Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

SDRR Roster User Manual

ACT EXPLORE and ACT PLAN

Fall 2014

Kentucky Department of Education

Office of Assessment and Accountability

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Important Notes/New Features 4

Welcome Screen 5

Log In 6

Home Page 7

Student Listing 10

Filters 11

Actions and When to Use 12

Change Student Information 13

Non-Participation Status 15

Change Accountable School 16

Updating Change Requests 18

Editing Change Requests 20

Transfers 21

Rosters Change Listing 22

Add a Student 25

Delete Student(s) 28

View/Recover Deleted Students 29

Annotations **30**

Export to Excel or PDF **31**

FAQ (Frequently Asked Questions) **33**

Determining Accountability **36**

Important Notes/New Features

- Change requests can now be edited – for example if state accountability was requested but the student should be accountable to a school, the request can be changed.
- The process to add a student has been streamlined for ease of use, allowing users to request non-participation and accountability changes when adding a student. We welcome feedback on this area for future improvement.
- On the Home page, there is information which is easily visible that indicates and links to the number and status of student changes, as well as a link to view and save information regarding the students transferred in and out of accountability.
- On the Home page, there is also a list of tasks to accomplish during the roster period, so that users can check them off as they are completed.
- The student listing, transfer listing, and change listing may be downloaded after the roster period ends by clicking on the Download link on the home page.
- Save exports in PDF or Excel format (can also use filters before exporting).
- Assistance with determining accountability can be found at http://goo.gl/yx9DTj (also linked from the accountability change form in the application), and enrollment information is available in CIITS.
- A site for practice and training can be found at https://oaa-adc.education.ky.gov/Sandbox/ and uses the same log in credentials.

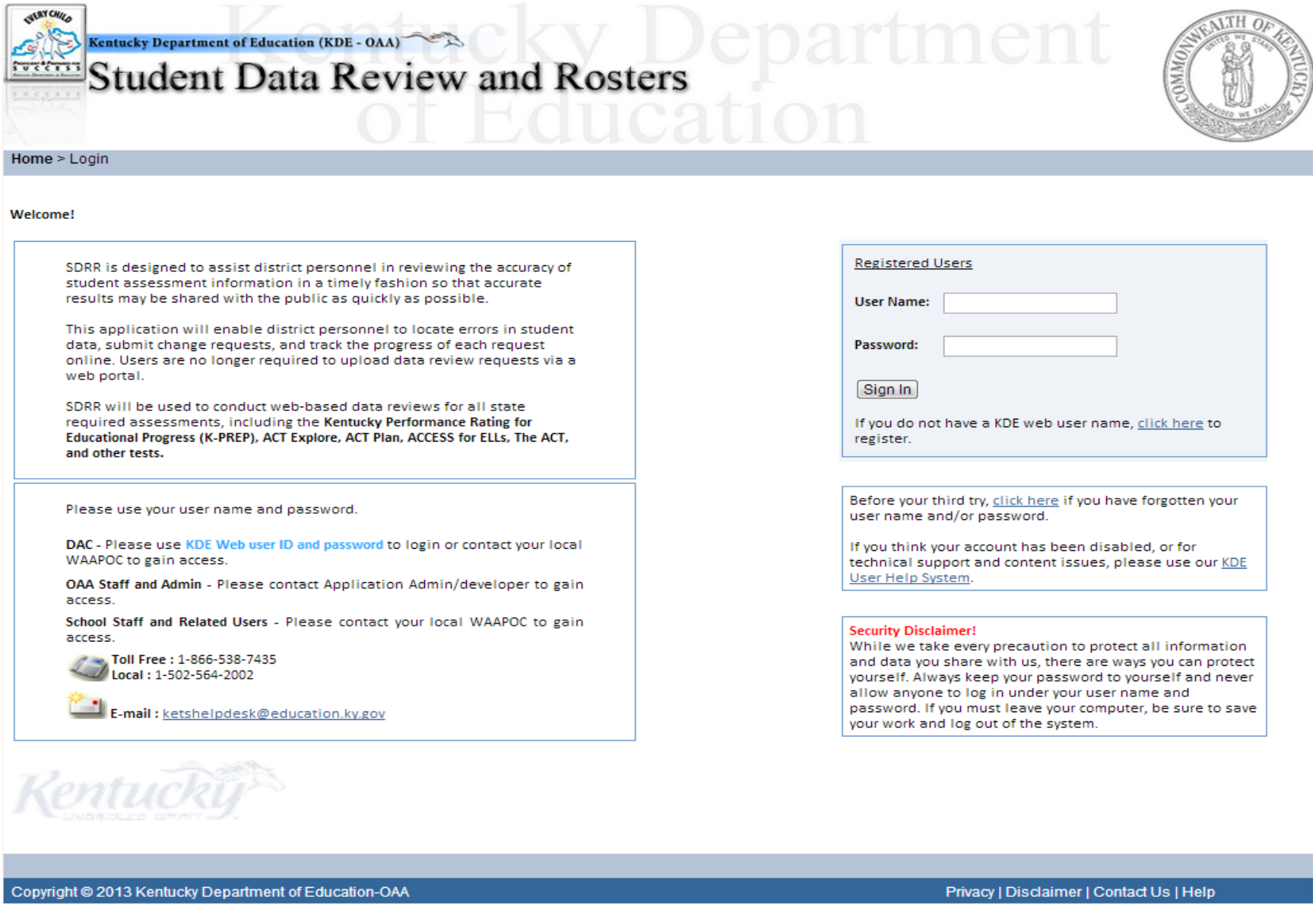
On the Student Listing:

- Ability to easily navigate to an open change request for a student (to update, edit or cancel it), and return to the student listing.
- Some data is not being collected for assessments. This includes: migrant status, ESS, gifted and talented, vocational, disability type, specific accommodations used during testing, and 504 status/accommodations.
- Most information during rosters is changed in Infinite Campus rather than SDRR – including Name, Grade, SSID, Date of Birth, Gender, Race/Ethnicity, IEP, EL/LEP and Lunch Status. If information that has been updated in IC is not reflected in SDRR the following day, please e-mail the Enterprise Data–KSIS team at kdedatarequest@education.ky.gov, providing detailed information, and they will assist you.
- The only fields that may be changed in SDRR during rosters are Annotation, Accountability, Non-Participation and Accommodations.
- Testing school cannot be changed during rosters. If the student is no longer enrolled as of the first day of the testing window, the student record should be annotated and deleted. If the student is enrolled elsewhere, the testing school may add them.
- It is crucial that students who are no longer enrolled or not in the testing grade are deleted during rosters, as there is no way to delete students later, during data review.
- Add students by entering their SSID. Demographic information is automatically pulled from IC, and accountability changes and non-participation may be requested at the same time.
- The testing school can mark students as Non-Participating by double clicking on that student's row under the Non Part column and selecting the appropriate reason, providing details if needed. Remove an approved Non-Participation by double clicking on it and selecting [Remove Non-Participation] in the dropdown list.
- Ability to choose multiple filters: users can make multiple filter selections, and then click the button to apply them.

We hope these changes are useful, and encourage users to provide feedback or suggestions to kdeassessment@education.ky.gov.

Welcome Screen

To log in, open your web browser, and navigate to https://oaa-adc.education.ky.gov/. You will see this page.

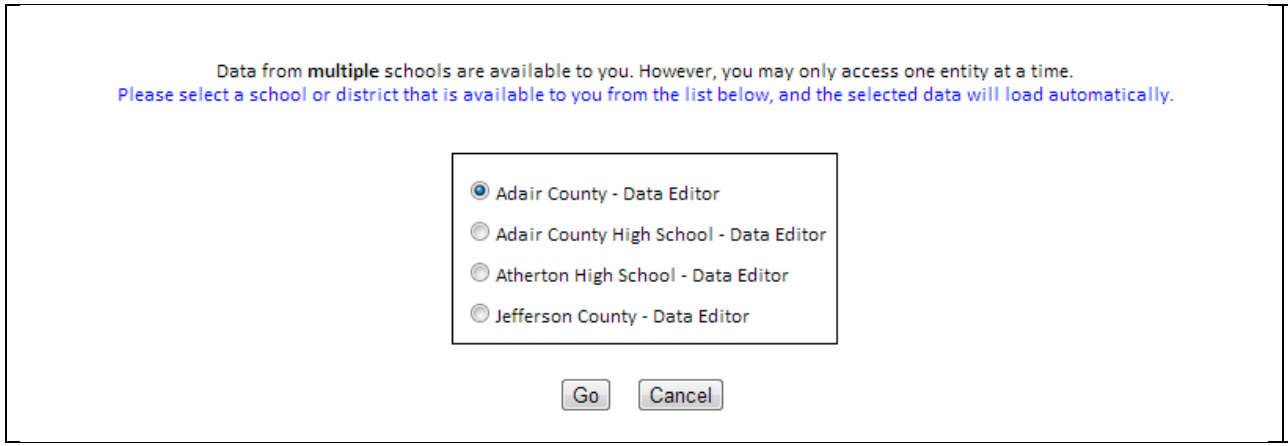


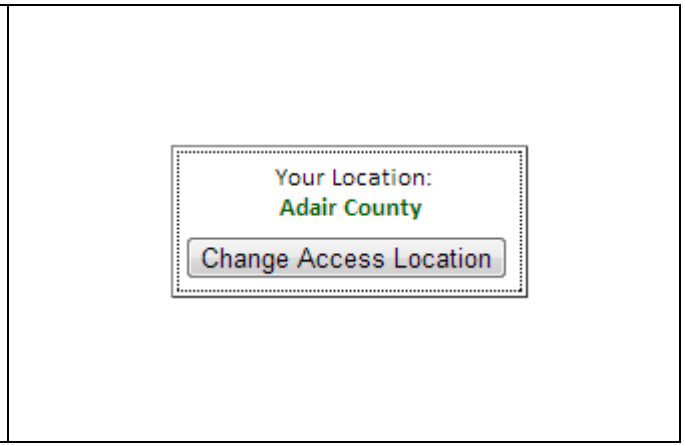
Please note that SDRR now works in Internet Explorer, Firefox, Safari and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications site provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can give school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

