2013 Program Report Guidance - DRAFT

Documents to Support Approved Programs in Preparing Required Annual PESB Reports

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## Due Dates

|  |  |
| --- | --- |
| **Date Due** | **Table Due** |
| July 15, 2013 | PEAB Report |
| 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 |

# Introduction

Data elements being reported this year mirror those collected last year and are extracts from the 2013-2014 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 now, 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.[[1]](#footnote-1)
* 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 they can better produce accurate state and federal level data.

### Issues

* FERPA continues to be a concern for this project. To alleviate this concern, rather than collecting student-level data, PESB will only collect aggregated reports. This solution requires programs to create more, but shorter, reports.
* As a reminder, the completer table was created very early in the project. To better combine it with federal Title II reporting, some elements were updated, such as:
  + Exchanged the IPEDS Institution Code for the Title II Institution Code[[2]](#footnote-2)
  + Dropped Institution and Site Abbreviations[[3]](#footnote-3)
  + Adopted the federal definition of “Academic Year”
  + Considered but not adopted by the Data Group was a “New” flag element.
* The federal Title II report requires keying in data through a web interface, so it is often relegated to clerical staff. This collection moves to technical reports, which are often not within the job descriptions for clerical staff.
* The new data collection and reporting structure has required programs to adjust staffing responsibilities to efficiently and accurately prepare the reports. PESB, too, has also increased staff time and resources to support programs in their efforts to report accurate data by developing a Technical Assistance Group and assigning staff to the work of monitoring the collection and reporting processes.

PEAB Reports

# PEAB 1) Meetings

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

## Universe

This table 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 per year. If the institution has three PEABs, each meeting three times per year, the program will report nine rows per year.

## File Format

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

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

## Cardinality

This table 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. URLs.

# Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| DateStamp | STRING | Yes |
| InstitutionName | 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, use this format m/d/yyyy |
| Example | 1/5/2012 |

## Name of Institution

|  |  |
| --- | --- |
| Name | InstitutionName |
| Type | STRING |
| Description | The name of the university, college, or provider |
| Example | CENTRAL WASHINGTON UNIVERSITY |

*Note: Regional Consortium is an Institution (not program) name.*

## 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 |
| 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 | Is this PEAB membership in compliance with [WAC 181-78A-209](http://apps.leg.wa.gov/wac/default.aspx?cite=181-78A-209) |

### Valid Values

|  |  |
| --- | --- |
| VALUE | DESCRIPTION |
| YES | At this meeting, all PEAB membership appointments as defined in [WAC 181-78A-209](http://apps.leg.wa.gov/wac/default.aspx?cite=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)](http://apps.leg.wa.gov/wac/default.aspx?cite=181-78A-209) |
| 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)](http://apps.leg.wa.gov/wac/default.aspx?cite=181-78A-209) |

## 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: For additional specificity of each standard, reference 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: Report only the aggregate values of these scores.*

## Average Data Satisfaction Score

|  |  |
| --- | --- |
| Name | AvgDataSatisfaction |
| Type | FLOAT |
| Description | The average score of voting members on the the PEAB satisfaction question |
| Example | 3.4 |

*Note: At the end of every meeting the PEAB will take a survey that includes the data satisfaction question. This reports the average of the attending voting members scores. If no data was presented at this meeting, leave this item blank.*

## Lowest Data Satisfaction Score

|  |  |
| --- | --- |
| Name | MinDataSatisfaction |
| Type | INTEGER |
| Description | The lowest score 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 table includes each program response to a PEAB recommendation plus a final report. The table is not normalized; it is possible that one recommendation will have multiple responses over time. Also, it is possible that a program will initiate several responses at once.

If this were a large data collection it would probably make sense to break into two tables (recommendation and response) and link with a recommendation unique ID. However, this is likely a small data collection (10’s of rows per year), so it may not make sense to set collection into a larger administrative data system.

