

NORTHWEST EVALUATION ASSOCIATION

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MAP Administration Workshop

**COORDINATOR'S AND  
PRINCIPAL'S  
HANDBOOK TO  
MEASURES OF  
ACADEMIC PROGRESS**

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NORTHWEST EVALUATION ASSOCIATION

# **MAP Administration Workshop**

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## Measures of Academic Progress (MAP)

*There are many responsibilities associated with getting the MAP system up and running. In this document, we will clearly define these steps in order to make your implementation as smooth as possible.*

ICON KEY	
	Valuable information
	Test your knowledge
	Resource

The Northwest Evaluation Association's (NWEA) computerized Measures of Academic Progress provide teachers, students, and parents with an accurate assessment of student progress in mastering the basic skills. When administered at regular intervals over time, it is possible to find out whether an individual student, or an entire grade level, is making satisfactory progress in these basic skill areas. Teachers can use this assessment information for instructional planning for individual students or an entire class.



### Roles and Responsibilities

Everyone plays a unique role in the administration of MAP. It is important for you to understand who the key players are and what their roles are. This will help you to

know to whom certain types of issues should go to in your district. The key players are as follows:

- MAP Coordinator
- MAP Technical Coordinator
- MAP Class Roster File Coordinator
- Principals
- Teachers
- Proctors

**MAP Coordinator**

The MAP Coordinator is the main MAP contact for NWEA and for school and district staff. This person is the primary contact who will receive all information and updates. Access is given to the MAP Coordinator to access all district logins and passwords, which he or she will need to distribute to the appropriate staff.

This person needs to attend all workshops and trainings scheduled with the district related to MAP. It is the responsibility of this person to track and monitor all steps involved in the implementation process. The MAP Coordinator should work closely with the MAP Technical Coordinator and the MAP Class Roster File Coordinator to ensure all deadlines are met.

This person is also responsible for making sure all teachers and proctors understand all scheduling issues and test administration procedures, and know how to talk to teachers, parents, and students about the MAP process. He or she should make sure a staff development system is in place to provide any necessary refresher courses and to train new staff who come into the district.

Some responsibilities include:

- Talking to all teachers about the MAP assessment system
- Monitoring progress of the Class Roster File (CRF) and making sure it is sent to NWEA two weeks prior to the scheduled testing window
- Preparing testing schedules for each site in coordination with principals, technicians, etc. and sharing these schedules with teachers and proctors
- Planning the pilot for each site
- Distributing all user names and passwords to teachers and other key staff
- Scheduling the NWEA “Stepping Stones to Using Data” workshop to train staff how to use their district, building, class, and individual data in planning and instruction

**MAP Technical Coordinator**

The MAP Technical Coordinator is the main contact between the district and NWEA’s Technical Support team. This person is one of the primary people in the district who will receive all information and updates.

This person needs to attend all workshops and trainings scheduled with the district on MAP. He or she is responsible for all preparation work to make sure the computer lab will be ready for training.

Some responsibilities include:

- Downloading all data and tests to each site that will be testing (if using a server in each site) and testing each site to make sure it is working properly
- Providing the opportunity for proctors to do a “run through” session at each site
- Ensuring that all data is uploaded to NWEA on a daily basis
- Working with the NWEA Technical Support team to resolve any issues
- Making sure that new versions of TestTaker, new tests, and new data are downloaded to each site each season

**MAP Class Roster File Coordinator**

The MAP Class Roster File (CRF) Coordinator is responsible for preparing all student data files for MAP each testing season. They must review all specifications and templates closely to ensure the data is in the correct format.

This person needs to attend all workshops and trainings scheduled with the district on MAP.

The CRF serves several purposes. The data from the CRF is formatted into NWEA’s database, which enables your district to download students from the Test Administration Application (TAA). TestTaker and TAA work are the two applications that enable students to take the MAP tests. In addition, the teachers included in the CRF will have reports based upon those students assigned to those classes. If there are teachers who do not appear in the student management system, but who should receive reports (for example, special education, gifted and talented, other resource), they may be added to the file as well.

Some responsibilities include:

- Confirming the testing window with the MAP Coordinator to enter into CRF
- Checking with school administrators if there are any additional teachers not in the student information system who will need reports.
- Preparing a new CRF each season and sending it to NWEA two weeks prior to the beginning of the testing window

**Principals**

Principals play an important support role throughout MAP testing. Principals need to understand how the MAP tests work and be able to help teachers gain this understanding so they can talk to parents about it. It is critical that principals set aside time to work with teachers on the data they receive back from MAP testing in order to understand the data and use it to make instructional decisions.

Some responsibilities include:

- Receiving teachers' user names and passwords from the MAP Coordinator and distributing them to teachers before testing begins
- Assisting with setting schedules for labs
- Verifying that all teachers who need reports are in the Class Roster File for the school
- Ensuring that all teachers have received copies of the MAP reports
- Scheduling time to meet with grade level teams to review the MAP data

**Teachers**

Teachers play an important role in MAP testing. It is critical that teachers understand how the MAP tests work and have a good attitude about it, so students will pick up on that attitude and try harder. They need to help understand the value of the data they will receive and how they, as teaching staff, will use it. Teachers need to spend a few minutes talking to students about the purpose of the tests and the specifics of how they work. NWEA has provided some documentation to teachers that will help them with this.

Some responsibilities include:

- Working closely with proctors to make sure students are prepared for testing and know what to expect
- Working closely with proctors to make sure the experience is a positive one for students
- Preparing seating charts for lab
- Helping monitor testing in the lab
- Accessing their teacher reports
- Sharing the data with students and parents and effectively using it to guide instruction
- Implementing necessary instructional modifications based on the data

**MAP Proctor**

Proctors play a very important role in MAP testing. Having proctors who are well trained ensures consistency between students' testing events. This person has many responsibilities, beginning about a week prior to testing.

Some responsibilities include:

- Preparing the lab for testing each day and in between classes of students
- Working closely with teachers to make sure students are prepared for testing and know what to expect

- Working closely with teachers to make sure the experience is a positive one for students
- Uploading the data to NWEA on a daily basis (if designated by the district to do so)

## **Checklists for Success and Key Deadlines Tracking Forms**

Each key player in MAP implementation has a specific set of responsibilities and timelines to meet in order to make sure all of the pieces fall into place successfully. The Checklist for Success and the Key Deadlines Tracking Form are specific to each person's role in the implementation. The Checklist for Success document walks you through every step of the process. The Key Deadlines Tracking Form chart serves as a monitoring tool for each step that requires critical and direct communication between NWEA and the main contact who is assigned to that role for the district.