Log In

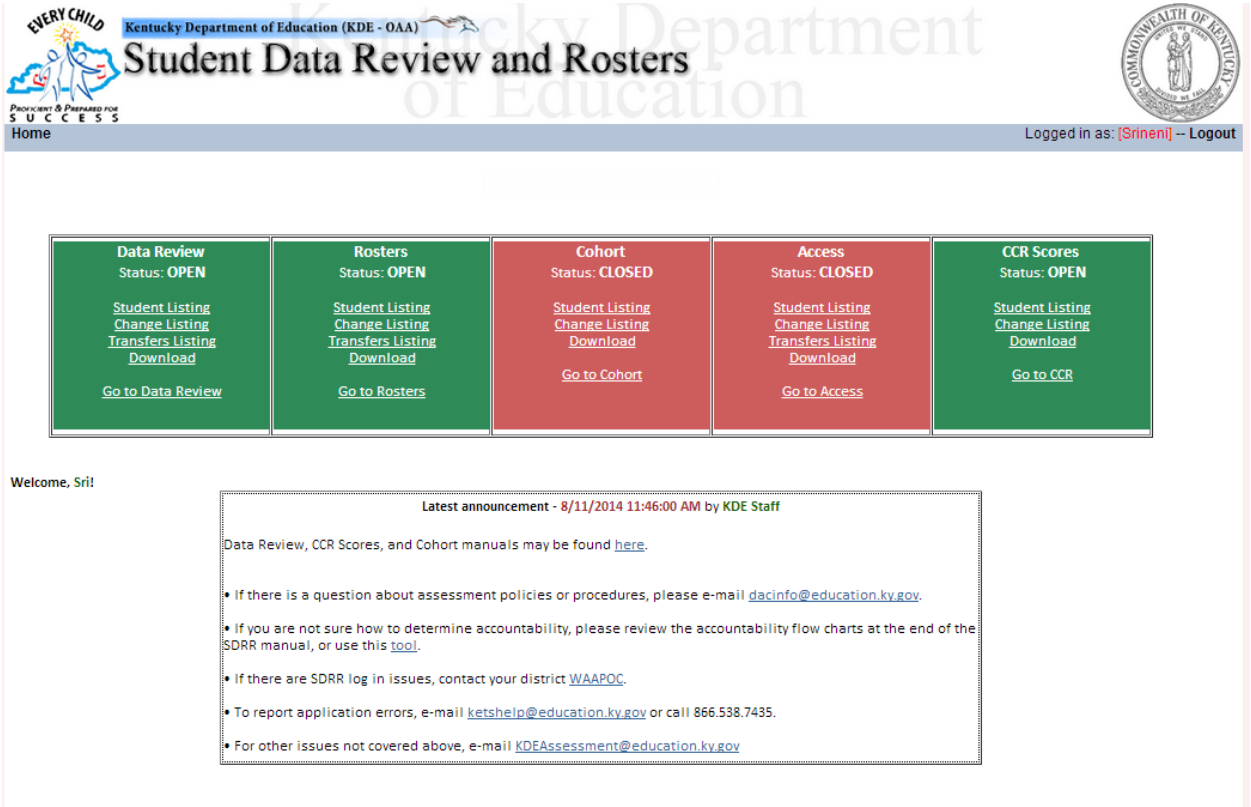
Enter your username and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.





Home Page

After log in, the Home Page will appear:



- The large buttons indicate which sections of SDRR are open by their color – green is open, red is closed, yellow is pending (no new changes can be submitted, but open change requests can still be resolved). Users can click on the button to navigate to the appropriate section, or directly on the links within each button.

- The opening and closing dates and times are displayed in each section.

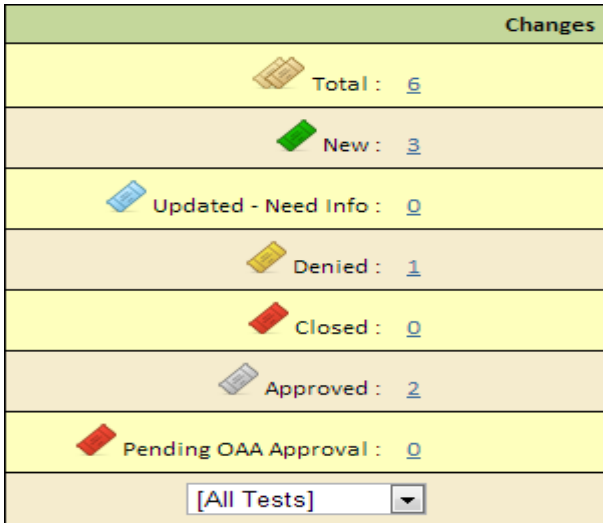
- On the left in the Roster section, there is a list of tasks that should be completed during the roster window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during rosters.

SDRR Tasks
☐ Review accountability for students (by test type, by grade level, or by school/district) and make corrections as needed.
☐ Mark students who were enrolled during the window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.
☐ Double check to be sure that information in the non-participation request matches Infinite Campus (such as foreign exchange, withdrawal date, or EL/LEP status). Update both SDRR and IC as needed.
☐ Add any students who are enrolled in the testing grade(s) but are not on the roster. SSID is required to add a student.
☐ Delete any students who withdrew prior to the testing window (only the testing school can delete).
☐ Review demographic information for students, and make corrections in Infinite Campus as needed - changes made will be applied to all tests for a particular student (this includes Name, Grade, SSID, Date of Birth, Gender, Race/Ethnicity, IEP, and Lunch status).
☐ Mark students as Yes if they were provided accommodations during assessment. There is no need to indicate the specific accommodations received. Students must have a Yes for IEP or EL/LEP in order for accommodations to be marked.
☐ Be sure to review all available assessments – depending on the time of year, these may include K-PREP, Alternate K-PREP, ACT EXPLORE, ACT PLAN, The ACT, College/Career Readiness, End-of-Course exams, ACCESS, and Alternate ACCESS.
☐ Review Rosters Change Listing in SDRR, noting any Denied or Updated change for possible further action.
☐ Update any student changes that are marked as Updated by OAA staff, to provide the information requested.
☐ Before the end of the Roster window, export copies of the Rosters Student Listing and Rosters Change Listing, storing them securely in the district.

- There are links to go directly to the Student Listing for a particular test or all tests, as well as the Transfers Listing, Change Listing, and Download page.

	Quick Links Rosters Student Listing • All Tests • EXPL • PLAN Rosters Transfers Listing Rosters Change Listing Download - Rosters	Test Types All Tests – includes all assessments ACT EXPLORE ACT PLAN

- There are counts for the different student change statuses. These are clickable links; users can click on the number for Updated or Denied, for example, and go directly to that subset of changes. Users can also click on the link for the Rosters Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.



- Total: All changes requested for school or district
- New: Changes which have not yet been processed by OAA
- Updated – Need Info: Changes which have been updated by OAA, and additional information is needed from the school/district
- Denied: Changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in the record)
- Closed: Change request was cancelled by school or district
- Approved: Changes which have been processed by OAA or were automatically approved (such as Accommodations)
- Pending OAA Approval: Changes which have been updated by school/district and are waiting for OAA action

Student Listing

- Click on All Tests on the home page, or select a specific test type to see only that subset. The student listing will appear:

Rosters Student Listing
All Tests
Double-click any field to edit...

Student Name or SSID | Search | Clear

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
☐	Yes	PLAN	[illegible]	08	[illegible]	[illegible]	M	Hisp: No Race: W	Adair County Elementary School	State	-	No	No	No	-
☐	Yes	EXPL	[illegible]	10	[illegible]	[illegible]	M	Hisp: No Race: W	State	State	-	No	No	Yes	No
☐	Yes	PLAN	[illegible]	08	[illegible]	[illegible]	F	Hisp: No Race: W	State	State	-	Free	No	No	-
☐	Yes	PLAN	[illegible]	08	[illegible]	[illegible]	M	Hisp: No Race: W	N/A	State	EL	Free	No	No	-
☐	No	EXPL	[illegible]	08	[illegible]	[illegible]	M	Hisp: No Race: W	Barbourville City School	State	-	Free	No	No	-
☐	No	PLAN	[illegible]	08	[illegible]	[illegible]	M	Hisp: No Race: W	Barbourville City School	State	-	No	No	No	-
☐	Yes	PLAN	[illegible]	08	[illegible]	[illegible]	M	Hisp: No Race: W	State	State	-	No	No	No	-
☐	Yes	PLAN	[illegible]	10	[illegible]	[illegible]	F	Hisp: No Race: W	N/A	State	EC	Free	No	No	-
☐	Yes	PLAN	[illegible]	08	[illegible]	[illegible]	F	Hisp: No Race: W	State	State	-	Free	No	No	-
☐	Yes	PLAN	[illegible]	08	[illegible]	[illegible]	M	Hisp: No Race: W	Bath County Middle School	State	-		No	No	-
☐	Yes	EXPL	[illegible]	10	[illegible]	[illegible]	M	Hisp: No Race: W	State	State	-	Free	No	No	-
☐	Yes	PLAN	[illegible]	08	[illegible]	[illegible]	M	Hisp: No Race: W	State	State	-	Free	No	No	-
☐	Yes	PLAN	[illegible]	08	[illegible]	[illegible]	F	Hisp: No Race: W	Barbourville City School	State	-	Free	No	No	-
☐	Yes	EXPL	[illegible]	08	[illegible]	[illegible]	M	Hisp: Yes Race: W	State	State	-	Free	No	Yes	No
☐	Yes	EXPL	[illegible]	10	[illegible]	[illegible]	M	Hisp: No Race: W	Ballard Memorial High School	State	-		No	No	-

Add a Student | Delete Selected Students | Recover Deleted Students

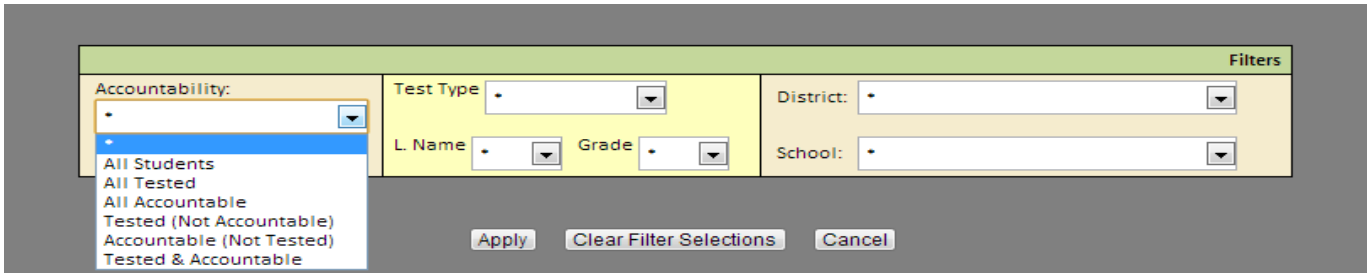
Save Excel | Save PDF | Filters

- The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

Filters

1. Click on the Filters button at the bottom left.
2. You can filter the student list to view different groups as follows:
    - By accountable and/or tested
    - By first letter of last name
    - By grade level
    - By assessment/test type

3. District level users will also be able to filter by schools within their district. School level users will only see their own school.



Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown above, there are several accountability filters:

- All Tested – **this is the default setting on the filter for rosters** - all students who were tested at this school/district, regardless of their accountability
- All Students – all students who were accountable and/or tested (for data review, this will be the default view)
- All Accountable – all students accountable to this school/district, regardless of their testing school
- Tested (Not Accountable) – all students who were tested at this school/district, and are accountable elsewhere
- Accountable (Not Tested) – all students who are accountable to this school/district, and were tested elsewhere
- Tested and Accountable – all students who were tested at this school/district, and are accountable to this school/district

If filters have been applied, the export will reflect those selections.

