

Completing Your Data File For Online Enrollment

To begin using the Pro-Core (PC) assessment system, your students, teachers, and classes must be enrolled into the Pro-Core online system. We will complete your schools enrollments if you provide a **data file** with the required information.

You will be emailed two documents: (1) an **Enrollment Form**, and (2) a **Data File** template.

Instructions for completing the Enrollment Form for online testing are found in *Section B*. Instructions for completing the data file for online enrollments are found *below*.

This section deals with completing the Data File template. Pay particular attention to the section below titled “Grouping Students and Organizing Your Data File.”

In order to take advantage of the full power of the Pro-Core Assessment system, we recommend that your students be grouped, enrolled and/or tested by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

Completing Your Data File Spreadsheet

The **Pro-Core Data File template.xls** is an Excel spreadsheet *form* that you can use to collect the required student and teacher data. Some of the data is optional, but the data file itself is **REQUIRED** for us to enroll your students and teachers.

You should email your Enrollment Form and school Data Files at least **1 week prior** to your planned initial online system log-in date so that we may set up classes in a timely manner, and your teachers and students have time to review the enrollments

	A	B	C	D	E	F	G
1	District Name	School Name	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade
2							
3							

- Column A—district name
- Column B—school name
- Column C—student last name
- Column D—student first name
- Column E—**unique Student ID**. This number will be the student’s enrollment log-in ID number. We recommend 4 to 9 digits.
- Column F—student’s gender
- Column G—student’s grade level

	H	I	J	K
1	Class Teacher - Last Name only	Teacher First Initial (for duplicate names)	Class Period- if applicable (#1-9 only)	Test Form Subject & Grade only
2				
3				

- Column H—class (subject) teacher’s last name ONLY
- Column I—class (subject) teacher’s first name or first initial is needed for online enrollment ONLY IF two teachers in the school have the same last name
- Column J—class period-group. **Use only numbers 1 to 9.** This is needed for online enrollment if the teacher has more than one different class in the same subject.
- Column K—Test Form subject and grade. This is required for online enrollment.
You may use Elementary school abbreviations: Math=M; Sci=S; SocSt=C; Read=R
For High School courses, use the entire Subject Name (e.g. Government, Geometry, etc

	L	M	N	O	P	Q
	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator	DataMap: OAA or OGT Score
1						
2						
3						

- Columns L-P—student’s Demographic Subgrouping Codes (optional)
 See the section below **“Entering Subgroup Special Codes in the School’s Data File”**
- Column Q—optional student’s State Test Scores for the PC *On-Track* program

Grouping and Organizing Students, Teachers, and Classes

In order to take advantage of the full power of the Pro-Core Assessment system, we recommend that your students be grouped, enrolled and/or tested by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

There are two ways to organize your data depending on whether (a) a teacher teaches a “self-contained” class group (two or more subjects with the same group of students—the same students with the same teacher is common in elementary schools), or whether (b) the teacher teaches “non-self-contained” classes (the same subject with different groups of students in more than one class—students a with different teacher in each subject is common in secondary schools). Either grouping requires that a student have one record in the data file for each class in which s/he is enrolled.

A. See the example below for students in self-contained classes

	C	D	E	F	G	H	I	J	K	S
	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher - Last Name only	Teacher First Initial (for duplicate names)	Class Period-if applicable (#1-9 only)	Test Form Subject & Grade only	S E a
Same students in same Teacher class group	1	Hensley	Ashley	190681	F	2	BROWN	R	M2	
	3	Sharpe	Alisha	179116	F	2	BROWN	R	M2	
	4	Silyuk	Anastasia	189292	F	2	BROWN	R	M2	
	5	Sutton	Blake	181563	M	2	BROWN	R	M2	
	6	Hensley	Ashley	190681	F	2	BROWN	R	R2	
Teacher #1	7	Sharpe	Alisha	179116	F	2	BROWN	R	R2	
	8	Silyuk	Anastasia	189292	F	2	BROWN	R	R2	
	9	Sutton	Blake	181563	M	2	BROWN	R	R2	
	10	Burger	Allen	181465	M	3	SMITH		C3	
Teacher #2	11	Harrison	Amanda	183778	F	3	SMITH		C3	
	12	Spaulding	Leslie	187899	M	3	SMITH		R3	
	13	Webb	Malcolm	190254	M	3	SMITH		R3	
Same students in same Teacher class group	14	Baker	Aaron	181671	M	4	BROWN	S	S4	
	15	Caballero	Yvonne	188601	F	4	BROWN	S	S4	
	16	Cantrell	Andrew	182015	M	4	BROWN	S	S4	
	17	Martin	Deshaun	190544	M	4	BROWN	S	S4	
	18	Baker	Aaron	181671	M	4	BROWN	S	C4	
Teacher #3	19	Caballero	Yvonne	188601	F	4	BROWN	S	C4	
	20	Cantrell	Andrew	182015	M	4	BROWN	S	C4	
	21	Martin	Deshaun	190544	M	4	BROWN	S	C4	
	22									

