

ADMINISTRATIVE CIRCULAR NO. 7
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 24, 2007

To: All School Principals

Subject: DATA COLLECTION FOR 2007 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 7 through October 26, 2007, depending on task

Reference: None

Action Requested: Completion of the 2007 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.
6. Schools complete an Assignment Information Survey.
7. Certain administrators complete the Certificated Administrator Survey.

Charter Schools

8. Charter schools complete online Professional Assignment Information Form (PAIF) survey.
9. High Tech High, High Tech High International, and Preuss UCSD provide electronic files containing 2007 graduate data.
10. Charter schools complete online School Information Form (SIF) 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:

Master Schedule School Data. A key component to accurate CBEDS data preparation is for schools to have an up-to-date master schedule.

Elementary district schools will be e-mailed their current Zangle master schedule data for review on September 17. If there are discrepancies, schools are to correct their Zangle master schedule by September 28.

Middle and secondary district schools will receive their schedule for review on September 24. If there are discrepancies, schools are to correct their Zangle master schedule by October 2.

Charter schools that **do not** use Zangle will provide their master schedule data through the Charter School Professional Assignment Information (PAIF) Survey beginning October 3. The process should be completed by October 19.

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 that will complete the various 2007 CBEDS tasks. Principals of other schools are to update last year's CBEDS contact information for the 2007 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 7.

Computer Technology Survey. On September 14, 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 28.

Dropout Data Collection Survey. On September 21, all schools with any of Grades 7–12 will receive an e-mail notice of the online review of their potential 2006–07 dropouts. This review must be completed by October 5. Articulating Grade 6 students who were no shows last fall (September 2006) 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 17 to October 26.

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_v1.4.pdf

Secondary school instructions can be found at:

http://www.sandi.net/zangle/readandlearn/jobaids/scheduling/CBEDS_secondary_v1.4.pdf

Schools are to complete this task by September 28.

Educational Service Survey. Each school is responsible for providing educational service data for certificated staff who were not on last year's CBEDS report using the online **Educational Service Survey**. Generally, these staff members are new to the district. On October 8, 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 19.

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 8 and elementary schools will receive notice October 10. Both are due October 19. **Note: Careful review and correction of the Master Schedule in late September will reduce the level of effort for this task.**

Certificated Administrator Survey. On October 17, 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 26.

Charter schools complete the following:

Professional Assignment Information Form (PAIF) Survey. The PAIF survey collects biographical and assignment data for all charter school instructional staff, such as administrators, counselors, and teachers. (Support staff members are reported as classified staff on the SIF.) This survey begins on September 7 and proceeds in two distinct steps. Initially, the survey will provide biographical data for staff reported in last year's PAIF for review and update. Staff no longer at the school will be deleted and new staff will be added. Particular attention should be paid to credential and teaching authorization data reported in this section.

In the second step, beginning October 3, schools will have the assignment section of the PAIF survey available. Schools that do not have Zangle master schedules will provide assignment data for each instructional staff member. The survey will provide schools that have Zangle master schedules with assignment data from their schedule. When staff have assignments shown on the survey, the primary task is to identify NCLB core courses and indicate whether the teachers of such courses are NCLB compliant. If there are other staff with no assignment data, schools are to provide that data.

The PAIF survey is to be completed by October 19.

Graduate Data Collection (High Tech High, High Tech High International, and Preuss UCSD). On September 10, High Tech High, High Tech High International, and

Preuss UCSD will receive, via e-mail, electronic files of their Grade 12 students who were enrolled at the end of the 2006–07 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 14.

School Information Form (SIF) Surveys. On October 3, charter schools will receive notice of this survey. 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.

Charter schools are to complete the online SIF by October 19.

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. The timely submission of the district 2007 CBEDS report is a priority and due dates will be closely monitored.

Peter Bell
Director
Research and Reporting

APPROVED:



Geno Flores
Deputy Superintendent

Attachments (2)

Distribution: Lists B, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Research and Reporting Department

District School Fall 2007 CBEDS Data Collection

Begin/End Dates	Which Schools	Activity
August 24–September 7	All schools	Complete CBEDS Contacts Survey
September 4–28	Elementary schools	Complete 9900-series coding of master schedule
September 4–October 2	Middle and Secondary Schools	Complete 9900-series coding of master schedule
September 14–28	All schools	Complete online Computer Technology Survey
September 21–October 5	All schools with Grades 7–12	Review potential 2006–07 dropouts on the Dropout Data Collection Survey
October 8–19	All schools	Complete online Educational Service Survey
October 8–19	Secondary schools	Complete Secondary Assignment Information Survey
October 10–19	Elementary schools	Complete Elementary Assignment Information Survey
October 17–26	All schools with Grades 7–12	Finalize dropout rosters
October 17–26	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.

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Research and Reporting Department

Charter School 2007 CBEDS Data Collection

Begin/End Dates	Which Schools	Activity
August 24–September 7	All schools	Complete CBEDS Contacts Survey
September 10–September 14	High Tech High, High Tech High International and Preuss UCSD	Provide electronic list of 2007 graduates
September 7–October 19	All schools	Complete PAIF survey: biographical
September 14–28	All schools	Complete online Computer Technology Survey
September 21–October 5	Schools with Grades 7–12	Review potential 2006–07 dropouts on the Dropout Data Collection Survey
October 3–October 19	All schools	Complete PAIF survey: assignments
October 3–19	All schools	Complete SIF survey
October 17–26	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.