State Mandated Testing – CAHSEE Student Roster (ARE-W016)
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 CAHSEE Student Rosters file in the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Application Specialist I

2.2 Application Specialist II

3.0 APPROVAL AUTHORITY:

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3.1 Administrator of Assessment, Research

Approved signature on file

and Evaluation Department

4.0 DEFINITIONS:

4.1 CDE – California Department of Education

4.2 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 CAHSEE test – Application Specialist(s) create student demographics 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 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 the student demographics file was obtained.

5.1.4 Meet with coordinator to approve roster template rptCAHSEE_Roster_Temp.xls.

5.1.5 Create a working student roster table – tbl07CAHSEE_SR.

5.1.5.1 Reference the CAHSEE 2006-07 Pre-ID File Description.

5.1.5.2 Import the outside ARE department's data files referenced in 5.1.1.

5.1.6 Modify "Module-Create_tbl0607CAHSEE_SR" with all 2006-2007 changes.

5.1.6.1 Reference the CAHSEE 2006-07 Pre-ID File Description.

5.1.7 Create an tbl07CAHSEE_SR table by running "Module-Create_tbl0607CAHSEE_SR " Validate all data fields.

5.1.7.1 CAHSEE testing reference the CAHSEE 2006-07 Pre-ID File Description.

5.1.8 Run Module- Module-PreIDRoster_SR.

5.1.8.1 Reference the CAHSEE 2006-07 Pre-ID File Description.

5.1.9 Email coordinator the location of the file path to the rosters.

6.0 ASSOCIATED DOCUMENTS:

6.1 CAHSEE 2006-2007 Pre-ID File Description

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
CASHEE Rosters	ARE files	5 Years	Discard as desired.	N/A

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
05/03/07	A	Initial release.

***End   of work   instruction* * *