2013 Report Guidance

Documents to Support Approved Programs in Preparing PESB Reports for AY 2012-2013

Quick links to report specifications

Due Dates

Date Due	Table Due
July 15, 2013	PEAB Reports[1]
November 1, 2013	A Reports - Enrollment
November 1, 2013	B Reports - Field experience
November 1, 2013	C Reports - Completer
November 1, 2013	D Reports - Assessment
February 15, 2014	E Reports - Employment

Submit each report (except PEAB report) as a .csv file through the Upload Program Data Tool[2].

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[1] Data Administrators will submit PEAB reports in .csv to Cheryl Ricevuto - cheryl.ricevuto@k12.wa.us. Contact your programs' PEAB administrator(s) for the information.

[2] A link for this application will be available by September 30, 2013. Use the email address of your program's Data Administrator, select the institution name, and proceed to upload .csv files for each report. Error messages will identify any corrections that need to be made. If you have rechecked the Report Guidance and feel you've incorrectly received the error message, please contact cheryl.ricevuto@k12.wa.us w/the exact error message language.

Validity Checks

Prior to submitting the report files, programs are encouraged to conduct validity checks. This will save time when using the uploader tool to submit the reports. For example, checking data to ensure:

- submission values comport with the report guidance Valid Values, e.g. accurate spelling, matching of codes and names;
- values for assessment results are consistent, e.g. pass rates $\leq$100%, scaled scores comport with high, low, and cut score values;
- results / counts accurately reflect program production.

See also the FAQ page (http://program.pesb.wa.gov/reports/faq) for clarifications and technical changes to the Report Guidance.

Introduction

Data elements being reported this year mirror those collected last year and are extracts from the 2013-2014 2012-2013 Data Manuals, including Standard 1, Completer, Title II Assessment, and Field Experience. This guidance document is intended to track and answer detailed technical questions, and we have attempted to make each report section stand alone, i.e. you will find all answers for a report within its section.

Combining Reporting for Title II and PESB

Efficiency and Accuracy
- Until last year, programs have been expected to hand-key most Title II data into the federal Title II report using an online user interface. PESB has negotiated the ability to batch upload blocks of data, saving time and effort.[3]
- Uploading data through PESB allows us to actively monitor data quality, which has been a problem in the past.
- Being more involved in the federal Title II reports improves the state's (programs and PESB collectively) ability to codify data so that state and federal level data submitted will be more accurate and consistent.

Issues
- FERPA continues to be a concern for this work. To alleviate this concern, rather than collecting student-level data, PESB collects only aggregated reports. This solution requires programs to create more, but shorter, reports.
- The federal Title II report requires keying in data through a web interface, so it is often relegated to clerical staff. The annual data collections move to technical reports, which are often not within the job descriptions for clerical staff and has required programs to adjust staffing responsibilities to efficiently and accurately prepare the reports.
- PESB maintains staff time and resources for technical assistance to support programs in their efforts to collect and report accurate data. PESB staff are assigned monitor the collection and reporting processes and coordinate technical assistance. PESB and program staff collaborate to define the technical assistance needed to meet programs' needs as data systems mature.
- The Upload Program Data Application is in use for the first time this submission year. As much testing as has been done, we expect there will be unwarranted error messages. f you have rechecked the Report Guidance and feel you've incorrectly received the error message, please email cheryl.ricevuto@k12.wa.us w/the exact error message language. Should corrections to the application or documentation need to be made, Data Administrators will be notified.

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[3] Obviously, programs with robust data systems will be able to capitalize on this time savings more than those that continue to create these reports by hand.

PEAB Reports

PEAB 1) Meetings

The following reports the PEABs' work that aligns with the requirements of Standard 1.

Universe

This report includes each meeting held by each PEAB during the most recently concluded academic year, 2012-2013. If the institution has one PEAB, which meets three times per year, the program will report three rows for the year. If the institution has three PEABs, each meeting three times per year, the program will report nine rows for the year.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting to Cheryl Ricevuto (cheryl.ricevuto@k12.wa.us).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the valid values (record) defined for each field.

Cardinality

This report has one row per PEAB meeting.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
DateStamp	STRING	Yes
InstitutionCode	STRING	Yes
ProgramType	STRING	Yes
PEAB_Name	STRING	Yes
Compliance	STRING	Yes
NumberExpected	INTEGER	Yes
NumberAttended	INTEGER	Yes
StandardAddressed	STRING	Yes
AvgDataSatisfaction	FLOAT	Yes
MinDataSatisfaction	INTEGER	Yes

Field Descriptions

Date of the Meeting

Name	DateStamp
Type	STRING
Description	The date of this meeting using format m/d/yyyy
Example	1/5/2012

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting

Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Type of PEAB

Name	ProgramType
Type	STRING
Description	The program type, used because many institutions have multiple PEABs
Example	ADMINISTRATOR

Valid Values

VALUE	DESCRIPTION
TEACHER	PEAB advising teacher preparation programs
ADMINISTRATOR	PEAB advising administrator (principal, program administrator, superintendent) preparation programs
SCHOOL COUNSELOR	PEAB advising school counselor preparation programs
SCHOOL PSYCHOLOGIST	PEAB advising school psychologist preparation programs

Name of PEAB

Name	PEAB_Name
Type	STRING
Description	The name of the PEAB as selected by the institution
Example	ADMINISTRATOR PEAB SUPERINTENDENT

Note: An institution can have between one and three PEABs for Administrator (Superintendent, Principal, Program Administrator, or any combination of the three). This means ProgramType will not be adequate for identifying all PEAB groups.

Membership Compliance

Name	Compliance
Type	STRING
Description	Identifies whether this PEAB membership in compliance with WAC 81-78A-209

Valid Values

VALUE	DESCRIPTION
YES	At this meeting, all PEAB membership appointments as defined in WAC 181-78A-209 are in place
TRANSITION	At this meeting, any unfilled PEAB membership appointments have been requested and are within the 60-day association appointment window as described in WAC 181-78A-209(5)
NO	At this meeting, any unfilled PEAB membership appointments have not been requested or, if requested from an association, are beyond the 60-day association appointment window as described in WAC 181-78A-209(5)

Number of Voting Members Expected

Name	NumberExpected
Type	INTEGER
Description	Number of voting members who have been appointed to serve on this PEAB

Note: This captures the intended size of the PEAB. It counts all voting members, including those who were not able to attend.

Number of Voting Members Attending

Name	NumberAttended
Type	INTEGER
Description	Number of voting members who attended this PEAB meeting

Note: Count only the voting members. This number divided by number expected is the attendance rate.

Standards Addressed

Name	StandardAddressed
Type	STRING
Description	Standard(s) addressed at this meeting
Example	2,3

Note: Use Arabic numbers (2). For recommendations that encompass multiple standards, separate values with a comma, no spaces (2,4,5).