## Universe

This table includes each program response to a PEAB recommendation. Each program response will be a row. This is not normalized, where it is possible that one recommendation will have multiple responses over time. Also, it is 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.

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

## Cardinality

This table includes one row for each recommendation response.

## Record Formatting

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

# Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| DateStamp | STRING | Yes |
| InstitutionName | 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.*

## Name of Institution

|  |  |
| --- | --- |
| Name | InstitutionName |
| Type | STRING |
| Description | The name of the university, college, or provider |
| Example | CENTRAL WASHINGTON UNIVERSITY |

*Note: Regional Consortium is an Institution (not program) name.*

## 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 with 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, make 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](http://apps.leg.wa.gov/wac/default.aspx?cite=181-78A-220) and [WAC 181-78A-520](http://apps.leg.wa.gov/wac/default.aspx?cite=181-78A-515) |
| Example | 2,3 |

*Note: For recommendations that encompass multiple standards, separate values with a comma, no spaces.*

### 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: For additional specificity of each standard, reference 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, the data that informed this decision, as well as possible resolutions.*

## Program Response Type

|  |  |
| --- | --- |
| Name | ResponseType |
| Type | STRING |
| Description | Type of response |
| 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

For years annual federal Title II reports have been collecting demographic data about teacher preparation program enrollment. The data on this table is identical to past collections, but it is structured slightly differently.[[4]](#footnote-4) Also, rather than being hand-keyed using Westat’s website, the table will be submitted to PESB to be batch uploaded to Westat. This batch upload will pre-populate the Westat database and, 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 table includes all teacher preparation candidates who were enrolled[[5]](#footnote-5) in the program for the most recently concluded academic year, and working toward a first 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.

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 NumberEnrolled 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

## 

## 

## Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| SchoolYearCode | STRING | Yes |
| InstitutionCode | STRING | Yes |
| ProgramType | STRING | Yes |
| Gender | STRING | Yes |
| RaceEthnicity | STRING | Yes |
| NumberEnrolled | INTEGER | Yes |

# Field Descriptions

## 

## Academic Year

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

## Institution Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The code assigned to the institution for Title II reporting |
| Example | 248 |

*Download* [*InstitutionName/Code tab*](https://docs.google.com/spreadsheet/pub?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&single=true&gid=0&output=csv) *from the PESB website.*

## Program Type

|  |  |
| --- | --- |
| Name | ProgramType |
| Type | STRING |
| Description | Whether the program is a TRADITIONAL or ALTERNATIVE route to certification |

### 

### 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 Native 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 in 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 | NumberEnrolled |
| 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) Field experience by endorsement

This reports the field experiences and endorsements issued to all teacher preparation program completers[[6]](#footnote-6) during the 2012-2013 academic year. Aggregations will be shown by endorsement. Programs will be required to match MentorCertNumber with the mentors’ teaching assignments during the candidates’ field experiences for this report.

## Universe

This report includes all completers, their endorsement(s), and the mentor cert numbers associated with their field experience(s) 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.

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 endorsement and field experience. If there are NO COMPLETERS for any aggregation, do not include that aggregation, i.e. rows with “0” for NumberCompleters 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

# Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| SchoolYearCode | STRING | Yes |
| InstitutionCode | INTEGER | Yes |
| EndorseTypeCode | STRING | Yes |
| ExperienceType | STRING | Yes |
| Subject[[7]](#footnote-7) | STRING | Yes |
| Group | INTEGER | Yes |
| NumberCompleters | INTEGER | Yes |

# Field Descriptions

## Academic Year

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

## Institution Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The 3-digit code assigned to an institution and used in Title II reporting |
| Example | 215 |

## Endorsement Type Code

|  |  |
| --- | --- |
| Name | EndorseTypeCode |
| Type | STRING |
| Description | The OSPI endorsement code |
| Example | 3811 |

[*Download the list of endorsement codes as .csv (open in Excel)*](https://docs.google.com/spreadsheet/pub?key=0AkcTP2pZpCsKdGJROTZibFBqTUd4OVBqTDB5cWxYb3c&single=true&gid=3&output=csv)