## MAP Coordinator Checklist for Success

- Confirm commitment of administrators in your district.
- Talk to all teachers about the MAP assessment system. You may order MAP Basics brochures from NWEA to distribute to staff members if you wish.
- Confirm your testing window. This window should be as close to two weeks as possible to ensure the monitoring of student growth.
- Monitor progress of district “Class Roster File” creation.
- Receipt of user ID and password from NWEA to access reports web site.
- Upload complete “Class Roster File” and “Special Programs File”, if created, via <https://reports.nwea.org> at least two weeks before the start of your testing window.
- After the training, confirm that your MAP Technical Coordinator has downloaded your district’s version of the tests and student data to each testing site.
- Access, print, and distribute teacher user names and passwords from the NWEA reports web site to principals for distribution to teachers.
- Prepare testing schedules for each site, working with each principal, technical person, and proctors. Share these schedules with the appropriate people at each site.
- Talk to all teachers about the testing schedules, pilot test, and your planned testing window. Share schedules and expectations. Share with teachers what they should talk to students about and how to talk to parents about the tests.
- Provide an opportunity for all proctors to do a “run through setup session” to practice setting up the lab for a pretend group of students.
- Plan a pilot to run through at least one class in each lab before full testing begins. Make sure you include this pilot date in your CRF as the actual beginning date of your testing window (or the students’ test scores will show up grayed out on reports).
- Schedule your “Stepping Stones to Using Data” workshop to occur two to three weeks after your testing will be complete by calling the NWEA Implementation Support team.
- Order and distribute MAP parent brochures to all parents before the testing window or prepare an informational parent letter to go out (sample letters are included in the Resource section).

- ❑ After receiving your MAP Coordinator login and password, access the reports website at <https://reports.nwea.org> and print off the lists of teacher user names and passwords. Disseminate this information to all principals, who in turn need to distribute it to teachers before testing begins.
- ❑ Monitor testing during the testing window by viewing the “Students Not Tested” report on the NWEA reports website on a daily basis.
- ❑ After completing all testing, make sure all data is uploaded to NWEA. (If you need to change your testing window for any reason, you can do that on the reports website at “Test Term Progress”.) Declare testing complete and order your End-of-Term reports.
- ❑ Schedule time to interpret the results. Meet with grade level teams to discuss reports.
- ❑ Contact the NWEA Implementation Support team if any of the people assigned to your key roles change so records can be updated.

## MAP Coordinator Key Deadlines Tracking Form

NWEA is committed to doing everything possible to meet districts’ testing timelines. We understand how difficult it is to reschedule testing dates once they are set. To help us meet these timelines, it is critical that you return all required files in a timely fashion and that you perform a local system test to verify that the MAP system is operational prior to training.

The tasks listed below involve direct communication with NWEA in some way. It’s critical that you review this form to understand what you will need to complete. As you complete each action, record the date. Keep this form and use it as a working document throughout the process.

<b>Date Task Completed</b>	<b>Task Description</b>	<b>Deadline Date</b>	<b>NWEA Contact</b>
<b>PRIOR TO TEST ADMINISTRATION</b>			
	Class Roster File uploaded as attachment to NWEA via <a href="https://reports.nwea.org">https://reports.nwea.org</a>	Required two weeks prior to test administration	<i>Technical Support team</i>
	MAP Coordinator receives 1) notification from NWEA that student data is ready to download and 2) list of TestTaker logins and passwords ( <a href="http://www.nwea.org/testtaker.htm">http://www.nwea.org/testtaker.htm</a> )	Prior to testing	<i>Technical Support team</i>
	Download student data from NWEA website	Prior to testing	<i>Technical Support team</i>
	Download agency data and test packages from NWEA website	Prior to testing	<i>Technical Support team</i>
	Verify that the latest version of TestTaker is installed on all student machines	Prior to testing	<i>Technical Support team</i>
	Keep a copy of each school’s testing schedule	Prior to testing	<i>Implementation Support team</i>
<b>AFTER TEST ADMINISTRATION</b>			
	Verify that all test results have been uploaded to NWEA. Inform NWEA that testing is complete and orders reports by going to <a href="https://reports.nwea.org">https://reports.nwea.org</a> .	As soon as all testing is complete and all results uploaded	<i>Technical Support team</i>

MAP ADMINISTRATION WORKSHOP

	<i>MAP Coordinator</i> receives notification from NWEA that reports are ready on report site. Notification includes user name and password needed to access reports.	72 hours after reports are requested	<i>Technical Support team</i>
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## MAP Technical Coordinator Checklist for Success

- Confirm your testing window with the MAP Coordinator. This window should be as close to two weeks as possible to ensure the monitoring of student growth.
- After the training, download your district's data set (tests, students, agency) to each testing site.
- Participate in the preparation of testing schedules for each site. Share these schedules with the appropriate people at each site.
- Set up proctor logins to the network so they will have read and write access to the NTE folder.
- Provide an opportunity for your proctors to do a "run through setup session" to practice setting up the lab for an imaginary group of students.
- Plan a pilot to run through at least one class in each lab before your full testing is to begin.
- Plan on who will be responsible for uploading data on a daily basis during the testing window for each site (technical person, proctor, etc.). How will this be logged?
- After completing all testing, make sure all data is uploaded to NWEA.
- Contact the NWEA Implementation Support team if any of the people assigned to your key roles changes so records can be updated.

## MAP Technical Coordinator Key Deadlines Tracking Form

The tasks listed below involve direct communication with NWEA in some way. It's critical that you review this form to understand what you will need to complete. As you complete each action, record the date. Keep this form and use it as a working document throughout the process.

Date Task Completed	Task Description	Deadline Date	NWEA Contact
<b>PRIOR TO TEST ADMINISTRATION</b>			
	<i>MAP Technical Coordinator</i> receives notification from NWEA that student data is ready to download and receives list of TestTaker logins and passwords	Prior to testing	<i>Technical Support team</i>
	Download district's data set from NWEA website (students, agency, tests)(all data from previous testing seasons must be archived prior to download)	Prior to testing	<i>Technical Support team</i>
	Verify that the latest version of TestTaker is installed ( <a href="http://www.nwea.org/testtaker.htm">http://www.nwea.org/testtaker.htm</a> )	Prior to testing	<i>Technical Support team</i>
	Keep a copy of each school's testing schedule	Prior to testing	<i>Implementation Support team</i>
<b>AFTER TEST ADMINISTRATION</b>			
	Verify that all test results have been uploaded to NWEA. <i>MAP Coordinator</i> informs NWEA that testing is complete and orders reports by going to <a href="https://reports.nwea.org">https://reports.nwea.org</a> .	As soon as all testing is complete	<i>Technical Support team</i>
	<i>MAP Coordinator</i> receives email notification when reports are ready on reports site	72 hours after reports are requested	<i>Technical Support team</i>

## Principal's Checklist for Success

- Make sure all your staff is familiar with MAP testing and why your district has chosen to implement it.
- Confirm the testing window with your MAP Coordinator.
- Check with the CRF Coordinator to make sure all teachers not in the student information system (for example, special education, gifted and talented, other resource) who will need reports are added to the CRF.
- Distribute all logins and passwords to teachers (given to you by the MAP Coordinator after he/she has downloaded student data).
- Monitor Students Not Tested report on NWEA reports site.
- Make sure all teachers have copies of reports after testing is complete.
- Schedule time to meet with grade level teams to review the MAP data after testing.
- Schedule staff to attend the NWEA “Stepping Stones to Using Data” workshop in your district.

