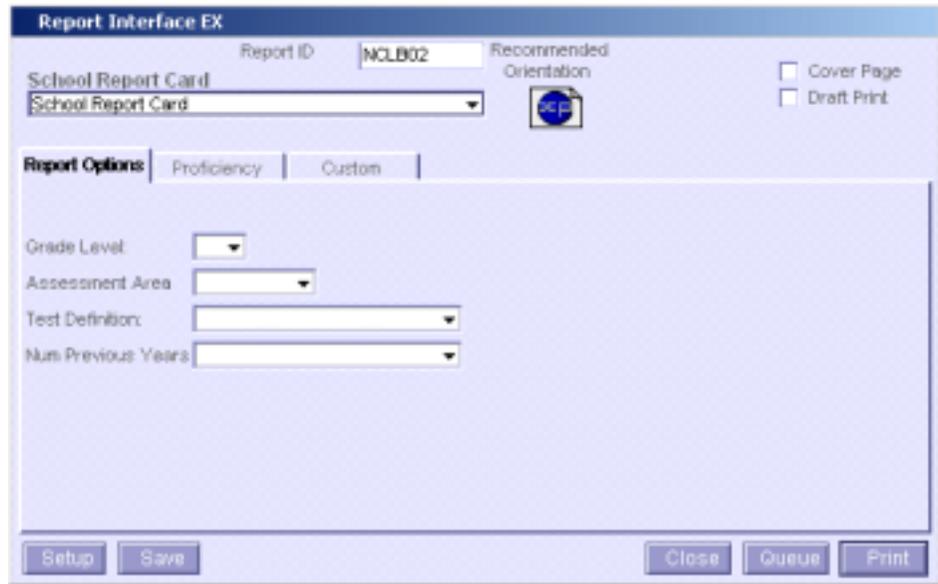


2. Click the NCLB02 (School Report Card) link arrow in the **Report ID** column on the NCLB Report Launcher screen. The Report Interface for the School Report Card report displays.



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School Report Card Report Interface



For more information about the SASIxp Report Interface, see “Running Reports” in the *SASIxp™ Basic Applications Guide*.

Report Interface Common Fields

Field	Description
School Report Card	Title of the report. The pop-up list displays the system’s generic report and any saved custom reports.
Report ID	Identification number of the report assigned by the SASIxp software
Recommended Orientation	Icon showing the report’s recommended page orientation, portrait (vertical) or landscape (horizontal). Click Setup to change page orientation or to verify that your printer’s paper orientation matches the recommended report orientation.
Cover Page	Select this checkbox to include a cover page with the report.



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<i>Field</i>	<i>Description</i>
Draft Print	Select this checkbox if you print with a dot-matrix printer. Click Setup to select a printer.

Report Options Tab

Report Options Tab Fields

<i>Field</i>	<i>Description</i>
Grade Level	Grade level to include in the report. This field is mandatory.
Assessment Area	State assessment area, for example, Math, Reading, or Language. This field is mandatory.
Test Definition	<p>Test to include in the report. You must select a value from the pop-up list in the Assessment Area field before you can select a value for this field.</p> <p>The values that display in the pop-up list in this field are associated with the value you select in the Assessment Area field.</p> <p>This field is mandatory.</p>
Num of Previous Years	<p>Number of previous years to include in the report. You can run the report for up to 10 years, inclusive.</p> <p>If you do not select a value from the pop-up list in this field, the system generates the School Report Card report for the current year only.</p>

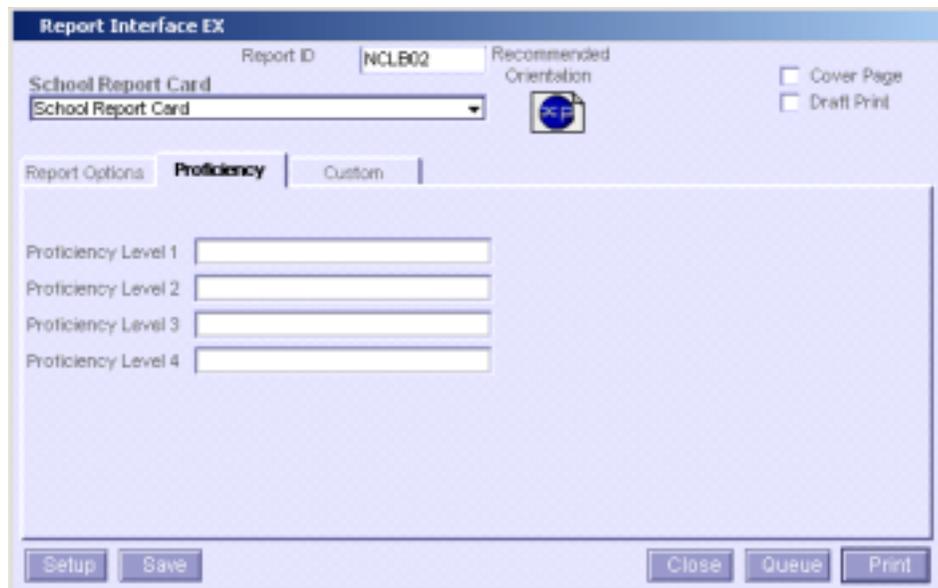


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Proficiency Tab

Use the Proficiency tab to enter or edit titles for each of the proficiency levels.