Valid Values

VALUE	DESCRIPTION
1	Standard 1 - Professional education advisory boards
2	Standard 2 - Accountability
3	Standard 3 - Unit governance and resources
4	Standard 4 - Program design
5	Standard 5 - Knowledge and skills
NONE	If no standard(s) was addressed during this PEAB meeting

Note: Additional specificity for each standard can be found in WAC 181-78A-205 through 272 and WAC 181-78A-515 through 500.

PEAB Satisfaction Question

The PEAB is welcome to add any relevant questions to this survey, but the survey will include the question below. This survey will take place at the end of each meeting.

"Were you satisfied with the amount of actionable data (relevant, timely, and important) that was provided by the program at this meeting?"

Valid Values

VALUE	DESCRIPTION	DEFINITION
5	Very Satisfied	Actionable data provided was relevant, timely, and important

4	Somewhat Satisfied	Actionable data provided was somewhat relevant, timely, and important
3	Neither satisfied or dissatisfied	Data provided but not useful in resulting in action
2	Somewhat Dissatisfied	Partial data provided but not useful in resulting in action
1	Very Dissatisfied	Data was outdated, irrelevant

Note: Only the aggregated value will be reported.

Average Data Satisfaction Score

Name	AvgDataSatisfaction
Type	FLOAT
Description	The average score (1 $\leq$ 5)of voting members on the the PEAB satisfaction question
Example	3.4

Note: If no data was presented at this meeting, leave this item blank.

Lowest Data Satisfaction Score

Name	MinDataSatisfaction
Type	INTEGER
Description	The lowest score (1 $\leq$ 5)from any voting member of the PEAB at this meeting
Example	1

Note: If no data was presented at this meeting, leave this item blank.

PEAB 2) Recommendations

This report includes each program response to a PEAB recommendation.

Universe

Each program response to a PEAB recommendation for most recently concluded academic year will be included. Each program response will be a row. This is not normalized, so it is possible that one recommendation will have multiple responses over time. It is also possible that a program will initiate several responses at once.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting to Cheryl Ricevuto (cheryl.ricevuto@k12.wa.us).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the valid values (record) defined for each field.

Cardinality

This table includes one row for each recommendation response. It is possible that one recommendation will have multiple responses over time. It is also possible that a program will initiate several responses at once.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
DateStamp	STRING	Yes
InstitutionCode	STRING	Yes
ProgramType	STRING	Yes
PEAB_Name	STRING	Yes
RecommendationType	STRING	Yes
RecommendationStandard	STRING	Yes
Recommendation	STRING	Yes
ResponseType	STRING	Yes
Response	STRING	Yes

Field Descriptions

Program Response Date

Name	DateStamp
Type	STRING
Description	The date of this program response to a PEAB recommendation using this format m/d/yyyy
Example	1/3/2012 or 10/12/2013

Note: If the program responds in multiple steps, there will be multiple entries for the recommendation.

Institution Identification Code

Name:	InstitutionCode

Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Type of PEAB

Name	ProgramType
Type	STRING
Description	The program type, used because many institutions have multiple PEABs
Example	ADMINISTRATOR

Valid Values

VALUE	DESCRIPTION
TEACHER	From PEAB advising teacher preparation programs
ADMINISTRATOR	From PEAB advising administrator (principal, program administrator, superintendent) preparation programs
SCHOOL COUNSELOR	From PEAB advising school counselor preparation programs
SCHOOL PSYCHOLOGIST	From PEAB advising school psychologist preparation programs

Name of PEAB

Name	PEAB_Name
Type	STRING
Description	The name of the PEAB as selected by the institution

Note: An institution can have between one and three PEABs for Administrator (Superintendent, Principal, Program Administrator, or any combination of the three). This means ProgramType will not be adequate for identifying all PEAB groups.

Type of Recommendation

Name	RecommendationType
Type	STRING
Description	Type of recommendation

Valid Values

VALUE	DESCRIPTION
RECRUITMENT	Related to how the program recruits candidates
SELECTION	Related to how program selects and/or admits candidates
FIELD EXPERIENCE	Related to practicum, student teaching, or items where candidates are working directly with children
ASSESSMENTS	Related to assessments, both those created in program and by an outside vendor
TRANSITION TO WORKFORCE	Related to post-program job placement, performance, and retention
GOVERNANCE	Related to resources to support program delivery
OTHER	For recommendations that do not fit the categories above

Note: A recommendation can only include one RecommendationType from the Valid Values list. For projects that expand across multiple Valid Values, list as multiple recommendations (at least one row per RecommendationType).

Recommendation Standard

Name	RecommendationStandard
Type	STRING
Description	To which program approval standard does the recommendation relate described in WAC 181-78A-220 and WAC 181-78A-520
Example	2,3

Note: Use Arabic numbers (2). For recommendations that encompass multiple standards,

separate values with a comma, no spaces (2,4,5).

Valid Values

VALUE	DESCRIPTION
1	Standard 1 - Professional education advisory boards
2	Standard 2 - Accountability
3	Standard 3 - Unit governance and resources
4	Standard 4 - Program design
5	Standard 5 - Knowledge and skills
NONE	Recommendation does not relate to standards

Note: Additional specificity for each standard can be found in WAC 181-78A-205 through 272 and WAC 181-78A-515 through 500.

Recommendation

Name	Recommendation
Type	STRING
Description	The PEAB's recommendation

Note: Include information on why this recommendation initiated and the data that informed this decision, as well as possible resolutions.

Program Response Type

Name	ResponseType
Type	STRING
Description	Category of program response to recommendation
Example	PROGRAM CHANGE

Valid Values

VALUE	DESCRIPTION
INITIAL REPORT	When the recommendation is initially reported to the program

PROGRAM CHANGE	Changes to program, includes changes to curriculum, recruitment, admission, and field placement strategies
PROFESSIONAL DEVELOPMENT	Program will institute changes for faculty and/or supervisors
ADDITIONAL TRACKING	Program will begin collecting additional information in this area. Can be structured or unstructured
NO CHANGE	Program elects to make no change, this identifies a resolution to the recommendation
FINAL REPORT	Final update, this identifies a resolution to the recommendation

Note: The FINAL REPORT does not need to be a long paper report. If the program elects to produce a long report in response to the PEAB, just include a condensed statement of the findings to PESB.

Program Response

Name	Response
Type	STRING
Description	The program's response to the PEAB recommendation

Note: This is the actual response from the program.   Be sure to include a short synopsis of the data used to inform this response.

A Reports - Enrollment

A1) Enrolled by demographics

Federal Title II reports collect demographic data about teacher preparation program enrollment. The report will be submitted to PESB to be batch uploaded to Westat which will pre-populate the Westat database. As in the past, programs will have the opportunity to check and edit this information during the Title II reporting period using the Westat website.