## Class Roster File Coordinator Checklist for Success

- Review CRF and SPF specifications.
- Confirm the testing window with your MAP Coordinator.
- Check with school administrators if there are any additional teachers not in the student information system (for example, special education, gifted and talented, other resource) who will need reports.
- Share progress on the preparation of the district “Class Roster File” with your MAP Coordinator.
- Send complete “Class Roster File” and “Special Programs File” to MAP Coordinator for upload to NWEA at least two weeks before the start of your testing window.
- Contact the NWEA Implementation Support team if any of the people assigned to your key roles changes so records can be updated.

## CRF Coordinator Key Deadlines Tracking Form

<b>Date Task Completed</b>	<b>Task Description</b>	<b>Deadline Date</b>	<b>NWEA Contact</b>
	Review all specifications for preparation of the CRF and the SPF.	Begin one month prior to test administration.	<i>Technical Support team</i>
	Prepare the CRF and the SPF.	Required two weeks prior to test administration.	<i>Technical Support Team</i>
	The CRF and the SPF emailed as an attachment is given to MAP Coordinator to upload to NWEA via <a href="https://reports.nwea.org">https://reports.nwea.org</a>	Required two weeks prior to test administration.	<i>Technical Support team</i>

**NOTE:** Whether you export your data from your student management system or not, your file will need to conform to NWEA specifications or it will not be able to be processed.



## Scheduling Issues and Suggestions

Preparing testing schedules is one of the most critical pieces of a successful MAP implementation. Scheduling needs to be carefully thought through and well communicated with all staff it will affect.

Districts schedule their own testing windows, but they must inform NWEA of the beginning and ending dates each season via a new Class Roster File. If testing windows change, the district needs to update this change via the NWEA reports website or not all students' scores will show up on the reports.

The nature of the testing window:

- Districts schedule their own testing windows.
- Districts must inform NWEA of the exact beginning and ending dates each season in their Class Roster File and any date changes that occur (by changing the information on the “Test Term Progress” on the reports site).
- Testing windows should be set up as close to two weeks as possible. There are issues around norming timeframes and measuring consistent growth between students and testing events. The wider your window gets, the less consistent your data may be.
- Your testing windows should be scheduled at approximately the same time each year, which will also contribute to data consistency.

Some of the issues that need to be considered are:

- Will your *CRF Coordinator* have time to prepare your Class Roster File and send it to NWEA at least two weeks before your testing window is scheduled to begin? Your file needs to be as complete and accurate as possible before sending it to NWEA. You will not be able to send in a second file before your actual testing begins. You will be able to add new students' names as they move into the district by using the Test Administration Application.
- Have you scheduled your testing window at a time that will be consistent from year to year? In order to compare data from year to year, this window should be consistent every year for both fall and spring.
- Are your class periods 60-75 minutes in length? An average time to take a *Goals Survey Test* is around an hour per subject. If your periods are not this long, schools will need to be flexible during the testing window to allow 75 minutes per testing session (an average of 60 minutes for test administration and 15 minutes for preparation between groups). A school may schedule four groups in a lab per day, depending on the length of the school day.

- Are other classes scheduled in the lab during the testing window? The lab will probably need to be dedicated to MAP testing for your entire testing window. Classes will need to be postponed or other arrangements made for this period.
- Have you remembered to schedule enough time slots for each of the subjects you will be giving? Remember, when students take the *Goals Survey Test* (the longer form of the test), a student should test in only one subject per day. Districts have been very successful in scheduling all students to take one subject on one day, switching to another subject on another day, and finally moving to the third subject on the third day.
- Have you used a two-week window for testing? In order to monitor growth of students across time, a testing window of no more than two weeks, or as close to that as possible, is very important.
- Have you planned a couple of days or sessions for make-ups and retesting? If students are absent when the initial testing is done, it will be necessary to reschedule them for the subjects they missed. There will also be some students who will need to be retested because of a variety of reasons (see Section 5.6 for more information on retesting). This should be included in your testing window as well.

Time spent on scheduling your first season's test administration will pay off in the long run, as many of these schedules can be used both in the fall and the spring. Some sample schedules are included later in this document.



## Preparing a Successful Class Roster File

The Class Roster File (CRF) is usually generated by exporting data from a computerized student-scheduling package like SASI or Schoolmaster. We can

accept your CRF in Excel or delimited text format. Once the CRF and SPF are

prepared, the MAP Coordinator needs to upload them to NWEA via <https://reports.nwea.org>. (A MAP Coordinator level login is required to access this page.)

You will need to submit a **new CRF for every testing season** that your district plans a large-scale MAP administration, usually twice a year. You will not be entering all of this information by hand. In most cases, you will be able to pull this information from your student management system and export it into a file format that we can accept, although some of the information may need to be entered by hand. We recommend exporting student data to Excel because it is easy to use and, in most cases, you can “copy and paste” your way to a successful Class Roster File.

A Special Program File (SPF) includes the information your district wants disaggregated into special reports. This file is separate from the CRF, and is required if you want reports based

on special instructional programs (for example, special education, talented and gifted, ESL, Title I). If you do not wish to have reports based on special programs, the SPF is not required.

### Notes and things to remember:

- Be sure you have included information for **ALL REQUIRED FIELDS**. It is impossible to report on information that is not included in the CRF. If any required fields are left blank, the file will be returned for completion. This may delay your testing date.
- Currently, any changes needed after submitting the CRF can be made in TAA once you have received notification to download.
- Complete the CRF Completion Checklist (Resource Section). This will ensure that your CRF is accurate and complete and that testing can begin on the date(s) planned.
- Your CRF must include **one record per student for each teacher who will receive a report**. If you want your student scores to be reported to multiple classes (for example, to content classes), then you must include multiple rows of data for each student. Otherwise, your reports will be organized by grade rather than by class or teacher, and you will need to sort them by hand.
  - **Students in ONE CLASS (typical elementary setup):** If you want all of the scores for a student to be reported to only one teacher (for example, the homeroom teacher), only one row of data per student is required in the CRF.
  - **Students in MULTIPLE CLASSES (typical secondary setup):** If you want your student scores to be reported to multiple classes (for example, to content classes), then you must include multiple rows of data for each student. For example, if you want reports to be produced for the math classes AND the English classes, you'll have to include two rows of data for every student – one that lists the math class and teacher and one that lists the English class and teacher.