In the above class sample there are 20 students, 3 teachers, and 6 classes. Teachers BROWNR and BROWNS classes are self-contained. SMITH's classes are not.

B. See the next example below for students in non-self-contained classes

	C	D	E	F	G	H	I	J	K
	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period -if applicable (#1-9 only)	Test Form Subject & Grade only
1	Hensley	Ashley	190681	F	7	BROWN		4	M7
2	Sharpe	Alisha	179116	F	7	BROWN		4	M7
3	Silyuk	Anastasia	189292	F	7	BROWN		4	M7
4	Sutton	Blake	181563	M	7	BROWN		4	M7
5	Baker	Aaron	181671	M	7	BROWN		6	M7
6	Caballero	Yvonne	188601	F	7	BROWN		6	M7
7	Hatley	Zachary	182635	M	7	BROWN		6	M7
8	Martin	Deshaun	190544	M	7	BROWN		6	M7
9	Hensley	Ashley	190681	F	7	SMITH		5	R7
10	Sharpe	Alisha	179116	F	7	SMITH		5	R7
11	Silyuk	Anastasia	189292	F	7	SMITH		5	R7
12	Sutton	Blake	181563	M	7	SMITH		5	R7
13	Baker	Aaron	181671	M	7	SMITH		8	R7
14	Caballero	Yvonne	188601	F	7	SMITH		8	R7
15	Hatley	Zachary	182635	M	7	SMITH		8	R7
16	Martin	Deshaun	190544	M	7	SMITH		8	R7
17	Burger	Allen	181465	M	8	JONES		1	C8
18	Harrison	Amanda	183778	F	8	JONES		1	C8
19	Spaulding	Leslie	187899	M	8	JONES		2	S9
20	Webb	Malcolm	190254	M	8	JONES		2	S9
21									

In the above class sample there are 20 students, 3 teachers, and 6 classes. The classes are not self-contained.

In online enrollments, class period numbers must be used to identify different class groups of students; otherwise, students will be enrolled as one large subject class group. Use only numbers between 1 and 9 for class periods or “mods.”

To avoid confusion, we recommend that Pro-Core tests be administered in each individual teacher’s classroom or computer lab.

Acceptable data file formats are Excel spreadsheet or ASCII (plain text)—either tab-delimited or comma-delimited (.csv).

Entering Subgroup Special Codes in the School’s Data File

In addition to Grade and Gender “fields”, there are five special code fields in the school’s data file template that can be used to indicate student demographic subgroups. This data is not required, but is very useful if you wish to compare Pro-Core test results across the various demographic areas. ((GO TO the next page for Special Codes information))

	K	L	M	N	O	P	Q
	Test Form Subject & Grade only	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator	DataMap: OAA or OGT Score
	M7	5	1	2	1		403
	M7	2			1		373
	M7	3	1				383

Column Q is used for students' state standard scores for schools wanting to *correlate* state test results with the Pro-Core **On-Track** program; otherwise, leave it blank. *Contact Ben Hemingway for more information about the On-Track correlation reports.*

Entering Subgroup Special Codes in the School's Data File

In addition to Gender and Grade *fields*, there are five Special Code fields in the school's data file template that can be used to indicate student demographic subgroups.