Universe

This report includes all teacher preparation candidates who were enrolled[4] in the program for the most recently concluded academic year, and working toward a <u>first</u> teacher credential. Do not include add-on endorsements or individuals preparing for other school-based careers, e.g. administrators or ESAs.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application (available 9/30/13).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the (record) information defined for each field.

Cardinality

Each row is candidate information aggregated by gender and race/ethnicity. If there are NO CANDIDATES for any aggregation, do not include that aggregation, i.e. rows with "0" for Number should not be included in the report.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

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[4] "Enrolled" is defined as a person who has been admitted to a teacher preparation program, but who has not yet completed the program. This definition comports with the Title II definition of enrolled.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	Yes
InstitutionCode	STRING	Yes
ProgramType	STRING	Yes
Gender	STRING	Yes
RaceEthnicity	STRING	Yes
Number	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2011-2012

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Program Type

Name	ProgramType
Type	STRING
Description	Whether the program is a TRADITIONAL or Alternative Route to certification
Example	ROUTE 3

Valid Values

VALUE	DESCRIPTION
ROUTE 1	PESB approved Alternative Route 1
ROUTE 2	PESB approved Alternative Route 2
ROUTE 3	PESB approved Alternative Route 3
ROUTE 4	PESB approved Alternative Route 4
TRADITIONAL	All other programs

Gender

Name	Gender
Type	STRING
Description	Candidate gender
Example	M

Valid Values

VALUE	DESCRIPTION
F	Female
M	Male
MISSING	No response

Race and Ethnicity (combined)

Name	RaceEthnicity
Type	STRING
Description	The current federal guidance for race and ethnicity reporting
Example	M

The federal race and ethnicity reports are based on self-identification by candidate. These reporting guidelines include

> *Example 1) A person who has self-identified Hispanic as their ethnicity is reported as "H"for RaceEthnicity, regardless of what they have self-identified as race.*

> *Example 2) A person who has not self-identified Hispanic as their ethnicity and has self-identified only one (1) race, their "Race" value is reported for RaceEthnicity.*

> *Example 3) A person who has not self-identified Hispanic ethnicity and has multiple values in race (LENGTH>1), their value is reported in RaceEthnicity as "M".*

The examples show how data could be collected and held for reporting.

Example	Ethnicity	Race	Report
1	H	W,B	H
2	N	A	A
3	N	A,B	M

Valid Values

VALUE	DESCRIPTION
I	Self-identified non-Hispanic or Latino AND American Indian or Alaska Nativ A person having origins in any of the original peoples of North and South America, including Central America, and who maintains a tribal affiliation or community attachment
A	Self-identified non-Hispanic or Latino AND Asian A person having origins i any of the original peoples of the Far East, southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
B	Self-identified non-Hispanic or Latino AND Black or African American A person having origins in any of the Black racial groups of Africa
H	Self-identified Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race AND any race

M	Self-identified non-Hispanic or Latino AND more than one race
P	Self-identified non-Hispanic or Latino AND Native Hawaiian or Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
W	Self-identified non-Hispanic or Latino AND White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
MISSING	No response

Number Enrolled

Name	Number
Type	INTEGER
Description	The number of students who were enrolled in a teacher preparation program and working towards their first WA teaching certificate
Example	35

B Reports - Field Experience

B1) Diversity in Field Experiences

This reports the field experiences and the diversity indices of those experiences for teacher preparation program candidates during the 2012-2013 academic year.

PESB will provide programs with a file containing the Diversity Indices by MentorCertNumber. Programs are responsible for matching those numbers with their records and compiling this report.

Universe

This report includes all required teaching program field experience(s) that occurred during the 2012-2013 academic year.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application.

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the valid values (record) defined for each field.

Cardinality

Each row is field experience information aggregated by diversity index.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	Yes
InstitutionCode	STRING	Yes
ExperienceType	STRING	Yes
DiversityIndexType[5]	STRING	Yes
DiversityIndexValue	INTEGER	Yes
Number	INTEGER	Yes
Sum_TotalHours	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2012-2013

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

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[5] Diversity Indices are expected to be available 9/30/13. An email notification will be distributed as well an announcement made on the Annual Reports communication announcements page.

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Type of Field Experience

Name	ExperienceType
Type	STRING
Description	Describes the type of field experience

Valid Values

VALUE	DESCRIPTION
STUDENT TEACHING	The final clinical experience in a classroom setting
OTHER CLINICAL	Clinical experiences other than STUDENT TEACHING

Clinical experiences are defined as field experiences with the following elements:
1. A supervisor[6] has been assigned to actively monitor this field experience.
2. There is an evaluation component of this experience.

By definition, STUDENT TEACHING should always be a clinical experience. A program may also require candidates to complete OTHER CLINICAL experiences that meet the definition of clinical experience.

Example:
Observing P-12 students as an assignment for a course is a field experience, but it does not fit the definition of Clinical Experience unless there is both an assigned supervisor and evaluation component.

Diversity Index Description

Name	DiversityIndexType
Type	STRING
Description	The letter code assigned to a Diversity Index

Valid Values

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[6] Supervisor is defined as a trained program employee assigned to supervise, directly observe, and evaluate the candidate's experience. Someone acting as the candidate's cooperating teacher cannot also act as as candidate's supervisor for the same field experience.

VALUE	DESCRIPTION
A	A measurement race/ethnicity
B	A measurement of poverty
C	A measurement of special education
D	A measurement of not English proficient

Note: PESB will make these codes available by mentor certification numbers so that programs can join them with their data. These codes are intended to be available by 9/30/13.

Diversity Index Value

Name	DiversityIndexValue
Type	INTEGER
Description	The value, in quintiles, assigned to the Diversity Index

Valid Values

VALUE	DESCRIPTION
1	First quintile value (lower diversity)
2	Second quintile value
3	Third quintile value
4	Fourth quintile value
5	Fifth quintile value (higher diversity)

Number of Candidates in This Field Experience

Name	Number
Type	INTEGER
Description	The total number of unique candidates participating in this field experience
Example	15

Total Hours for This Field Experience

Name	Sum_TotalHours
Type	INTEGER
Description	Sum of the total hours by all candidates in this ExperienceType associated with this DiversityIndexType
Example	322

B2) Field Experience Outcome Scores

This reports the field experiences and the outcome scores (evaluations) of those experiences for candidates during the 2012-2013 academic year.

Universe

This report includes all required teaching program field experience(s) that occurred during the 2012-2013 academic year.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application (available 9/30/13).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the (record) information defined for each field.