## Top 10 Steps to a Successful CRF Preparation

Over time, we have discovered the key steps to preparing a quality Class Roster File. It is critical that you attend to these steps each season when you prepare

your new file to send to NWEA.

1. Ensure that all children in the entire district have a unique ID#.
2. Do NOT recycle ID#s between children.

- a. If a child has moved out of the district and had tested with NWEA previously, do NOT assign that same ID# to a new child testing with NWEA.
3. Ensure that all teachers in the entire district have a unique ID#.
4. Submit one CRF.
5. Submit all schools, all grades, all subjects on one tab on one spreadsheet.
6. Do NOT modify the format of the CRF; the template must remain as is (columns A-Y).
7. Submit your SPF at the same time as your CRF.
  - a. Ensure that all students listed in the SPF are also listed in the CRF.
8. Use the date format of MM/DD/YYYY (for example, 10/15/1999)
9. Class Name (column “M”) is critical for disaggregating data on Teacher Reports and End-of-Term Summary Reports.
  - a. Make sure this column has information that makes sense to that teacher entry (for example, Algebra 1-2, Reading, Remedial Language Arts, English Adv., etc.).
10. Class Period Name (column “N”) – This column is used in conjunction with the Class Name column for disaggregating data on Teacher Reports and End-of-Term Summary Reports. Make sure this column has information that makes sense to that teacher and Class Name entry (for example, Period 1, Class 1, Section 555, Elementary Studies, etc.).



## MAP System Parts

The MAP System is made up of three primary parts, the Test Administration Application (TAA), TestTaker, and the Reporting system. In this section, we will explain a little about each one and how you might interact with them.

### Test Administration Application (TAA)

The Test Administration Application (TAA) is accessed through the web and is the tool used to interact with your local database and the NWEA database. It is used to receive tests and student data at each site. It is also used to add new students and manage your data through downloads and uploads to the NWEA database. TAA is ideally run on one station at a site.

TAA will be used to:

- Enter new students as they come into your district
- Change teacher assignments for a student
- Update any information that is incorrect for a student
- Upload data each day after testing

**TestTaker**

TestTaker is loaded either onto your local server or on each station, depending on how your district has chosen to install it. It is an application that both you and students will interact with on a daily basis during the testing window.

TestTaker will be used to:

- Select the correct test for a student
- Select the student name for testing
- Administer the tests to students
- Record preliminary scores for students immediately following the test event

**Reporting System**

The NWEA Reporting system is located on the web. Your MAP Coordinator will have access to all features on the website. Teachers will have access to some features on the website.

The NWEA Reporting system will be used to:

- Monitor testing progress throughout the testing window
- Allow teachers to access their teacher reports and individual student progress reports within 48 hours of data being uploaded to NWEA
- Allow the MAP Coordinator to change the testing window, as needed
- Allow the MAP Coordinator to declare when testing is complete and order End-of-Term reports, which include final class reports, individual student progress reports, school and district summaries, and more



**Assigning Permissions in TAA**

Below are some recommendations for assigning permissions in the TAA. Remember, you can change permissions whenever you need to. You can also add new employees

and assign their permissions. Proctors can be given permission to “proctor tests” only all the way up to any permissions the MAP Coordinator has.

- **Add New Employee** – for administration use (Principals, Assistant Principals) – you must ask employee for the password they would like to use
- **Modify Employee Security** – for administration use – ensures no one but administrators can change permissions
- **View Quick Reports** – (currently does not do anything in permissions – reserved for future functionality)
- **View Employee Security** – can be available to everyone using TAA
- **View NWEA Agency** – should be available to everyone using TAA – ensures user can browse for a school
- **View Student Profile** – can be available to everyone using TAA
- **Add New Student** – for the person(s) in the building responsible for adding new students to MAP database
- **Modify Student Profile** – for the person(s) in the building responsible for updating student information on the MAP database
- **Proctor Tests\*** - given to the proctors who will be working with TestTaker
- **Upload Test Results** – should be assigned to person(s) responsible for uploading results at the end of each day

The following should be assigned to a Principal, Counselor, or the primary person responsible for MAP testing:

- **Assign Tests to an NWEA Agency** – selects appropriate tests for schools to use
- **Download Test Packages\***
- **Delete Test Packages\***
- **Download Students\***
- **Delete Students\***
- **Download NWEA Agency Data\***
- **Delete NWEA Agency Data\***

\*These permissions should also be given to the computer lab technicians for them to assist in any manner. NOTE: Deletes only affect files on the school file server. Data will not be deleted from the NWEA servers.



## MAP Reports

There are a variety of MAP reports available. Some reports are available to teachers within 48 hours of the data being uploaded to NWEA, and others are available after all

district testing is complete, uploaded to NWEA, and End-of-Term reports are ordered.

### Teacher Reports

Teachers can access their own set of reports for their students with a unique user ID and password that is given to them by the MAP Coordinator or principal. The different reports that teachers can access are:

- **Teacher Reports** (lists entire class that has been tested by subject)
- **Class Roster Reports** (gives teachers access to Individual Student Progress Reports for each individual student and historical data on each student)
- **Students Not Tested Report** (shows lists of students in each grade who still need to be tested and ones who have been tested and have received valid scores)
- **Students Not Rostered** (shows the number of students who have taken a test but are not on the chosen term's roster at the school where the test was taken)

- Students Unassigned (shows the number of students who have been tested and are in an unspecified class with an unassigned teacher)

#### **MAP Coordinator Reports**

Your MAP Coordinator has full access to all of the features of the NWEA Reports site. They can monitor testing for the entire district from the Reports site as well as change the testing window dates when needed. The different reports MAP Coordinators can access are:

- Teacher user IDs and passwords for accessing their teacher reports
- Students Not Tested Reports (for each school by subject and grade – used to monitor testing throughout the testing window)
- End-of-Term Reports
  - Individual Student Progress Reports - this report, also known as the Parent Report, features one report for every student. Current and past scores in each subject are displayed.
  - Grade report sorted alphabetically and by RIT scores.
  - Class Report sorted alphabetically and by RIT scores. This report features one group (page) for each class, ordered by students' last names or RIT scores.
  - District Summary Report by School – this report displays average scores for each grade in each school in the district. Summary information is available by Class, School, and District. Summary information for each goal area is included in this report.
  - District Summary Report by Grade - this report displays average scores for each grade level tested in the district. Summary information is available by Class, School, and District. Summary information for each goal area is included in this report.
  - A data text file containing TAB delimited raw data.
  - Achievement Status and Growth – this report displays RIT scores, target growth, and attainment of target growth for a class.
  - Class by Subject – this report provides summary data for a given class.
  - Grade by Subject – this report provides summary data for a given grade in a school.
  - Student Growth Summary – this report breaks out individual school statistics.
  - Student Growth District Summary – this report aggregates all schools' data together and displays growth statistics by subject and grade.



