
State Mandated Testing – Student Warehouse File (ARE-W014)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Assessment, Research, and Evaluation Department creates the student warehouse file in the Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Application Specialist I
2.2 Application Specialist II

3.0 APPROVAL AUTHORITY:

- 3.1 Administrator of Assessment, Research
and Evaluation Department

Approved signature on file

4.0 DEFINITIONS:

- 4.1 CDE – California Department of Education
- 4.2 Mandated Tests
- 4.2.1 STAR-Aprena 3 test – Norm-referenced test for which Harcourt is the CDE contracted test vendor. This test is administered to students in grades 5 through 11 with the home language of Spanish having been in the United States school less than 12 months and all students with home language of Spanish in an immersion class.
- 4.2.2 STAR-ETS tests – Criterion-referenced tests for which the Educational Testing Services is the CDE contracted test vendor that are administered to students in grades 2 through 11. These tests include the CST - California Standards Test, CAT6 - California Achievement Test (6th Edition), CAPA -California Alternate Performance Assessment, and STS - Standards-based Test in Spanish.
- 4.2.3 CAHSEE test – California High School Exit Exam, a criterion-referenced test high school students must pass as part of the graduation requirement.
- 4.3 SASIxp – Student Information system
- 4.4 SCUSD – Sacramento City Unified School District

5.0 PROCEDURE:

- 5.1 All Mandated Tests – Application Specialist(s) create student warehouse roster file.
- 5.1.1 Obtain outside ARE department's data files by email.
- 5.1.1.1 Special education students, CAPA students, County/District code for student's residence if residence is other than district where student attends school/receives services from SCUSD's Special Education Department.
- 5.1.1.2 Indian Education students from SCUSD Indian Education clerk.

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- 5.1.1.3 Migrant Education students from Migrant Education Department housed in Butte County.
- 5.1.1.4 Students receiving Title I Services from SCUSD's State and Federal Department.
- 5.1.1.5 Student's receiving National School Lunch Program (NSLP) from SCUSD's Nutrition Services Department.
- 5.1.2 Obtain student demographics from SASIxp closest to the state mandated testing window.
- 5.1.3 Obtain secondary student course file from SASIxp the same day in which student demographics file was obtained.
- 5.1.4 Create a working student warehouse table – *tblyyMandatedTest_WH_Prep*.
 - 5.1.4.1 STAR ETS test - Reference fields in the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration Appendix C.
 - 5.1.4.2 CAHSEE test - Reference the CAHSEE 2006-07 Pre-ID File Description.
 - 5.1.4.3 STAR Aprenda 3 test - Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-ID File Layout.
 - 5.1.4.4 Import the outside ARE department's data files referenced in 5.1.1.
- 5.1.5 Modify "Module-Create_*tblyyMandatedTest_WH_Prep*" with all 2006-2007 changes.
 - 5.1.5.1 STAR ETS test - Reference the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration.
 - 5.1.5.2 CAHSEE test - Reference the CAHSEE 2006-07 Pre-ID File Description.
 - 5.1.5.3 STAR Aprenda 3 test - Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-ID File Layout.
- 5.1.6 Create an *tblyyMandatedTest_WH_Prep* table by running "Module-Create_*tblyyMandatedTest_WH_Prep*".
- 5.1.7 Validate all data fields.
 - 5.1.7.1 STAR ETS test - Reference the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration Appendix C.
 - 5.1.7.2 CAHSEE test - Reference the CAHSEE 2006-07 Pre-ID File Description.
 - 5.1.7.3 STAR Aprenda 3 test - Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-ID File Layout.

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- 5.1.8 Modify frmStudentData according to test layout.
- 5.1.9 Import Data into frmStudentData.
- 5.1.10 Validate all data fields are visually correct in form.
- 5.1.11 Email coordinator the location of the file path of the Warehouse File.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration
- 6.2 CAHSEE 2006-2007 Pre-ID File Description
- 6.3 STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-ID File Layout

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Mandated Test Warehouse File	ARE files	5 Years	Discard as desired.	N/A

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/03/07	A	Initial release.
***End	of work	instructi o n * * *