

School Report Card Safety Data Verification Using Excel

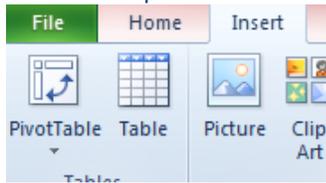
Purpose: This document will provide instructions on filtering data to determine if reported aggregate numbers on the School Report Card is accurate.

Step 1: Run school or district *Safe Schools Extract* via KY State Reporting in Infinite Campus

Step 2: data will be extracted as a CSV file and opened in Excel (the remainder of the validation will be done by filtering in Excel)

Step 3: the data should be converted to a table in Excel

- Insert | Table



- Create Table



Step 4: All tables on the school report card with the exception of the Discipline Resolution table should have Distinct Count (column AL) filtered to = 1 (this will give you a unique count of events)

Step 5: Validate **Behavior Events by Race and Gender**: this table represents the number of events by category (Assault, 1st degree, Other Assault or Violence, Weapons, Harassment, Drugs Alcohol) by race and gender

- **Assault, 1st degree:**
 - filter column AK (SubReport) by SS1
 - then filter column V (Law_violation_code) by 301
- **Other Assault or Violence:**
 - filter column AK (SubReport) by SS1
 - then filter column V by 11, 20, 30, 75, 90, 172, 174, 302, 303, 304, 305, 306, 307, 308, 309, 310, 320, 330, 340, 2003
- **Weapons:**
 - filter column AK (SubReport) by SS2
- **Harassment (includes bullying):**
 - filter column AK (SubReport) by SS4
- **Drugs:**
 - filter column AK (SubReport) by SS3
 - then filter column V by 1801, 1802, 1821, 1822, 1831, 1832, 1841, 1842, 1851, 1852, 1861, 1862, 1871, 1872, 1881, 1882, 1891, 1892, 2001
 - Total the Drug Law Violations
 - clear filter

- then filter column U (Board_violation_code) by 1014
- Add the total drug law violations with the board violations
- **Alcohol:**
 - filter column AK (SubReport) by SS3
 - filter column V by 1811, 1812, 210, 230
- **Tobacco:**
 - filter column AK (SubReport) by SS3
 - filter column U (Board_violation_code) by 9001, 9002, 9003, 9004, 9005

Step 6: Validate **Discipline Resolutions by Race and Gender:** this table represents the number of behavior events with a state resolution (Expelled, receiving services, Expelled, not receiving services, Out of School Suspension, In School Removal, Corporal Punishment) by race and gender

- **Expelled, receiving services:** filter column AD (resolutionStateCode) by SSP1
- **Expelled, not receiving services:** filter column AD by SSP2
- **Out of School Suspension:** filter column AD by SSP3
- **Corporal Punishment:** filter column AD by SSP5
- **In School Removal:** filter column AD by INSR
- **Restraint:** filter column AD by SSP7
- **Seclusion:** filter column AD by SSP8
- **Unilateral Removal by School Personnel:** filter column AD by IAES1
- **Unilateral Removal by Hearing Officer:** filter column AD by IAES2

Step 7: Validate **Legal Sanctions:** this table represents the number of behavior events that resulted in a legal sanction (Arrest, Charges, Civil Damages) by race and gender

- Arrest: filter column X = 1
- Charges: filter column Y = 1
- Civil Damages: filter column AA = 1
- School Resource Officer: filter column AB = 1
- Court Designated Worker: filter column AC = 1

Step 8: Validate **Behavior Events by Grade:** this table represents the number of behavior events by grade level

- Filter Column F by each grade level

Step 9: Validate **Behavior Events by Socio-Economic:** this table represents the number of behavior events by lunch status (Free, Reduced, Paid)

- Filter column L (EconomicStatus) as follows:
 - F – Free
 - R – Reduced
 - S - Paid

Step 10: Validate **Behavior Events by Location:** this table represents the number of behavior events by location

- Filter column R (EventLocation) by each code SSL1 – SSL13

Step 11: Validate **Behavior Events by Context:** this table represents the number of behavior events by Context

- Filter column Q (Context) by each code:
 - SS for School Sponsored Event, During School Hours

- SN for School Sponsored Event, not During School Hours
- NS for Non-School Sponsored Event, During School Hours
- NN for Non-School Sponsored Event, not During School Hours