## Communicating with Students and Parents

There are several tools available to help you understand your reports and what the scores mean. It is important to review these and ask any questions you may have so you will be able to talk to both students and parents about the scores.

- **RIT Reference Chart** – this document has great value in talking to parents. It shows sample items from the RIT range where the student is performing. This chart will help to reference what a score means. It also shows sample items representing the type of skills the student would have mastered and the direction the student will be headed in the future.
- **Goal Strand Structure** – this document describes the goal areas that are assessed on the MAP test and helps you understand the detailed domain within each of these areas. It is very helpful to use this document as you begin goal setting with students and describing any information on reports to parents.
- **Monitoring Growth in Student Achievement** – shows typical scores and growth information for the 50<sup>th</sup> percentile in the NWEA 2002 norms study. This document gives you starting information for looking at your class data.
- **MAP brochure** - available from NWEA, this document describes the MAP system. These can be purchased and sent home to parents before testing to give them the basic understanding about MAP. Your district can also create one of your own to print and distribute.
- **Annotated Class Report** – this report has descriptions attached to all of the report columns. This is a good guide to have in front of you as you view your first report. It will walk you through your report column by column and explain the data.
- **Understanding the Teacher and Class Reports brochure** – this four-page document is available in the Teacher Toolbox on the NWEA website. It goes into more detail on each part of the teacher and class reports and assists you in discovering ways the data can be used in your classroom.
- **Lexile Tour Guide brochure** – this four-page document is also available in the Teacher Toolbox on the NWEA website. If you receive Lexile scores on your reading class reports, this document will help you maneuver the Lexile website, which is rich with resources.
- **RIT Block Growth Chart** – shows growth information by Grade Level and initial RIT Block from the NWEA 2002 norms study.
- **Parent Tool Kit** – a document to help parents by providing Term Definitions, Frequently Asked Questions, Tips, and Web Site Resources.

# Coordinator and Principal Module

## RESOURCE DOCUMENTS

- CRF Template
- CRF Completion Checklist
- CRF Sample
- SPF Template
- SPF Completion Checklist
- SPF Sample
- Sample Schedule for Elementary School
- Sample Schedule for Middle School
- Upload Log for Individual Schools
- Upload Log for Central Location
- Taking Action document

## HANDOUTS

- Guide to *Using the Test Administration Application*
- Guide to *Accessing Coordinator Level Reports*
- Full Set of Sample Reports
- Monitoring Growth in Student Achievement
- RIT Reference Chart
- Understanding Class and Teacher Reports
- Lexile Tour Guide
- RIT Block Growth Chart

**COORDINATOR LIBRARY** ([www.nwea.org](http://www.nwea.org) > then select the link “Access the MAP Library”)

- Coordinator/Principal Handbook for MAP
- Sample Testing Schedules (including alternative schedules)
- Parent Tool Kit/Sample Parent Letters
- Sample Reports (full set)
- Guide to *Accessing Coordinator Level Reports*
- Guide to *Accessing Teacher Level Reports*
- MAP Frequently Asked Questions
- Guide to *Using the Test Administration Application*
- Guide to *Using the TestTaker Application*
- Reasons for Invalidating a Test Event
- Monitoring Growth in Student Achievement
- Understanding Class and Teacher Reports
- Lexile Tour Guide
- Placement Guidelines
- Integrating ALT and MAP (for districts using Achievement Level Tests)
- RIT Block Growth Chart

**PRINCIPAL LIBRARY** ([www.nwea.org](http://www.nwea.org) > then select the link “Access the MAP Library”)

- Coordinator/Principal Handbook for MAP
- Teacher Handbook for MAP
- Sample Testing Schedules (including alternative schedules)
- Parent Tool Kit/Sample Parent Letters
- Sample Reports
- Guide to *Accessing Teacher Level Reports*
- MAP Frequently Asked Questions
- Monitoring Growth in Student Achievement
- Understanding Class and Teacher Reports
- Placement Guidelines
- Integrating ALT and MAP (for districts using Achievement Level Tests)
- Lexile Tour Guide
- Sample Lexile Pathfinder
- RIT Block Growth Chart

**NOTE:** All MAP Administration documents are updated each February and August. Check the website for the most current versions before each testing season.

## Sample Schedule for Elementary Schools

# Grades 3, 4, and 5

Monday				Tuesday				Wednesday			
Grade	Class	Time	Subject	Grade	Class	Time	Subject	Grade	Class	Time	Subject
3	A	8:30-9:30	R	4	B	8:30-9:30	R	5	C	8:30-9:30	R
3	B	10:00-11:00	R	4	C	10:00-11:00	R	3	A	10:00-11:00	L
3	C	12:30-1:30	R	5	A	12:30-1:30	R	3	B	12:30-1:30	L
4	A	2:00-3:00	R	5	B	2:00-3:00	R	3	C	2:00-3:00	L
Thursday				Friday				Monday			
4	A	8:30-9:30	L	5	B	8:30-9:30	L	3	C	8:30-9:30	M
4	B	10:00-11:00	L	5	C	10:00-11:00	L	4	A	10:00-11:00	M
4	C	12:30-1:30	L	3	A	12:30-1:30	M	4	B	12:30-1:30	M
5	A	2:00-3:00	L	3	B	2:00-3:00	M	4	C	2:00-3:00	M
Tuesday				Make-up Tests				Make-up Tests			
5	A	8:30-9:30	M			8:30-9:30				8:30-9:30	
5	B	10:00-11:00	M			10:00-11:00				10:00-11:00	
5	C	12:30-1:30	M			12:30-1:30				12:30-1:30	

