

MEMORANDUM OF UNDERSTANDING

Between

Resource Development Associates, Inc.

And

Mt. Diablo Unified School District

July 2018 – June 2019

This Agreement is made on the 1st day of the month of July 2018 by and between Mt. Diablo Unified School District (hereinafter referred to as MDUSD) and Resource Development Associates (hereinafter referred to as RDA).

RECITALS

- A. Whereas, RDA provides evaluation, grant writing and planning, MIS design, and, organizational development and other consulting services in the United States to non-profit, city and county governments and other public or private entities; and;
- B. Whereas, RDA has agreed to undertake specific projects for MDUSD as specified for the Afterschool 4 All Collaborative;

The purpose of this MOU is to outline the terms and conditions between Resource Development Associates, Inc. (RDA) and Mt. Diablo Unified School District (MDUSD) regarding the evaluation and continuous quality improvement (QIP) effort for the Afterschool 4 All Collaborative. The evaluation will include the following afterschool program sites and the particular sites as follows:

MDUSD AFTERSCHOOL PROGRAM SITES/ACTIVITIES	ANNUAL FEE
Bel Air Elementary	\$4000
Cambridge Elementary	\$4000
Delta View Elementary	\$4000
El Dorado Middle	\$4000
El Monte Elementary	\$4000
Fair Oaks Elementary	\$4000
Holbrook Elementary	\$4000
Meadow Homes Elementary	\$4000
Oak Grove Middle	\$4000
Rio Vista Elementary	\$4000
Riverview Middle	\$4000
Shores Acres Elementary	\$4000
Sun Terrace Elementary	\$4000
Wren Ave Elementary	\$4000
Ygnacio Valley Elementary	\$4000



ASPIRE/Academic Intervention Activities	\$5000
ASW Web Enhancements/Technical Assistance	\$7000
TOTAL	\$72,000

Additional Schools: Additional elementary and middle schools may be added to the evaluation efforts at a rate of \$7,000 each and high schools may be added at a rate of \$8,000 each (\$4,000 for elementary and middle schools and \$5,000 for high schools ongoing evaluation and \$3,000 setup and orientation).

I. Scope of Work

The following time line and activities represent the Scope of Work. The definitions below clarify the meaning of the activities listed in the Scope of Work.

Definitions

Collaborative Meeting: At least one member of RDA will attend the Afterschool 4 All Collaborative Meeting to provide updates on evaluation and quality improvement plan (QIP) activities, decide on logistical matters, answer questions, and collect qualitative data.

Data System/MIS Install: Upon receipt of properly formatted data in the months specified in the Scope of Work and in this MOU, the Afterschool 4 All RDA will upload student demographic and enrollment data into the AfterSchoolWeb (ASW) for use by the Afterschool Programs in the Collaborative. (Months specified are: September, January, and August)

Prepare State Report: Preparing the State mandated ASES Spreadsheet for the 2018–19 school year.

Prepare Evaluation Report: Prepare a Districtwide Evaluation Report summarizing the findings of the evaluation and QIP activities for Elementary and Middle Schools and making recommendations for continuous program improvement.

AfterSchoolWeb training: Annual group training to familiarize users with the system to answer questions and provide set up assistance during scheduled sessions.

AfterSchoolWeb Technical Assistance: Phone based and e-mail technical assistance for users throughout the school year, August 16, 2018 – June 5, 2019.

AfterSchoolWeb “Data Scrub”: Comprehensive review of web use to date, including setting up groups, schedules and data entry. RDA will advise Program coordinators and District Coordinators about the status of use. It is the responsibility of the District Coordinators to follow up with school site staff to ensure adequate use and data entry.

Year-End Presentation to Collaborative and District Stakeholders: This includes attendance at one meeting at a mutually determined time and location to review reports prepared for the prior program year and to present recommendations.

Summary of Responsibilities of District Coordinators:

- Be familiar with content of this Memorandum of Understanding & Scope of Work



- Secure District signatures on Memorandum of Understanding
- Keep up to date with e-mails from RDA and logistical needs
- Notify RDA of dates, times, and locations of Collaborative meetings
- Provide RDA with minutes of meetings
- Orient all school site staff to the evaluation and its requirements. Ensure they understand the importance of data collection and achievement of the Collaborative goals.
- Set-up the logistics for trainings on MIS/Data systems and ensuring readiness of hardware
- Before date of data uploads, ensure that every student in the system has a correct District issued permanent ID number. RDA will not be responsible for problems arising from missing or incorrect ID numbers.
- Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant RDA personnel according to required format. Collaborate with RDA to troubleshoot unanticipated difficulties.
- Ensure that all sites are entering their data on an ongoing basis.
- Ensure distribution of surveys and an optimum response rate.
- Inform RDA of sites that will be having summer school.