The system displays fields on this tab based on the number of proficiency levels defined in the Test Score Definition atom for the test you selected to include in the report in the **Test Definition** field on the Report Options tab of the Report Interface.



Proficiency Tab Fields

Field	Description
Proficiency Level (1 - 4)	Title of the proficiency level. These fields are mandatory.

Custom Tab

You cannot perform any custom queries or change the sort order on the Custom tab of the Report Interface for the School Report Card report.



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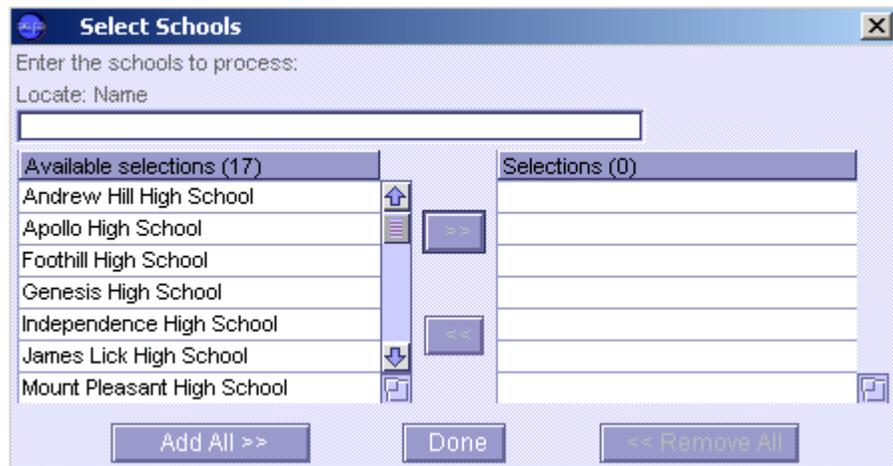
For more information about the Custom tab of the SASIxp Report Interface, see “Custom Reports” in the *SASIxp™ Basic Applications Guide*.

Running the School Report Card Report

1. Define report parameters in the fields on the Report Interface. For more information, see [School Report Card Report Interface on page 117](#).
2. Click **Print**. (If you selected the **Screen** radio button on the Custom tab of the Report Interface, click **Preview**.) The Select Schools screen displays.

The system only displays schools on the Select Schools screen that offer the grade level that you selected in the **Grade Level** field on the Report Options tab of the Report Interface.

The system does not display consolidated schools (schools with school numbers Dxx, for example, D03) as options on the Select Schools screen.



3. Select schools to include in the report.
4. Click **Done**. The system generates a separate School Report Card report for each of the selected schools.
 - If you clicked **Print**, the system prints the School Report Card reports.



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- If you clicked **Preview**, the system displays the School Report Card reports on your computer screen.

If you click **Done** with no schools selected, the system returns an error. You must select at least one school to run the School Report Card report.

School Report Card Report Layout

The system generates the Current Year Demographics section once in the report, regardless of the value in the **Num of Previous Years** field on the Report Options tab of the Report Interface.

The system generates the Assessment Results, Proficiency Results, and Subgroup Results sections in the report for the current year by default. If the **Num of Previous Years** field on the Report Options tab of the Report Interface is not blank, the system repeats these sections for each of the years included in the report for each school.

Set up values in the Ethnic Code (ETH) and English Proficiency (ENG) tables so that the system correctly displays subgroup data in the School Report Card report. For more information, see [Setting Up the Ethnic Code \(ETH\) Table on page 5](#) and [Setting Up the English Proficiency \(ENG\) Table on page 6](#).

Sort Order

If you run the School Report Card report for more than one school, the system generates a separate report for each school. The system sorts the schools alphabetically by school name with a page break between each school.

Report Header Information

- The value in the **Grade** field is the grade you selected from the pop-up list in the **Grade Level** field on the Report Options tab of the Report Interface.
- The value in the **Total Num Students** (Total Number of Students) field is the total number of active students in the selected grade in the Student (ASTU) file for the school on the date that you run the School Report Card report.



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Current Year Demographics Section

- The values in the first column are the demographic subgroups included in the School Report Card report.
- The values in the **Number** column are the total number of active students in a demographic subgroup on the date that you run the School Report Card report.

Total Active Students Tested + Total Active Students Not Tested = Total Active Students in Subgroup

- The values in the **Percent** column are the percentage of active students in a demographic subgroup on the date that you run the School Report Card report.

Total Active Students in Subgroup ÷ Total Number of Active Students in Selected Grade = Percentage of Active Students in Subgroup

Assessment Results Section

- The value in the **Academic Assessment Area** field is the assessment area that you selected from the pop-up list in the **Assessment Area** field on the Report Options tab of the Report Interface.
- The value in the **Test Used for Assessment** field is the test that you selected from the pop-up list in the **Test Definition** field on the Report Options tab of the Report Interface.
- The value in the **Number of Students Tested** field is the total number of students who have scores for the test that you selected from the pop-up list in the **Test Definition** field on the Report Options tab of the Report Interface.
- The value in the **Percent of Students Tested** field is the total number of students tested divided by the total number of students in the grade you selected from the pop-up list in the **Grade Level** field on the Report Options tab of the Report Interface.

