

**PRESCHOOL ASSESSMENT
REPORT EXPLANATION
(.CSV_CCYYP_STU_PRESCH_ASSESS)**

Education Management Information System (EMIS)



Revision Date August 8, 2006

**Prepared by
Office of Data Services**

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 8, 2006		Derived from "Preschool_Assessment_CSV_FILE_FOR_SSDT_FY06", data file and program; valid for FY07 October (K) reporting period

Report Overview

General Description and Significance

A data verification CSV file will be generated for all School Districts, ESC's, and JVSD's. The CSV file will be generated only for the school districts, ESC's, and JVSD's that have submitted at least one Preschool Assessment (sort type "GB") record. The results of the fall administration of the test are to be reported during the October (K) reporting period. The results of the spring administration of the test are to be reported during the Yearend (N) reporting period.

The purpose of this CSV file is for data verification. This will allow the districts to be able to verify/validate the number of Preschool Assessment records submitted for their district/buildings. This will also give them an opportunity to verify/validate that the Preschool Assessment data for each student is reported accurately.

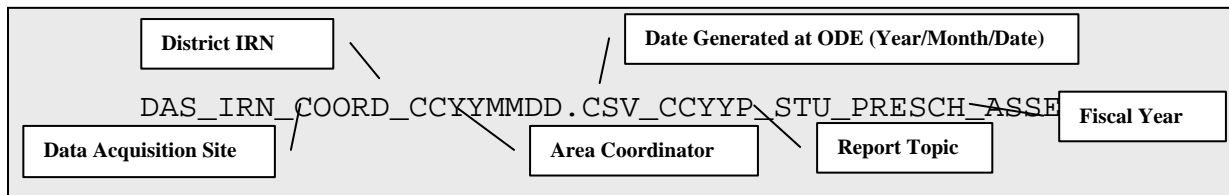
Tips for Reading This Document

- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is:

DAS_IRN_COORD_CCYYMMDD.CSV_CCYYP_STU_PRESCH_ASSESS; its components are described below. This report is produced during the October (K) reporting period for the fall administration of the test and during the Yearend (N) reporting period for the spring administration of the test.



Revision Date August 8, 2006

ODE Processing

Process Description

The data found on this report is taken directly from the Preschool Assessment Record submitted by districts that are required to do so (See EMIS Manual, Chapters 2 and 5 for additional information). Although the program was written so that it could also generate a report for a single IRN, it is run in the weekly process for all districts.

These files are copied to School Districts/ITC's after each EMIS Processing with other weekly reports and files.

Data Source

The data found on this file is taken directly from what was reported on the Student Preschool Assessment Record. The additional element of Student Data Submitted to ODE is added during the processing cycle. The data are retained at ODE on the **PRESCHOOL _ASSESSMENT _CCYYP.RMS** file.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
BUILDING IRN	GB040	<i>Preschool Assessment</i>	
SSID	GB050	<i>Preschool Assessment</i>	
TOTAL SCORE PICTURE NAME	GB240	<i>Preschool Assessment</i>	
TOTAL SCORE RHYMING	GB250	<i>Preschool Assessment</i>	
TOTAL SCORE ALLITERATION	GB260	<i>Preschool Assessment</i>	
REQUIRED TEST TYPE	GB215	<i>Preschool Assessment</i>	
TEST DATE	GB210	<i>Preschool Assessment</i>	
TEST GRADE LEVEL	GB200	<i>Preschool Assessment</i>	
TYPE OF ACCOMMODATION	GB230	<i>Preschool Assessment</i>	
REASON TEST NOT TAKEN	GB235	<i>Preschool Assessment</i>	
STUDENT DATA SUBMITTED TO ODE		<i>ODE Audit File</i>	

Derived Data Used in Report

There are no derived data used in this report.

Report Selection Criteria

There are no filters used in the generation of the report.

Report Sample

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains records for each district that is expected to submit data during any reporting period.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

Header Information

Preschool Assessment CSV File HEADER Row's Field Descriptions:

Header Row Field Titles	Starting Column	Ending Column	Field Length
BLDG-IRN	1	8	8
SSID	10	13	4
TOTAL-SCORE-PICTURE-NAMING	15	40	26
TOTAL-SCORE-RHYMING	42	60	19
TOTAL-SCORE-ALLITERATION	62	83	22
REQUIRED-TEST-TYPE	85	103	19

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TEST-DATE	105	113	9
TEST-GRADE-LEVEL	115	130	16
TYPE-ACCOMMODATION	132	149	18
REASON-TEST-NOT-TAKEN	151	171	21
STUDENT-DATA-SUBMITTED-TO-ODE-AS-OF	173	207	35

Detail Information

Preschool Assessment CSV File DATA Row's Field Descriptions:

Data Element Name	Starting Column	Ending Column	Picture Class	Data Format
Building IRN (GB040)	1	6	X(6)	
SSID (GB050)	8	16	X(9)	
Total score picture naming (GB240)	18	20	X(3)	
Total score rhyming (GB250)	22	24	X(3)	
Total score alliteration (GB260)	26	28	X(3)	
Required Test Type (GB215)	30	32	X(3)	
Test Date (GB210)	34	39	9(6)	CCYYMM
Test Grade Level (GB200)	41	42	X(2)	
Type of Accommodation (GB230)	44	45	X(2)	
Reason Test Not Taken (GB235)	47	47	X(1)	
Student Date Submitted to ODE as of	49	56	X(8)	CCYYMMDD

BLDG-IRN,SSID,TOTAL-SCORE-PICTURE-NAMING,TOTAL-SCORE-RHYMING,TOTAL-SCORE-ALLITERATION,REQUIRED-TEST-TYPE,TEST-DATE,TEST-GRADE-
LEVEL,TYPE-ACCOMMODATION,REASON-TEST-NOT-TAKEN,STUDENT-DATA-SUBMITTED-TO-ODE
010101,KJ8888888,090,***,***,STR,200510,PS,N,*,20060302
010101,KK1111111,180,***,***,STR,200510,PS,N,*,20060302
020202,KK9999999,***,***,***,STR,200510,PS,*,G,20060302
020202,KL6666666,***,***,***,STR,200510,PS,*,G,20060302
020202,LL3333333,200,090,080,STR,200510,PS,N,*,20060302
010101,LO4444444,240,***,***,STR,200510,PS,N,*,20060302
020202,LO8888888,140,020,***,STR,200510,PS,N,*,20060302
020202,LO7777777,250,020,***,STR,200510,PS,N,*,20060302
020202,LO2222222,***,***,***,STR,200510,PS,*,G,20060302
010101,LO5555555,***,***,***,STR,200510,PS,*,G,20060302

Error Detection and Correction

Since this file is providing the district a snapshot of the data sent to ODE, if there are any discrepancies between the file and the district's information, the data entry of all fields should be checked for accuracy.

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