Scope of Work Schedule: See next page

**Afterschool 4 All Evaluation Activities
School Year 2018-2019**

MONTH	EVALUATOR ACTIVITIES	COLLABORATIVE AND COORDINATOR ACTIVITIES
July	<ul style="list-style-type: none"> • Obtain 2018–19 enrollment data from districts • Finalize MOUs • Prepare Evaluation plan 	<ul style="list-style-type: none"> • Before date of data upload, ensure that every student in the system has a correct District issued permanent ID number. RDA will NOT be responsible for problems arising from missing or incorrect ID numbers. • Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant RDA personnel according to required format. Collaborate with RDA to troubleshoot unanticipated difficulties • Be familiar with content of the MOU & Scope of Work • Secure District signatures on MOUs
August	<ul style="list-style-type: none"> • Obtain testing data from districts* • Draft preliminary Annual Performance Reports (ASES)* • Process and analyze qualitative & quantitative data* • Presentation of survey data to program coordinators* • Install MIS/Data Systems • Collaborative Meeting • Train program and district coordinators on ASW/Orient all school site staff to the evaluation, CDE-required QIP process, and their requirements. 	<ul style="list-style-type: none"> • Notify RDA of dates, times, and locations of meetings • Provide RDA with minutes of meetings • Set up the logistics for training on ASW and ensure readiness of hardware • Attend training on ASW • Ensure all school site staff understand the importance of data collection and achievement of the Collaborative goals



September	<ul style="list-style-type: none">• Prepare final draft of ASES Annual Performance Reports*• Collaborative Meeting• Refresh MIS/Data Systems with current enrollment information	<ul style="list-style-type: none">• Review final draft of ASES Annual Performance reports and provide feedback to authors*• Notify RDA of dates, times, and locations of meetings• Provide RDA with minutes of meetings
October	<ul style="list-style-type: none">• Submit ASES Annual Performance Report to client*• Collaborative Meeting• Review instruments and tools including collaborative-wide data sheet• Start check-in phone calls to all sites• ASW Data Scrub	<ul style="list-style-type: none">• Submit ASES Annual Performance Reports to CDE*• Notify RDA of dates, times, and locations of meetings• Provide RDA with minutes of meetings• Ensure that all sites are entering their enrollment, activity, and attendance data into ASW• Review exceptions report and support sites in data scrub
November	<ul style="list-style-type: none">• Collaborative Meeting• Complete check-in phone calls to all sites	<ul style="list-style-type: none">• Notify RDA of dates, times, and locations of meetings• Provide RDA with minutes of meetings• Ensure that all sites are entering their enrollment, activity, and attendance data into ASW
December	<ul style="list-style-type: none">• Year-end presentation to Collaborative and key stakeholders*• Facilitate program coordinators in identifying primary areas of focus in CDE-required QIP process• Collaborative Meeting• Report to Collaborative on check in calls• Schedule site visits• Request current enrollment data from districts	<ul style="list-style-type: none">• Notify RDA of dates, times, and locations of meetings• Provide RDA with minutes of meetings• Ensure that all sites are entering their enrollment, activity, and attendance data into ASW• Before date of data upload, ensure that every student in the system has a correct District issued permanent ID number. RDA will NOT be responsible for problems arising from missing or incorrect ID numbers.• Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant RDA personnel according to required format. Collaborate with RDA to troubleshoot unanticipated difficulties.• Assist with scheduling of site visits