Total Number of Students Tested ÷ (Total Number of Students Tested + Total Number of Students Not Tested) = Percent of Students Tested

- The value in the **Number of Students Not Tested** field is the total number of students who do not have scores for the test that you selected from the pop-up list in the **Test Definition** field on the Report Options tab of the Report Interface.
- The value in the **Percent of Students Not Tested** field is the total number of students not tested divided by the total number of students in the grade you selected from the pop-up list in the **Grade Level** field on the Report Options tab of the Report Interface.



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$$\text{Total Number of Students Not Tested} \div (\text{Total Number of Students Tested} + \text{Total Number of Students Not Tested}) = \text{Percent of Students Not Tested}$$

Proficiency Results Section

- The system displays the proficiency level titles and percentages for each proficiency level defined in the **Test Score Definition** atom for the test you selected to include in the report in the **Test Definition** field on the Report Options tab of the Report Interface.
- The system displays the titles you defined for the proficiency levels on the Proficiency tab of the Report Interface.
- The system displays the percentage of test parts that have scores within each proficiency level for the test you selected to include in the report in the **Test Definition** field on the Report Options tab of the Report Interface beneath each proficiency level title.

$$\text{Number of Test Parts in a Proficiency Level} \div \text{Total Number of Test Parts Taken} = \text{Percentage of Test Parts with Scores in the Proficiency Level}$$

Subgroup Results Section

- The values in the first column are the demographic subgroups included in the School Report Card report.
- The values in the **# Tested** (Number Tested) column are the total number of students tested in the assessment area and test you selected to include in the report in the **Test Definition** field on the Report Options tab of the Report Interface for each subgroup.
- The values in the **% Tested** (Percent Tested) column are the percentage of students tested in the assessment area and test you selected to include in the report in the **Test Definition** field on the Report Options tab of the Report Interface for each subgroup.
- The system displays the proficiency level titles defined on the Proficiency tab of the Report Interface as columns. The values in these columns are the percentage of test parts for each proficiency level taken by students in a subgroup.
- The values in the **# Not Tested** (Number Not Tested) column are the total number of students not tested in the assessment area and test you selected to include in the report in the **Test Definition** field on the Report Options tab of the Report Interface for each subgroup.



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- The values in the **% Not Tested** (Percent Not Tested) column are the percentage of students not tested in the assessment area and test you selected to include in the report in the **Test Definition** field on the Report Options tab of the Report Interface for each subgroup.

Report Sample

Current Year Demographics Section

Current Year Demographics			Number	Percent
Gender				
Male		103	51.0%	
Female		97	48.5%	
Unknown		1	0.5%	
Migrant Status				
Migrant		6	3.0%	
Not Migrant		194	97.0%	
LEP Status				
English Proficient		1	0.5%	
Not English Proficient		199	99.5%	
Disability Status				
Regular Student		196	98.0%	
Special Ed Student		4	2.0%	
Economic Status				
Econ. Disadvantaged		61	30.5%	
Not Econ. Disadvantaged		139	69.5%	
Ethnicity				
Aboriginal		3	1.5%	
Asian		13	6.5%	
Black		6	3.0%	
White		164	82.0%	
Hispanic		13	6.5%	
Unknown		1	0.5%	



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District Report Card Report

The District Report Card report provides academic assessment, proficiency level, and subgroup results for the schools in a district.

Setup

Certain setup steps are required before you can run the District Report Card report.

- Consolidate the Assessment Summary (AAYP) files. For more information, see [Consolidating the AAYP Files on page 126](#).
- Set up all codes for the consolidated schools in the district school's ETH, ENG, and State Assessment Code (SAA) tables.
- Define all grade levels for the district in the district school's School atom (18). For more information, see "Using the School Atom" in the *SAS/XP Setup and Administration Training Guide*.
- Merge tables for the district school using the Merge Tables atom (999).

Consolidating the AAYP Files

Run the School Report Card for the schools you want to include in the District Report Card report to create a valid AAYP file for each school before consolidating the AAYP files.

1. Open the District Apps folder.
2. Open the District Setup folder.



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- Open the Cons. File Def (Consolidated File Definition) atom (505). The Consolidation Files screen displays.

Ln	File Code	File Description	Method

0 Files in this CFD Type

- From the CFD menu, select Add CFD Type. The Add CFD Type screen displays.

Enter new code and description:

Table Code Description

 ↓

- Type **NCLB** in the **Table Code** field.
- Enter a description in the **Description** field.



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7. Click **Add**. The system closes the Add CFD Type (Add Consolidated File Definition Type) screen and fills the **Consolidated File Definition Type** field on the Consolidated Files screen with the description from the **Description** field in the Add CFD Type screen.