Cardinality

Each row is field experience information aggregated by outcome score.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	Yes
InstitutionCode	STRING	Yes
ExperienceType	STRING	Yes
OutcomeScoreType	STRING	Yes
OutcomeScore	INTEGER	Yes
Number	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2012-2013

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Type of Field Experience

Name	ExperienceType
Type	STRING
Description	Describes the type of field experience

Valid Values

VALUE	DESCRIPTION
STUDENT TEACHING	The final clinical experience in a classroom setting
OTHER CLINICAL	Clinical experiences other than STUDENT TEACHING

Clinical experiences are defined as field experiences with the following elements:
3. A supervisor[7] has been assigned to actively monitor this field experience.
4. There is an evaluation component of this experience.

By definition, STUDENT TEACHING should always be a clinical experience. A program may also require candidates to complete OTHER CLINICAL experiences that meet the definition of clinical experience.

Example:
Observing P-12 students as an assignment for a course is a field experience, but it does not fit the definition of Clinical Experience unless there is both an assigned supervisor and evaluation component.

Evaluator

Name	OutcomeScoreType
Type	STRING
Description	Identifies who evaluated the candidates

Valid Values

VALUE	DESCRIPTION
A	Cooperating teacher evaluation (OutcomeScoreA)

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[7] Supervisor is defined as a trained program employee assigned to supervise, directly observe, and evaluate the candidate's experience. Someone acting as the candidate's cooperating teacher cannot also act as as candidate's supervisor for the same field experience.

| B | University supervisor (OutcomeScoreB) |
| NULL | ExperienceType does not equal STUDENT TEACHING |

Outcome Score

Name	OutcomeScore
Type	INTEGER
Description	The measure of candidate success (outcome) for STUDENT TEACHING

Note: Programs are likely to hold their own values which they will map to these values for this report.

Valid Values

VALUE	DESCRIPTION
1	Did not meet standard (did not pass, counseled out, etc)
2	Approaching standard (some reservations, repeat a portion, etc)
3	Met standard (passed)
4	Exemplary
NULL	ExperienceType does not equal STUDENT TEACHING

Candidates in Experience

Name	Number
Type	INTEGER
Description	The total number of unique candidates in this ExperienceType and with this OutcomeScore
Example	15

B3) Field Experience Hours

This reports the number of candidates in a clinical experience and whether that experience included more or less than 450 hours during the 2012-2013 academic year as specified in WAC 181-78A-264(3)(f)(i)(B).

Universe

This report includes all required teaching program clinical experience(s) that occurred during the 2012-2013 academic year.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application.

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the valid values (record) defined for each field.

Cardinality

Each row is hours in an ExperienceType field experience information aggregated by the number of candidates in the ExperienceType with that NumberHours.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	Yes
InstitutionCode	STRING	Yes
ExperienceType	STRING	Yes
NumberHours	STRING	Yes
Number	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2012-2013

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Type of Field Experience

Name	ExperienceType
Type	STRING
Description	Describes the type of field experience

Valid Values

VALUE	DESCRIPTION
STUDENT TEACHING	The final clinical experience in a classroom setting
OTHER CLINICAL	Clinical experiences other than STUDENT TEACHING

Clinical experiences are defined as field experiences with the following elements:
1. A supervisor[8] has been assigned to actively monitor this field experience.
2. There is an evaluation component of this experience.

By definition, STUDENT TEACHING should always be a clinical experience. A program may also require candidates to complete OTHER CLINICAL experiences that meet the definition of clinical experience.

Example:
Observing P-12 students as an assignment for a course is a field experience, but it does not fit the definition of Clinical Experience unless there is both an assigned supervisor and evaluation component.

Hours in Experience

Name	NumberHours
Type	BOOLEAN ~~STRING~~
Description	Identifies the number of candidates who completed 450 or more hours in this field experience.

Valid Values

VALUE	DESCRIPTION
TRUE	450 hours or more in this field experience

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[8] Supervisor is defined as a trained program employee assigned to supervise, directly observe, and evaluate the candidate's experience. Someone acting as the candidate's cooperating teacher cannot also act as as candidate's supervisor for the same field experience.

FALSE	Less than 450 hours in this field experience

Candidates in Experience

Name	Number
Type	INTEGER
Description	The total number of unique candidates in this ExperienceType and with this NumberHours ~~OutcomeScore~~
Example	15

B4) Field Experience Placements

This reports the field experience placements between programs and school districts during the 2012-2013 academic year. Note: PESB will provide a simple table of Cert Numbers to District Codes for this report. Even if programs collect district codes, *please use the District Codes in this join for this report* (there are several sets of district codes floating around out there). As with the "Working in Washington" dataset, PESB will be including OSPI collected data from private schools as well.

Universe
This report includes all teaching program field experiences that occurred during the 2012-2013 academic year.

File Format
This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application (available 9/30/13).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the valid values (record) defined for each field.

Cardinality
Each row is a field experience grouped by district in which the placement occurred.

Record Formatting
All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	Yes
InstitutionCode	STRING	Yes
ExperienceType	STRING	Yes
DistrictCode	INTEGER	Yes
Number	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2012-2013

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Type of Field Experience

Name	ExperienceType
Type	STRING
Description	Describes the type of field experience

Valid Values

VALUE	DESCRIPTION
STUDENT TEACHING	The final clinical experience in a classroom setting
OTHER CLINICAL	Clinical experiences other than STUDENT TEACHING

Clinical experiences are defined as field experiences with the following elements:
1. A supervisor[9] has been assigned to actively monitor this field experience.
2. There is an evaluation component of this experience.

By definition, STUDENT TEACHING should always be a clinical experience. A program may also require candidates to complete OTHER CLINICAL experiences that meet the definition of clinical experience.

Example:
Observing P-12 students as an assignment for a course is a field experience, but it does not fit the definition of Clinical Experience unless there is both an assigned supervisor and evaluation component.

Partnership District Identification

Name	DistrictCode
Type	INTEGER
Description	The code assigned by OSPI to the district
Example	2910

Note: PESB will provide a table with mentor certificate numbers and the districts in which they teach, similar to table provided for the Working in Washington report, for joining with program certificate number data,. Please use the DistrictCode provided in this table for this report.

---

[9] Supervisor is defined as a trained program employee assigned to supervise, directly observe, and evaluate the candidate's experience. Someone acting as the candidate's cooperating teacher cannot also act as as candidate's supervisor for the same field experience.

Number Placed

Name	Number
Type	INTEGER
Description	The number of candidates placed for student teaching
Example	4

C Reports - Completer

C1) Completers by demographics

Universe

This table includes all preparation program completers.[10] Candidates who complete a program that does not lead to an additional Washington credential should not be included. All candidates who have completed in past five academic years should be included. *Note: The completer data collects information for all certificates and endorsements, not just for teachers as with some of the other reports.*

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application (available 9/30/13).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the valid values (record) defined for each field.

