

## Validation Rules for Student Data Corrections in the Excel Spreadsheet Accountability Measures 2003-04

**This Excel spreadsheet is to be used to correct student data for both School Grades and Adequate Yearly Progress.**

1. Download the file from the Northwest Regional Data Center and put data into an Excel Spreadsheet.
2. For each student needing information changed or updated, copy DistEnrl, SchlEnrl, SID, LName, FName, GrdLvl, and DOBdt from the downloaded spreadsheet into the shaded cells of SV32\_StudentFixes Excel spreadsheet.
3. Fill in the corrected information in the appropriate non-shaded cells

**ESE:** This is the student exceptionality code. It is a ten character string that is padded right with Z. One or more non-Z characters can be included beginning at the left. Acceptable characters are: A-Q, S-V, Z. An example of an acceptable ESE value is 'LFGZZZZZZZ'

### Exceptionality Code Definitions:

A - Educable Mentally Handicapped,  
L - Gifted,  
B - Trainable Mentally Handicapped,  
M - Hospital/Homebound,  
C - Orthopedically Impaired,  
N - Profoundly Mentally Handicapped,  
D - Occupational Therapy,  
O - Dual-Sensory Impaired,  
E - Physical Therapy,  
P - Autistic,  
F - Speech Impaired,  
Q - Severely Emotionally Disturbed,  
G - Language Impaired,  
S - Traumatic Brain Injured,  
H - Deaf or Hard of Hearing,  
T - Developmentally Delayed,  
I - Visually Impaired,  
U - Established Conditions,  
J - Emotionally Handicapped,  
V - Other Health Impaired,  
K - Specific Learning Disabled,  
Z - Not Applicable

**ESE Eligibility Date (ESEElgdt):** This is the ESE eligibility date. It must be submitted as an 8 digit string in YYYYMMDD format and be greater than 20040101 and less than or equal to the current date.

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Exceptional Student Education (ESE) students who enter AFTER 02-29-04 are included in school grades for Writing, Reading, and Mathematics and will not be included in the SWD subgroup for AYP.

**LEP:** This is the Limited English Proficiency code. It is a two character string and must be one of the following ('LY','LN','LF','LP','LZ','ZZ')

### LEP definitions:

LY - The student is Limited English Proficient and is enrolled in classes specifically designed for LEP students.

LN - The student is Limited English Proficient and is not enrolled in classes specifically designed for LEP students.

LF - The student is being followed up for a two-year period after having exited from the ESOL program.

LP - The student is in the 4th-12th grade, tested fully English proficient on an Aural/Oral Test and is Limited English Proficient pending the Reading and Writing assessment or the student is in K-12th grade, answered "yes" on the Home Language Survey question "Is a language other than English spoken in the Home?" and is pending aural/oral assessment.

LZ - The student is one for whom a two-year follow-up period has been completed after the student has exited the ESOL program.

ZZ - Not applicable

**LEP Entry Date (LEPEntrydt):** This is the LEP entry date. It must be submitted as an 8 digit string in YYYYMMDD format and be greater than 20040101 and less than or equal to the current date.

Limited English Proficient (LEP) students who entered LEP BEFORE 02-10-02 are included in school grades for Writing, Reading, and Mathematics.

**Withdrawal Date (Wthdrwdt):** This is the withdrawal date. It must be submitted as an 8 digit string in YYYYMMDD format and be greater than 20040101 and less than or equal to the current date.

Students withdrawing BEFORE March 1, 2004 will not be included in the school grades or AYP for Reading and Mathematics. Students withdrawing BEFORE February 10, 2004 will not be included in school grades or AYP for the FCAT Writing.

**Date Reading Graduation Requirement Met (RGradReqMetdt):** This is the date the student passed the FCAT Reading Graduation requirement. It must be submitted

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as an 8 digit string in YYYYMMDD format and be greater than 20030501 and less than or equal to the current date.

**Date Math Graduation Requirement Met (MGradReqMetdt):** This is the date the student passed the FCAT Math Graduation requirement. It must be submitted as an 8 digit string in YYYYMMDD format and be greater than 20030501 and less than or equal to the current date.

**Correct School of Enrollment (CorrectSchEnrl):** School of enrollment number correction - this will be a 4 digit string and may be padded left with "0," e.g., "0021" or be one of the following (N998 - homeschool or N999-private school). This is used to determine if the student was there for the full school year; present in both Survey 2 (October) and Survey 3 (February), but the school of enrollment was incorrectly entered in the Student Data.

**Survey 2 SID (SV2SID):** Survey 2 SID is used to identify the Survey 2 record that should match the student's Survey 3 record to indicate that this student was enrolled in a given school for the full school year; present in both Survey 2 (October) and Survey 3 (February). These Survey 2 SIDs will be used to match the students with their pregridded FCAT records.

Enter the Survey 2 SID if the student's SID changed between Survey 2 and Survey 3. This is a string of length 10 that may either be 10 digits or 9 digits followed by an X. The combination of DistEnrl, SchEnrl (or CorrectedSchEnrl) with the SV2SID must exist in the SV2Y0304 (Survey 2 student records from October 2003).

**Tenth Grade Student Promotion (PromogtGr10dt):** This is the date on which the student was promoted from grade 10 to a higher grade level. It must be submitted as an 8 digit string in YYYYMMDD format and be greater than 20031001 and less than or equal to the current date.

**Third Grade Student Demotion (DemoltGr3dt):** This is the date on which the student was demoted from grade 3 to a lower grade level. It must be submitted as an 8 digit string in YYYYMMDD format and be greater than 20031001 and less than or equal to the current date.