If the system does not fill the **Consolidated File Definition Type** field with the CFD type you added, select the CFD type from the pop-up list in the field.

8. From the Data menu, select Add File. The system adds a new record to the matrix on the Consolidation Files screen.
9. Select AAYP from the pop-up list in the **File Code** column associated with the record row. The system fills the **File Description** field with the appropriate data.
10. Select All Schools Data from the pop-up list in the **Method** column associated with the AAYP record row.
11. Click **Save**.
12. Click **Close**.
13. Open the District Cons. Def (District Consolidation Definition) atom (507). The District Consolidation Definition screen displays.

Ln	Sch#	School Name	CFD Type	Exclude



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- From the Consolidation Def. menu, select Add Consolidation Def. The Consolidation Definition screen displays.

- Enter the district school number in the **Cons. Code** field, for example, D01.
- Enter a description in the **Cons. Description** field.
- Click **Add**. The system closes the Consolidation Definition screen.
- Select your school from the pop-up list in the **District Consolidation Definitions** field on the District Consolidation Definition screen.
- From the Data menu, select Add School. The system adds a new record to the matrix on the District Consolidation Definition screen.
- Select the school you want to consolidate from the pop-up list in the **Sch#** (School Number) column associated with the record row. The system fills the **School Name** field with the appropriate data.
- Select the NCLB CFD type from the pop-up list in the **CFD Type** field.
- Repeat steps 19 through 21 to select all the schools that you want to consolidate.
- Click **Save**.
- Click **Close**.
- Close the District Setup folder.
- Open the District folder.



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27. Open the District Consolidation atom (525). The District Consolidation screen displays.

#	District Consolidation Definition Name	Process
D04	NCLB Consolidation	

Consolidation Progress: Obey Filters

File	File Name	Status

Close Consolidate

28. In the Consolidation Sets matrix, select the **Process** column associated with the record row for the district school number that you want to consolidate to set the value to Yes.
29. Click **Consolidate**.

If the file already exists, the system returns a warning alerting you that it is going to overwrite the file. Click **OK** if you want to overwrite the file.

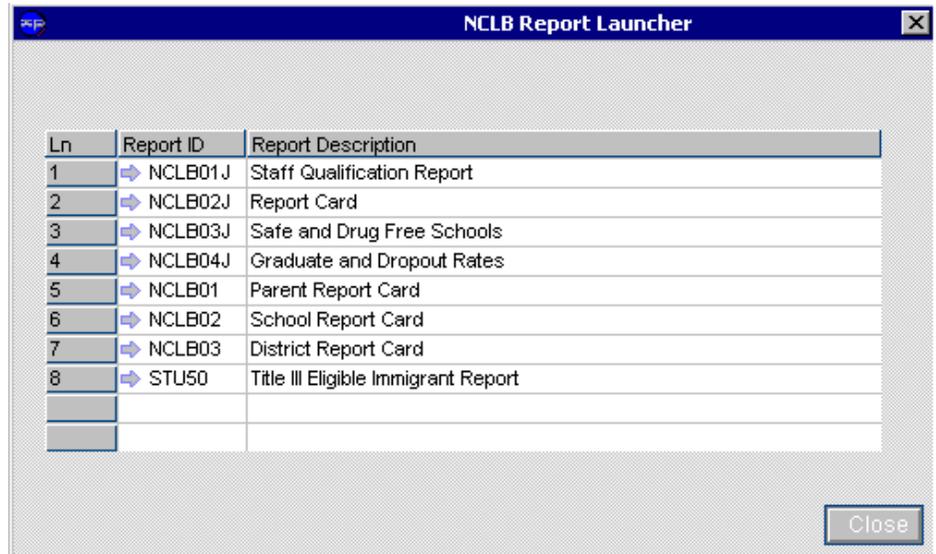
The system displays the file processing status in the **File Name** and **Status** columns. When the process is complete, a school- and year-qualified AAYP file exists for the district school.



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Launching the Report Interface

1. Open the NCLB Report Launcher atom. The NCLB Report Launcher screen displays.



2. Click the NCLB03 (District Report Card) link arrow in the **Report ID** column on the NCLB Report Launcher screen. The Report Interface for the District Report Card report displays.



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District Report Card Report Interface

For more information about the SASIxp Report Interface, see “Running Reports” in the *SASIxp™ Basic Applications Guide*.

Report Interface Common Fields

Field	Description
District Report Card	Title of the report. The pop-up list displays the system’s generic report and any saved custom reports.
Report ID	Identification number of the report assigned by the SASIxp software
Recommended Orientation	Icon showing the report’s recommended page orientation, portrait (vertical) or landscape (horizontal). Click Setup to change page orientation or to verify that your printer’s paper orientation matches the recommended report orientation.
Cover Page	Select this checkbox to include a cover page with the report.



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<i>Field</i>	<i>Description</i>
Draft Print	Select this checkbox if you print with a dot-matrix printer. Click Setup to select a printer.