<p>January</p>	<ul style="list-style-type: none"> • Collaborative Meeting • Initiate site visits/Follow up with sites for progress made on CDE-required QIP planning and implementation • Upload ASW to update student data • ASW Data Scrub 	<ul style="list-style-type: none"> • Notify RDA of dates, times, and locations of meetings • Provide RDA with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Ensure that all sites have drafted their CDE-required QIP plans • Review exceptions report and support sites in data scrub
<p>February</p>	<ul style="list-style-type: none"> • Collaborative Meeting • Continue site visits/Continue follow-up with sites for progress made on CDE-required QIP planning and implementation • Prepare surveys for distribution 	<ul style="list-style-type: none"> • Notify RDA of dates, times, and locations of meetings • Provide RDA with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Ensure that all sites have finalized and begun implementing their CDE-required QIP plans • Set up logistics for survey training
<p>March</p>	<ul style="list-style-type: none"> • Collaborative Meeting. • Orient/train program coordinators on upcoming surveys • Site visit debrief development and report back with evidence to support CDE-required QIP implementation 	<ul style="list-style-type: none"> • Notify RDA of dates, times, and locations of meetings • Provide RDA with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW • Ensure that all program coordinators attend a survey orientation • Ensure that all program coordinators receive and review their respective site visit debriefs
<p>April</p>	<ul style="list-style-type: none"> • Collaborative Meeting • Mid-term report on findings of site visits • Survey administration (program coordinator, parent, Collaborative, and principal) • ASW Data Scrub 	<ul style="list-style-type: none"> • Notify RDA of dates, times, and locations of meetings • Provide RDA with minutes of meetings • Ensure that all sites are entering their enrollment, activity, and attendance data into ASW and support sites in data scrub • Ensure distribution of surveys and an optimum response rate • Assist RDA with collecting all surveys • Complete Collaborative survey



May	<ul style="list-style-type: none">• Collaborative Meeting• Survey administration (teacher, staff, student)• Survey collection (all)	<ul style="list-style-type: none">• Notify RDA of dates, times, and locations of meetings• Provide RDA with minutes of meetings• Ensure that all sites are entering their enrollment, activity, and attendance data into ASW• Ensure distribution of teacher, staff, student surveys and an optimum response rate• Inform RDA of which sites will be having summer school, start/end dates, feeder schools, and contact information
June	<ul style="list-style-type: none">• Collaborative Meeting• Outreach to district MIS departments for 2017-2018 and 2018-2019 data• ASW Data Scrub• Set up Students' ID and summer sessions on web-based system	<ul style="list-style-type: none">• Notify RDA of dates, times, and locations of meetings• Provide RDA with minutes of meetings• Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant RDA personnel according to required format. Collaborate with RDA to troubleshoot unanticipated difficulties.• Ensure all completed surveys are given to RDA• Ensure all sites are enrollment, activity, and attendance data has been entered and support sites in completing final data scrub• Ensure that all sites are entering their data into ASW for summer school
July	<ul style="list-style-type: none">• Collaborative Meeting• Obtain district data (attendance, discipline, etc.)• Process and analyze qualitative & quantitative data to inform evaluation and QIP findings and recommendations	<ul style="list-style-type: none">• Notify RDA of dates, times, and locations of meetings• Provide RDA with minutes of meetings• Confer with District MIS staff to ensure accurate and timely transfer of requested data to relevant RDA personnel according to required format. Collaborate with RDA to troubleshoot unanticipated difficulties.• Ensure that all sites are entering their data into ASW for summer school

* Indicates a reporting or evaluation activity that corresponds to 2017-2018 school year.



ASPIRE/Academic Intervention Activities

RDA will conduct a pre- and post-intervention analysis of data for ASPIRE/Academic Intervention students for the 2018-2019 school year. RDA submit the results of this analysis to MDUSD. MDUSD will provide RDA with the following data in excel format after the completion of the program as well as paper copies:

Field #	Field Name
1	CDS_Code
2	StudentIdentifier
3	GradeLevel
4	ProviderLocationID
5	ProviderLocationOther
6	StudentStartDate
7	StudentEndDate
8	StudentLearningPlanNotCompleteComment
9	StudentHourlyCost
10	DistrictHourlyReimbursement
11	StudentMathHours
12	StudentELAHours
13	StudentSubjectOther
14	StudentSubjectOtherHours
15	StudentProgressReportsToStudentYN
16	StudentProgressReportsToParentsYN
17	StudentProgressReportsToStaffYN
18	ProgressReportProvisionPeriodID
19	StudentLearningPlanConsultedYN
20	StudentLearningPlanStaffConsultedYN
21	StudentLearningPlanTeacherConsultedYN
22	StudentLearningPlanParentConsultedYN
23	StudentLearningPlanStudentConsultedYN
24	StudentNoLearningPlanComment
25	InstructionalMethodSubjectID1
26	InstructionalMethodOtherSubject1
27	InstructionalMethodID1
28	InstructionalMethodOtherDeliveryMethod1
29	InstructionalMethodPercentageTimeSpent1
30	InstructionalMethodSubjectID2
31	InstructionalMethodOtherSubject2
32	InstructionalMethodID2
33	InstructionalMethodOtherDeliveryMethod2
34	InstructionalMethodPercentageTimeSpent2
35	InstructionalMethodSubjectID3
36	InstructionalMethodOtherSubject3
37	InstructionalMethodID3