*Note: For completers only issued a credential, not an endorsement, enter "NONE" for EndorseTypeCode.*

## Type of Field Experience

|  |  |
| --- | --- |
| Name | ExperienceType |
| Type | STRING |
| Description | What type of field experience is this? |

### Valid Values

|  |  |
| --- | --- |
| VALUE | DESCRIPTION |
| STUDENT TEACHING | The final clinical experience of at least 450 hours in a classroom setting |
| OTHER CLINICAL | Clinical experiences other than student teaching |
| NON-CLINICAL | Non-clinical field experiences |

By definition, student teaching should always be a clinical experience. Other clinical experiences include field experiences with the following elements

1. A supervisor[[8]](#footnote-8) has been assigned to actively monitor this field experience.
2. There is an evaluation component of this 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.*

## Subject Area of Field Experience

|  |  |
| --- | --- |
| Name | Subject |
| Type | STRING |
| Description | The subject area identified by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ code of the S-275 |
| Example | MATHEMATICS |

*Note: PESB will provide a simplified S-275 report with CertCodes matched to the subject areas being taught.*

## Number of Endorsements per Completer

|  |  |
| --- | --- |
| Name | Group |
| Type | INTEGER |
| Description | Whether completer was issued a single endorsement or more than one endorsement |

### Valid Values

|  |  |
| --- | --- |
| VALUE | DESCRIPTION |
| 1 | Completer was issued only one endorsement |
| 2 | Completer was issued more than one endorsement |

## Completers

|  |  |
| --- | --- |
| Name | NumberCompleters |
| Type | INTEGER |
| Description | The unique count of completers with this experience and endorsement(s) |
| Example | 11 |

# 

# 

# B2) 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.

## Universe

This report includes all teaching program field experience(s) that were a program requirement and 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.

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 diversity index and number of candidates.

## 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

# Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| SchoolYearCode | STRING | Yes |
| InstitutionCode | STRING | Yes |
| ExperienceType | STRING | Yes |
| DiversityIndexType | STRING | Yes |
| DiversityIndexValue | INTEGER | Yes |
| UniqueCount | INTEGER | Yes |
| Sum\_TotalHours | INTEGER | Yes |

# Field Descriptions

## Academic Year

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

## Institution Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The code assigned to the institution for Title II reporting |
| Example | 248 |

*Download* [*InstitutionName/Code tab*](https://docs.google.com/spreadsheet/pub?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&single=true&gid=0&output=csv) *from the PESB website.*

## Type of Field Experience

|  |  |
| --- | --- |
| Name | ExperienceType |
| Type | STRING |
| Description | What type of field experience is this? |

### Valid Values

|  |  |
| --- | --- |
| VALUE | DESCRIPTION |
| STUDENT TEACHING | The final clinical experience of at least 450 hours in a classroom setting |
| OTHER CLINICAL | Clinical experiences other than student teaching |
| NON-CLINICAL | Non-clinical field experiences |

By definition, student teaching should always be a clinical experience. Other clinical experiences include field experiences with the following elements:

1. A supervisor[[9]](#footnote-9) has been assigned to actively monitor this field experience.
2. There is an evaluation component of this 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 Diversity Indices |

### Valid Values

|  |  |
| --- | --- |
| 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 |

## Diversity Index Value

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

### Valid Values

|  |  |
| --- | --- |
| VALUE | DESCRIPTION |
| 1 | First (lowest) quintile value for this Diversity Index |
| 2 | Second quintile value for this Diversity Index |
| 3 | Third quintile value for this Diversity Index |
| 4 | Fourth quintile value for this Diversity Index |
| 5 | Fifth (highest) quintile value for this Diversity Index |

## Number of Candidates in This Field Experience

|  |  |
| --- | --- |
| Name | UniqueCount |
| 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 field experience associated with this Diversity Index |
| Example | 322 |

# B3) Field Experience Outcome Scores

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

## Universe

This report includes all 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.