Report Options Tab

Report Options Tab Fields

<i>Field</i>	<i>Description</i>
Grade Level	Grade level to include in the report. This field is mandatory.
Assessment Area	State assessment area, for example, Math, Reading, or Language. This field is mandatory.
District Name	District name. This field is mandatory.
Num of Previous Years	Number of years to include in the report. You can run the report for up to 10 years, inclusive. If you do not select a value from the pop-up list in this field, the system generates the District Report Card report for the current year only.



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Proficiency Tab

Use the Proficiency tab to enter or edit titles for each of the proficiency levels.

The system displays four proficiency level fields on this tab.

Proficiency Tab Fields

<i>Field</i>	<i>Description</i>
Proficiency Level (1 - 4)	Title of the proficiency level. These fields are optional, but Pearson Education Technologies recommends that you enter meaningful titles.

Custom Tab

You cannot perform any custom queries or change the sort order on the Custom tab of the Report Interface for the District Report Card report.

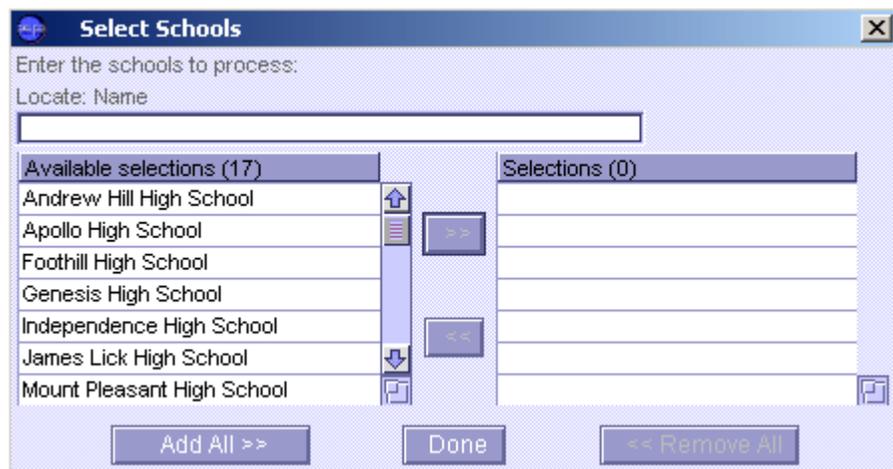
For more information about the Custom tab of the SASIxp Report Interface, see “Custom Reports” in the *SASIxp™ Basic Applications Guide*.



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Running the District Report Card Report

1. Define report parameters in the fields on the Report Interface. For more information, see [District Report Card Report Interface on page 132](#).
2. Click **Print**. (If you selected the **Screen** radio button on the Custom tab of the Report Interface, click **Preview**.) The Select Schools screen displays.
 - The system only displays schools on the Select Schools screen that have records in the AAYP file for the grade level and assessment area that you selected in the **Grade Level** and **Assessment Area** fields on the Report Options tab of the Report Interface.
 - If no records exist in the AAYP file for any school for the grade level and assessment area that you selected on the Report Options tab of the Report Interface, the system returns a message and does not display the Select Schools screen.
 - If the report is queued to print from the Job Queue, the system includes all schools in the AAYP file in the report and does not display the Select Schools screen.



3. Select schools to include in the report.
4. Click **Done**. The system generates the District Report Card report for the selected schools.
 - If you clicked **Print**, the system prints the District Report Card report.



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- If you clicked **Preview**, the system displays the District Report Card report on your computer screen.

If you click **Done** with no schools selected, the system returns an error. You must select at least one school to run the District Report Card report.

District Report Card Report Layout

The system generates the Current Year Demographics section once in the report, regardless of the value in the **Num of Previous Years** field on the Report Options tab of the Report Interface.

The system generates the Assessment Results, Proficiency Results, and Subgroup Results sections in the report for the current year by default. If the **Num of Previous Years** field on the Report Options tab of the Report Interface is not blank, the system repeats these sections for each of the years included in the report.

Set up values in the ETH and ENG tables so that the system correctly displays subgroup data in the District Report Card report. For more information, see [Setting Up the Ethnic Code \(ETH\) Table on page 5](#) and [Setting Up the English Proficiency \(ENG\) Table on page 6](#).

Report Header Information

- The value in the **Grade** field is the grade you selected from the pop-up list in the **Grade Level** field on the Report Options tab of the Report Interface.
- The value in the **Total Num Students** (Total Number of Students) field is the total number of active students in the selected grade in the AAYP files for the selected schools on the date that the AAYP file for each school was generated.

Current Year Demographics Section

- The values in the first column are the demographic subgroups included in the District Report Card report.



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- The values in the **Number** column are the total number of active students in a demographic subgroup on the date that the AAYP file for each school was generated.

Total Active Students Tested + Total Active Students Not Tested = Total Active Students in Subgroup

- The values in the **Percent** column are the percentage of active students in a demographic subgroup on the date that the AAYP file for each school was generated.