## Sample Schedule for Middle Schools

# Middle School

### DAY 1 - GRADE 6

Start		End	Duration	Activity
7:35 AM	~	8:00 AM	0:25	ANNOUNCEMENTS, ATTENDANCE, AND LAPTOP SETUP
8:00 AM	~	9:10 AM	1:10	<b>Period 1 - NWEA Test – Reading</b>
9:10 AM	~	10:20 AM	1:10	<b>Period 2 - NWEA Test – Reading</b>
10:20 AM	~	11:30 AM	1:10	<b>Period 3 - NWEA Test – Reading</b>
11:30 AM	~	12:00 AM	0:30	Lunch
12:00 AM	~	1:10 AM	1:10	<b>Period 4 - NWEA Test – Reading</b>
1:10 AM	~	2:20 PM	1:10	<b>Period 5 - NWEA Test – Reading</b>
2:20 PM	~	3:20 PM	1:10	<b>Period 6 - NWEA Test – Reading</b>

### DAY 2 - GRADE 7

Start		End	Duration	Activity
7:35 AM	~	8:00 AM	0:25	ANNOUNCEMENTS, ATTENDANCE, AND LAPTOP SETUP
8:00 AM	~	9:10 AM	1:10	<b>Period 1 - NWEA Test – Reading</b>
9:10 AM	~	10:20 AM	1:10	<b>Period 2 - NWEA Test – Reading</b>
10:20 AM	~	11:30 AM	1:10	<b>Period 3 - NWEA Test – Reading</b>
11:30 AM	~	12:00 AM	0:30	Lunch
12:00 AM	~	1:10 AM	1:10	<b>Period 4 - NWEA Test – Reading</b>
1:10 AM	~	2:20 PM	1:10	<b>Period 5 - NWEA Test – Reading</b>
2:20 PM	~	3:20 PM	1:10	<b>Period 6 - NWEA Test – Reading</b>

### DAY 3 - GRADE 8

Start		End	Duration	Activity
7:35 AM	~	8:00 AM	0:25	ANNOUNCEMENTS, ATTENDANCE, AND LAPTOP SETUP
8:00 AM	~	9:10 AM	1:10	<b>Period 1 - NWEA Test – Reading</b>
9:10 AM	~	10:20 AM	1:10	<b>Period 2 - NWEA Test – Reading</b>
10:20 AM	~	11:30 AM	1:10	<b>Period 3 - NWEA Test – Reading</b>
11:30 AM	~	12:00 AM	0:30	Lunch
12:00 AM	~	1:10 AM	1:10	<b>Period 4 - NWEA Test – Reading</b>
1:10 AM	~	2:20 PM	1:10	<b>Period 5 - NWEA Test – Reading</b>
2:20 PM	~	3:20 PM	1:10	<b>Period 6 - NWEA Test – Reading</b>

**Day 4 begins cycle again with another subject.** The regular class period for that subject is used as their testing period. You may have to rotate classes the students will miss for the 3 days they are testing.





## Class Roster File Template (Columns A-L)

Term Name	Beginning Instructional Date	Total Number Of Instructional Days	Testing Window Start Date	Testing Window End Date
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002
Fall 2002	9/7/2002	180	10/2/2002	10/16/2002

### Class Roster File Template

The first row in each column is the column header and indicates the data needed.

The 12 rows are examples of the type of data in a class roster file.

Dates must be in the format "mm/dd/yyyy".

School Name	School Number	Previous Teacher ID	Teacher ID	Teacher Last Name	Teacher First Name	Teacher Middle Initial
Bogusville Elementary	87	25463	16345	James	Anna	M
Bogusville Elementary	87	25463	16345	James	Anna	M
Bogusville Elementary	87	25463	16345	James	Anna	M
Bogusville Elementary	87	25463	16345	James	Anna	M
Bogusville Middle	88		15123	Davey	Mary	I
Bogusville Middle	88		15124	Tran	John	
Bogusville Middle	88	2345	15166	Smith	Scott	O
Bogusville Middle	88		18775	Turner	Nancy	J
Bogusville Middle	88		15123	Davey	Mary	I
Bogusville Middle	88		13646	Davis	Lorna	
Bogusville Middle	88	2345	15166	Smith	Scott	O
Bogusville Middle	88		18775	Turner	Nancy	J

## Class Roster File Template (Columns M-Y)

Class Name	Class Period Name	Class Subject Name	Previous Student ID	Student ID	Student Last Name	Student First Name
Class	1	All		224583	Donaldson	Julie
Class	1	All		224584	Paul	Adam
Class	1	All	224558	224585	Jones	Robert
Class	1	All		224586	Sands	Bobby
A12	Period 1	Reading	2245378	224587	Nielsen	Mary
Int Algebra	Period 6	Math	2245378	224587	Nielsen	Mary
Language 100	Period 2	Language Arts	2245378	224587	Nielsen	Mary
ScienceLab3	Period 4	Science	2245378	224587	Nielsen	Mary
A12	Period 1	Reading		224645	Johnson	Bobby
Math	Period 6	Math		224645	Johnson	Bobby
Language 100	Period 2	Language Arts		224645	Johnson	Bobby
Biology	Period 3	Science		224645	Johnson	Bobby

Student Middle Initial	Student Date Of Birth	Student Gender	Student Grade	Student Ethnic Group Name	Student Language Preference Name
A	6/1/1994	F	3	Caucasian	English
J	5/3/1994	M	3	Caucasian	English
L	7/14/1994	M	3	Caucasian	English
A	6/15/1994	M	3	Caucasian	English
I	5/12/1988	F	9	Hispanic	Spanish
I	5/12/1988	F	9	Hispanic	Spanish
I	5/12/1988	F	9	Hispanic	Spanish
I	5/12/1988	F	9	Hispanic	Spanish
D	6/12/1988	M	9	Caucasian	English
D	6/12/1988	M	9	Caucasian	English
D	6/12/1988	M	9	Caucasian	English
D	6/12/1988	M	9	Caucasian	English