Field #	Field Name
38	InstructionalMethodOtherDeliveryMethod3
39	InstructionalMethodPercentageTimeSpent3
40	InstructionalMaterialID1
41	InstructionalMaterialName1
42	InstructionalMaterialPercentageUse1
43	InstructionalMaterialID2
44	InstructionalMaterialName2
45	InstructionalMaterialPercentageUse2
46	InstructionalMaterialID3
47	InstructionalMaterialName3
48	InstructionalMaterialPercentageUse3
49	InstructionalMaterialID4
50	InstructionalMaterialName4
51	InstructionalMaterialPercentageUse4
52	InstructionalMaterialID5
53	InstructionalMaterialName5
54	InstructionalMaterialPercentageUse5
55	TestSubjectID1
56	TestSubjectOther1
57	TestAssessmentCode1
58	TestAssessmentOther1
59	TestAssessmentStandardYN1
60	TestPreTestDate1
61	TestPreTestRawScore1
62	TestNoPreTestScoreComment1
63	TestPreTestPercentileRank1
64	TestPostTestDate1
65	TestPostTestRawScore1
66	TestNoPostTestScoreComment1
67	TestPostTestPercentileRank1
68	TestSubjectID2
69	TestSubjectOther2
70	TestAssessmentCode2
71	TestAssessmentOther2
72	TestAssessmentStandardYN2
73	TestPreTestDate2
74	TestPreTestRawScore2



Field #	Field Name
75	TestNoPreTestScoreComment2
76	TestPreTestPercentileRank2
77	TestPostTestDate2
78	TestPostTestRawScore2
79	TestNoPostTestScoreComment2
80	TestPostTestPercentileRank2
81	TestSubjectID3
82	TestSubjectOther3
83	TestAssessmentCode3
84	TestAssessmentOther3

Field #	Field Name
85	TestAssessmentStandardYN3
86	TestPreTestDate3
87	TestPreTestRawScore3
88	TestNoPreTestScoreComment3
89	TestPreTestPercentileRank3
90	TestPostTestDate3
91	TestPostTestRawScore3
92	TestNoPostTestScoreComment3
93	TestPostTestPercentileRank3

II. AfterSchoolWeb and Data Components

The contents of this section supersedes any previous agreements made with respect to data and ASW, the Afterschool web.

RDA will conduct annual outcome evaluation and QIP activities consistent with requirements specified by the California Department of Education in its grant of financial support to MDUSD. The purpose of the evaluation is to measure positive benefits accruing to students who participate in afterschool activities and to identify opportunities for MDUSD to leverage its strengths and address its needs for continuous program improvement. Existing desired benefits for participating students are also set forth by the Collaborative as goals and objectives that address academic performance, behavior at school, family support, and life skills. Afterschool participation has been found to be particularly beneficial for students who are not English language fluent or who are members of low socio-economic status families.

MDUSD will continue to provide student data for each the school years in support of evaluation and QIP activities. MDUSD will provide these student data for all students at each school site listed in this agreement. Data record layouts for the six required data sets are described below.

Student Data Record Layouts/Data Sets

The Data Sets referred to below are outlined in Appendix A of this MOU.

The District will be responsible for transferring to RDA the student data as digital files in Excel spreadsheet format adhering to the record layouts and valid codes described in Appendix [A]. Each Excel file may contain multiple schools’ students’ data in each file, but not to exceed 64,000 records (i.e., not to exceed 64,000 spreadsheet rows). Six distinct types of student data are to be provided; permanent student ID numbers will be used to link the separate data files:

- Data Set 1 (Enrollment and Demographics)
- Data Set 2 (Absence and Attendance)
- Data Set 3 (Discipline)
- Data Set 4 (Performance Test Scores)
- Data Set 5 (Promotion)



Record layout rules for all data sets are available in an Excel file together with a template (a row of column headers), which can be filled in by District personnel.

Baseline Year Data

MDUSD will provide Baseline Year data for all new schools added since the previous year (all 5 data sets for 2016-17) to RDA by September 2018.

