
State Mandated Testing – STAR Student Roster (ARE-W015)
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 STAR Student Rosters 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.
- 4.3 SASIxp – Student Information system
- 4.4 SCUSD – Sacramento City Unified School District

State Mandated Testing – STAR Student Roster (ARE-W015)
Sacramento City Unified School District

5.0 PROCEDURE:

- 5.1 All Mandated Tests – Application Specialist(s) create student 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.
 - 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 the table that was used for Pre-ID table and the Late Pre-ID table.
 - 5.1.3 Meet with coordinator to approve Roster Template rpt07STARPreIDRosteRMultipleChoice.xls.
 - 5.1.4 Create a working student roster table – tbl07STARPreIDRosters.
 - 5.1.4.1 Referenced in the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration Appendix C.
 - 5.1.4.2 Reference the STAR Appendix 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-ID File Layout.
 - 5.1.4.3 Import the outside ARE department’s data files referenced in 5.1.1.
 - 5.1.5 Modify “Module-PreIDRoster” with all 2006-2007 changes.
 - 5.1.5.1 Reference in the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration.
 - 5.1.5.2 Reference the STAR Appendix 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-ID File Layout.
 - 5.1.6 Create a tbl07STAR_PreID_Export table by running “Module- Module-PreIDRoster”.
 - 5.1.7 Validate all data fields.
 - 5.1.7.1 Reference the California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration Appendix C.

State Mandated Testing – STAR Student Roster (ARE-W015)
Sacramento City Unified School District

5.1.7.2 Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-ID File Layout.

5.1.8 Email coordinator the location of the file path of the rosters.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration
- 6.2 Standardized Testing and Reporting Program 2006-07 Pre-Identification File Layout for APRENDA 3

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Rosters	ARE files	5 Years	Discard desired.	as N/A

8.0 REVISION HISTORY:

Date: **Rev.** **Description of Revision:**

05/03/07 A Initial release.

***End of work instruction* * *