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 scores and number of candidates.

## 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

# Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| SchoolYearCode | STRING | Yes |
| InstitutionCode | STRING | Yes |
| ExperienceType | STRING | Yes |
| OutcomeScoreType | STRING | Yes |
| OutcomeScoreValue | INTEGER | Yes |
| UniqueCount | INTEGER | Yes |

# Field Descriptions

## Academic Year

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

## Institution Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The 3-digit code used for Title II reporting |
| Example | 215 |

## Type of Field Experience

|  |  |
| --- | --- |
| Name | ExperienceType |
| Type | STRING |
| Description | What type of field experience is this? |

### Valid Values

|  |  |
| --- | --- |
| VALUE | DESCRIPTION |
| STUDENT TEACHING | The final clinical experience of at least 450 hours in a classroom setting |
| OTHER CLINICAL | Clinical experiences other than student teaching |
| NON-CLINICAL | Non-clinical field experiences |

By definition, student teaching should always be a clinical experience. Other clinical experiences include field experiences with the following elements

1. A supervisor[[10]](#footnote-10) has been assigned to actively monitor this field experience.
2. There is an evaluation component of this 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.*

## Outcome Score - Cooperating Teacher

|  |  |
| --- | --- |
| Name | OutcomeScoreA |
| Type | INTEGER |
| Description | The measure of candidate success (outcome) for StudentTeaching determined by each program and as measured by the cooperating teacher |

### 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 |
|  | If ExperienceType does not equal StudentTeaching, leave blank |

## Outcome Score - University Supervisor

|  |  |
| --- | --- |
| Name | OutcomeScore |
| Type | INTEGER |
| Description | The measure of candidate success (outcome) for StudentTeaching determined by each program and as measured by the university supervisor |

### 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 |
|  | If ExperienceType does not equal StudentTeaching, leave blank |

## Candidate in Experience

|  |  |
| --- | --- |
| Name | UniqueCount |
| Type | INTEGER |
| Description | The total number of unique candidates |
| Example | 15 |

C Reports - Completer

# C1) Completed by demographics

## Universe

This table includes all preparation program completers.[[11]](#footnote-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.Note: The completer data collects information for all certificates and endorsements, a difference between the Completer Tables and other tables.

## File Format

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

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 the aggregate information for

no zeros

## 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

## 

## 

## Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| SchoolYearCode | STRING | Yes |
| InstitutionCode | STRING | Yes |
| ProgramType | STRING | Yes |
| CertTypeCode | STRING | Yes |
| Gender | STRING | Yes |
| RaceEthnicity | INTEGER | Yes |
| NumberCompleter | INTEGER | Yes |

# Field Descriptions

## 

## Academic Year

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

## Institution Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The code assigned to the institution for Title II reporting |
| Example | 248 |

### Valid Values

Download [InstitutionName/Code tab](https://docs.google.com/spreadsheet/pub?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&single=true&gid=0&output=csv) from the PESB website.

## Program Type

|  |  |
| --- | --- |
| Name | ProgramType |
| Type | STRING |
| Description | Whether the program is a TRADITIONAL or ALTERNATIVE route to certification |

### 

### 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 |

## Certificate Type Code

|  |  |
| --- | --- |
| Name | CertTypeCode |
| Type | STRING |
| Description | The OSPI certificate type code. This code defines the certificate area (Teacher, Admin, ESA) as well as type (First Issue) |
| Example | T310600 |

[*Download the list as .csv (open in Excel)*](https://docs.google.com/spreadsheet/pub?key=0AoPkecVuamEGdHVrcEhzU0tDRk9PNHFpOUoxYlNxbXc&single=true&gid=1&output=csv)

## 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 Native 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 in 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 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 Completed

|  |  |
| --- | --- |
| Name | NumberCompleter |
| 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,

# 

# C2) Completers by demographic and degree type

## Universe

This table includes all completers.[[12]](#footnote-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 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.

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, degree, and demographic data.

