

Coding Student Information for Disaggregation of Scores

The Iowa Assessments 2017-2018

Every student answer document must have a bar code label. If any answer documents in a group do not have a bar code label, there will be an extra processing fee and scoring delay for the whole group until missing bar code labels are applied.

Please advise test administrators and teachers they need to have each individual student grid the Test Form on his/her individual answer folder. The test form is not included in the bar code label data.

Background

This leaflet describes coding that school districts will need to include in Iowa Assessments bar code files in order to provide information used to comply with state and Title 1 reporting requirements. Chapter 12 of Iowa code also specifies certain reporting related to accreditation standards. This coding should be furnished for all students in grades 3-8 and 10-11.

The coding procedures described here are similar to those used in the past several years.

All school districts in Iowa should have the capability of extracting a bar code file using their local student database software if it was approved for use by the Iowa DE. All school districts in Iowa are required to use the bar coding service for all students tested, the cost of bar coding service is now wrapped into the cost of test registration.

The definitions used here and the policy statements described were developed by the Iowa Department of Education. Interpretive questions about using these coding procedures should be addressed to the Iowa Department of Education. (Tom Deeter, 515-242-5616, tom.deeter@iowa.gov)

Data Fields

Gender (Field 4, Column D in Excel)

Code "F" for female or "M" for male.

Race/Ethnicity (Fields 9–14, Columns I-N in Excel)

Enter a “1” (= yes) in the appropriate field(s) for the race/ethnicity that best applies to the student. A “0” or blank field indicates a “no” for that designation.

Ethnicity/race designation consists of two questions: 1. “Is the student Hispanic?” 2. “What race(s) is the student?” Regardless of the designation of Hispanic ethnicity, a race designation is also required. One or more of the following categories are available for race coding: American Indian, Asian, AfroAmerican, Hawaii PI and/or White. The Hispanic ethnicity category is listed in field 12, column L in Excel.

Multi-racial designations are acceptable.

Military Connected Status (Field 17, Column Q in Excel)

Enter a “1” (=yes) in the appropriate field to designate “Military Connected Status”. A “0” or blank field indicates a “no” for that designation. Military Connected Status applies to students with a parent or guardian who is serving in the National Guard, Reserves, or military active duty, regardless of deployment status, or if a parent/guardian died while on active duty within the last year.

Full Academic Year (FAY) Attendance (Field 18, Column R in Excel)

ITP will not be validating FAY in the 2017-2018 school year, per Iowa Department of Education directive. The DE will be collecting FAY information by other means so it does not need to be entered in the bar code file.

Special Education (Field 19)

Free or Reduced-price Meal Eligibility (Field 21) English Language Learner (Field 23) Migrant Student (Field 24)

- SE stands for special education. It should be coded “1” for students who have an IEP, no matter what the reason for the IEP.
- F/RL stands for free/reduced lunch. It should be coded “1” for students who are eligible to receive free or reduced-price meals. The coding is based on eligibility and not participation. Therefore, an eligible student who does not participate should still be coded “1”.
- ELL stands for English Language Learner. A child is considered to be an ELL by the Department of Education if he/she has a language background other than English and the child’s chance of success in an English-only classroom is below that of peers of comparable ability who have English as their primary language. Code “1” for students considered ELL.

- MG stands for migrant status. A child is considered a migrant if he/she has moved in the past 36 months from one district to another so that the parent(s) could obtain temporary or seasonal employment in agriculture as their principal means of livelihood. Code “1” for students considered migrant status.

Foster Care (Field 27) Homeless (Field 28)

Foster Care (From the Iowa DE Publication, “Education of Foster Children in Iowa”)

A child is considered under foster care if he/she: “Lives in a juvenile detention center, foster care facility, or residential facility in the district. Code “1” for students who apply as foster care.

Homeless (From the Iowa DE and Iowa Code)

Chapter 33, Educating the Homeless, Iowa Administrative Code, defines a “Homeless Child of School Age” as a child between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is living in a car, tent, or abandoned building or some other form of shelter not defined as a permanent home, who is living in a community shelter facility, or who is living with non-nuclear family members or with friends (includes doubled-up families). Code “1” for students who apply as homeless.

Note that a child can be coded both homeless and in foster care if the child is considered to be “awaiting foster care placement”. In these cases, field 27 and 28 should both be coded “1”.

Resident District (Field 30) Attending School (Field 31) Enrollment Type (Entry Code) (Field 32)

Resident District represents the public school district boundaries within which a student resides. It is the 4-digit number assigned to each district by the Iowa Department of Education. For students that are open-enrolled or tuitioned-in for example, you may need to apply the Resident District code of a district outside your own.

The Attending School code is the 4-digit building code assigned to each public and non-public school building by the Iowa Department of Education. Use the code for the building in your district in which the student is attending classes.

The Enrollment Type is a code, 01–19, 21–23, 27–30, and 81, used by the DE to describe the nature of a student’s enrollment (e.g., enrolled, open-enrolled in, CPI dual-enrolled, etc.). A listing of the values is available in the Document Center on the ITP website at <https://itp.education.uiowa.edu/documents/EnrollmentEntryCodes.pdf>.