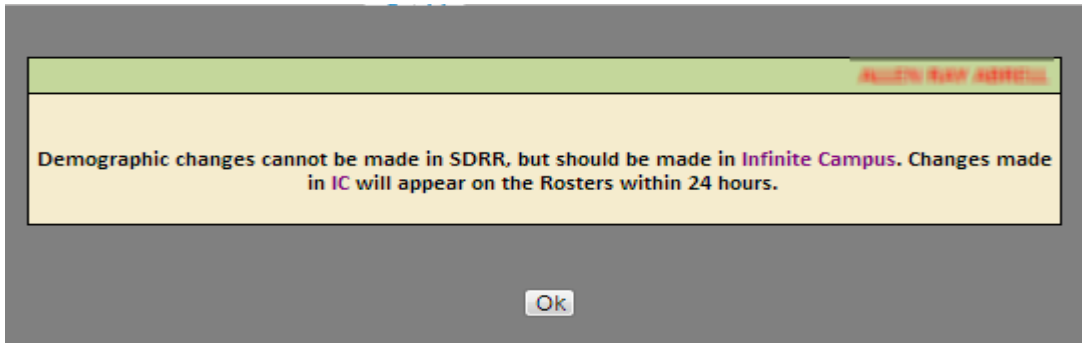
Actions and When to Use

Change Accountable School	• Student had 100 days enrollment (full academic year) at an A1 school other than the testing school in 2013-14, as of the first day of the 5 day spring summative testing • Student is enrolled in an alternative school or FMD program and is being tracked back to the A1 home school • Student is being coded to the state because he/she did not have 100 days in a single school or district, or had 100 days in a court-ordered/state agency-placed setting • Student is being coded to a district because he/she had 100 days in multiple A1 schools within the district, but did not have 100 at any single school • If additional information is needed to determine appropriate accountability, please review the last two pages of this manual, or use the online tool at http://goo.gl/yx9DTj
Annotate and Delete from Roster	• Student withdrew prior to the first day of the testing window • Student is not in the grade being assessed
Mark as Non-Participating	• Student was actively enrolled, but did not complete the assessment for one of the allowable reasons (remember that absence is not adequate reason for non-participation to be approved) • If student was enrolled on the first day of the testing window, but withdrew or was expelled without services • Do NOT mark students as Non-Participating if they are repeating the grade or took the test last year. If students are enrolled in the testing grade, they should complete the assessment
Annotate	• Reminder for administrator of testing irregularity, including student work ahead or interruption of assessment for tornado or fire alarm; to denote accommodations given on the Medical Emergency Form; or for any other information that may be pertinent for this student • To indicate the reason before deleting a student from the roster • To indicate accommodations used for 504 Plan students (optional) • To retain a record of demographic changes made in Infinite Campus (optional) • Annotations are created automatically when a student record is added or deleted • Annotations are not used by OAA

Change Student Information

- All student information can be viewed on the Student Listing, but only a few fields may be changed in SDRR. Demographic information is being pulled from Infinite Campus on a nightly basis. If any of the following fields are incorrect in SDRR, changes should be made in IC.

  - Name
  - Grade
  - SSID
  - Date of Birth
  - Gender
  - Race/Ethnicity
  - Lunch status
  - IEP status
  - EL/LEP status



- Changes made in IC should be reflected in SDRR the following day. If this is not the case, please double check the data in IC (run the LEP extract, IDEA Dec. 1 count extract, and/or FRAM Eligibility Report to identify problems that can be corrected in IC). If additional assistance is needed, e-mail the Enterprise Data–KSIS team at kdedatarequest@education.ky.gov, providing detailed information, and they will assist you. They cannot assist with other SDRR questions, only with the IC data (listed above) that is extracted nightly.

- The only fields that can be changed in SDRR are: annotations, accountability, non-participation and accommodations related to an IEP or Program Services Plan. Students may also be added to and deleted from the roster in SDRR.

- If Testing School is incorrect because a student has moved prior to the testing window, the student should be annotated and deleted from the roster. Testing school cannot be changed in SDRR.

Rosters Student Listing

Double-click any field to edit...

Student Name or SSID | Search | Clear

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
	Yes	PLAN		11			F	Hisp: No Race: W	LOCKED	Adair County High School	WOE	No	No	No	-
	No	PLAN		11			M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
	No	PLAN		11			M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	Yes	No	Yes - IEP
	No	PLAN		11			M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	Free	No	No	-
	No	PLAN		11			F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
	No	PLAN		11			F	Hisp: No Race: B	Adair Youth Development Center	Adair Youth Development Center	-	No	No	No	-
	No	PLAN		11			M	Hisp: No Race: W	N/A	Adair County High School	WOE	Free	Yes	No	No

- Accommodations are marked as Yes or No – there is no need to indicate the specific accommodations used on the assessment. Students will have to be identified as having an IEP or PSP in IC (and will have to show as Yes in the IEP and/or EL/LEP column in SDRR) in order for accommodations to be marked as Yes.

- Please note that 504 status is not being collected, nor are any accommodations related to 504 status. Students with a 504 can use the allowed accommodations during assessment, but OAA does not have to report that information.

- 504 Plan accommodations can be annotated in SDRR for your records only. It is optional, not required.

- To change the available items onscreen, double click on the relevant field on the correct student's row, use the dropdowns or checkboxes to make changes (varies depending on the field being changed), and click the Submit button. Click the Cancel button to return to the Student Listing without making any changes to the student. Specific instructions are in each relevant section of this manual.

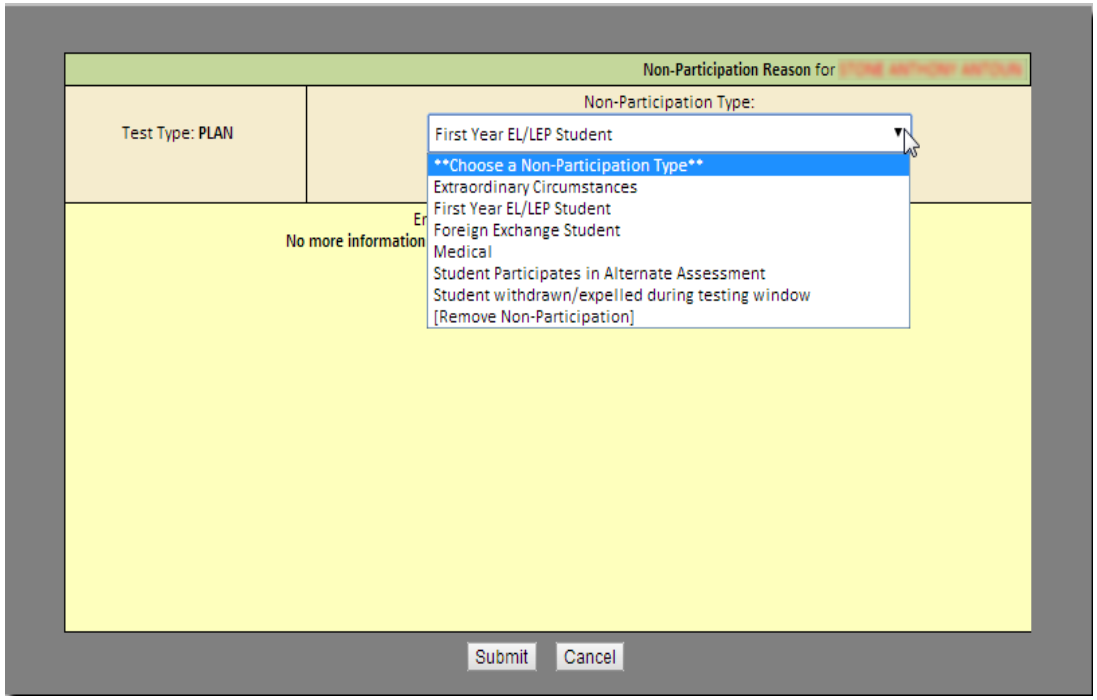
- Students with an open change request that has not been finalized yet will have LOCKED on that field. Users can double click on LOCKED to view, update, edit or close the change request, and will also be able to navigate back to the Roster Student Listing.

- Once non-participation has been approved, the student will have N/A showing for accountability, as there is no accountable entity for a student who does not participate in the assessment.

Non-Participation Status

To mark a student (who was enrolled during the testing window, but did not take the assessment) as Non-Participating:

- Double click on the student's row in the Non Part column on the Student Listing.
- Use the dropdown to select the appropriate reason, and complete the information requested onscreen. The information requested will vary by Non-Participation type.



If an Extraordinary Circumstance is chosen, then requester must provide a detailed reason.

Examples:

- Student placed in protective custody
- Extreme trauma to student
- Parental kidnapping
- Death of a close family member

Absence/truancy is not adequate reason for non-participation to be approved. There is a two-week window for EXPLORE and PLAN testing to be completed.

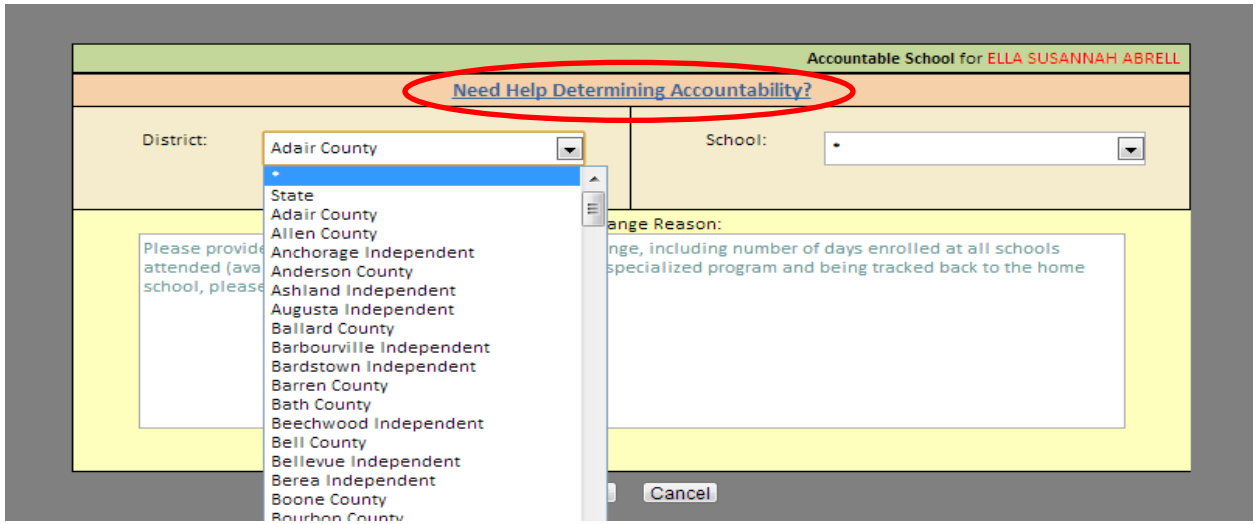
- Click on Submit at the bottom.
- Keep a copy of all documentation at the district for audit purposes.
- Please note that you can also remove an approved Non-Participation by selecting [Remove Non-Participation] from the dropdown list. This option is only available if the student has an approved Non-Participation in SDRR.