Total Active Students in Subgroup ÷ Total Number of Active Students in Selected Grade = Percentage of Active Students in Subgroup

Assessment Results Section

- The value in the **Academic Assessment Area** field is the assessment area that you selected from the pop-up list in the **Assessment Area** field on the Report Options tab of the Report Interface.
- The values in the **Test(s) Used for Assessment** field are the tests in the selected assessment area.
- The value in the **Number of Students Tested** field is the total number of students in the grade that you selected from the pop-up list in the **Grade Level** field on the Report Options tab of the Report Interface at all selected schools who have scores for the tests in the selected assessment area.
- The value in the **Percent of Students Tested** field is the total number of students tested in the selected grade and assessment area at all selected schools divided by the total number of students in the selected grade at all selected schools.

Total Number of Students Tested ÷ (Total Number of Students + Total Number of Students Not Tested) = Percent of Students Tested

- The value in the **Number of Students Not Tested** field is the total number of students in the selected grade at all selected schools who do not have scores for the tests in the selected assessment area.
- The value in the **Percent of Students Not Tested** field is the total number of students not tested in the selected grade and assessment area at all selected schools divided by the total number of students in the selected grade at all selected schools.

Total Number of Students Not Tested ÷ (Total Number of Students Tested + Total Number of Students Not Tested) = Percent of Students Not Tested



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Proficiency Results Section

- The system displays the proficiency level titles and percentages for the proficiency levels defined for the selected assessment area.
- If you defined titles for the proficiency levels on the Proficiency tab of the Report Interface, the system displays the titles in this section. If you did not define a title for a proficiency level, the system displays a default title. For example, if you did not define a title for the first proficiency level for the tests on the Proficiency tab of the Report Interface, the system displays Proficiency Level 1 as the default title for the proficiency level.
- The system displays the percentage of test parts that have scores within each proficiency level in the selected assessment area beneath each proficiency level title.

$$\text{Number of Test Parts in a Proficiency Level} \div \text{Total Number of Test Parts Taken} = \text{Percentage of Test Parts with Scores in the Proficiency Level}$$

Subgroup Results Section

- The values in the first column are the demographic subgroups included in the School Report Card report.
- The values in the **# Tested** (Number Tested) column are the total number of students tested in the grade and assessment area that you selected from the pop-up lists in the **Grade Level** and **Assessment Area** fields on the Report Options tab of the Report Interface for each subgroup at all selected schools.
- The values in the **% Tested** (Percent Tested) column are the percentage of students tested in the selected grade and assessment area for each subgroup at all selected schools.
- The system displays the proficiency level titles as columns. The values in these columns are the percentage of test parts in each proficiency level taken by students in the selected grade and assessment area for each subgroup at all selected schools.
- The values in the **# Not Tested** (Number Not Tested) column are the total number of students not tested in the selected grade and assessment area for each subgroup at all selected schools.
- The values in the **% Not Tested** (Percent Not Tested) column are the percentage of students not tested in the selected grade and assessment area for each subgroup at all selected schools.



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School(s) within the District Included in this Report Section

This section lists all schools included in the report.

Report Sample

Current Year Demographics Section

		Page 1	
Adequate Yearly Progress District Report Card Student Academic Assessment			
District Name: District 22		School Year: 2002-2003	Grade: 12
Report Date: 06/13/03		Total Students: 200	
Current Year Demographics			
	Number	Percent	
Gender			
Male	102	51.0%	
Female	97	48.5%	
Unknown	1	0.5%	
Migrant Status			
Migrant	6	3.0%	
Not Migrant	194	97.0%	
LEP Status			
English Proficient	1	0.5%	
Not English Proficient	199	99.5%	
Disability Status			
Regular Student	196	98.0%	
Special Ed Student	4	2.0%	
Economic Status			
Econ. Disadvantaged	61	30.5%	
Not Econ. Disadvantaged	139	69.5%	
Ethnicity			
AmIndian	3	1.5%	
Asian	13	6.5%	
Black	6	3.0%	
White	164	82.0%	
Hispanic	13	6.5%	
Unknown	1	0.5%	



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Assessment and Proficiency Results Section

Page 2			
Adequate Yearly Progress District Report Card Student Academic Assessment			
District Name: District 22		School Year: 2002-2003	
Report Date: 06/13/03		Grade: 12	
Assessment Results: Current Year			
Academic Assessment Area:			
Test Used for Assessments: NCA800			
Number of Students Tested:	198	Percent of Students Tested:	99.0%
Number of Students Not Tested:	2	Percent of Students Not Tested:	1.0%
Proficiency Results: Current Year			
Not Meeting Standards	Meeting Standards	Above Standards	Exceeding Standards
34.9%	33.8%	24.2%	7.1%

Subgroup Results Section

Page 3							
Adequate Yearly Progress District Report Card Student Academic Assessment							
District Name: District 22		School Year: 2002-2003		Grade: 12			
Report Date: 06/13/03							
Subgroup Results: Current Year							
	Tested #	Not Meeting Standards %	Meeting Standards	Above Standards	Exceeding Standards	Not Tested #	%
			Meeting Standards	Exceeding Standards			