## 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

## 

## 

## 

## Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| SchoolYearCode | STRING | Yes |
| InstitutionCode | STRING | Yes |
| ProgramType | STRING | Yes |
| CertTypeCode | STRING | Yes |
| DegreeType | STRING | Yes |
| Gender | STRING | Yes |
| RaceEthnicity | INTEGER | Yes |
| NumberCompleter | INTEGER | Yes |

# Field Descriptions

## 

## Academic Year

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

## Institution Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The code assigned to the institution for Title II reporting |
| Example | 248 |

*Download* [*InstitutionName/Code tab*](https://docs.google.com/spreadsheet/pub?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&single=true&gid=0&output=csv) *from the PESB website.*

## 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 |

## Certificate Type Code

|  |  |
| --- | --- |
| Name | CertTypeCode |
| Type | STRING |
| Description | The OSPI certificate type code. This code defines the certificate area (Teacher, Admin, ESA) as well as type (First Issue) |
| Example | T310600 |

[Link to the list of OSPI certificate codes](https://docs.google.com/spreadsheet/pub?key=0AoPkecVuamEGdHVrcEhzU0tDRk9PNHFpOUoxYlNxbXc&single=true&gid=1&output=html) or

[Download the list as .csv (to open in Excel)](https://docs.google.com/spreadsheet/pub?key=0AoPkecVuamEGdHVrcEhzU0tDRk9PNHFpOUoxYlNxbXc&single=true&gid=1&output=csv)

## 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 |

## 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 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 Native 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 in 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 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 Completed

|  |  |
| --- | --- |
| Name | NumberCompleter |
| 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

# 

# C3) Completers by endorsement

## Universe

This table includes all completers.[[13]](#footnote-13) 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.

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 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

## 

## 

## Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| SchoolYearCode | STRING | Yes |
| InstitutionCode | STRING | Yes |
| ProgramType | STRING | Yes |
| CertTypeCode | STRING | Yes |
| EndorseTypeCode | INTEGER | Yes |
| NumberCompleter | INTEGER | Yes |

# Field Descriptions

## Academic Year

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

## Institution Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The code assigned to the institution for Title II reporting |
| Example | 248 |

*Download* [*InstitutionName/Code tab*](https://docs.google.com/spreadsheet/pub?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&single=true&gid=0&output=csv) *from the PESB website.*

## 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 |

## Certificate Type Code

|  |  |
| --- | --- |
| Name | CertTypeCode |
| Type | STRING |
| Description | The OSPI certificate type code |
| Example | T310600 |

[Link to the list of OSPI certificate codes](https://docs.google.com/spreadsheet/pub?key=0AoPkecVuamEGdHVrcEhzU0tDRk9PNHFpOUoxYlNxbXc&single=true&gid=1&output=html) or

[Download the list as .csv (to open in Excel)](https://docs.google.com/spreadsheet/pub?key=0AoPkecVuamEGdHVrcEhzU0tDRk9PNHFpOUoxYlNxbXc&single=true&gid=1&output=csv)

## Endorsement Type Code

|  |  |
| --- | --- |
| Name | EndorseTypeCode |
| Type | STRING |
| Description | The OSPI endorsement code |
| Example | 3811 |

*Note: For completers only issued a credential, not an endorsement, enter "NONE" for EndorseTypeCode.*

[Link to the list of endorsement codes](https://docs.google.com/spreadsheet/pub?key=0AoPkecVuamEGdHVrcEhzU0tDRk9PNHFpOUoxYlNxbXc&single=true&gid=3&output=html) or

[Download the list as .csv (to open in Excel)](https://docs.google.com/spreadsheet/pub?key=0AoPkecVuamEGdHVrcEhzU0tDRk9PNHFpOUoxYlNxbXc&single=true&gid=3&output=csv)

*Note: Pathways codes are “P”, “zero”, “#”, not an “oh”.*

## Number of Completers

|  |  |
| --- | --- |
| Name | NumberCompleter |
| 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[[14]](#footnote-14) in a first-tier (residency) teacher preparation program as well as completers.[[15]](#footnote-15) 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 to the federal contractor (Westat).

