KIPP Foundation Collection for Template Regions
August, 2018

Agenda

1. **Introductions & What's New (5 min)**

2. **Student Demographic Template (5 min)**

3. **Enrollment Template (10 min)**

4. **Uploading your data (10 min)**

5. **Checking your data (10 min)**

6. **Q&A (10 min)**

What's new?

Feedback from regions:

- It can be cumbersome to load previous school year data when not changing

- ExitComment not available which is important when exits don't fit Foundation codes well

- Troubleshooting the enrollment template would be easier if student name included

What did we change?

- Template uploads are year specific

- Added Student Last Name, First Name, and Exit Comment to the Student Enrollments template

- Added School Year to the Student Demographics template and removed Grade Level (using Grade Level Numeric instead)

Student Demographic Template

What is the Student Demographics Template?

This is the file used to provide key demographic data for all students **ever enrolled in each school year** in your region from your student information system.

Update: template uploads are now year specific!

Added field: SchoolYear4Digit

Removed field: Grade Level

Data from this file is combined with data from the Enrollment file and the Schools you've added to My Schools to analyze student attrition disaggregated by key student demographics.

Data from this file is also combined with data from state assessment files to analyze state assessment results disaggregated by key student demographics.

How do I complete the demographic template?

- Download the **year specific** template from the [My Data Form](#) or the Data Champion [Hub](#).
- Export the required student demographic data from your student information system using their system-specific export tools.
- Populate each template ensuring that all required fields are populated:
    - **System Student ID** - This should represent the student's local ID.
    - **Last name**
    - **First Name**
    - **Gender**
    - **Date of Birth**
    - **Primary Ethnicity**
    - **Language Fluency** - This should be the student's LEP status (i.e. LEP, Not LEP or Former LEP)
    - **Primary Disability** - This should be the student's Special Education Status (i.e. SPED, Not SPED, Former SPED)*
    - **Grade Level Numeric** - This should be the most current grade level. Use integer values only.
    - **School Year** (4 digit format; example: for 2016-17 school year, use 2017)

*KIPP Baltimore is using the Special Education template to provide this data. Instructions on how to complete is documented on the hub.

Before you submit checklist

❏ The **year specific template** includes data for **all students ever enrolled** in that school year.

❏ The files include data for all required fields: **System Student ID, Last Name, First Name, Gender, Date of Birth, Primary Ethnicity, Language Fluency, Primary Disability, Grade Level Numeric, School Year**

❏ The file has one row per student with their most current information for that year. If more than one record is included for a student, the latest record in the file will be used.

❏ Lunch Status is a placeholder and should not be provided

❏ The file is named "**YY-YY Student Demographics.csv**". (Ex: 17-18 Student Demographics.csv)

❏ The file is a **csv** type.

❏ The file does not include any additional columns and no columns were removed.

Enrollment Template

What is the Student Enrollments Template?

This is the file used to provide **every** enrollment record for all students **ever enrolled in each school year** from your student information system.

Ex: Jane enrolls 9-1-17 and exits on 12-5-17. She then reenrolls 3-1-18 and finishes the school year. She will have two records in the 17-18 Student Enrollments template representing her two enrollment windows.

Update: template uploads are now year specific!

Added fields: Student Last Name, Student First Name, Exit Comment

Data from this file is combined with data from the Student Demographics file and the Schools you've added to My Schools to analyze student attrition disaggregated by key student demographics.

How do I complete the Student Enrollments template?

- Download the **year specific** template from the [My Data Form](#) and Data Champion [Hub](#).
- Export the required student enrollment data from your student information system using their system-specific export tools.
- Populate template ensuring that all required fields are populated:
    - **System Student ID** - This should represent the student's local ID.
    - **System School ID** - This school ID should match the IDs provided when completing [My Schools](#).
    - **Entry Date** - The date the student entered a school and/or grade for the given school year in a valid date format (e.g. YYYY-MM-DD; MM/DD/YYYY).
    - **Exit Date** - The date the student exited a school and/or grade for the given school year in a valid date format (e.g. YYYY-MM-DD; MM/DD/YYYY).
    - **Grade Level** - The grade level in which the student was enrolled between the entry and exit date. Please use integer values only.
    - **Exit Code** - The KIPP Foundation Exit Code.
    - **Exit Description** - The Description for the KIPP Foundation Exit Code
    - **Exit Comment** - Comments associated with the student's exit. The comment should not exceed 4000 characters. **Only required** if a student's exit code is "Do not know" (10) or "Other" (9).
    - **School Year** (4 digit format; example: for 2016-17 school year, use 2017)

*If exit codes in your SIS match 1:1 with the KIPP Foundation codes or are more granular than the Foundation codes, please reach out to support@schoolzilla.com about submitting a crosswalk file so that you can provide your SIS codes ongoing.

What are the KIPP Foundation Exit Codes?

1 *Dropped out of School*

2 *Family Relocated home out of charter boundary or reasonable proximity to KIPP school*

3 *Transportation Issue*

4 *School expelled student*

5 *Student left for social, emotional, behavioral reason*

6 *Student left for academic reasons*

7 *Family withdrew student to avoid grade retention*

8 *Due to special education needs*

9 *Other*

10 *Do not know*

11 *Transferred to another KIPP school*

12 *High School Graduation*

13 *Completed highest grade in school (EC, ES, MS)– intent to enroll in KIPP school*

14 *Completed highest grade in school (EC, ES, MS)– intent to enroll in non-KIPP school*

15 *Deceased*

16 *Moved out of the United States*

17 *First KIPP Enrollment - never attended*

Detailed definitions available [here](#).

