

**ADMINISTRATIVE CIRCULAR NO. 4**  
Office of the Deputy Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** August 16, 2006

**To:** All School Principals

**Subject:** DATA COLLECTION FOR 2006 CALIFORNIA BASIC EDUCATIONAL DATA SYSTEM (CBEDS) REPORT

**Department and/or Persons Concerned:** Principals, Head Counselors, School Site Operations Specialists, Elementary and Secondary School Secretaries, and Student Information System Site Technicians

**Due Date:** September 8 through October 27, 2006, depending on task

**Reference:** None

**Action Requested:** Completion of the 2006 CBEDS report requires the following:

**All Schools, District and Charter**

1. All schools complete the CBEDS Contacts Survey.
2. All schools complete the Computer Technology Survey.
3. Schools with any of Grades 7–12 identify dropouts through the Dropout Data Collection Survey.

**District Schools**

4. Schools include 9900-series course codes in their master schedules for noninstructional duties (periods) of teachers and duties of certain other certificated staff.
5. Schools complete the Educational Service Survey for identified certificated staff.
6. Schools complete an Assignment Information Survey.
7. Certain administrators complete the Certificated Administrator Survey.

**Charter Schools**

8. High Tech High and Preuss UCSD provide electronic files containing 2006 graduate data.
9. Charter schools complete online School Information Form (SIF) survey.
10. Charter schools complete online Professional Assignment Information Form (PAIF) survey.

**Brief Explanation:**

Staff and student data will be reported this fall to the California Department of Education (CDE) in the California Basic Educational Data System (CBEDS) report. Most data will be collected from central office sources, but certain data are available only from schools. **All survey data will be collected online; no paper surveys will be accepted.**

**All schools, district and charter, must complete the following:**

**CBEDS Data Collection Contacts.** *All schools* must complete the online **CBEDS Contacts Survey**. Principals of *new* schools are to provide names, telephone numbers, and e-mail addresses for staff who will complete the various 2006 CBEDS tasks. Principals of other schools are to update last year's CBEDS contact information for the 2006 data collection.

Principals should not list themselves as a contact; they should list the individuals who will actually complete the tasks (e.g., list the site tech for the 9900-series coding of the secondary master schedule). If the principal later decides to change designated contacts, s/he should re-enter the CBEDS Contacts Survey to make changes. It is critical to effective data collection that correct e-mail addresses are provided for contacts. The Research and Reporting Department will simultaneously notify the principal and designated contacts via e-mail when tasks are to begin.

Go to or click <http://studata.sandi.net/saa/app/CBEDScontact/> to access the survey. Please complete the contact survey by September 8.

**Computer Technology Survey.** On September 15, schools will receive an e-mail notification of the online **Computer Technology Survey**. This survey collects the number of computers in instruction-related use and the number of classrooms with Internet access. Please complete the survey by September 29.

**Dropout Data Collection Survey.** On September 22, all schools with any of Grades 7–12 will receive an e-mail notice of the online review of their potential 2005–06 dropouts. This review must be completed by October 6. Articulating Grade 6 students who were no shows last fall (September 2005) will be included on the drop rosters for middle level schools as Grade 7 drops. Middle schools must contact the prior elementary schools to collect documentation on these students' educational status. After review by the Research and Reporting Department, schools will finalize their dropout rosters online from October 18 to October 25.

**District schools must complete the following:**

**Update Master Schedule with 9900-series Course Codes.** Elementary and secondary master schedules are to include 9900-series coding for **teachers** who have some **noninstructional** duties (periods) and certain other **nonadministrative certificated staff** who are not assigned to a classroom with students (e.g., resource teachers). Not all noninstructional, nonadministrative staff are included. For example, counselors, librarians, nurses, and speech pathologists are not entered on the master schedule file using a 9900-series code. Careful, complete, and timely preparation of this coding will eliminate or greatly reduce your school's Assignment Information Survey effort.

*Please provide the following link to the staff member responsible for this 9900-series coding for your school.*

*Elementary school instructions can be found at:*

[http://www.sandi.net/zangle/readandlearn/jobaids/scheduling/CBEDS\\_elementary\\_v1.3.pdf](http://www.sandi.net/zangle/readandlearn/jobaids/scheduling/CBEDS_elementary_v1.3.pdf)

*Secondary school instructions can be found at:*

[http://www.sandi.net/zangle/readandlearn/jobaids/scheduling/CBEDS\\_secondary\\_v1.3.pdf](http://www.sandi.net/zangle/readandlearn/jobaids/scheduling/CBEDS_secondary_v1.3.pdf)

Elementary schools are to complete this task prior to their IT-scheduled September 27 or 28 SIS upload. Secondary schools should complete it prior to their IT-scheduled September 26, 27, or 28 upload.

**Educational Service Survey.** Each school is responsible for providing educational service data for certificated staff who are not on last year's CBEDS report using the online **Educational Service Survey**. Generally, these staff are new to the district. On October 9, schools will receive e-mail notice of this survey and will be provided a link to an online list of staff to be surveyed; the survey is to be completed by October 20.