Cardinality

Each row is completer information aggregated by demographics. Do not include rows for which there no completers, i.e. Number=0.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

---

[10] "Completer" is defined as one who has completed the preparation program requirements and will receive a credentialing record.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	Yes
InstitutionCode	STRING	Yes
ProgramType	STRING	Yes
CredentialType	STRING	Yes
CredentialRole	STRING	Yes
Gender	STRING	Yes
RaceEthnicity	STRING	Yes
Number	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2011-2012

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Program Type

Name	ProgramType
Type	STRING
Description	Whether the program is a TRADITIONAL or Alternative Route to certification
Example	ROUTE 1

Valid Values

VALUE	DESCRIPTION
ROUTE 1	PESB approved Alternative Route 1
ROUTE 2	PESB approved Alternative Route 2
ROUTE 3	PESB approved Alternative Route 3
ROUTE 4	PESB approved Alternative Route 4
TRADITIONAL	All other programs

Credential Type

Name	CredentialType
Type	STRING
Description	Identifies type of credential action
Example	PROFESSIONAL

Note: PESB provides a data crosswalk from CertTypeCode for these values.

Valid Values

VALUE	DESCRIPTION
PROFESSIONAL	Any professional certificate

FIRST	The first issuance of a certificate for this credential role (most common action by programs)
~~PATHWAY~~	~~Added an endorsement to an existing credential~~
P02	Adding an endorsement only to an existing credential via Pathway 2
P03	Adding an endorsement only to an existing credential via Pathway 3
OTHER	Other credential actions such as Reissuance, Renewal, Reinstatement, or Conversion (this is uncommon at the program level)*

Default to ~~PATHWAY~~ P02 or P03 if OTHER added an endorsement as well as received a renewal. Note: Pathways codes are "P", followed by the number "zero", not the letter "oh".

Role Credentialed

Name	CredentialRole
Type	STRING
Description	Identifies the role for this credential
Example	SCHOOL COUNSELOR

Note: PESB provides a data crosswalk from CertTypeCode for these values.

Valid Values

VALUE	DESCRIPTION
TEACHER	WA certified Teacher
PRINCIPAL	WA certified Administrator with a Principal endorsement
PROGRAM ADMIN	WA certified Administrator with a Program Administrator endorsement
SCHOOL COUNSELOR	WA certified ESA with a School Counselor endorsement
SCHOOL PSYCHOLOGIST	WA certified ESA with a School Psychologist endorsement
SUPERINTENDENT	WA certified Superintendent with a Superintendent endorsement

Gender

Name	Gender
Type	STRING
Description	Candidate gender

Valid Values

VALUE	DESCRIPTION
F	Female
M	Male
MISSING	No response

Race and Ethnicity (combined)

Name	RaceEthnicity
Type	STRING
Description	The current federal guidance for race and ethnicity reporting

The federal race and ethnicity reports are based on self-identification by candidate. These reporting guidelines include

Example 1) A person who has self-identified Hispanic as their ethnicity is reported as "H"for RaceEthnicity, regardless of what they have self-identified as race.

Example 2) A person who has not self-identified Hispanic as their ethnicity and has self-identified only one (1) race, their "Race" value is reported for RaceEthnicity.

Example 3) A person who has not self-identified Hispanic ethnicity and have multiple self-identified as more than 1 (>1), their value reported for RaceEthnicity is "M".

The examples show how data could be collected and held for reporting.

Example	Ethnicity	Race	Report
1	H	W,B	H
2	N	A	A

3	N	A,B	M

Valid Values

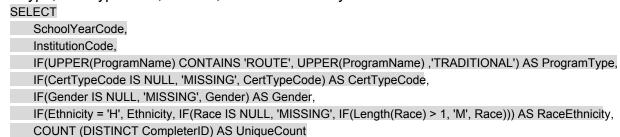| VALUE	DESCRIPTION
I	Self-identified non-Hispanic or Latino AND American Indian or Alaska Nativ A person having origins in any of the original peoples of North and South America, including Central America, and who maintains a tribal affiliation or community attachment
A	Self-identified non-Hispanic or Latino AND Asian A person having origins i any of the original peoples of the Far East, southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
B	Self-identified non-Hispanic or Latino AND Black or African American A person having origins in any of the Black racial groups of Africa
H	Self-identified Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
M	Self-identified non-Hispanic or Latino AND more than one race
P	Self-identified non-Hispanic or Latino AND Native Hawaiian or Other Pacifi Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
W	Self-identified non-Hispanic or Latino AND White A person having origins i any of the original peoples of Europe, the Middle East, or North Africa
MISSING	No response

Number Completed

Name	Number
Type	INTEGER
Description	The number of people who have completed all the educator preparation program requirements
Example	35

Sample Query

For those accustomed to querying a database for this information, the language below provides an example how the extract these fields out of a database. In plain language, this report is an unduplicated count of the completer table aggregated by SchoolYearCode, InstitutionCode, ProgramType, CertTypeCode, Gender, and RaceEthnicity.

```
SELECT
    SchoolYearCode,
    InstitutionCode,
    IF(UPPER(ProgramName) CONTAINS 'ROUTE', UPPER(ProgramName) ,'TRADITIONAL') AS ProgramType,
    IF(CertTypeCode IS NULL, 'MISSING', CertTypeCode) AS CertTypeCode,
    IF(Gender IS NULL, 'MISSING', Gender) AS Gender,
    IF(Ethnicity = 'H', Ethnicity, IF(Race IS NULL, 'MISSING', IF(Length(Race) > 1, 'M', Race))) AS RaceEthnicity,
    COUNT (DISTINCT CompleterID) AS UniqueCount

FROM [Completer]

GROUP BY
    SchoolYearCode,
    InstitutionName,
    ProgramType,
    CertTypeCode,
    Gender,
    RaceEthnicity,
```

---

[11] "Completer" is defined as one who has completed the preparation program requirements <u>and </u>will receive a credentialing record.

C2) Completers by degree type

Universe

This table includes all completers.[11] Candidates who complete a program that does not lead to an additional Washington credential should not be included. All candidates who have completed in past five years should be included.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application (available 9/30/13).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the (record) information defined for each field.

Cardinality

Each row is completer information aggregated by certification and degree. Do not include rows for which there no completers, i.e. NumberCompleter=0.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	Yes
InstitutionCode	STRING	Yes
ProgramType	STRING	Yes
CredentialType	STRING	Yes
CredentialRole	STRING	Yes
DegreeType	STRING	Yes
Number	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2011-2012

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Program Type

Name	ProgramType
Type	STRING
Description	Whether the program is a TRADITIONAL or ALTERNATIVE route to certification
Example	ROUTE 1

Valid Values

VALUE	DESCRIPTION
ROUTE 1	PESB approved Alternative Route 1
ROUTE 2	PESB approved Alternative Route 2
ROUTE 3	PESB approved Alternative Route 3
ROUTE 4	PESB approved Alternative Route 4
TRADITIONAL	All other programs

Credential Type

Name	CredentialType
Type	STRING
Description	Identifies type of credential action
Example	PROFESSIONAL

Note: PESB provides a data crosswalk from CertTypeCode for these values.