Change Accountable School

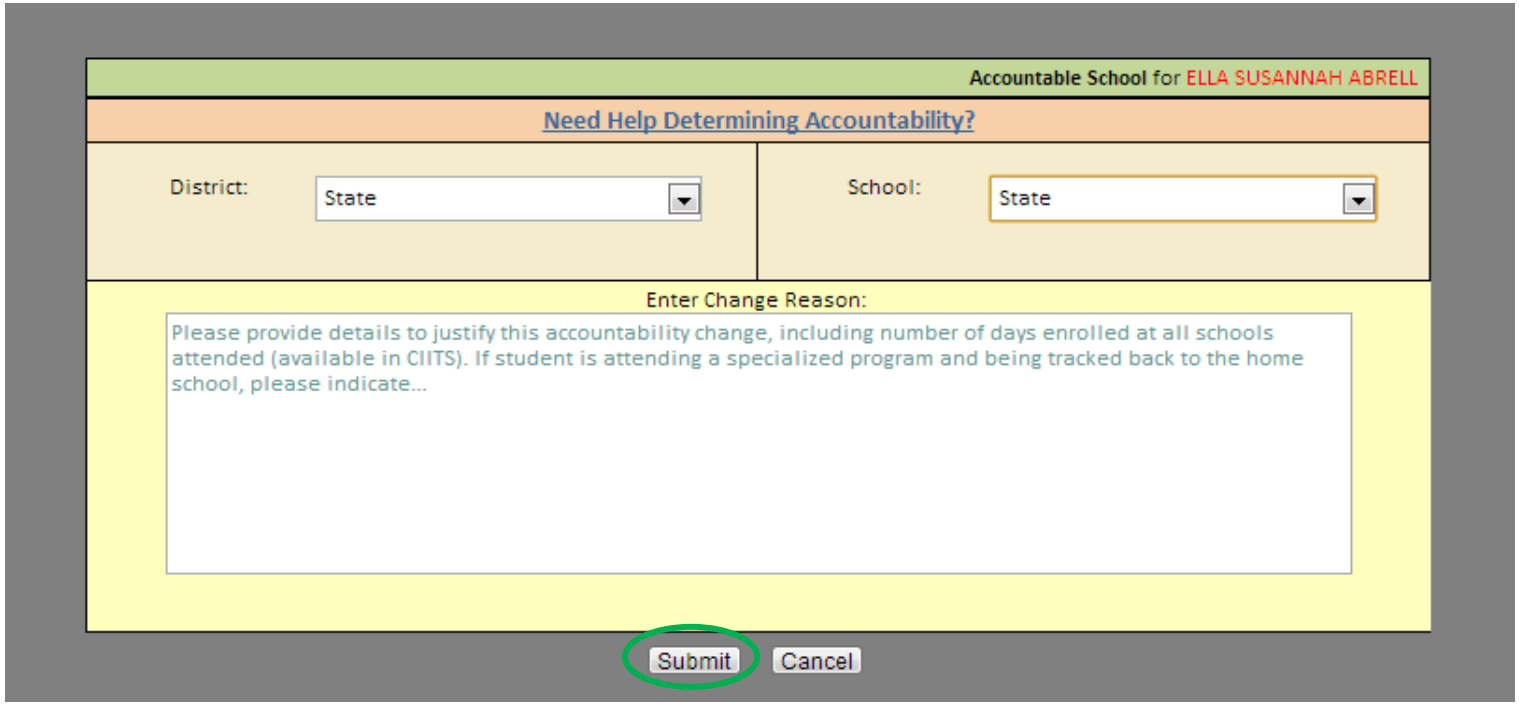
- Double click on the current accountable school for the student on the student listing.

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
☐	No	EXPL	[illegible]	08	[illegible]	04/05/2000	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	Free	No	No	-

- If unsure how to correctly determine accountability, please review the flow charts on the last two pages of this manual, or click the "Need Help Determining Accountability?" link on the change form.
- Enrollment information may be confirmed in CIITS, which all school and district staff should be able to access.
- Please be sure to select a school if that is the accountable entity, rather than only choosing the district. Students should be marked as accountable to an A1 school unless they had multiple enrollments within a district but did not have 100 days at a single school.
- If a student is being coded to a district rather than an A1 school, please select the appropriate district in the District dropdown, and District in the School dropdown.
- If a student is being coded to the state, please select State (at the top of the list) in the District dropdown.
- Once a district is selected, the school dropdown will populate, and will only include schools that include the grade of the student.



- Provide requested information onscreen, including the number of days enrolled or details of student being tracked back to the A1 home school.

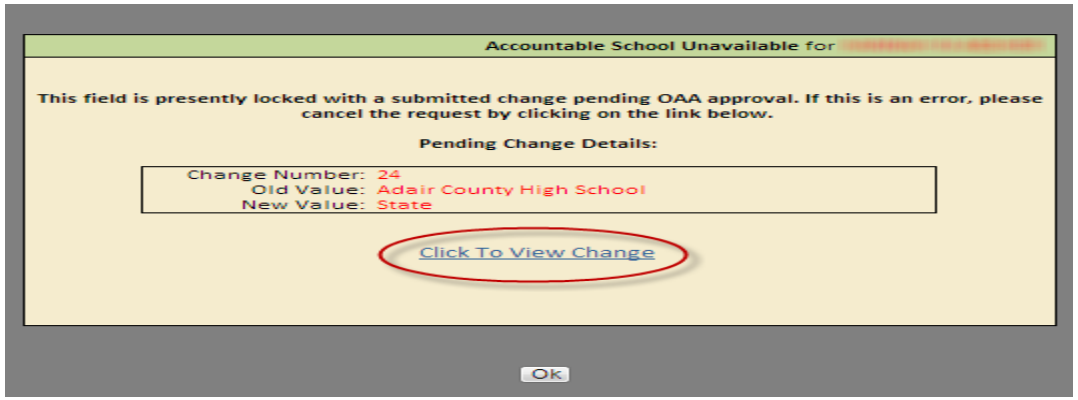


- Enrollment history is available in CIITS, or by contacting the previous district(s).
- Click on Submit at the bottom of the form.
- The form will close, and you will see a brief flashing text notification of submission success at the top of the student listing.

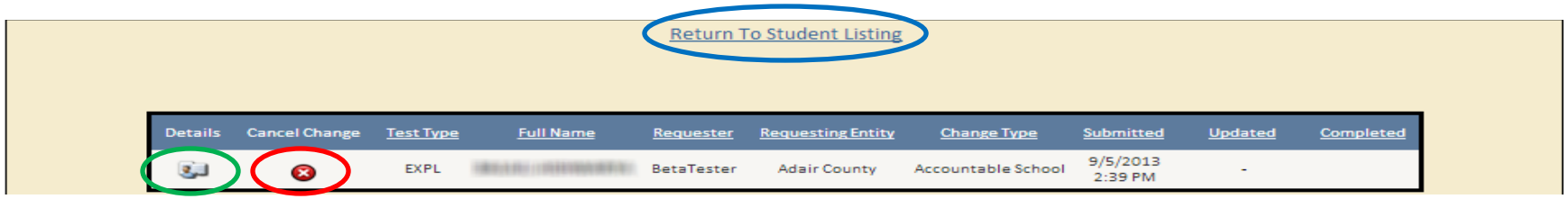
Updating Change Requests

- Once a change has been requested, the field on the student listing will show as LOCKED until the change request is resolved. No new changes can be made to this field until the change request is finalized or cancelled. If the change request needs to be updated with additional information, edited, or cancelled, it can be accessed in three ways:

  - by clicking on the appropriate change request count on the home page
  - by clicking on Rosters Change Listing on the home page
  - by double clicking on the LOCKED field on the Student Listing, which brings up the information shown below



- Click on the circled link as shown above to update, change, or cancel the change request, or click on Ok at the bottom to return to the student listing.
- After clicking Click To View Change, the information below will appear. Users can return to the student listing by clicking the link at the top, update or edit the change request/provide information requested by OAA by clicking on the icon in the Details column, or cancel the request by clicking on the red X.



- Users can provide additional information as shown below, or can edit the request.

Ticket Information For :

Accountable School Change

Test Type: PLAN

Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:
State - State	Adair County	9/3/2014 9:03:0		New

Approved

Denied

More Info

Edit

Submit

Change Reason:

Provide Approval/Denial/Request more information reason here:

Type additional information here and click the Submit button on the right, or click on the Edit button to change the original request.

Summary

Change # :	579	Req. Entity :	State	Created Date :	9/3/2014 9:03:00 AM	Req. Id:	Srineni
Req. District :	State	Updated Date :		SSID :	1957750894		

Cancel

Editing Change Requests

Ticket Information For :

Accountable School Change — Test Type: EXPL

Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:
Adair County High School-Adair County	Barbourville City School	9/7/2013 2:04:0		UPDATED

Approved
Denied
More Info
Edit
Submit

Change Reason:

Provide Approval/Denial/Request more information reason here:

Summary

Change # :	124	Req. Entity :	State	Created Date :	9/7/2013 2:04:00 PM	Req. Id:	srineni
Req. District :	State	Updated Date :	5/23/2014 11:27:47 AM	SSID :	1960789251		

Cancel

- Open change requests can now be edited to alter what was originally requested.
- For example, if state accountability was requested and new information indicates that a student should be accountable to a school instead, in the past the original change request had to be closed or denied, and a new change requested. Now, users can simply Edit the change request to correct the accountable entity.
- It is important to note that the Edit Ticket functionality can be used to change the accountable entity or change the non-participation type requested, for example, but cannot change a request from an accountability change request to a non-participation request or vice versa.
- This should greatly reduce the number of Denied change requests in the system, since school and district users will be able to change the request rather than closing it or OAA denying it. However, once a change request has been resolved (approved or denied), it can no longer be edited.

Transfers

Rosters Transfers

Transfer Information For:
District - Adair County
School - *

Save Transfers In - Excel | Save Transfers Out - Excel
Save Transfers In - PDF | Save Transfers Out - PDF

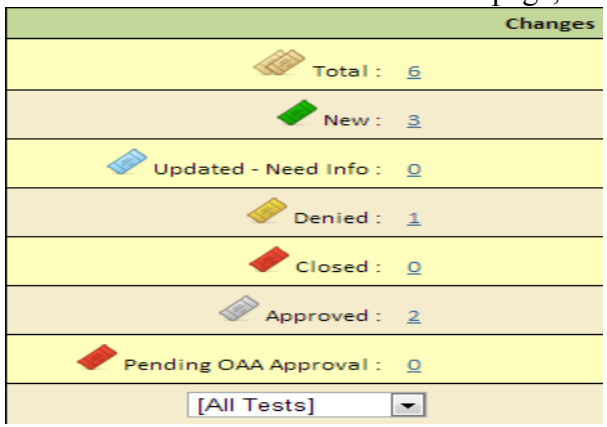
Transfers In							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
ZACHARY Y ABBNEY	2120398751	KPRP	State	Adair County High School	srineni	8/7/2013 11:00:00 AM	EC
TAVA B ALLEN	2123581923	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-

Transfers Out							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
KAROLINE A ABBOTT	1982416058	KPRP	John Adair Intermediate School	State	FieldTester	8/7/2013 11:37:00 AM	-
BRYANT L ABNER	1960267983	AEOC	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-
BRYANT L ABNER	1960267983	KPRP	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-

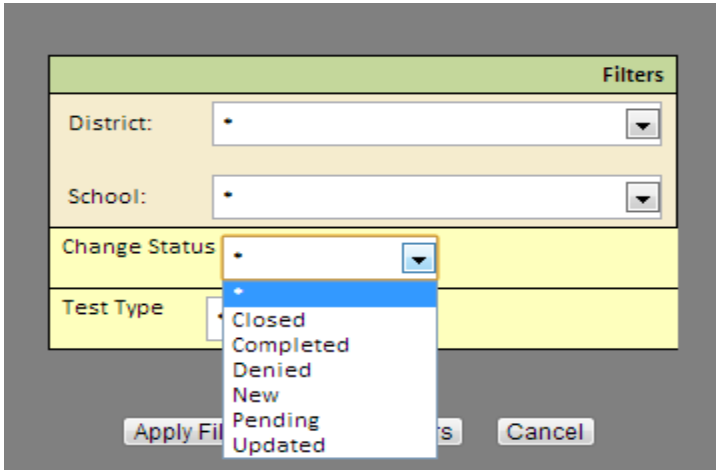
- Click on the Rosters Transfers Listing link on the home page.
- A list of students transferred in and out of the school/district's accountability will appear.
- School level users will see their own school. By default, District level users will see all students accountable to any school or to the district, as indicated by the asterisk in the school dropdown. District users may also select a particular school or district-accountable students by using the dropdown at the top.
- The list of students who have been transferred in or out can be saved in Excel or PDF formats by clicking on the buttons at the top and bottom of the page.