#### Validity Checks

Prior to submitting Content Assessment data, please run your own validity checks. Such as;

* Are any average scaled score greater than the highest possible score?
* Are any average scaled score less than the lowest possible score?
* Are the number of takers greater than or equal to the number of passers (i.e. is pass rate greater than 100%)?

These simple checks will alert errors prior to submitting to PESB.

#### 

#### Data Systems

This is a reminder that programs do not need to maintain data using the table schema. However, they need to be able to extract reports from their system to match this schema. Some systems are better than others at creating ongoing reports.

## Universe

This table includes the pre-licensure assessment scores of candidates who are enrolled in a first tier (residency) teacher preparation program approved in Washington state from the during the 2012-2013 academic year, as well as the pre-licensure assessment scores for completers from the 2010-2011, 2011-2012, and 2012-2013 academic years.

## File Format

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

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 Group.

## 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

**Elements**

|  |  |  |
| --- | --- | --- |
| Column Name | Data Type | Required? |
| ProgramType | STRING | Yes |
| InstitutionCode | STRING | Yes |
| InstitutionName | STRING | Yes |
| AssessmentCode | INTEGER | Yes |
| AssessmentName | STRING | Yes |
| TestCompany | INTEGER | Yes |
| LowScore | INTEGER | Yes |
| HighScore | INTEGER | Yes |
| CutScore | INTEGER | Yes |
| Group | INTEGER | Yes |
| Takers | INTEGER | Yes |
| AvgScaled | FLOAT | Yes |
| Passers | INTEGER | Yes |
| PassRate | FLOAT | Yes |

# 

# Field Descriptions

## 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 Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The code assigned to the institution for Title II reporting |
| Example | 248 |

*Download* [*InstitutionName/Code tab*](https://docs.google.com/spreadsheet/pub?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&single=true&gid=0&output=csv) *from the PESB website. Note: The same institution code is used for both Traditional and Alternative route programs.*

## Name of Institution

|  |  |
| --- | --- |
| Name | InstitutionName |
| Type | STRING |
| Description | The name of the university, college, or provider |
| Example | WHITWORTH UNIVERSITY |

*See Institution Info tab in* [*Report Guidelines & Data Manual Appendix*](https://docs.google.com/spreadsheet/ccc?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&usp=sharing)

## Code Assigned to Assessment

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

*See Assessment Info tab in* [*Report Guidelines & Data Manual Appendix*](https://docs.google.com/spreadsheet/ccc?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&usp=sharing)

## Name of Assessment

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

*See Assessment Info tab in* [*Report Guidelines & Data Manual Appendix*](https://docs.google.com/spreadsheet/ccc?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&usp=sharing)

## 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) |

## Lowest Possible Score

|  |  |
| --- | --- |
| Name | LowScore |
| Type | INTEGER |
| Description | The minimum possible score for the assessment |
| Example | 1 |

### 

### Valid Values

|  |  |
| --- | --- |
| TEST | LOWSCORE |
| WEST-E | 100 |
| Praxis | *See Praxis Assessment Info tab in* [*Report Guidelines & Data Manual Appendix*](https://docs.google.com/spreadsheet/ccc?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&usp=sharing) |
| ACTFL | 1 |

*Note: See* [*ACTFL Score Conversion*](#id.nhrzhsdeu0su) *chart below to translate reported scores to numeric equivalent.*

### ACTFL Score Conversion Chart

|  |  |
| --- | --- |
| ACTFL Rating | Score for Title II Reporting |
| Superior | 10 |
| Advanced High | 9 |
| Advanced Mid | 8 |
| Advanced Low | 7 |
| Intermediate High | 6 |
| Intermediate Mid | 5 |
| Intermediate Low | 4 |
| Novice High | 3 |
| Novice Mid | 2 |
| Novice Low | 1 |