Valid Values

VALUE	DESCRIPTION
PROFESSIONAL	Any professional certificate
FIRST	The first issuance of a certificate for this credential role (most common action by programs)
~~PATHWAY~~	~~Added an endorsement to an existing credential~~

P02	Adding an endorsement only to an existing credential via Pathway 2
P03	Adding an endorsement only to an existing credential via Pathway 3
OTHER	Other credential actions such as Reissuance, Renewal, Reinstatement, or Conversion (this is uncommon at the program level)*

Default to ~~PATHWAY~~ P02 or P03 if OTHER added an endorsement as well as received a renewal. Note: Pathways codes are "P", followed by the number "zero", not the letter "oh".

Role Credentialed

Name	CredentialRole
Type	STRING
Description	Identifies the role for this credential
Example	TEACHER

Note: PESB provides a [data crosswalk from CertTypeCode](#) for these values.

Valid Values

VALUE	DESCRIPTION
TEACHER	WA certified Teacher
PRINCIPAL	WA certified Administrator with a Principal endorsement
PROGRAM ADMIN	WA certified Administrator with a Program Administrator endorsement
SCHOOL COUNSELOR	WA certified ESA with a School Counselor endorsement
SCHOOL PSYCHOLOGIST	WA certified ESA with a School Psychologist endorsement
SUPERINTENDENT	WA certified Superintendent with a Superintendent endorsement

Degree Type

Name	DegreeType
Type	STRING

Description	The degree, if any, that the completer received along with this credential action
Example	BACHELOR

Valid Values

VALUE	DESCRIPTION
BACHELOR	Bachelor's Degree
MIT	Masters in Teaching
MAT	Master of Arts in Teaching
M.ED	Master of Education
MA	Master of Art
MS	Master of Science
MTMS	Master of Teaching Math and Science
MMUS	Masters in Music
MSW	Master of Social Work
ED.S	Educational Specialist
ED.D	Doctorate in Education
PH.D	Doctorate in Philosophy
ENDORSEMENT	Arrived with a certificate and only added an endorsement
POST BACC	Arrived with a Bachelor and added a certificate
POST MASTERS	Arrived with a Master and added a certificate

Number Completed

Name	Number
Type	INTEGER
Description	The number of people who have completed all the educator preparation program requirements

Example	35

Sample Query

For those accustomed to querying a database for this information, the language below provides an example how the extract these fields out of a database. In plain language, this is exactly the same as the completed by demographics table with the addition of DegreeType in the aggregation break. Specifically, it is a count of the completer table aggregated by SchoolYearCode, InstitutionCode, ProgramType, CertTypeCode, DegreeType, Gender, and RaceEthnicity.

```
SELECT
    SchoolYearCode,
    InstitutionCode,
    IF(UPPER(ProgramName) CONTAINS 'ROUTE', UPPER(ProgramName) ,'TRADITIONAL') AS ProgramType,
    UPPER(DegreeType) AS DegreeType,
    IF(CertTypeCode IS NULL, 'MISSING', CertTypeCode) AS CertTypeCode,
    IF(Gender IS NULL, 'MISSING', Gender) AS Gender,
    IF(Ethnicity = 'H', Ethnicity, IF(Race IS NULL, 'MISSING', IF(Length(Race) > 1, 'M', Race))) AS RaceEthnicity,
    COUNT (DISTINCT CompleterID) AS UniqueCount

FROM [Completer]

GROUP BY
    SchoolYearCode,
    InstitutionCode,
    ProgramType,
    DegreeType,
    CertTypeCode,
    Gender,
    RaceEthnicity
```

---

[12] "Completer" is defined as one who has completed the preparation program requirements <u>and</u> will receive a credentialing record.

C3) Completers by endorsement

Universe

This table includes all completers.[12] Candidates who complete a program that does not lead to an additional Washington credential should not be included. All candidates who have completed in the past five years should be included.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application (available 9/30/13).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the valid values (record) defined for each field.

Cardinality

Each row is completer information aggregated by endorsement.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	Yes
InstitutionCode	STRING	Yes
ProgramType	STRING	Yes
CredentialType	STRING	Yes
CredentialRole	STRING	Yes
EndorsementTypeCode	INTEGER	Yes
Number	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2011-2012

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Program Type

Name	ProgramType
Type	STRING
Description	Whether the program is a TRADITIONAL or ALTERNATIVE route to certification
Example	ROUTE 1

Valid Values

VALUE	DESCRIPTION
ROUTE 1	PESB approved Alternative Route 1
ROUTE 2	PESB approved Alternative Route 2
ROUTE 3	PESB approved Alternative Route 3
ROUTE 4	PESB approved Alternative Route 4
TRADITIONAL	All other programs

Credential Type

Name	CredentialType
Type	STRING
Description	Identifies type of credential action
Example	PROFESSIONAL

Note: PESB provides a data crosswalk from CertTypeCode for these values.

Valid Values

VALUE	DESCRIPTION
PROFESSIONAL	Any professional certificate
FIRST	The first issuance of a certificate for this credential role (most common action by programs)
~~PATHWAY~~	~~Added an endorsement to an existing credential~~

P02	Adding an endorsement only to an existing credential via Pathway 2
P03	Adding an endorsement only to an existing credential via Pathway 3
OTHER	Other credential actions such as Reissuance, Renewal, Reinstatement, or Conversion (this is uncommon at the program level)*

Default to ~~PATHWAY~~ P02 or P03 if OTHER added an endorsement as well as received a renewal. Note: Pathways codes are "P", followed by the number "zero", not the letter "oh".

Role Credentialed

Name	CredentialRole
Type	STRING
Description	Identifies the role for this credential
Example	PROGRAM ADMIN

Note: PESB provides a data crosswalk from CertTypeCode for these values.

Valid Values

VALUE	DESCRIPTION
TEACHER	WA certified Teacher
PRINCIPAL	WA certified Administrator with a Principal endorsement
PROGRAM ADMIN	WA certified Administrator with a Program Administrator endorsement
SCHOOL COUNSELOR	WA certified ESA with a School Counselor endorsement
SCHOOL PSYCHOLOGIST	WA certified ESA with a School Psychologist endorsement
SUPERINTENDENT	WA certified Superintendent with a Superintendent endorsement

Endorsement Type

Name	EndorsementTypeCode
Type	STRING

Description	The OSPI endorsement code
Example	3811

Valid Values

Link to the list of endorsement codes or *Download the list of endorsement codes as .csv (to open in Excel)*.
For completers only issued a credential, NOT an endorsement, enter "NONE" for EndorsementTypeCode.

Note: Pathways codes are "P", followed by the number "zero", not the letter "oh".