Evaluation Year Data

The following sets of data will be provided on the following dates:

- September 14, 2018 – Data Set 1
- January 11, 2019 – Data Set 1
- July 12, 2019 – Data Sets 1, 2, 3
- August 16, 2019 – Data Sets 4, 5

Student Information Updates

RDA will further prepare and use the above periodic editions of Data Set 1 to update student information contained in the online web application, “AfterschoolWeb v.3.” Provided that data are received in the format specified and on time, updates of the web application student data will take place on the following schedule:

- September 28, 2018
- January 31, 2019
- August 30, 2019

AfterSchoolWeb v3

The AfterSchoolWeb is the property of Resource Development Associates. The Afterschool data will be hosted on ASW v3 and located on Microsoft Azure servers.

III. Confidentiality of Student Data and Security of Data

A. Confidentiality

- RDA shall protect from unauthorized disclosure names and other identifying information, except for statistical information and summary data that does not identify the client.
- RDA shall not use such identifying information for any purpose other than carrying out the obligations under this agreement.
- RDA agree to inform all its employees, agents, and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
- RDA agree to comply and to require its officers, partners, associates, agents and employees to comply with all applicable State or Federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons, their records, or services provided them.

B. Security of Student Data

The Student Data will have the following security precautions:

- The Data Set 1 only will be imported by RDA personnel into a web-based database on a server hosted by Microsoft Azure.
- The web-based database will be protected by data encryption, a 128-bit SSL Digital Certificate which encrypts all data transmissions, Microsoft Azure's 24/7 security monitoring, and user-specific passwords and access levels.
- The user-specific passwords and access levels are issued by Collaborative and Coordinators, who are responsible for preventing access to the data by unauthorized personnel, including terminated employees.
- The data will be retained on the web-based database and maintained by RDA at least until the State of California Department of Education has approved the final evaluation report due under terms of its grant to the Collaborative.
- All other Data sets will be maintained in Access data bases at RDA and will be encrypted, password protected and further secured through user specific network authentication.

C. Web Based Use of Student Data

The web-based database will be accessible via "AfterSchoolWeb v.3," a secured, full-featured web-based tool for managers of out-of-school-time programs. It has been developed by RDA to help educators to organize important details about activities offered, students enrolled, and attendance at service-delivery (school) sites. RDA remains responsible for fixing errors in AfterSchoolWeb v.3 that impact the usability of this system.

AfterSchoolWeb v.3 provides a variety of data entry and data display options to support efficient day-to-day operations, and seasonal reporting to funders and community constituents. No software is deployed to remote users because they access data through a secure web browser. No database synchronization is needed because all users have real-time access to the database.

A user manual, the "AfterSchoolWeb v.3 System Manual" will be provided to Collaborative and Coordinators. RDA will provide technical assistance for Collaborative and Coordinators during normal business hours Monday through Friday.

There is no additional charge for use of AfterSchoolWeb v.3, provided that the school sites represented in the AfterSchoolWeb system are participants in the Contra Costa County Afterschool 4 All Collaborative and the evaluation process.

In cases where the AfterSchoolWeb system is used to represent additional school sites who are not participating in the Afterschool 4 All Collaborative and evaluation as listed above, a \$500 setup fee per school site, plus fees of \$50 per month per school site, will be owed to RDA.



D. AfterSchoolWeb v.3 Features

Several reporting and data entry features have been developed expressly at the request of the Collaborative. Development of additional features is not included in this agreement.

IV. Indemnification

Collaborative and Users agree to indemnify and hold harmless RDA for any claims arising from use of the Software, including loss or corruption of data.

V. Costs and Payment for Services

RDA will bill MDUSD on a **quarterly** basis for of the total amount of the contract as follows: September 28, December 31, March 29, and June 28. This price will include all activities as outlined in this MOU, local travel, materials and supplies. An invoice will be submitted at the end of each quarter. Payment is due upon receipt of the invoice.

Total costs for all items under scope of work will not exceed **\$72,000**.

VI. Amendments

No amendments or additions to this Agreement shall be valid unless made in writing and signed by both Provider and a RDA officer including any attached Exhibits.

VII. Term

This Agreement shall be made from July 1, 2018 through June 30, 2019.

VIII. Signatures

Patricia Marrone Bennett, CEO, Resource Development Associates

Stephanie Roberts, Director of Development

Jennifer Sachs, Executive Director of Instructional Support



Appendix [A]

Record layout rules for each of six data sets to be provided by District to Evaluator.