## CRF Completion Checklist

Check	Data Field	Required	Format Notes	Completion Notes	Purpose/Impact on reports
√	<b>Term Name</b>	Yes	Alpha/Numeric (11 character limit) <i>Fall 2002</i>	The correct term is supplied for all students. Default NWEA Terms: Fall: 8/15 – 11/30 Winter: 12/1 – 2/28 Spring: 3/1 – 6/15 Summer: 6/16 – 8/14	Appropriate norms for that season are used Appears on the top of all reports
	<b>Beginning Instructional Date</b>	Yes	Date (10 character limit) <i>08/27/2002</i>	The first day of school is supplied for all students. All students with a class roster file must have the same beginning instructional date. Format must be MM/DD/YYYY.	Used internally to calculate norm data
	<b>Total Number of Instructional Days</b>	Yes	Numeric (1-366 days) <i>180</i>	The same number of days (e.g., 180) is supplied for all students.	Used internally to calculate norm data
	<b>Testing Window Start Date</b>	Yes	Date (10 character limit) <i>09/22/2002</i>	The correct testing window start date is supplied for each school. It may be different for different schools. Format <u>must</u> be MM/DD/YYYY.	If a student is tested outside of the testing window, the scores will be grayed out and NOT included in the school or district summary results. Testing window CANNOT overlap into another term (see above for default NWEA terms).
	<b>Testing Window End Date</b>	Yes	Date (10 character limit) <i>10/06/2002</i>	The correct end date is supplied for all students at one school. It may be different for different schools. Format <u>must</u> be MM/DD/YYYY.	Summary reports will not be available until AFTER all schools have completed testing. If a student is tested outside of window, the score will be grayed out and NOT included in the school or district summary results. However, the test window CAN be adjusted before, during or after testing via the Internet at <a href="https://reports.nwea.org">https://reports.nwea.org</a> . Reports run after adjusting the testing window will reflect the changes the day after the changes were made. Testing window CANNOT overlap into another term (see above for default NWEA terms).

Check	Data Field	Required	Format Notes	Completion Notes	Purpose/Impact on reports
√	<b>School Name</b>	Yes	Alpha/Numeric (65 character limit) <i>Brit Middle School</i>	The correct school names are supplied. NO abbreviations	This serves as a backup to school number if other school districts have the same school name and/or number. Identifies and appears on school and class reports.
	<b>School Number</b>	Yes	Alpha/Numeric (5 character limit) <i>1001</i>	The school number the district uses to report to the state is supplied.	Allows tracking of school summary data
	<b>Previous Teacher ID</b>	Yes <sup>1</sup>	Alpha/Numeric (32 character limit) <i>1009736 LC730</i>	The teacher's ID as it currently exists in the MAP system. Required only if changing a teacher's ID	Used to change a teacher's ID
	<b>Teacher ID</b>	Yes <sup>2</sup>	Alpha/Numeric (32 character limit) <i>1009736 LC730</i>	Each teacher has only ONE ID and the ID is unique to that teacher within the district.	Used in conjunction with Teacher Last Name, Class Name, and Class Period Name to designate report breakouts Used to group students on the teacher report (e.g., if there are two teachers named Mary Smith each Mary Smith must have a different ID, otherwise both teachers will receive reports with all students associated with "Mary Smith").
	<b>Teacher Last Name</b>	Yes <sup>2</sup>	Alpha/Numeric (20 character limit) <i>Smith</i>	The last name of each teacher is supplied.	Used in conjunction with Teacher ID, Class Name, and Class Period Name to designate report breakouts Appears on the top of all class reports
	<b>Teacher First Name</b>	Yes	Alpha/Numeric (20 character limit) <i>Sarah</i>	Each teacher's first name is supplied (NO MIDDLE INITIALS in this column).	Appears on the top of all class reports

<sup>1</sup> Content required to change teacher ID.

<sup>2</sup> Must provide enough information to uniquely identify reporting groups.

Reporting group designations on the class reports are created as follows: Teacher ID + Teacher Last Name + Class Name + Class Period Name  
<sup>3</sup> These fields can be blank, but the column must be in the file sent to NWEA.

<sup>4</sup> Content required to change student ID.

Check √	Data Field	Required	Format Notes	Completion Notes	Purpose/Impact on reports
	<b>Teacher Middle Initial</b>	Optional <sup>3</sup>	Alpha/Numeric (1 character limit) <i>M</i>	A teacher middle initial is supplied in the middle initial field only ( <i>NOT in the First Name field</i> ).	Used to differentiate teachers with the same first and last name Appears on the top of all class reports
	<b>Class Name</b>	Yes <sup>2</sup>	Alpha/Numeric (20 character limit) <i>Room 222 Section 4A Reading Lab</i>	The name of the class the district wants on the class report is supplied.	Used in conjunction with Teacher ID, Teacher Last Name, and Class Period Name to designate report breakouts. "Class" can be used for full-day classes like second grade.
	<b>Class Period Name</b>	Yes <sup>2</sup>	Alpha/Numeric (20 character limit) <i>Period 3 Group 1 Rotation A Homeroom</i>	The period is supplied for all students per class.	Used in conjunction with Teacher ID, Teacher Last Name, and Class Name to designate report breakouts. "1" can be used for full-day classes like second grade.
	<b>Class Subject Name</b>	Optional <sup>3</sup>	Alpha/Numeric (20 characters) <i>Reading Math</i>	The class subject is supplied for all students per class.	Will not be reflected on reports.
	<b>Previous Student ID</b>	Yes <sup>4</sup>	Alpha/Numeric (32 character limit) <i>19002163</i>	The student's ID as it currently exists in the MAP system. Required only if changing a student's ID	Used to change a student's ID. For example, this can be used to correct a student ID that was incorrect in a previous roster.
	<b>Student ID</b>	Yes	Alpha/Numeric (32 character limit) <i>10902163</i>	Each student has a <u>unique</u> ID number that does NOT change within the district. Note that this is most commonly a number; other characters are acceptable. <i>If you need to have leading zeros, please notify Data Support (<a href="mailto:classroster@nwea.org">classroster@nwea.org</a>).</i>	Allows tracking of historical data Students may not share an ID number or historical data will be lost

<sup>1</sup> Content required to change teacher ID.

<sup>2</sup> Must provide enough information to uniquely identify reporting groups.

<sup>3</sup> Reporting group designations on the class reports are created as follows: Teacher ID + Teacher Last Name + Class Name + Class Period Name

<sup>4</sup> These fields can be blank, but the column must be in the file sent to NWEA.

<sup>5</sup> Content required to change student ID.

Check	Data Field	Required	Format Notes	Completion Notes	Purpose/Impact on reports
√	<b>Student Last Name</b>	Yes	Alpha (20 character limit) <i>Johnson</i>	Each student's last name is supplied.	Name will appear on reports as input in the CRF.
	<b>Student First Name</b>	Yes	Alpha (20 character limit) <i>Michael</i>	Each student's first name is supplied (NO MIDDLE INITIALS in this column).	Name will appear on reports as input in the CRF.
	<b>Student Middle Initial</b>	Optional <sup>3</sup>	Alpha (1 character limit) <i>R</i>	A student middle initial is supplied in the middle initial field only ( <i>NOT in the First Name field</i> ).	Middle Initial will appear on reports as input in the CRF.
	<b>Student Date of Birth</b>	Yes	Date (10 character limit) <i>09/25/1988</i>	The date of birth is supplied for each student. Format <u>must</u> be MM/DD/YYYY.	Used for investigation of student identification issues.
	<b>Student Gender</b>	Yes	Alpha (1 character limit) <i>M or F</i>	The gender for each student is supplied.	Allows for disaggregation of data.
	<b>Student Grade</b>	Yes	Alpha/Numeric (2 character limit) <i>3</i>	The grade for each student is supplied. No leading zeros.	Provides data for the appropriate use of norms; If incorrect, will skew all data – district, summary, class, individual.
	<b>Student Ethnic Group Name</b>	Yes	Alpha (35 character limit) <i>Asian Native American White</i>	A written description of each student's ethnic group.	Provides a description of ethnic codes for disaggregation of data.
	<b>Student Language Preference Name</b>	Optional <sup>3</sup>	Alpha (35 character limit) <i>English Spanish</i>	A written description of each student's language preference is provided.	Provides a description of language preference for disaggregation of data.