Gender							
Male	102	100.0%	41.2%	28.4%	24.5%	5.9%	0
Female	95	97.9%	28.4%	39.0%	24.2%	8.4%	2
Unknown	1	100.0%	0.0%	100.0%	0.0%	0.0%	0
Migrant Status							
Migrant	6	100.0%	16.7%	16.7%	16.7%	49.9%	0
Not Migrant	192	99.0%	35.4%	34.4%	24.5%	5.7%	2
LEP Status							
English Proficient	1	100.0%	0.0%	100.0%	0.0%	0.0%	0
Not English Proficient	197	99.0%	35.0%	33.5%	24.4%	7.1%	2
Disability Status							
Regular Student	194	99.0%	34.6%	34.0%	24.2%	7.2%	2
Special Ed Student	4	100.0%	50.0%	25.0%	25.0%	0.0%	0
Economic Status							
Econ. Disadvantaged	60	98.4%	48.3%	25.0%	21.7%	5.0%	1
Not Econ. Disadvantaged	138	99.3%	29.0%	37.6%	25.4%	8.0%	1
Ethnicity							
Asian	3	100.0%	33.4%	33.3%	33.3%	0.0%	0
Asian	13	100.0%	36.4%	23.1%	30.8%	7.7%	0
Black	6	100.0%	50.0%	16.7%	33.3%	0.0%	0
White	162	98.8%	32.7%	35.2%	24.1%	8.0%	2
Hispanic	13	100.0%	53.8%	30.8%	15.4%	0.0%	0
Unknown	1	100.0%	0.0%	100.0%	0.0%	0.0%	0



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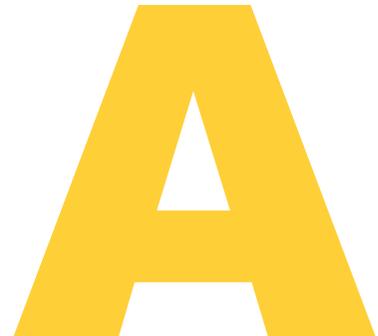
School(s) within the District Included in this Report Section

Page 4		
Adequate Yearly Progress District Report Card Student Academic Assessment		
District Name: District 22	School Year: 2002-2003	Grade: 12
Report Date: 06/13/03		
School(s) within the District included in this report:		
600 High School		

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Adequate Yearly Progress (AYP)/Parents
Right to Know



Data Dictionary

This appendix describes the tables and file definitions related to NCLB reporting.



Tables

Use the Tables Definition atom (62) to create or modify most of the pop-up lists that are available in various fields in the SASIxp educational software atoms. For more information about the Tables Definition atom, see see “Using the Tables Definition Atom” in the *SASIxp™ Setup and Administration Training Guide*.

Country of National Origin (CNO) Table

The CNO table contains country codes and names for valid countries the system can include in the Title III Eligible Immigrant (STU50) report. It is prefilled from the official list of the International Organization for Standardization (published by the American Standards Institute in 1997), which is consistent with the *Country Nomenclature and Standard Country Names and Codes for Statistical Use* document developed by the United Nations.

The system includes eligible immigrant students from some countries that are not valid reporting countries on the STU50 using a valid reporting country’s code. For example, the system might include an eligible immigrant student whose country of origin is the Adaman Islands (not a valid reporting country) in the STU50 report using the code of a nearby country, India, that is a valid reporting country.

This table provides a set of initial values to illustrate the format of the CNO table.

ATBL Code	ATBL Description	Explanation
		Null value
AF004	Afghanistan	Country of Afghanistan
AL008	Albania	Country of Albania
DZ012	Algeria	Country of Algeria
AD020	Andorra	Country of Andorra



State Assessment Code (SAA) Table

The system stores state assessment codes in the SAA table.

This table is read-only. If you need to make changes to this table, see your system administrator.

<i>Line</i>	<i>Code</i>	<i>Description</i>
1		
2	01	Math
3	02	Reading
4	03	Language
5	04	Science



File Definitions

Assessment Control (AACF) File

<i>Ln</i>	<i>Field Name</i>	<i>Internal Name</i>	<i>Description</i>	<i>Type</i>	<i>Size</i>	<i>Table</i>
1	Status	STATUS	Status	A	1	
2	Title1	TITLE1	Proficiency Title 1	A	25	
3	Title2	TITLE2	Proficiency Title 2	A	25	
4	Title3	TITLE3	Proficiency Title 3	A	25	
5	Title4	TITLE4	Proficiency Title 4	A	25	
6	District	DISTRICT	District Name	A	25	

Assessment Summary (AAYP) File

<i>Ln</i>	<i>Field Name</i>	<i>Internal Name</i>	<i>Description</i>	<i>Type</i>	<i>Size</i>	<i>Table</i>
1	Status	STATUS	Status	A	1	
2	SchoolNum	SCHL_NUM	School Number	A	3	
3	Grade	GRADE	Grade	A	2	
4	AssessArea	ASSESS_AREA	Assessment Area	A	2	
5	Year	YEAR	Year	N	4	
6	Type	TYPE	Type	N	1	
7	Code	CODE	Code	A	8	
8	TestDesc	TEST_DESC	Test Description	A	36	
9	TotTested	TOT_TESTED	Total Students Tested	N	6	
10	TotNotTested	TOT_NOT_TESTED	Total Students Not Tested	N	6	
11	Prof1	PROF_1	Proficiency Level 1	N	6	