Number of Completers

Name	Number
Type	INTEGER
Description	The number of people who have completed all the educator preparation program requirements
Example	35

Sample Query

For those accustomed to querying a database for this information, the language below provides an example how the extract these fields out of a database. In plain language, this is similar to the "Completed by demographics table" but it drops the demographic data and counts by EndorsementTypeCode. Specifically, it is a count of the completer table aggregated by SchoolYearCode, InstitutionCede, ProgramType, CertTypeCode, and EndorsementTypeCode.

```
SELECT
    SchoolYearCode,
    InstitutionCode,
    IF(UPPER(ProgramName) CONTAINS 'ROUTE', UPPER(ProgramName) ,'TRADITIONAL') AS ProgramType,
    UPPER(DegreeType) AS DegreeType,
    IF(CertTypeCode IS NULL, 'MISSING', CertTypeCode) AS CertTypeCode,
    EndorsementTypeCode,
    COUNT (DISTINCT CompleterID) AS UniqueCount

FROM [Completer]

GROUP BY
    SchoolYearCode,
    InstitutionCode,
    ProgramType,
    DegreeType,
    CertTypeCode,
    EndorsementTypeCode
```

D Reports - Assessment

D1) Content assessments

This table captures information on pre-licensure content assessments, which includes pass rates and average scores for candidates enrolled[13] in a first-tier (residency) teacher preparation program as well as completers.[14] The data is further aggregated by PESB to determine statewide pass rates and statewide average scores per assessment. PESB will collect the data, check for quality, request corrections be made by programs, and submit complete, corrected versions for Title II reporting to the federal contractor (Westat). Note this data will also be used for program information, including data displays on the PESB website and supporting endorsement program review.

Universe

This table includes the pre-licensure assessment scores of all ~~candidates~~ COMPLETER from the previous four academic years. Report assessment scores for candidates meeting definition for ENROLLED categories from the most recently completed academic year only (2012-2013).

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application (available 9/30/13).

Field NAMES are column headings and rows contain the (record) information defined for each field in this flat (two dimensional) file.

Cardinality

Each row includes AssessmentCode information aggregated by EnrollmentCategory.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

---

[13] "Enrolled" includes those program students are those who have been admitted to a teacher preparation program, but who have not yet become a completer.

[14] "Completer" is defined as one who has completed the preparation program requirements and will receive a credentialing record.

Elements

Column Name	Data Type	Required?
SchoolYearCode	STRING	Yes
ProgramType	STRING	Yes
InstitutionCode	STRING	Yes
AssessmentCode	INTEGER	Yes
AssessmentName	STRING	Yes
TestCompany	INTEGER	Yes
CutScore	INTEGER	Yes
EnrollmentCategory	STRING	YES
Takers	INTEGER	Yes
AvgScaled	FLOAT	Yes
Passers	INTEGER	Yes

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2011-2012

Program Type

Name	ProgramType

Type	STRING
Description	Flag for Alternative Route
Example	ALTERNATIVE ROUTE

Note: Unlike other tables in this report, ProgramType for the Content Assessments table only includes Alternative Route and Traditional. This reflects the federal Title II requirement. In the future, PESB may break this down by route type (similar to the other tables in this document).

Valid Values

VALUE	DESCRIPTION
ALTERNATIVE	A PESB-approved Alternative Route to Certification program
TRADITIONAL	Not an Alternative Route to Certification program

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Code Assigned to Assessment

Name	AssessmentCode
Type	INTEGER
Description	Code assigned to the assessment
Example	50

Valid Values

See *specific vendor Assessment Info* tab in Report Guidance & Data Manuals Appendix.

Name of Assessment

Name	AssessmentName
Type	STRING
Description	Name assigned to the assessment
Example	BILINGUAL EDUCATION

Valid Values

See *specific vendor Assessment Info* tab in Report Guidance & Data Manuals Appendix.

Company Administering Test

Name	TestCompany
Type	INTEGER
Description	Code identifying the company that administers the test
Example	2

Valid Values

VALUE	DESCRIPTION
1	Educational Testing Service (ETS / PRAXIS)
2	Evaluation Systems group of Pearson (WEST-B, WEST-E, edTPA)
3	College Board
4	American Board for Certification of Teacher Excellence (ABCTE)
5	American Council on the Teaching of Foreign Languages (ACTFL)
	Space for additional vendors
98	State
99	Other (to be avoided if possible)

Score Required to Pass

Name	CutScore
Type	INTEGER
Description	The minimum passing score for the assessment
Example	141

Valid Values

TEST	CUTSCORE
WEST-E	240
Praxis	*See Praxis Assessment Info tab in [Report Guidelines & Data Manual Appendix](#)*
ACTFL	7

Note: Programs are responsible for maintaining records that reflect the different scoring schemas for Bilingual Education and Designated World Languages endorsements.[15]

Enrollment Category

Name	EnrollmentCategory
Type	STRING
Description	The minimum passing score for the assessment
Example	ENROLLED CLINICAL

Valid Values

COMPLETER	Candidates who have completed all preparation program requirements and will receive a credentialing record
ENROLLED CLINICAL	Candidates who have completed all nonclinical courses during only the most recently completed academic year.
ENROLLED OTHER	Enrolled candidates other than ENROLLED CLINICAL during only the most recently completed academic year.

Test Takers

---

[15] *See PESB Assessment site - http //assessment.pesb.wa.gov/assessments/actfl - for ACTFL DWL and Bilingual endorsement information.*

Name	Takers
Type	INTEGER
Description	The number of individuals who have attempted the assessment
Example	21

Average Scaled Score

Name	AvgScaled
Type	FLOAT
Description	The average score of the maximum attempt of all TAKERS
Example	192.51

Test Passers

Name	Passers
Type	INTEGER
Description	The number of individuals who passed the assessment
Example	14

E Reports - Employment

E1) Working in Washington Public Schools

This report links program completers to workforce data. It asks the question, "How many of your program completers from the past five years are currently working as teachers in Washington p-12 schools?" For the workforce data for public schools, programs may choose to use the simplified S-275 extract available from PESB or the actual S-275 report directly from OSPI. PESB will provide a data extract for private school employment information.

Universe

This table includes all teacher preparation program completers from the last five years who have received a FIRST credentialing record.

File Format

This report will be submitted in a single Comma Separated Value (.csv) file with no additional values or formatting using the uploader web application (available 9/30/13).

This is a flat (two dimensional) file where FIELDS are column headings and rows contain the valid values (record) defined for each field.

Cardinality

Each row is the TeachingStatus of completers aggregated by SchoolYearCode and ProgramType.

Record Formatting

All text elements will be returned as ALL CAPS, except for those data for which lower caps are required, e.g. web URLs.

Numeric elements are reported as INTEGERS, i.e. a whole number, or FLOAT, reporting at least 2 digits to the right of the decimal point.