## Highest Possible Score

|  |  |
| --- | --- |
| Name | HighScore |
| Type | INTEGER |
| Description | The maximum possible score for the assessment |
| Example | 300 |

### 

### Valid Values

|  |  |
| --- | --- |
| TEST | HIGHSCORE |
| WEST-E | 300 |
| Praxis | *See Praxis Assessment Info tab in* [*Report Guidelines & Data Manual Appendix*](https://docs.google.com/spreadsheet/ccc?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&usp=sharing) |
| ACTFL | 10 |

*Note: See* [*ACTFL Score Conversion*](#id.nhrzhsdeu0su) *chart above to translate reported scores to numeric equivalent.*

## 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*](https://docs.google.com/spreadsheet/ccc?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&usp=sharing) |
| ACTFL (except Bilingual endorsement) | 7 |
| ACTFL for Bilingual endorsement ONLY | 8 |

*Note: See* [*ACTFL Score Conversion*](#id.nhrzhsdeu0su) *chart above to translate reported scores to numeric equivalent.*

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

## Testing Group

|  |  |
| --- | --- |
| Name | Group |
| Type | INTEGER |
| Description | Each group is a unique query of the data |
| Example | 3 |

### Valid Values

|  |  |
| --- | --- |
| VALUE | DESCRIPTION |
| 1 | All enrolled students during 2012-2013 academic year (AY) who have completed all nonclinical courses |
| 2 | Other enrolled students during 2012-2013 AY |
| 3 | All program completers, 2012-2013 AY |
| 4 | All program completers, 2011-2012 AY |
| 5 | All program completers, 2010-2011 AY |
| 6 | All program completers, combined 2010-2011 through 2012-2013 |

## Test Takers

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

## Average 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 |

## Assessment Pass Rate

|  |  |
| --- | --- |
| Name | PassRate |
| Type | FLOAT |
| Description | The percentage of the takers who passed each assessment calculated by dividing the PASSERS by the TAKERS[[16]](#footnote-16) |
| Example | 14 |

# 

E Reports - Employment

# E1) Working in Washington Public Schools

This is a simple report linking program completers to workforce data. It asks the question, “For the past five years, how many of your new teachers are working as teachers in Washington public schools?” For the workforce data programs may choose to use the simplified S-275 extract available from PESB or the actual S-275 report directly from OSPI.

## Universe

This table includes all teacher completers from the last five years who have received a new (First Issue) credentialing record.

## File Format

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

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 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.

FLOAT elements include the 2 digits to the right of the decimal point, e.g. 240.53.

## 

## 

## Elements

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Data Type** | **Required** |
| SchoolYearCode | STRING | YES |
| InstitutionCode | STRING | YES |
| ProgramType | STRING | YES |
| TeachingStatus | STRING | YES |
| NumberTeaching | INTEGER | YES |

# Field Descriptions

## 

## Academic Year

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

## 

## Institution Code

|  |  |
| --- | --- |
| Name | InstitutionCode |
| Type | STRING |
| Description | The code assigned to the institution for Title II reporting |
| Example | 248 |

*Download* [*InstitutionName/Code tab*](https://docs.google.com/spreadsheet/pub?key=0AkcTP2pZpCsKdDc5cE91MXp2cGE5a2UyMDkzcTZrYWc&single=true&gid=0&output=csv) *from the PESB website.*

## 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 |

## TeachingStatus

|  |  |
| --- | --- |
| Name | TeachingStatus |
| Type | STRING |
| Description | Is this person working as a teacher (defined by the S-275 duty code) in WA for the 2013-2014 school year. |
| Example | TEACHING |

### Valid Values

|  |  |
| --- | --- |
| VALUE | DESCRIPTION |
| TEACHING | These people have a record of “Teaching” in the 2013-2014 S-275 data. |
| NOT TEACHING | These people do not have a record of “Teaching” in the 2013-2014 S-275 data. |