Rosters Change Listing

- Click on Rosters Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable – if the user clicks on the number for New or Denied on the home page, that subset of change requests will appear onscreen.



- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:



- The asterisk (*) includes all change statuses.

- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests and cancel the change if needed.
- Changes can be cancelled by double clicking on the red X by that student's name, if the change request has not been finalized yet.
- Double click on the icon in the Details column to view, edit or update the change request for this student. Only changes that have not yet been completed may be updated.

Rosters Change Listing

Student Name, SSID, or Change Numb | Search | Clear

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		EXPL	[illegible]	FieldTester	Adair County	Accountable School	9/9/2013 6:49 AM	9/9/2013 6:50:56 AM	9/9/2013 6:51 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:14 AM	9/7/2013 11:16:34 AM	9/7/2013 11:17 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:14 AM	9/7/2013 11:16:29 AM	9/7/2013 11:16 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12 AM	9/7/2013 11:16:20 AM	9/7/2013 11:16 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:12 AM	9/7/2013 11:16:14 AM	9/7/2013 11:16 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12 AM	9/7/2013 11:16:07 AM	9/7/2013 11:16 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12 AM	9/7/2013 11:16:01 AM	9/7/2013 11:16 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:11 AM	9/7/2013 11:15:56 AM	9/7/2013 11:16 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:11 AM	9/7/2013 11:15:50 AM	9/7/2013 11:16 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:11 AM	9/7/2013 11:15:45 AM	9/7/2013 11:16 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:11 AM	9/7/2013 11:15:38 AM	9/7/2013 11:16 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:10 AM	9/7/2013 11:15:30 AM	9/7/2013 11:16 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	IEP Accommodation	9/7/2013 11:10 AM	9/7/2013 11:10:03 AM	9/7/2013 11:10 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	IEP Accommodation	9/7/2013 11:10 AM	9/7/2013 11:10:00 AM	9/7/2013 11:10 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:10 AM	9/7/2013 11:17:10 AM	9/7/2013 11:17 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:10 AM	9/7/2013 11:17:04 AM	9/7/2013 11:17 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:10 AM	9/7/2013 11:16:59 AM	9/7/2013 11:17 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:10 AM	9/7/2013 11:16:52 AM	9/7/2013 11:17 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:09 AM	9/7/2013 11:16:43 AM	9/7/2013 11:17 AM
		EXPL	[illegible]	FieldTester	Adair County	NonParticipation	9/7/2013 11:00 AM	9/7/2013 11:00:01 AM	9/7/2013 11:00 AM

1 2 3

Save Excel | Save PDF | Filters

- If a change request has been denied, it will remain in the system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student. OAA is working to provide a way for users to mark or flag Denied requests, which have already been reviewed, to ease the workload for school and district staff.

- Users with district level access can view, update, edit, and close changes submitted by school level users.
- Users should review Updated – Need Info change requests – these are changes, which cannot be approved without additional information from the school or district, as requested by OAA.

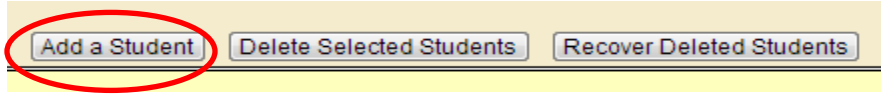
The accountable school/district or non-participation field on the student listing will show as LOCKED until an open change request is resolved, and no additional changes can be made to this field until the change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Rosters Change Listing on the home page.

Please note that all information requested by OAA must be updated in SDRR. Information cannot be provided by phone or e-mail. This is to ensure that there is a complete, auditable record of all student-level changes.

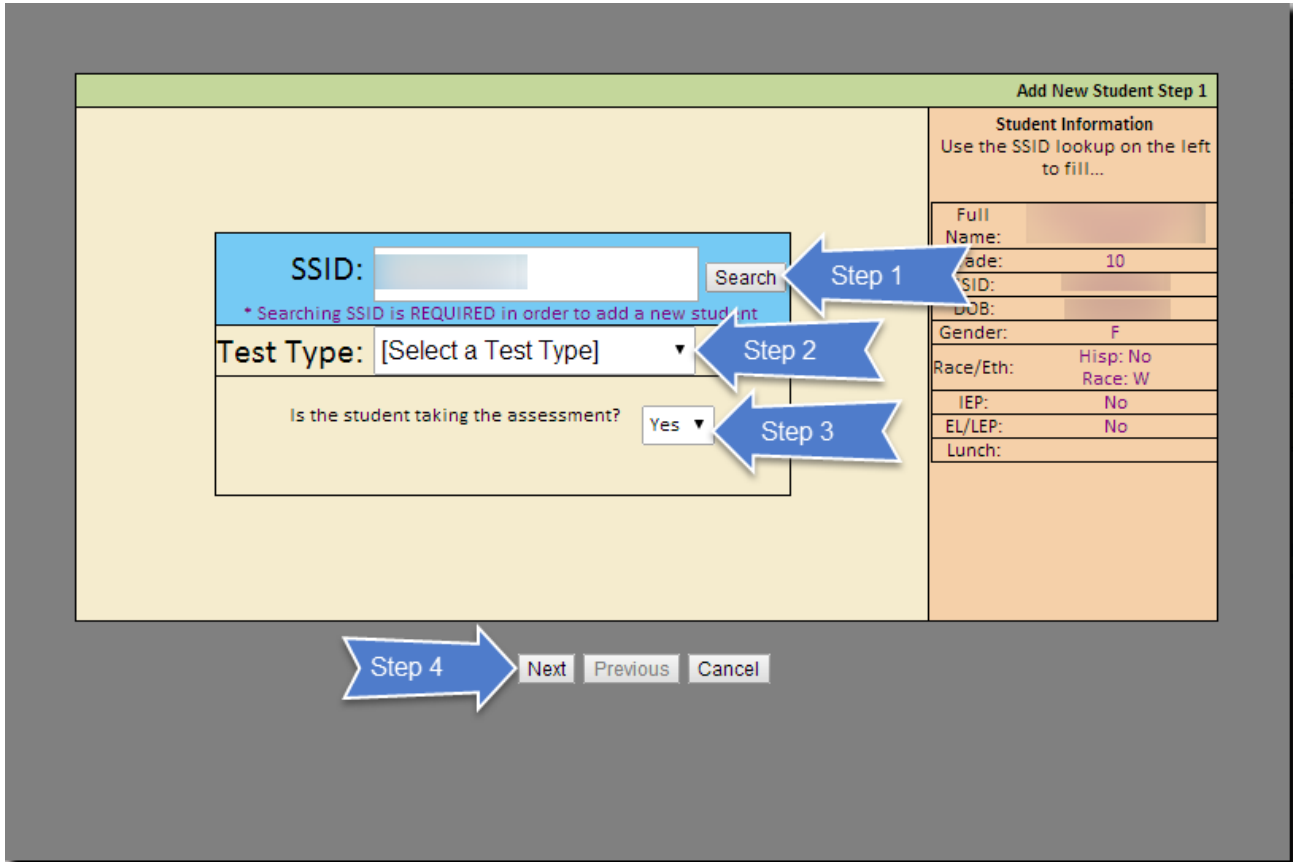
If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the students' accountability or non-participation status. For that reason, it is important to respond to requests for more information and review Updated – Need Info changes periodically.