Elements

Column Name	Data Type	Required
SchoolYearCode	STRING	YES
InstitutionCode	STRING	YES
ProgramType	STRING	YES
TeachingStatus	STRING	YES
Number	INTEGER	YES

Field Descriptions

Academic Year

Name	SchoolYearCode
Type	STRING
Description	The school year is defined as September 1 through August 31
Example	2011-2012

Institution Identification Code

Name:	InstitutionCode
Type:	STRING
Description:	The 3-digit code assigned to the institution for Title II reporting
Example:	236

Valid Values

See *Institution Info* tab in Report Guidance & Data Manuals Appendix.

Program Type

Name	ProgramType
Type	STRING
Description	Whether the program is a TRADITIONAL or ALTERNATIVE route to certification
Example	ROUTE 1

Valid Values

VALUE	DESCRIPTION
ROUTE 1	PESB approved Alternative Route 1
ROUTE 2	PESB approved Alternative Route 2
ROUTE 3	PESB approved Alternative Route 3
ROUTE 4	PESB approved Alternative Route 4
TRADITIONAL	All other programs

Teaching Status

Name	TeachingStatus
Type	STRING
Description	Whether this completer is working as a teacher in a WA public or private P-12 school during the 2013-2014 school year
Example	PRIVATE

Valid Values

VALUE	DESCRIPTION
PUBLIC	These completers have a record of "Teaching" in a WA public school (K-12) in the 2013-2014 S-275 data.
PRIVATE	These completers have a record of "Teaching" in a WA private school (K-12) in the OSPI-provided data.
NOT TEACHING	These completers do not have a record of "Teaching" in either the 2013-2014 S-275 public school data or private school OSPI data.

Number Teaching

Name	Number
Type	INTEGER
Description	The count of the number of people who have a record of teaching in a WA public or private school (p-12)
Example	45

Sample Query

This query joins the completer table to the simplified S-275 and returns information about WA public school teaching status for new teachers. The query aggregates these results by SchoolYearCode InstitutionCode and WorkStatus.

```
SELECT
    SchoolYearCode,
    InstitutionCode,
    IF(TeacherFTE IS NOT NULL, 'TEACHING','NOT TEACHING') AS TeachingStatus,
    IF(UPPER(ProgramName) CONTAINS 'ROUTE', UPPER(ProgramName) ,'TRADITIONAL') AS
ProgramType,
    COUNT (DISTINCT c.CompleterID) AS UniqueCount

FROM [PESB.CompleterFixed_2011] AS c
LEFT OUTER JOIN(SELECT CertificateNumber, TeacherFTE FROM [S275_Extract]) AS s
    ON(s.CertificateNumber = c.CompleterID)
WHERE CertTypeCode = 'T310600'

GROUP BY
    SchoolYearCode,
    InstitutionCode,
    ProgramType,
    TeachingStatus
```

WA S-275 Simplified Table

This table will be available for all programs from PESB. [16] The information provided from this point forward describes how this table is extracted from the full S-275 report for those wish to do the extraction themselves.

S-275 simplified extract

Query language to create from full S-275

For those who regularly work with the full S-275 from OSPI, this is the query used to extract the simplified S-275. *Note that PESB will add the private school data to this extract as well (defining each source by an OrganizationType field)*

```
SELECT
    SchoolYearCode,
    c.CertificateNumber AS CertificateNumber,
    UPPER(FirstName) AS FirstName,
    UPPER(LastName) AS LastName,
    OSPILegacyCode,
    OrganizationName,
    SUM(IF(AssignCodeDuty > 99 AND AssignCodeDuty < 200, PercentTime, 0.0))/1000 AS DistrictAdminFTE,
    SUM(IF(AssignCodeDuty > 199 AND AssignCodeDuty < 300, PercentTime, 0.0))/1000 AS SchoolAdminFTE,
    SUM(IF(AssignCodeDuty > 299 AND AssignCodeDuty < 400 OR STRING(AssignCodeDuty) IN
('410','411','412'), PercentTime, 0.0))/1000 AS TeacherFTE,
    SUM(IF(AssignCodeDuty > 399 AND AssignCodeDuty < 500 AND NOT STRING(AssignCodeDuty) IN
('410','411','412'), PercentTime, 0.0))/1000 AS OtherCertFTE
FROM [Cert.S275_Large2] AS c

LEFT OUTER JOIN (SELECT CertificateNumber FROM [Crosswalk.BlockedCerts])AS b
    ON (c.CertificateNumber = b.CertificateNumber)

WHERE SchoolYearCode = '2012-2013'
    AND AssignCodeDuty > 100
    AND AssignCodeDuty < 500
    AND b.CertificateNumber IS NULL
    AND c.CertificateNumber IS NOT NULL

GROUP BY
    SchoolYearCode,
    CertificateNumber,
    FirstName,
    LastName,
    OSPILegacyCode,
    OrganizationName

ORDER BY OrganizationName
```

---

[16] Unless OSPI has an unforseen collection error, the availability of 2013-2014 date be Jan 15, 2014.   For programs that would like to practice this query, last year's data is available on PESB's website.

Elements

Column Name	*Data Type*
SchoolYearCode	*STRING*
CertificateNumber	*STRING*
FirstName	*STRING*
LastName	*STRING*
OSPILegacyCode	*STRING*
OrganizationName	*STRING*
OrganizationType	*STRING*
TeacherFTE	*FLOAT*

This table is extracted from WA's S-275 Data.
- *FTE 1 = full time.*
- *SUM FTE is created by summing S-275 reported FTE and dividing by 1000.*
- *Duty is established by the top number duty on the duty codes (i.e. 300-399 = Teacher).*
- *Library is assigned to Teacher FTE.*

Field Descriptions

Academic Year

Name	*SchoolYearCode*
Type	*STRING*
Description	*The school year is defined as September 1 through August 31*
Example	*2011-2012*

Certificate Number

Name	*CertificateNumber*
Type	*STRING*

Description	WA educator certificate number
Example	123456A

First Name

Name	FirstName
Type	STRING
Description	This person's first name (from OSPI credential records)
Example	JANE

Last Name

Name	LastName
Type	STRING
Description	This person's last name (from OSPI credential records)
Example	SMITH

County District Code

Name	OSPILegacyCode
Type	INTEGER
Description	This is a code for each district; the first two digits identify the county
Example	12345

Organization Name

Name	OrganizationName
Type	STRING
Description	Organization name includes all public organizations on the S-275, not just the school districts (eg ESDs)

Example	SEATTLE SCHOOL DISTRICT

Organization Type

Name	OrganizationType
Type	STRING
Description	Defining the organization as a public or private
Example	PRIVATE

Teacher FTE

Name	TeacherFTE
Type	FLOAT
Description	The total FTE of all duty codes from 300-399, including 4** records identifying librarian
Example	.75