Before you submit checklist

❏ The **year specific template** includes data for **all students <u>ever</u> enrolled** in that school year.

❏ The **year specific template** includes data for **<u>all</u>** entries and exits for a student within that year.

❏ The file includes data for all required fields: **System Student ID**, **System School ID**, **Entry Date**, **Exit Date**, **Grade Level**, **Exit Code**, **Exit Description**, **Exit Comment**, **School Year**

❏ All system school IDs in file match system school IDs entered on **My Schools**.

❏ The file is named "**YY-YY Student Enrollments.csv**". (Ex: 17-18 Student Enrollments.csv)

❏ The file is a **csv** type.

❏ The file does not include any additional columns and no columns were removed.

❏ Ensure there is one row for each student enrollment event. If more than one record is included for each student + school + entry date + exit date combination, the latest record in the file will be used.

❏ Ensure students who are no shows have Exit Date = Entry Date. For students who were enrolling at a KIPP school for the first time and didn't attend, ensure Exit Date = Entry Date and use Exit Code #*17 - First KIPP Enrollment - never attended*.

Uploading your Data

How often should data be uploaded?

Both a student demographic and enrollment files should be submitted **at least once a month**.

- 17-18 and 18-19 files are due on the **third Thursday** of each month. The first files are due **9-6-18**.
- 17-18 files will continue to be due through the fall attrition data verification process.
- 16-17 data no longer need to be submitted.
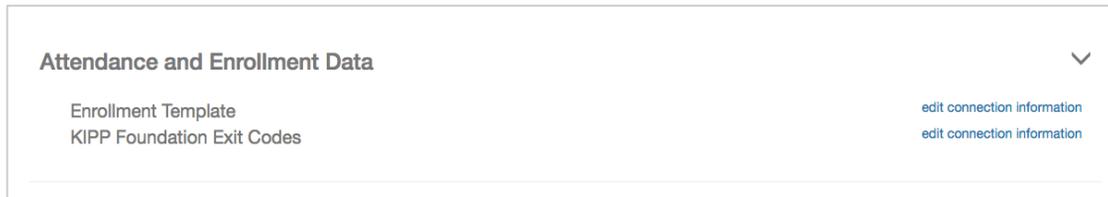
There are two options for providing data:

- Upload each **year specific** file on My Data

- Schedule completed files to drop to an FTPS site (you must be able to set this up independently or with the support of the KIPP Foundation team to leverage this option)

My Data

Start by logging onto app.schoolzilla.com and navigate to "My Data" using the Settings menu at the top of the page.
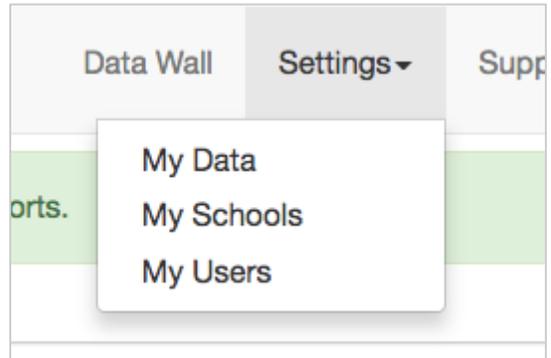
Click on "edit connection information" for the Enrollment Template

My Data

Select the relevant template, choose the file and click "Submit".

Repeat for each file type and year.

Data will display in reports after 24 hours.

File Scheduled to Drop on FTPS

To use this option you must submit a request to support@schoolzilla.com for an FTPS site. Schoolzilla will then provide server information and credentials to access the site.

You will then need to use a built-in scheduling tool from your SIS or another scheduler to drop files to the FTPS site.

Schoolzilla will pick up the files from this site **every night** based on their name. For this reason, it is critical that files follow the required naming convention.

Frequent Issues with Files

Checking if Files Processed Correctly

Have questions about this form? Contact Schoolzilla Support

Whoops! That file type (e.g., .csv, .xlsx, .txt) or file name isn't what we expected. Please take a look at the instructions above and try again. If you're having trouble, you can always contact Schoolzilla Support.

Select year and file type

18-19 Student Demographics ▼   * required

Choose File | 18-19 Studen…aphics.xlsx

Uploaded Files

17-18 Student Enrollme

17-18 Student Demogr

Schoolzilla   Mosaic   Data Wall   Settings▾   Support▾   Log Out

6. Refresh this page to ensure the template uploaded with no errors.

Please use the following directions fore more details on how to complete the downloadable enrollment and student demographic templates and upload to this page.

Have questions about this form? Contact Schoolzilla Support

Select year and file type   18-19 Student Demographics ▼   * required

Choose File   No file chosen

Cancel   Submit

☑ Send me email updates about the status of this file

We expect files for this connector with the options you selected to have 28 columns, but this file had 25 columns. Please delete and try again.

⚠	18-19 Student Demographics.csv	08/20/2018 at 3:30 PM		Delete
⚠	18-19 Student Demographics.xlsx	08/20/2018 at 3:30 PM		Delete
	17-18 Student Enrollments.csv	08/20/2018 at 3:29 PM	Review Data	Delete
	17-18 Student Demographics.csv	08/20/2018 at 3:26 PM	Review Data	Delete

Frequent Issues with Files

- Columns were changed, removed, or added

- The enrollment file did not include the specific year information.

- System Student IDs in the Student Enrollments file are not present in a Student Demographics file submitted for that year.

- System School IDs in the Student Enrollments files do not match System School IDs on My Schools.

- The School Year in the file was not valid. (e.g. Not 4 digit)

- The file was converted to an xls and then back to csv and dates are not properly formatted

Q&A