Add a Student

1. Click on Add a Student at the bottom of the roster student listing.

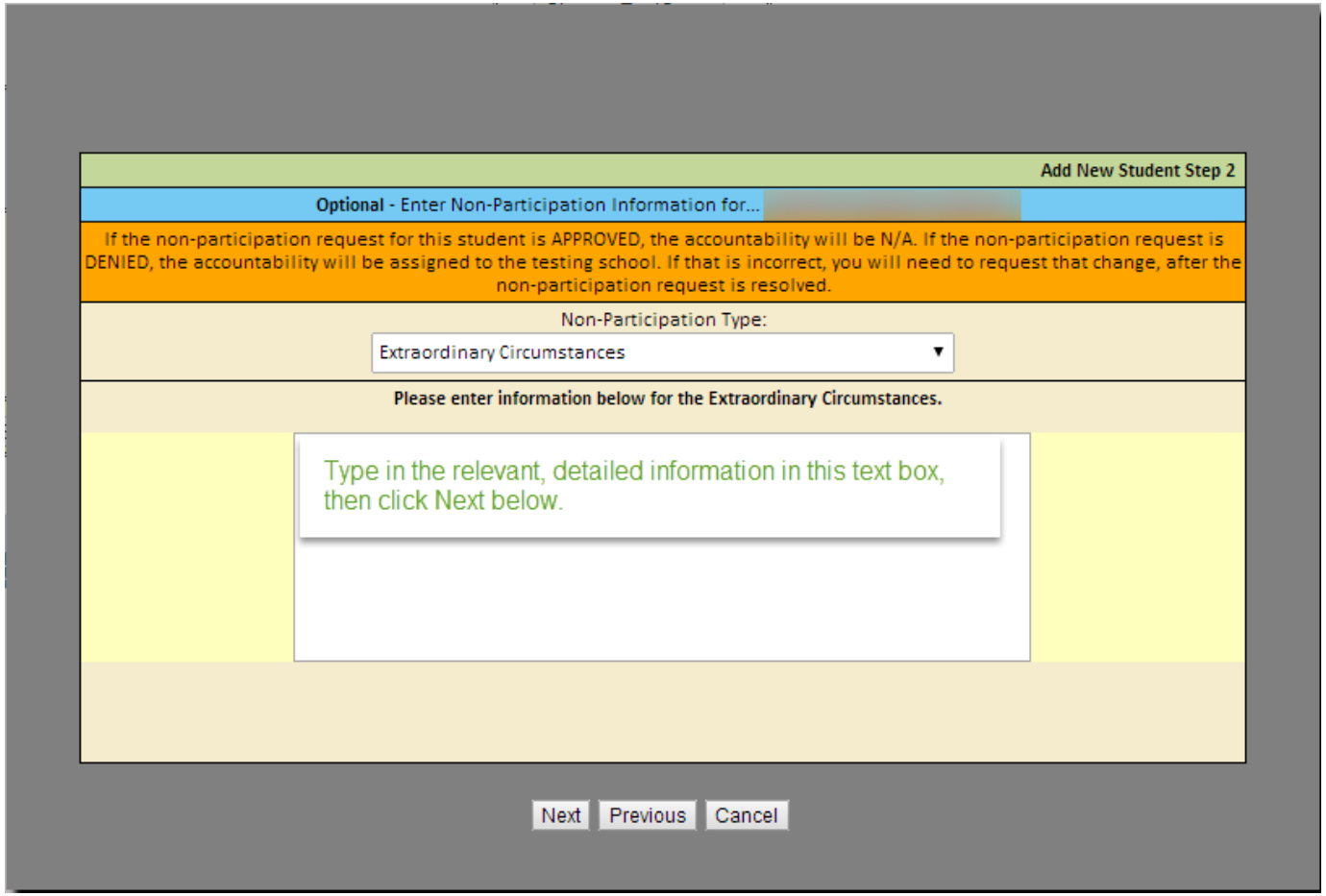


2. Enter the student's SSID and click on Search (Step 1 below):

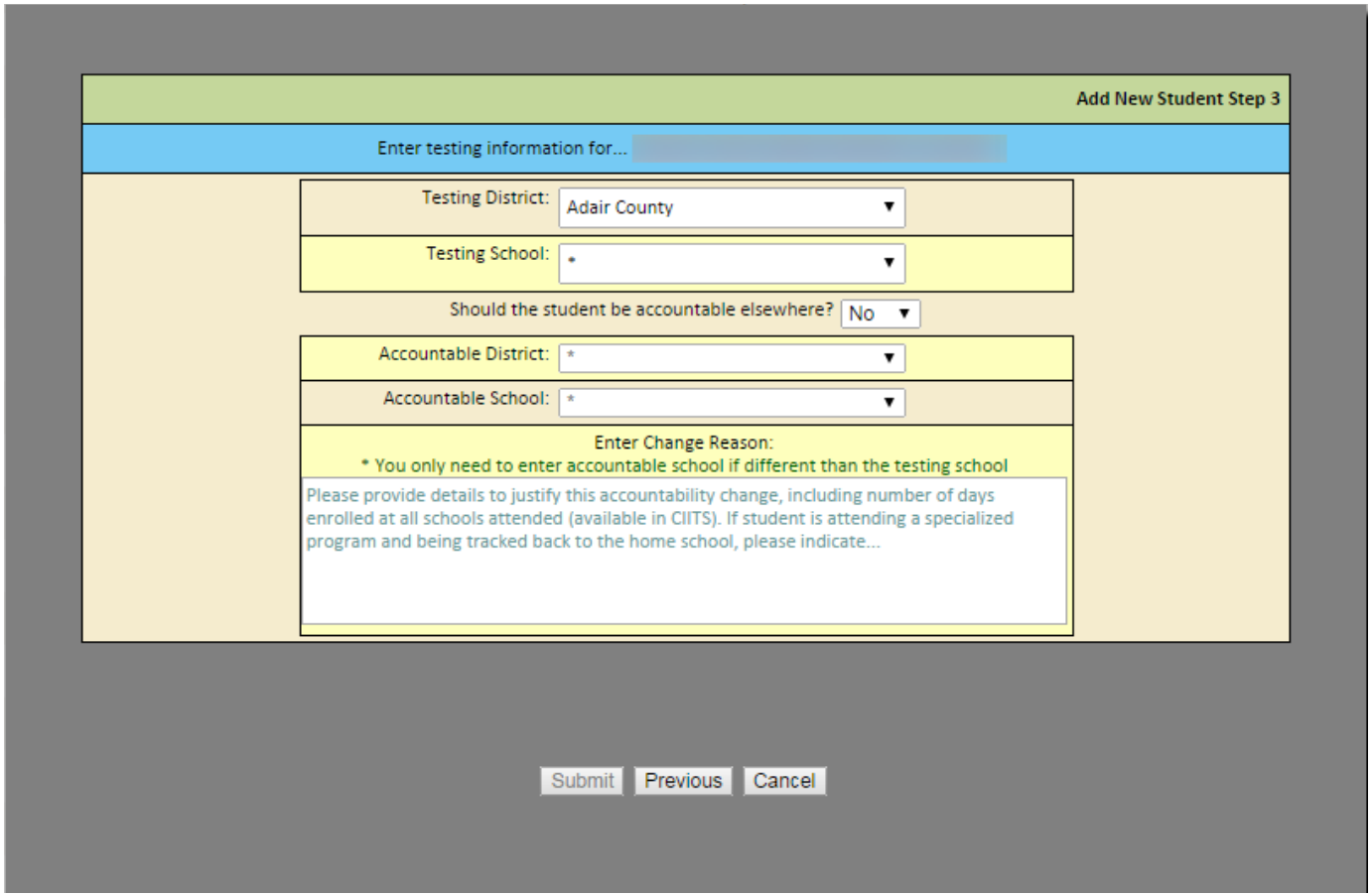


3. If the student is in Infinite Campus, the demographic information will be filled in automatically. If the student is not found by SSID, please double check to be sure the number is correct. If the student is a new enrollment in IC, the demographics will be available the following day. If the student is in the district edition of IC but cannot be found in SDRR, please e-mail kdedatarequest@education.ky.gov with detailed information about the missing student.

4. Select the test type from the dropdown list (Step 2 on the previous screenshot), and continue to follow the prompts onscreen.
5. Use the dropdown to indicate whether the student is taking the assessment (Step 3 on the previous screenshot). If Yes, click on the Next button. If No, non-participation may be requested. If the non-participation is approved by OAA, accountability will show as N/A on the roster. It is not necessary to request both a change in accountability and non-participation. If the non-participation request is denied by OAA, accountability will revert to the testing school, and that change will need to be requested later, after the non-participation request is resolved.
6. If No is selected on the previous screen (if the student is not participating in the assessment), use the dropdown to select the reason for non-participation, and fill in the information to support the request, as shown below.



7. Select the testing school if needed. This will fill in automatically for school users. If the user has district-level access, a Testing School must be selected using the dropdown. Select the testing school, if needed, and click on Submit.

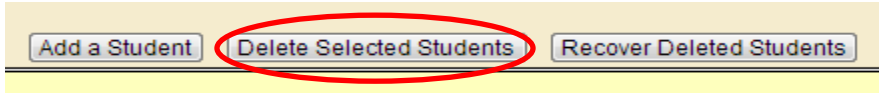


8. If the student is testing at the school but should be accountable elsewhere, that can also be requested at the same time the student is added.
9. When all necessary information has been entered for the student, click on Submit at the bottom of the form.
10. Added students will now appear on the roster with an annotation that indicates when and by whom they were added to the roster.
11. Accountability changes and non-participation require OAA approval, and the student will show as LOCKED in the accountability and/or non-participation column(s) on the student listing until the change request is resolved.

Delete Student(s)

To delete a student or group of students from the testing roster:

- Annotate student to indicate why the record is being deleted.
- Click in the checkbox to the left of the name of the student(s) that should be deleted.
- Once all students to be deleted have been selected on the current page, click the Delete Selected Students button at the bottom of the screen.



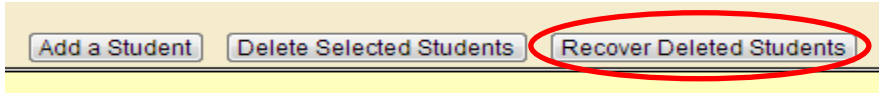
- Students can only be deleted from one page at a time.
- Some students, as shown below, do not have a checkbox. This is because the student was tested at another school, and only the testing school can delete a student record. If the accountability is incorrect, the accountable school may request a change but may not delete the record.

Delete Student	Annotation	Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	Lunch	IEP	EL/LEP	Accommodation
☐	No	PLAN	[illegible]	10	[illegible]	07/06/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
☐	No	PLAN	[illegible]	10	[illegible]	08/18/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	Free	No	No	-
☐	No	PLAN	[illegible]	10	[illegible]	12/23/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
	No	PLAN	[illegible]	10	[illegible]	06/30/1997	M	Hisp: No Race: W	Adair County High School	Taylor County High School	-	Free	Yes	No	No
☐	No	PLAN	[illegible]	10	[illegible]	03/30/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Reduced	No	No	-

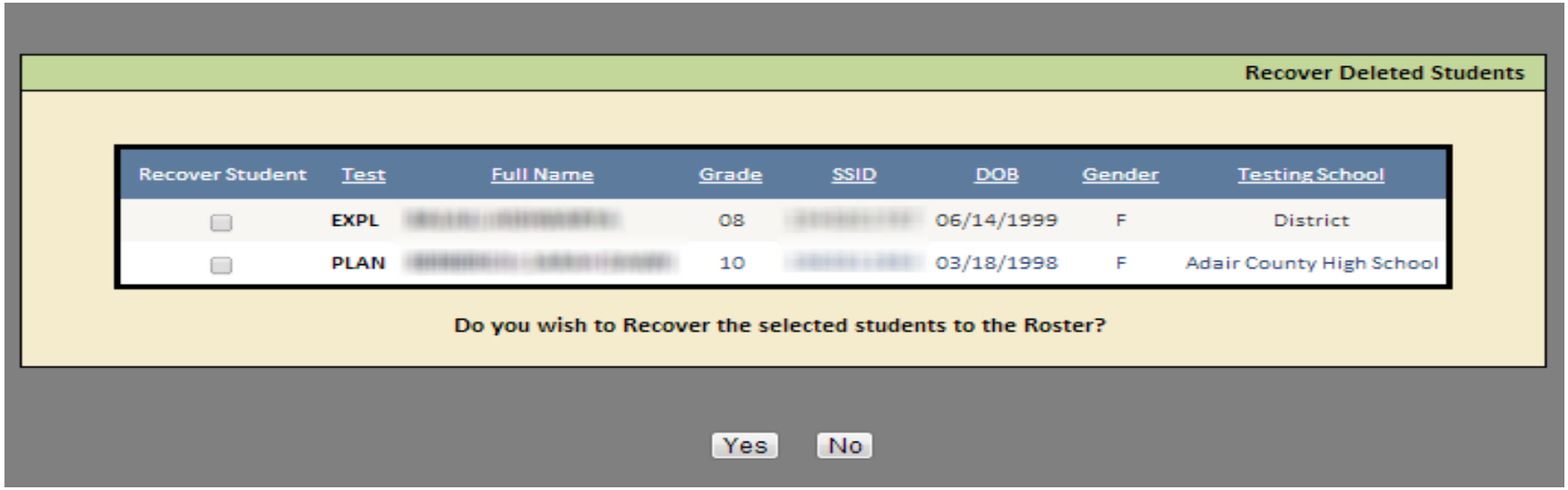
It is crucial that students who withdraw before the testing window or are not in the grade being assessed are annotated and deleted from the roster. Later during data review, students cannot be deleted but must be marked as non-participating instead. OAA appreciates school and district staff's work in ensuring that we have the most accurate rosters possible.