<i>Ln</i>	<i>Field Name</i>	<i>Internal Name</i>	<i>Description</i>	<i>Type</i>	<i>Size</i>	<i>Table</i>
12	Prof2	PROF_2	Proficiency Level 2	N	6	
13	Prof3	PROF_3	Proficiency Level 3	N	6	
14	Prof4	PROF_4	Proficiency Level 4	N	6	

Test Parts Definition (ATEP) File

<i>Ln</i>	<i>Field Name</i>	<i>Internal Name</i>	<i>Description</i>	<i>Type</i>	<i>Size</i>	<i>Table</i>
1	Status	STATUS	Status	A	1	
2	SchoolNum	SCHL_NUM	School Number	A	3	ASCH
3	TestLink	TEST_LINK	Test Link	N	3	ATED
4	Sequence	SEQUENCE	Sequence	N	2	
5	PartNum	PART_NUM	Part Number	N	2	
6	TestID	TEST_ID	Test ID	A	8	ATED
7	Title	TITLE	Part Title	A	24	
8	ShortAbv1	SHORT_ABBREV1	Short Abbreviation 1	A	4	
9	ShortAbv2	SHORT_ABBREV2	Short Abbreviation 2	A	4	
10	LongAbv1	LONG_ABBREV1	Long Abbreviation 1	A	8	
11	LongAbv2	LONG_ABBREV2	Long Abbreviation 2	A	8	
12	AddTo	ADD_TO	Add To Part Number	N	2	
13	MaxRaw	MAX	Maximum Raw Score	N	3	
14	UserCode1	USERCODE1	User Code 1	A	10	
15	Passing	PASSING	Passing	N	3	
16	ExclTyp1	EXCL_TYPE_1	Exclude Score Type One	A	1	
17	ExclTyp2	EXCL_TYPE_2	Exclude Score Type Two	A	1	



<i>Ln</i>	<i>Field Name</i>	<i>Internal Name</i>	<i>Description</i>	<i>Type</i>	<i>Size</i>	<i>Table</i>
18	ExclTyp3	EXCL_TYPE_3	Exclude Score Type Three	A	1	
19	ExclTyp4	EXCL_TYPE_4	Exclude Score Type Four	A	1	
20	ExclTyp5	EXCL_TYPE_5	Exclude Score Type Five	A	1	
21	ExclTyp6	EXCL_TYPE_6	Exclude Score Type Six	A	1	
22	ExclTyp7	EXCL_TYPE_7	Exclude Score Type Seven	A	1	
23	Reserved	RESERVED	Reserved	A	5	
24	Filler	FILLER	Filler	A	10	
25	ExclTyp8	EXCL_TYPE_8	Exclude Score Type Eight	A	1	
26	ExclTyp9	EXCL_TYPE_9	Exclude Score Type Nine	A	1	
27	ExclTyp10	EXCL_TYPE_10	Exclude Score Type Ten	A	1	
28	ExclTyp11	EXCL_TYPE_11	Exclude Score Type Eleven	A	1	
29	ExclTyp12	EXCL_TYPE_12	Exclude Score Type Twelve	A	1	
30	ExclTyp13	EXCL_TYPE_13	Exclude Score Type Thirteen	A	1	
31	SubtestCd	SUBTEST_CODE	Subtest Code (Subject)	A	3	ZSU
32	AssessArea	ASSESS_AREA	Assessment Area	A	2	SAA



Test Score Types Definition (ATSD) File

<i>Ln</i>	<i>Field Name</i>	<i>Internal Name</i>	<i>Description</i>	<i>Type</i>	<i>Size</i>	<i>Table</i>
1	Status	STATUS	Status	A	1	
2	SchoolNum	SCHL_NUM	School Number	A	3	
3	ScoreType	SCORE_TYPE	Score Type	A	4	
4	ScrTypDesc	SCORE_TYPE_DESC	Score Type Description	A	30	
5	ScrTypMask	SCORE_TYPE_MASK	Score Type Mask	A	40	
6	MinScore	MIN_SCORE	Minimum Score	A	6	
7	MaxScore	MAX_SCORE	Maximum Score	A	6	
8	AltCode	ALT_CODE	Alternate Code	A	1	
9	Prof1Min	PROF_1_MIN	Proficiency Level 1 Minimum	A	6	
10	Prof1Max	PROF_1_MAX	Proficiency Level 1 Maximum	A	6	
11	Prof2Min	PROF_2_MIN	Proficiency Level 2 Minimum	A	6	
12	Prof2Max	PROF_2_MAX	Proficiency Level 2 Maximum	A	6	
13	Prof3Min	PROF_3_MIN	Proficiency Level 3 Minimum	A	6	
14	Prof3Max	PROF_3_MAX	Proficiency Level 3 Maximum	A	6	
15	Prof4Min	PROF_4_MIN	Proficiency Level 4 Minimum	A	6	
16	Prof4Max	PROF_4_MAX	Proficiency Level 4 Maximum	A	6	

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