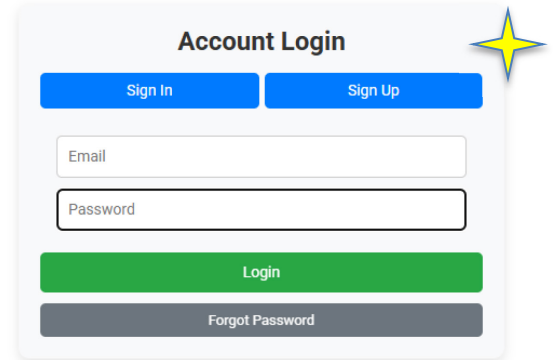


SRSN Data Guidebook

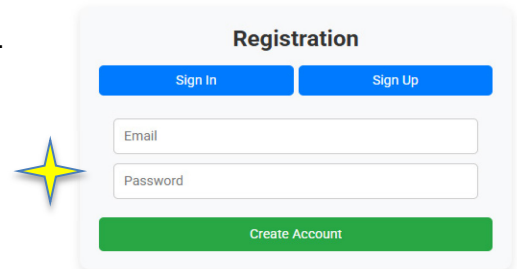
Upload Website Instructions

1. Go to <https://main.d2c452ydvq51y.amplifyapp.com/>
2. Click 'Sign Up' on your first login.



The 'Account Login' form features a title 'Account Login' at the top right, accompanied by a yellow star icon. Below the title are two blue buttons: 'Sign In' and 'Sign Up'. The form includes two input fields: 'Email' and 'Password'. At the bottom, there is a green 'Login' button and a grey 'Forgot Password' button.

3. Enter your email and create a password for your account.
4. Click 'Create Account.'

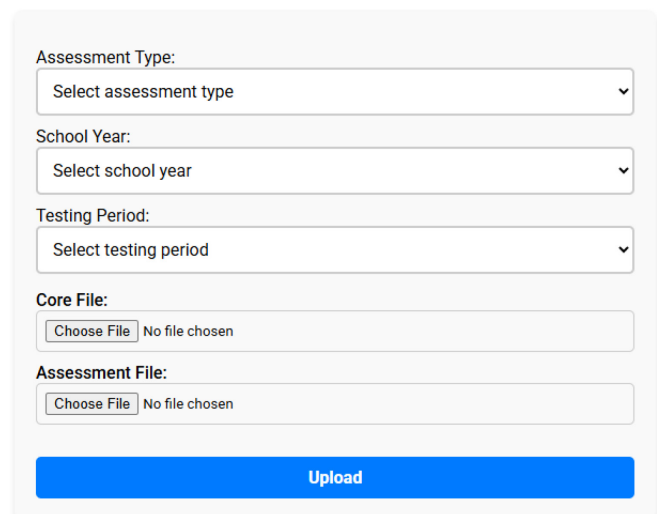


The 'Registration' form has a title 'Registration' at the top right. It contains two blue buttons: 'Sign In' and 'Sign Up'. Below these are two input fields: 'Email' and 'Password'. At the bottom, there is a green 'Create Account' button. A yellow star icon is positioned to the left of the form.

5. You'll be redirected back to the login page. If your information does not show up on the login screen, enter your email and newly created password, then click 'Login.'

Submitting Your Data

- Select Assessment Type.
- Select School Year.
- Select Testing Period.
- Upload the Core File using 'Choose File.'
 - Ensure your Core File meets the requirements listed below.
 - Use the Core File closest in time to your test period submission.



The 'Data Submission' form contains several dropdown menus: 'Assessment Type' (with 'Select assessment type' as the placeholder), 'School Year' (with 'Select school year' as the placeholder), and 'Testing Period' (with 'Select testing period' as the placeholder). Below these are two file upload sections: 'Core File' and 'Assessment File', each with a 'Choose File' button and the text 'No file chosen'. At the bottom, there is a large blue 'Upload' button.

Core File Requirements

Each data submission must include a Core File with student demographic data submitted before the assessment file. The file structure is modeled on the MO DESE required CORE file. Only the following variables will be used for aggregation and identification. Please remove any additional columns. The relevant columns should have this order.

COLUMN NAME	COLUMN LOCATION
CurrentSchoolYear	A
ReportingDistrictCode	B
ReportingSchoolCode	C
StudentID	D
StudentGradeLevel	E
Gender	F
RaceEthnicity	G
LunchStatus	H
ELLLanguage	I
LEPELL	J
IEPDisability	K

NOTE: For assessments with separate ELA and MATH submissions, ensure that your StudentID matches across the ELA, MATH, and CORE files. You must submit the same CORE file before each portion of the assessment.

NOTE: District and school code information will be used to identify each district and school. Codes are drawn from the 2024 DESE School Codes:

- <https://dese.mo.gov/media/pdf/2022-dese-school-codes>
- <https://dese.mo.gov/media/pdf/2023-dese-school-codes>
- <https://dese.mo.gov/media/pdf/2024-dese-school-codes>

Once the CORE file is uploaded, continue with the assessment file(s). Specific instructions for your district assessment are provided in the next section.



NWEA – ELA and MATH

NWEA Assessment File Format

The NWEA file must be the Comprehensive/Combo File exported directly from the NWEA platform.

This file contains two Student ID variables: StudentID and Student_StateID. These appear in columns F and G or I and J. We chose the Student_StateID as the key indicator for students as the goal is to link this file with the CORE file, which is also using the StateID.

Possible Data Scenarios if your file has ID variables in F and G at download:

1. Your column G Student Student_StateID **MATCHES** the student ID in your CORE file.
 - a. No changes are necessary to your file. It can be submitted with your CORE file.
2. Your column G Student_StateID **DOES NOT MATCH** the student ID in your CORE file.
 - a. Please update column G to include the correct student ID that matches your core file. Do not delete any of the columns in the file.
 - b. **TIP:** If your matching ID happens to be in column F in the download, simply switch the two columns so the correct ID is in column G.

Data manipulations if your file has ID variables in I and J at download – do these in order to get the right file:

1. Delete columns F, G, and H.
 - a. F (StudentLastName), G (StudentFirstName), & H (StudentMI)
 - i. **This will get the Key ID variable Student_StateID in column G.**
2. Next, delete columns H, I, J, K, L, and M.
 - a. H (StudentDateofBirth), I (StudentEthnicGroup), J (NWEAStandard_EthnicGroup), K (StudentGender), L (Grade), and M (NWEAStandard_Grade)
 - i. **This will move the Subject variable into column H.**
3. Finally, insert two **blank** columns after column H (Subject).
 - a. **This will move all other assessment variables into their required columns.**



Please take a moment to ensure your column locations match those listed below before submitting. The system will remove all other non-essential information during the cleaning process.

COLUMN NAME	COLUMN LOCATION
TermName	A
StudentID	G
Subject	H
TestPercentile	Z
AchievementQuintile	AA
FallToFallConditionalGrowthPercentile	AI
FallToFallGrowthQuintile	AJ
FallToWinterConditionalGrowthPercentile	AP
FallToWinterGrowthQuintile	AQ
FallToSpringConditionalGrowthPercentile	AW
FallToSpringGrowthQuintile	AX
WinterToSpringGrowthQuintile	BL
WinterToSpringConditionalGrowthPercentile	BK