View/Recover Deleted Students

- Click on Recover Deleted Students at the bottom of the screen.



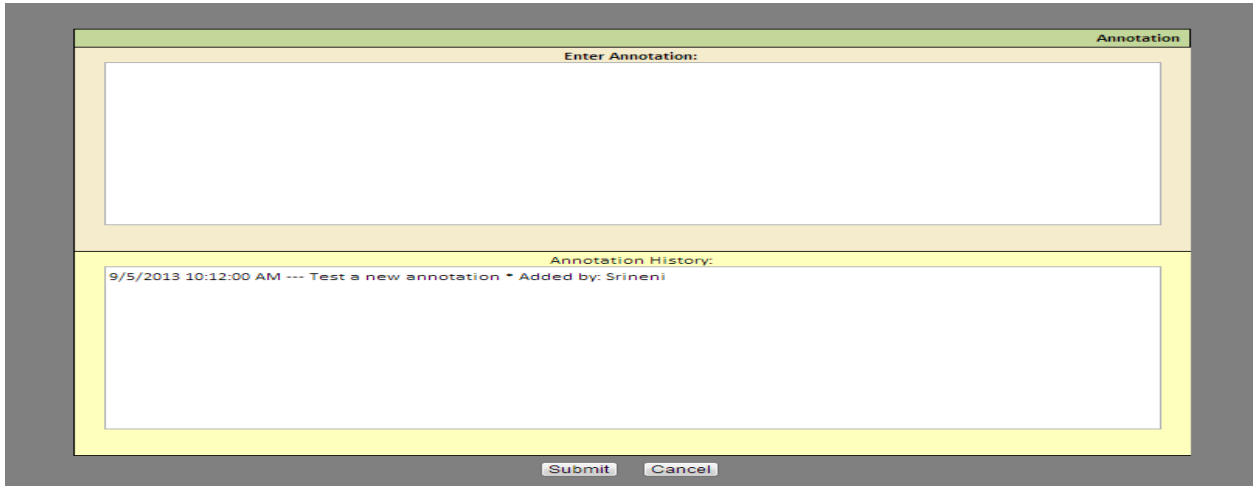
- You can restore individual students back to the roster by clicking the checkboxes on the left of the student name, and clicking Yes. Click on No to return to the roster student listing without recovering any students.



- Note that the deleted student list defaults to sort by last name, A-Z. Users may click on the header (Full Name) to sort Z-A. We are working to include a search function in the future.

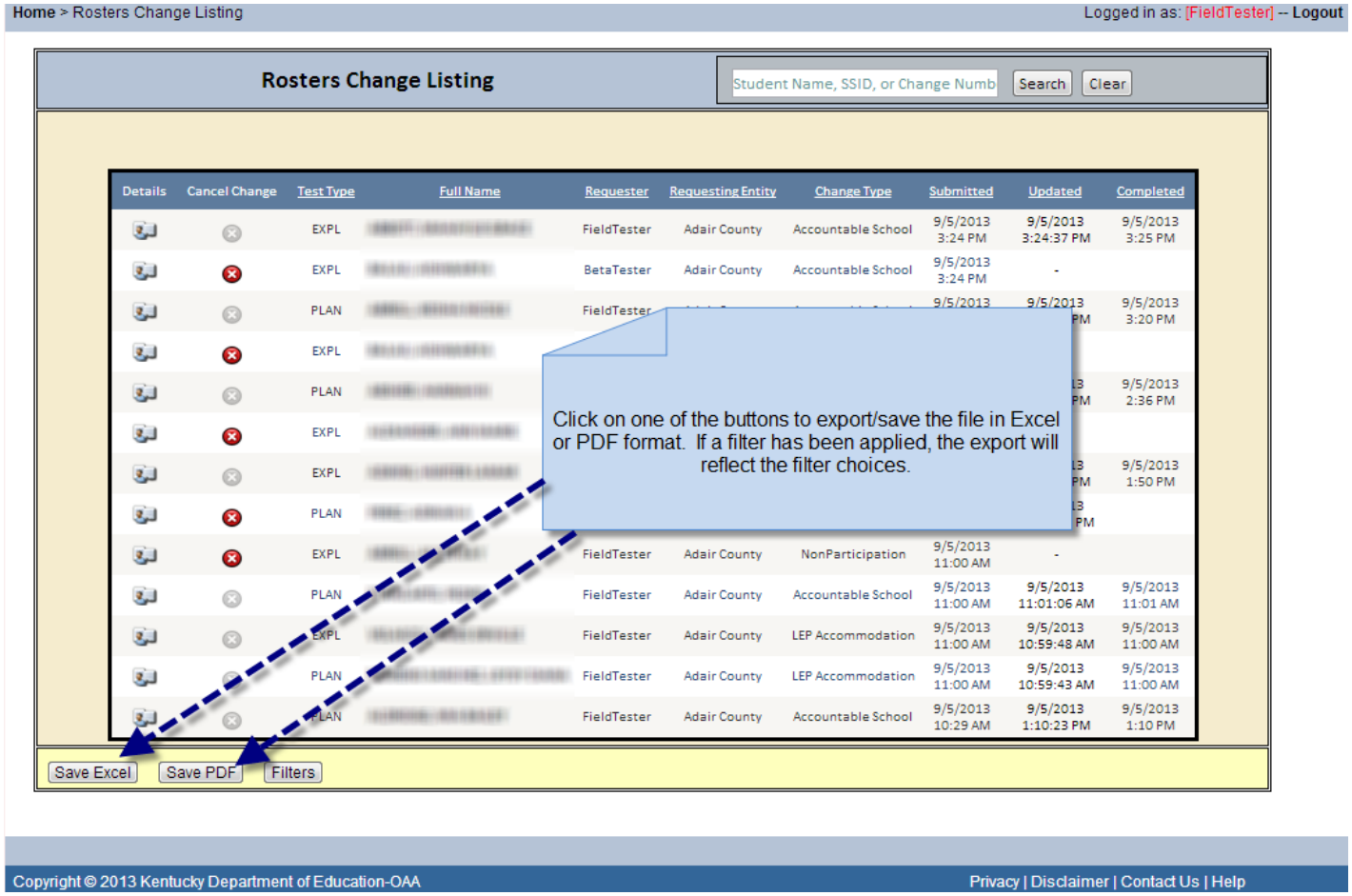
Annotations

- Double click on Yes or No in the student's row in the Annotation column. The Yes or No text is the indicator for whether a student has an annotation already.
- Click in the upper text area (under Enter Annotation), and type the information. The annotation field can be used to provide additional details about a non-participation request for school/district records, as well as other information. The lower text area (under Annotation History) shows any other annotations that have been made for the student. The annotation field should not be used to provide OAA with information about accountability changes or non-participation requests, as is not reviewed by OAA staff.



- Click Submit at the bottom to save your comments.
- Students with annotations will have Yes in the annotation column in the student list. Students who have been added to the roster will have an annotation indicating when and by whom they were added.
- Annotations may be used for items such as:
    - Reminder of testing irregularity - this may include student work ahead, interruption of assessment for tornado or fire alarm, etc.
    - Denote accommodations given on the Medical Emergency Form.
    - Denote accommodations given to students with a 504 Plan
    - Any other information that may be pertinent for this student that school/district wishes to record.
    - Before deleting a student record.
    - Multiple annotations may be made if needed. Annotations may not be deleted.
    - Users may download a copy of the student roster with annotations included for a complete record.
    - Annotations do not follow if a student moves to another district.

Export to Excel or PDF

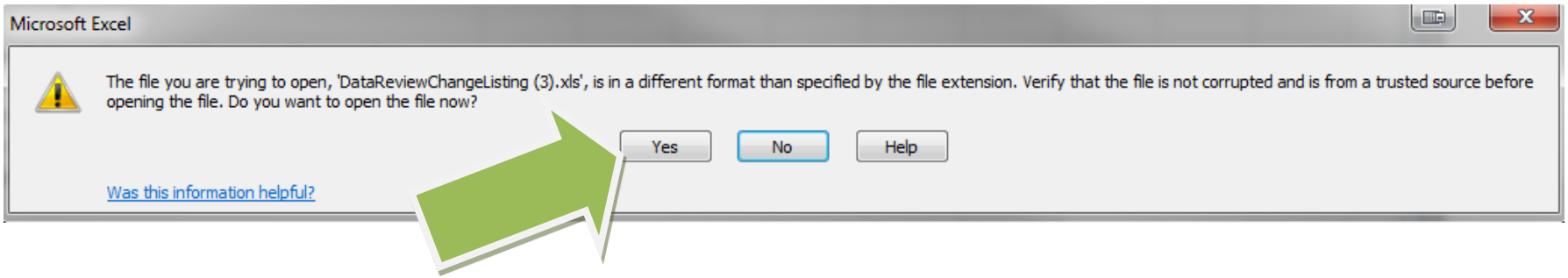


Both the change listing (Excel or PDF formats) and the student listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

OAA is seeking input from users for improvement. Please e-mail kdeassessment@education.ky.gov with any suggestions for improvement.

If you have Excel 2007 or later, you may see the following message when the file is opening:



Click on Yes to open the file. If you save the file as an Excel 1997-2003 workbook, you should no longer see this message.

FAQ (Frequently Asked Questions)

Q. The field says LOCKED for this student, but I need to change it or add more information. Can you unlock it so that I can edit/update it?
A Double click on the LOCKED text on the student listing and you can open the change request to edit or update it. You can also edit change requests from the rosters change listing. Alternatively, from the home page, click on the number of Updated – Need Info or Pending change requests, and you can get to your open changes.

Q The IEP, EL/LEP or lunch status for a student is correct in IC, but it is not showing up in SDRR. What do I do?
A Please e-mail kdedatarequest@education.ky.gov with detailed information and they will assist with the IC data.

Q Can I just copy and paste the enrollment information from IC to show that this student was at my school for less than 100 days?
A No, please provide the number of days at each school, which is available in CIITS, or by contacting previous schools/districts.

Q This student was with us for only 37 days. Can we remove them from our accountability?
A You can submit a change request in SDRR to change the accountable entity to the appropriate A1 school, a district or the state. Remember that just because a student is not accountable to your school, it does not mean that he/she is accountable to the school in which he/she came from previously. That is only true if he/she had 100 days enrolled there. Please confirm his/her enrollment history in CIITS to determine the correct accountability.

Q This student was enrolled at the alternative school in our district. The student should not be coded to the A1 school.
A That depends on how he/she was placed there. If the student had 100 days at your school before being placed at the alternative school, the student is accountable to your school. If the student was not court ordered or state agency placed at the alternative school, the student tracks back to the A1 home school. If the student was court ordered or state agency placed and had less than 100 days enrolled in an A1, the student is accountable to the state.

Q A student attends KSD, KSB or Gatton Academy, and has never attended our school. Should he/she be accountable somewhere else?
A Students at these schools track back to the A1 home school they would have attended if not in a specialized placement, based on residence.