## Number Teaching

|  |  |
| --- | --- |
| Name | NumberTeaching |
| Type | INTEGER |
| Description | Count the number of people who have a record of “Teaching” (not the FTE) |
| Example | 45 |

## Example 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 programs from PESB. [[17]](#footnote-17)

## 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.

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

## Elements

|  |  |
| --- | --- |
| **Column Name** | **Data Type** |
| SchoolYearCode | STRING |
| CertificateNumber | STRING |
| FirstName | STRING |
| LastName | STRING |
| OSPILegacyCode | STRING |
| OrganizationName | STRING |
| DistrictAdminFTE | FLOAT |
| SchoolAdminFTE | FLOAT |
| TeacherFTE | FLOAT |
| OtherCertFTE | 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 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 |

## District Administrator FTE

|  |  |
| --- | --- |
| Name | DistrictAdminFTE |
| Type | FLOAT |
| Description | The total FTE of all duty codes from 100-199. |
| Example | 1.0 |

## School Administrator FTE

|  |  |
| --- | --- |
| Name | SchoolAdminFTE |
| Type | FLOAT |
| Description | The total FTE of all duty codes from 200-299. |
| Example | .9 |

## 

## Teacher FTE

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

## ESA FTE

|  |  |
| --- | --- |
| Name | OtherCertFTE |
| Type | FLOAT |
| Description | The total FTE of all duty codes from 400-499, except 4\*\* records identifying librarian. |
| Example | .8 |

## 

1. 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. [↑](#footnote-ref-1)
2. We initially thought we’d be joining this data for reports, but now believe IPEDS data is not particularly actionable for our needs (too late and often not accurate at the granular level). [↑](#footnote-ref-2)
3. Abbreviations were useful in early versions of this project, but they are no longer useful. [↑](#footnote-ref-3)
4. The data is structured in such a way that several questions can be answered from one table. [↑](#footnote-ref-4)
5. “Enrolled” is defined by the Title II report User Manual as a person who has been admitted to a teacher preparation program, but who has not yet completed the program. [↑](#footnote-ref-5)
6. “Completer” is defined as one who has completed the preparation program requirements and will receive a credentialing record. [↑](#footnote-ref-6)
7. SUBJECT will be determined by the cooperating teacher’s MentorCertNumber matched with S-275 assignment data for the time frame during which the completer did her/his field experience. PESB will provide a simplified data set from the OSPI S-275 report (similar to the Working in Washington Schools simplified data set) to which the programs will join their MentorCertNumber data for this report. [↑](#footnote-ref-7)
8. Supervisor is defined as someone who is a trained program employee who is paid and assigned to supervise and directly observes and evaluates 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. [↑](#footnote-ref-8)
9. Supervisor is defined as someone who is a trained program employee who is paid and assigned to supervise and directly observes and evaluates 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. [↑](#footnote-ref-9)
10. Supervisor is defined as someone who is a trained program employee who is paid and assigned to supervise and directly observes and evaluates 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. [↑](#footnote-ref-10)
11. “Completer” is defined as one who has completed the preparation program requirements and will receive a credentialing record. [↑](#footnote-ref-11)
12. “Completer” is defined as one who has completed the preparation program requirements and will receive a credentialing record. [↑](#footnote-ref-12)
13. “Completer” is defined as one who has completed the preparation program requirements and will receive a credentialing record. [↑](#footnote-ref-13)
14. “Enrolled” includes those program students are those who have been admitted to a teacher preparation program, but who have not yet become a completer. [↑](#footnote-ref-14)
15. “Completer” is defined as one who has completed the preparation program requirements and will receive a credentialing record. [↑](#footnote-ref-15)
16. For completer groups, this will likely be 100% since passing the endorsement assessment is a condition of endorsement in WA. [↑](#footnote-ref-16)
17. Unless OSPI has an unforseen collection error, the availability of 2012-2013 date be Jan 15, 2013. For programs that would like to practice this query, last year’s data is available on PESB’s website. [↑](#footnote-ref-17)