**Assignment Information Survey.** Certificated assignment data are collected from district computer files for CBEDS; any missing assignment data are collected directly from schools. Schools will provide the missing data through the online **Assignment Information Survey**, which lists staff with incomplete assignments. Secondary schools will receive e-mail notice of the survey October 9 and elementary schools will receive notice October 11. Both are due October 20.

**Certificated Administrator Survey.** On October 18, certificated administrators who are not known to have a doctorate will receive an e-mail about the online **Certificated Administrator Survey**. It asks for an update of their highest educational attainment, if necessary. It is the individual administrator's responsibility to complete the survey by October 27.

**Charter schools complete the following.**

**Graduate Data Collection (High Tech High and Preuss UCSD).** On September 11, High Tech High and Preuss UCSD will receive, via e-mail, electronic files of their Grade 12 students who were enrolled at the end of the 2005–06 school year. Schools are to designate graduates and graduates who completed all UC a–g course requirements on these files. The completed files should be returned to the Research and Reporting Department by September 15.

**School Information Form (SIF) and Professional Assignment Information Form (PAIF) Surveys.** On October 4, charter schools will receive notice of these two surveys. The SIF collects school level data, including the number of support staff, enrollment in selected high school mathematics and science classes, career-technical education enrollments, and alternative education enrollments. These data are reported by race/ethnicity and gender.

The PAIF collects biographical and assignment data for all charter school instructional staff, such as administrators, counselors, and teachers. Classroom teacher assistant-type staff are not reported in the PAIF but are counted as support staff in the SIF. Charter school staff at arm-of-the-district charters that have complete biographical and assignment data on district databases will not be required to complete a PAIF survey. These schools will be informed which staff are not required to complete the survey.

Charter schools are to complete the online SIF and PAIF surveys by October 18.

*All surveys are to be completed online; do not send paper surveys to the Research and Reporting Department. For your convenience, separate calendars of tasks are attached for district schools and charter schools. Please direct questions to Gary Knowles at (619) 725-7194 or e-mail [gknowles@sandi.net](mailto:gknowles@sandi.net). The timely submission of the district 2006 CBEDS report is a priority and due dates will be closely monitored.*

Administrative Circular No. 4  
Office of the Deputy Superintendent  
Page 5

Peter Bell  
Director  
Research and Reporting

APPROVED:

A handwritten signature in cursive script, appearing to read "Geno Flores".

Geno Flores  
Deputy Superintendent

Attachments (2)

Distribution: Lists B, D, E, and F

**SAN DIEGO CITY SCHOOLS**  
Research and Reporting Department

**District School Fall 2006 CBEDS Data Collection**

| <b>Begin/End Dates</b>                   | <b>Which Schools</b>                          | <b>Activity</b>                                                          |
|------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------|
| August 23–September 8                    | All schools                                   | Complete CBEDS Contacts Survey                                           |
| September 5–27/28 per upload schedule    | Elementary schools                            | Complete 9900-series coding of master schedule                           |
| September 5–26/27/28 per upload schedule | Secondary schools                             | Complete 9900-series coding of master schedule                           |
| September 15–29                          | All schools                                   | Complete online Computer Technology Survey                               |
| September 22–October 6                   | All schools with Grades 7–12                  | Review potential 2005–06 dropouts on the Dropout Data Collection Survey  |
| October 9–20                             | All schools                                   | Complete online Educational Service Survey                               |
| October 9–20                             | Secondary schools                             | Complete Secondary Assignment Information Survey                         |
| October 11–20                            | Elementary schools                            | Complete Elementary Assignment Information Survey                        |
| October 18–25                            | All schools with Grades 7–12                  | Finalize dropout rosters                                                 |
| October 18–27                            | All schools; individual staff are responsible | Certain administrators complete online Certificated Administrator Survey |

If you have questions, call Gary Knowles at (619) 725-7194 or e-mail [gknowles@sandi.net](mailto:gknowles@sandi.net).

**SAN DIEGO CITY SCHOOLS**  
Research and Reporting Department

**Charter School 2006 CBEDS Data Collection**

| <b>Begin/End Dates</b> | <b>Which Schools</b>           | <b>Activity</b>                                                         |
|------------------------|--------------------------------|-------------------------------------------------------------------------|
| August 23–September 8  | All schools                    | Complete CBEDS Contacts Survey                                          |
| September 11–15        | High Tech High and Preuss UCSD | Provide electronic list of 2006 graduates                               |
| September 15–29        | All schools                    | Complete online Computer Technology Survey                              |
| September 22–October 6 | Schools with Grades 7–12       | Review potential 2005–06 dropouts on the Dropout Data Collection Survey |
| October 4–18           | All schools                    | Complete SIF survey                                                     |
| October 4–18           | All schools                    | Complete PAIF survey                                                    |
| October 18–25          | All schools with Grades 7–12   | Finalize dropout rosters                                                |

**If you have questions, call Gary Knowles at (619) 725-7194 or e-mail [gknowles@sandi.net](mailto:gknowles@sandi.net).**