



## 2013-14 CRDC Data Quality Tips

### *General Tips on Student Counts*

- ✓ Students must **always** be counted in the school where they actually, physically attend for more than 50% of the school day.
- ✓ For Part 1, report snap-shot data for students enrolled in your school or district on a specific day between September 27 and December 31, 2013, inclusive.
- ✓ For Part 2, report the cumulative, or end-of-year, number of students for the 2013-14 school year. **Tip:** For cumulative data, count the total number of students over the school year, including students that attended the school for less than the full school year.
- ✗ Do not count a student under both “student with disabilities (IDEA)” and “Section 504 Only”. “Section 504 Only” refers to students with disabilities who are being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended, and are not being provided with services under the Individuals with Disabilities Education Act (IDEA).

### *Mathematics and Science Classes & Enrollment*

- ✓ Report the number of mathematics and science classes, not the number of courses. **Tip:** A course is considered a grouping of one or more classes covering the same content (e.g. Introductory Biology, Botany, Zoology, etc.). A class (or section) refers to a specific group of students taking a course during a specified time.
- ✓ Check to make sure the Part 2 count of students passing Algebra I only includes the students that were reported as enrolled in Algebra I during the fall snapshot in Part 1.

### *Advanced Placement (AP)*

- ✓ Count each AP *course* separately. For example, Biology and Chemistry are different courses and Calculus AB and Calculus BC are different courses. But multiple classes in Biology are not different courses.
- ✓ Count a student in once in the AP exam tables: students who took at least one AP exam or students who took no AP exams.
- ✗ For AP test-taking, do not include students who took AP exams but did not take AP courses.



### *Single-Sex Classes*

- ✓ Report the number of single-sex classes offered at each school - not the number of students enrolled in these classes.
- ✗ Do not include physical education in the count of single sex classes.
- ✗ If both male and female students are permitted to take the class, do not include in the count of single-sex classes.

### *Interscholastic Athletics*

- ✓ Count and report each student participating on a team, regardless of the number of teams in which the students participates (duplicate count). A student should be counted once for each such team he or she was on.
- ✓ For swimming or cross country, if girls only compete against girls and boys only compete against boys, count these as two single sex sports teams.

### *Discipline*

- ✓ For Discipline student count tables, report the number of **students** receiving suspension, expulsion, corporal punishment, school-related arrests, or referred to law enforcement. Please do **not** report the discipline incidents in these student count tables.
- ✓ A student suspended at the end of SY 2012-13 who remains in that status for SY 2013-14 should be included in the count of students suspended in SY 2013-14.
- ✓ A referral to law enforcement may also include a referral to a judicial agency through ticketing by school resource officers.
- ✓ The categories of “students receiving *only one* out-of-school suspension” and “students receiving *more than one* out-of-school suspension” are mutually exclusive. A student can be counted in one category or the other, **not both**.
- ✓ Check to make sure the number of students reported as expelled under zero tolerance policies is less than the sum of students expelled with and without educational services.

### *Teacher Absenteeism*

- ✓ Do report the number of FTE teachers who were absent more than 10 days during the regular school year
- ✗ Do not count administratively approved leave for activities such as professional development as absences



✘ Do not count field trips or other off-campus activities with students are not defined as teacher absences.

### *School-level Expenditures*

- ✓ Exclude expenditures from federal funds, state and local special education funds, and expenditures from programs not associated with regular K-12 instruction (e.g., preschool, adult education, and school nutrition programs).
- ✓ Only report the FTE count associated with state and local funds. **Tip:** Avoid FTE reporting errors by checking for missed decimal points in reporting FTE counts.
- ✓ As a general rule, the school-level expenditures for teacher salaries should be less than or equal to the school-level expenditures for instructional staff salaries (teachers + instructional aides).