Q The student was at a school for more than 100 days but the school is not listed on the dropdown. Do I code him/her to that district instead?
A Did the student attend an alternative school that was court ordered or state agency placed? Examples include Ramey-Estep in Boyd County, Foothills Academy in Clinton County, Dessie Scott in Wolfe County, Otter Creek in Wayne County, Boy's Haven in Jefferson County, among others. In that case, the student would not be accountable to that district, but to the state. Please confer with the DAC in that county to confirm.

Q Do I mark a student as non-participating (withdrawn or expelled) if he/she withdrew before the testing window?
A Please annotate and delete the student from the roster, if he/she was not enrolled on the first day of the testing window.

Q I have a student who was enrolled at Day Treatment in my district all year. Where should the student be coded?
A It depends on how the student was placed there. If the student was court ordered or state agency placed, he/she should be coded to the state. If not, the student is accountable to the A1 home school he/she would have attended if not in the alternative program. Please indicate this information when requesting a change to the accountability.

Q A student needs to be marked as non-participating because the student was absent on the day we administered the test. Which non-participation type should I choose?
A Absence/truancy is not an adequate reason for non-participation to be approved, unless there are extraordinary circumstances. There is a two-week testing window for ACT Explore and ACT Plan, not just one test date. Even if a student was absent on one day, he/she can be assessed during any of the other days of the testing window.

Q I have an EL student who has only been enrolled since March. Can I mark the student as non-participating as first year EL/LEP?
A Did this student participate in K-PREP in the spring? If the student was marked as non-participating for K-PREP, he/she is no longer considered 1st year LEP, and should participate in Explore/Plan testing. If the student did not receive a non-participation for K-PREP, and are in his/her first 240 days of enrollment, the student can be marked as non-participating.

Q A change request was denied for a student, but I made another change for him/her. Why is the denied change request still showing in SDRR?
A All change requests are retained in the system for a complete history of change requests made for the student. OAA is working to find the best way to let users indicate for their own records that denied changes have been appropriately handled, and hope to have that ready in the spring.

Q Where do I mark accommodations for 504 Plan students?
A This information does not have to be reported, so OAA does not collect it. The student can take the assessment with the allowed accommodations, but we do not need 504 information reported in SDRR. It can be annotated for your records only.

Q What do I do if a student withdrew during the testing window?
A Under non-participation, mark withdrawn and enter the date. Make sure in IC the student was withdrawn from your district at the time of testing.

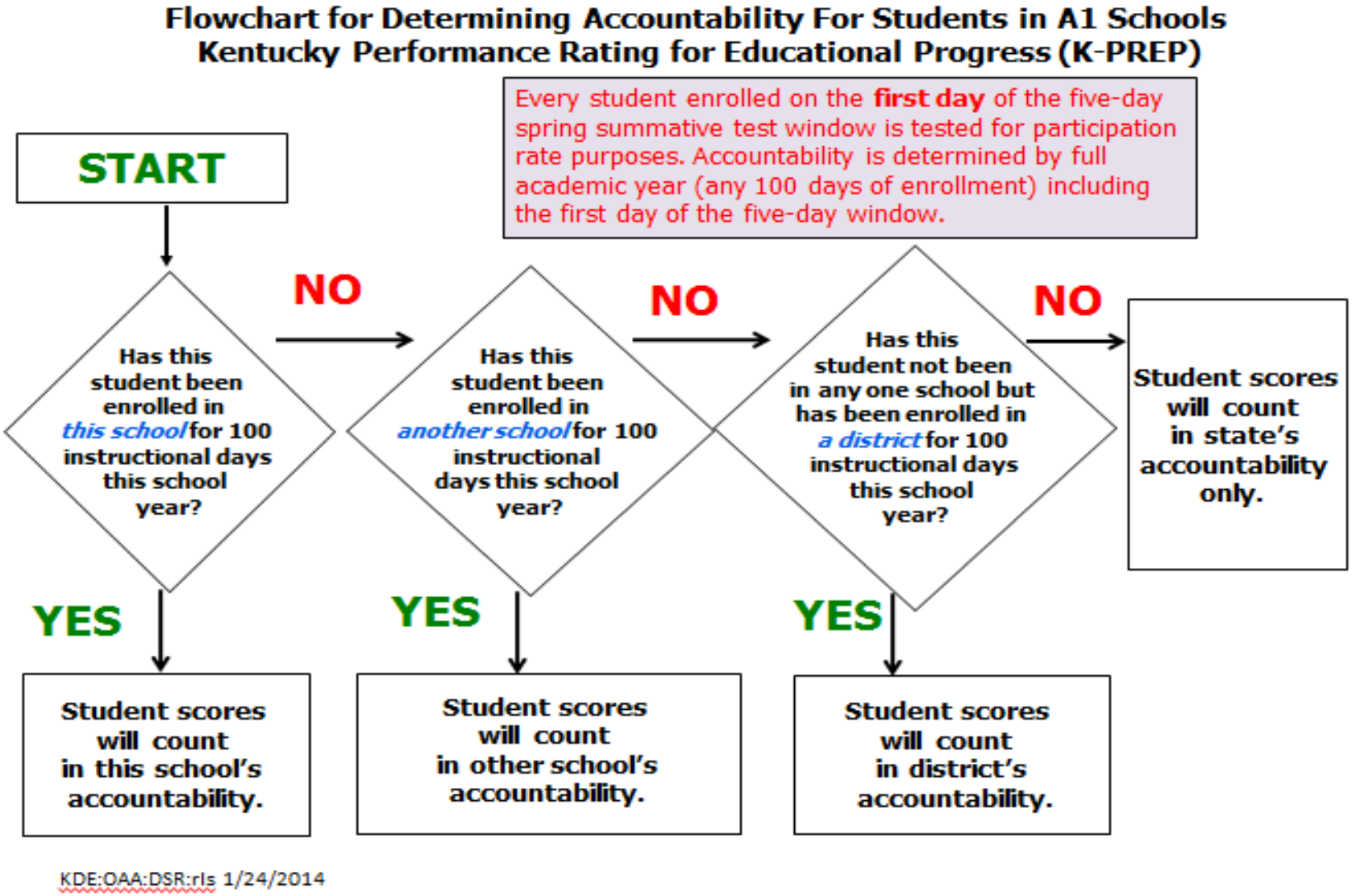
Q What resources are available for Explore/Plan in SDRR?
A There is a manual and short how-to videos. Links to these can be found in the Announcements box on the home page of SDRR and on the KDE website under SDRR.

Q I have another question that is not answered in this manual.

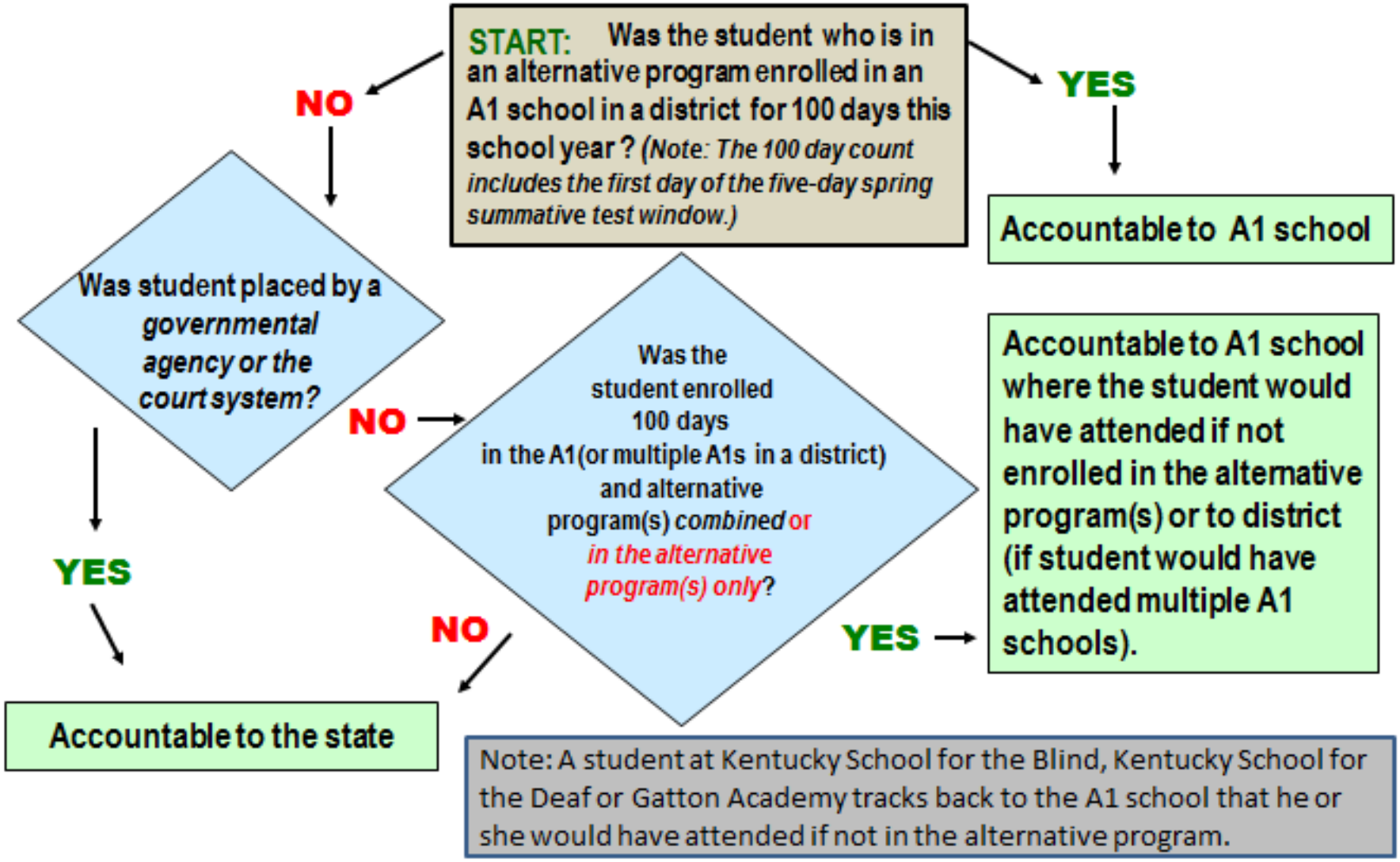
A If there is a question about assessment policies or procedures please e-mail dacinfo@education.ky.gov. If you are not sure how to determine accountability, please review the accountability flow charts at the end of this manual, or use the tool at http://goo.gl/yx9DTj. If there are SDRR log in issues, contact your district WAAPOC. To report application errors (bugs), e-mail ketshelp@education.ky.gov. For assistance with IC data, e-mail kdedatarequest@education.ky.gov. For other issues not covered above, e-mail kdeassessment@education.ky.gov.

Determining Accountability

- OAA has created an online decision tree to assist in determining correct accountability. It can be accessed at http://goo.gl/yx9DTj, and is also available in SDRR as a link on the form to change accountability for a student.



Flowchart for Determining Accountability For Students in Alternative Programs
Kentucky Performance Rating for Educational Progress (K-PREP)



KDE:OAA:DSR:rls 1/24/2014