<sup>1</sup> Content required to change teacher ID.

<sup>2</sup> Must provide enough information to uniquely identify reporting groups.

<sup>3</sup> Reporting group designations on the class reports are created as follows: Teacher ID + Teacher Last Name + Class Name + Class Period Name

<sup>4</sup> These fields can be blank, but the column must be in the file sent to NWEA.

<sup>4</sup> Content required to change student ID.

## Class Roster File Sample

Term Name	Beginning Instructional Date	Total Number Of Instructional Days	Testing Window Start Date	Testing Window End Date
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003
Spring 2003	8/26/2002	180	4/14/2003	5/16/2003

School Name	School Number	Previous Teacher ID	Teacher ID	Teacher Last Name	Teacher First Name	Teacher Middle Initial
Smithville High School	601		6715	Law	Johnny	A
Smithville High School	601		6715	Law	Johnny	A
Smithville High School	601		6715	Law	Johnny	A
Smithville High School	601		6715	Law	Johnny	A
Smithville High School	602		6988	Simpson	Homer	D
Smithville High School	602		6988	Simpson	Homer	D
Smithville High School	602		6988	Simpson	Homer	D
Smithville High School	602		6988	Simpson	Homer	D
Smithville High School	602		6988	Simpson	Homer	D

## Class Roster File Sample (continued)

Class Name	Class Period Name	Class Subject Name	Previous Student ID	Student ID	Student Last Name	Student First Name
English101	1English	1English		10001	Mason	Nick
English101	1English	1English		10002	Gilmour	David
English101	1English	1English		10003	Waters	Roger
English101	1English	1English		10004	Wright	Rick
Mathematics2	5Math	5Math		10005	Newstead	Jason
Mathematics2	5Math	5Math		10006	Silverman	Sarah
Mathematics2	5Math	5Math		10007	Ulrich	Lars
Mathematics2	5Math	5Math		10008	Black	Jack
Mathematics2	5Math	5Math		10009	Griffin	Lois

Student Middle Initial	Student Date Of Birth	Student Gender	Student Grade	Student Ethnic Group Name	Student Language Preference Name
	5/18/1985	M	12	Caucasian	English
F	4/6/1985	M	12	Caucasian	English
	12/20/1985	M	12	Hispanic	Spanish
	6/11/1985	M	12	Caucasian	English
J	3/18/1993	F	5	Caucasian	English
L	2/23/1993	F	5	Hispanic	Spanish
J	3/22/1993	M	5	Caucasian	English
	12/30/1993	M	5	Hispanic	Spanish
R	10/7/1993	F	5	Hispanic	Spanish

## Special Programs File Template

TermName	StudentID	StudentLastName	StudentFirstName	StudentMiddleInitial	SpecialProgramName
Fall 2002	224587	Nielsen	Mary	I	Limited English Proficient
Fall 2002	224587	Nielsen	Mary	I	Talented and Gifted
Fall 2002	224586	Sands	Bobby	A	Special Education
Fall 2002	224586	Sands	Bobby	A	Title I
Fall 2002	224645	Johnson	Bobby	D	Talented and Gifted

### Special Programs File Template

The first row in each column is the column header and indicates the data needed.  
The 5 rows are examples of the type of data in a special programs file.

#### **NOTE:**

**Students listed in this file must be included in the Class Roster File.**

## SPF Completion Checklist

Check	Data Field	Required	Format Notes	Completion Notes	Purpose/Impact on reports
√	<b>Term Name</b>	Yes	Alpha/Numeric (11 character limit) <i>Spring 2002</i>	The correct term is supplied for all students. <b>Default NWEA Terms:</b> Fall: 8/15 – 11/30 Winter: 12/1 – 2/28 Spring: 3/1 – 6/15 Summer: 6/16 – 8/14	Appropriate norms for that season are used Appears on the top of all reports
	<b>Student ID</b>	Yes	Alpha/Numeric (32 character limit) 10902163	Matches the student ID used in the CRF.	Associates the special program information with the appropriate CRF entry
	<b>Student Last Name</b>	Yes	Alpha (20 character limit) <i>Johnson</i>	Matches student's last name as it appears in the CRF.	Name will appear on reports as input in the CRF.
	<b>Student First Name</b>	Yes	Alpha (20 character limit) <i>Michael</i>	Matches student's first name as it appears in the CRF.	Name will appear on report as input in the CRF.
	<b>Student Middle Initial</b>	Optional <sup>1</sup>	Alpha (1 character limit) <i>R</i>	Matches student's middle initial as it appears in the CRF.	Middle initial will appear on reports as input in the CRF.
	<b>Special Program Name</b>	Yes	Alpha (20 character limit) <i>Title 1</i> <i>Gifted</i>	A written description of each student's special program is provided.	Provides a description of special program for disaggregation of data.

## Special Program File Sample

TermName	StudentID	StudentLastName	StudentFirstName	StudentMiddleInitial	SpecialProgramName
Spring 2003	10001	Mason	Nick		FRL
Spring 2003	10002	Gilmour	David	F	FRL
Spring 2003	10003	Waters	Roger		FRL
Spring 2003	10004	Wright	Rick		FRL
Spring 2003	10005	Newstead	Jason	J	FRL
Spring 2003	10006	Silverman	Sarah	L	FRL
Spring 2003	10007	Ulrich	Lars	J	FRL
Spring 2003	10008	Black	Jack		FRL
Spring 2003	10009	Griffin	Lois	R	FRL





Date \_\_\_\_\_

# Taking Action ...

Action plan for \_\_\_\_\_

What?

What needs to happen?

Who?

Who is responsible for making it happen? Who will be involved?

When? Stepping Stones

When is this step to be completed? What are potential roadblocks, with strategies for preventing/overcoming

Resources

What resources are needed (materials/people)?

Success!

How will we know when we are successful?

Step

1						
2						
3						
4						
5						