Data Set 1 (Enrollment and Demographics)			
Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		required. All students active at any time during school year.
State_ID	text		Required
LastName	text		Required
FirstName	text		Required
MiddleName	text		Optional
Address1	text		Optional
Address2	text		Optional
City	text		Optional
State	text		Optional
ZIP	text		Optional
HomePhone	text		Optional
EthnicityCode	numeric	see valid codes below	Required
Sex	text	M or F	Required
Birthdate	text	format: MM/DD/YYYY	Required
Grade	text	see valid codes below	Required
SchoolName	text		Required
EnterDate	text	format: MM/DD/YYYY	required: date of enrollment to school
LeaveDate	text	format: MM/DD/YYYY	required: date of exit from school, if any
Homeroom	text		Optional
HomeroomTeacher	text		Optional
Mother_Firstname	text		Optional
Mother_Lastname	text		Optional
Mother_Employer	text		Optional
Mother_Bus_Phone	text		Optional
Father_Firstname	text		Optional
Father_Lastname	text		Optional
Father_Employer	text		Optional
Father_Bus_Phone	text		Optional
EmergencyContact	text		Optional
Relationship	text		Optional
ContactPhone	text		Optional
EmergencyContact2	text		Optional
Relationship2	text		Optional
ContactPhone2	text		Optional
EligiblePickUp1	text		Optional
EligiblePickUp2	text		Optional
EligiblePickUp3	text		Optional
EligiblePickUp4	text		Optional
EligiblePickUp5	text		Optional



Data Set 1 (Enrollment and Demographics)			
Data Element	Data Type	Valid Codes	Notes
NeedFlag1_Special_Ed	numeric	0 ("No"), 1 ("Yes")	Required
NeedFlag2_ELL	numeric	0 ("No"), 1 ("Yes")	Required
NeedFlag3_CalWorks	numeric	0 ("No"), 1 ("Yes")	<i>Optional</i>
DaysEnrolled	numeric	Integer	Required
DaysAbsent	numeric	Integer	Required

ASWeb valid EthnicityCodes (CoCoCo Afterschool 4 All)		
EthnicityCode *	EthnicityDescription	<i>corresponds to CSIS code</i>
1	African American	600
2	Asian Other	299
3	Cambodian	207
4	Chinese	201
5	Filipino	400
6	Guamanian	302
7	Hawaiian	301
8	Indian (Asian)	205
9	Japanese	202
10	Korean	203
11	Laotian	206
12	Latino/Hispanic	500
13	Multiple	
14	Native American	100
15	None/Not Available	
16	Pacific Islander	399
17	Samoaan	303
18	Tahitian	304
19	Vietnamese	204
24	White	700
* Integer, determined arbitrarily by ASWeb for all school sites among the Afterschool4All Collaborative during ASWeb ADMIN SETUP Processes.		



ASWeb valid Grade Codes (CoCoCo Afterschool 4 All)	
Grade *	GradeDescription
K	K
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
* Text, determined separately for each individual school site during ASWeb SITE SETUP Processes	

Data Set 2 (Absence and Attendance)			
Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		required. All students active at any time during school year.
State_ID	text		Required
SchoolName	text		Required
Date	text	format: MM/DD/YYYY	required. between July 1 – June 30
All-Day Absence-or-Attendance Type	text	(Defined in District's student info system)	required. District's Codebook also required



Data Set 3 (Discipline)			
Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		required. All students active at any time during school year.
State_ID	text		Required
SchoolName	text		Required
Date	text	format: MM/DD/YYYY	required. between July 1 – June 30
Incident_Type	text	(Defined in District's student info system)	required. District's Codebook also required
Disposition_Type	text	(Defined in District's student info system)	required. District's Codebook also required
Disposition_Duration	numeric		required. Usually number of DAYS

Data Set 4 (Performance Test Scores)			
Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		required. All students active at any time during school year.
State_ID	text		Required
Performance_Test_Year_and_Month	text	format: YYYYMM	Required
Performance_Test_Part	text	Math Subject or "English Language Arts"	Required
Performance_Scaled Score	numeric	4-digit	Required
Performance_Level	numeric	1-digit (1= "Level 1", ..., 4 = "Level 4")	Required

Data Set 5 (Promotion)			
Data Element	Data Type	Valid Codes	Notes
Permanent_ID	text		required. All students active at any time during school year.
State_ID	text		required
SchoolName	text		required
Current_Grade	text		required. Grade Level during current school year.
Next_Grade	text		required. Grade Level anticipated at beginning of coming school year.