In the example below, the first student is an **American Indian** with **Limited English Proficiency**, **Academically Disadvantaged** with **IEP** accommodations = Code **51210**

	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period if applicable (#1-9 only)	Test Form Subject & Grade only	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator
2	Hensley	Ashley	190681	F	7	SMITH		4	M7	5	1	2	1	
3	Sharpe	Alisha	179116	F	7	SMITH		4	M7	2			1	
4	Silyuk	Anastasia	189292	F	7	SMITH		4	M7	3	1			
5	Baker	Aaron	181671	M	7	JONES		6	M7	1		1	1	
6	Caballero	Yvonne	188601	F	7	JONES		6	M7	1				
7	Hatley	Zachary	182635	M	7	JONES		6	M7	2				1

Special Codes Fields

Sample School Data File with Subgroups

The codes in Columns L – P are converted to “real” words or abbreviations on Pro-Core reports.

Below is a summary of the five Pro-Core Subgroup Codes and field placement. *See the complete list of ODE Codes and descriptions on the following page.*

ETHNIC/RACIAL GROUP CODES (field 1):

- 1 - White (non-Hispanic, non-Latino)
- 2 - African-American (non-Hispanic, non-Latino)
- 3 - Hispanic or Latino
- 4 - Asian or Pacific Islander
- 5 - American Indian or Alaskan Native
- 6 - Multiracial

LIMITED ENGLISH PROFICIENCY GROUP (field 2):

- 1 - Limited English Proficiency (LEP)

DISADVANTAGEMENT GROUP (field 3):

- 1 - Economically Disadvantaged
- 2 - Academically Disadvantaged (CTAE students only)
- 3 – Economically and Academically Disadvantaged

SPECIAL EDUCATION GROUP (field 4):

- 1 - IEP/SWD/504 Plan Accommodation(s)

GIFTED GROUP (field 5):

- 1 – Gifted

(see detailed Special Codes information on the next page)

ODE = Pro-Core⁺ Student demographic and other subgroup fields.

Below are the “official” fields and alpha-numeric codes the ODE uses in EMIS Records.

Pro-Core will convert/use only the codes listed below in the Subgroup fields in your School Data File.

ELEMENT (Field)	CODES: ODE = PC
Student ID [numeric code]	Locally determined [up to 9 digits]
Grade [numeric code]	01 – 12 grade level
Gender [alpha code]	M – Male = M F – Female = F
Racial/Ethnic Group [PC Subgroup field 1]	W - White (Non-Hispanic) = 1 Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. B - Black (Non-Hispanic) = 2 Persons having origins in any of the black racial groups in Africa. H - Hispanic = 3 Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. A - Asian or Pacific Islander = 4 Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. I - American Indian or Alaskan Native = 5 Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. M - Multiracial = 6 Persons having origins in two or more of the above options.
Limited English Proficiency [PC Subgroup field 2]	N – No, the student is not of Limited English Proficiency = 0 Y – Yes, the student is of Limited English Proficiency and was enrolled in US Schools for the first time BEFORE the first day of the current school year. = 1 L – Yes, the student is of Limited English Proficiency and was enrolled in US Schools for the first time on or after the first day of the current school year. = 1 M – LEP – Trial-Mainstream, the student is of Limited English Proficiency and in his/her trial-mainstream period. = 1
Disadvantage [PC Subgroup field 3]	N or * - not applicable = 0 1 - Economic disadvantage = 1 2 - Academic disadvantage (CTAE students only) = 2 3 - Both Economic and Academic disadvantage = 3 (CTAE students only)
Special Education [IEP/SWD/504 Plan] [PC Subgroup field 4]	N or ** - not applicable = 0 Y or 01-15 [various conditions/services/options] = 1
Gifted Identification [in specific area] [PC Subgroup field 5]	N – No = 0 Y – Yes = 1

See Appendix A for a Sample School Subgroup Summary Report.

OPTIONAL: Pro-Core⁺ – “On-Track” Test Correlation Data File Set-up

If you wish to generate Pro-Core On-Track data customized correlations between your school’s results on the State Tests and your school’s Pro-Core Form A and Form B/C assessments, we will need your State test standard scores *and* the Pro-Core student information (names and IDs) that match on both tests.

Below are three sample spreadsheet setups with the required data fields based on whether the Student IDs you used on the Pro-Core Tests **match** the State Assessment Student IDs.

Sample1 – Matching Student IDs (horizontal layout)

If the Student IDs used on the Pro-Core Tests match the Student IDs used on the State Tests, the student names are not required in your spreadsheet which contains only the State test Standard Scores for each test.*

SCHL_Name	LastName	FirstName	StudentID	Grade	R_Score	M_Score	SS_Score	S_Score
City High School	Bourne	Jason	6898915	10	403	373	383	389
City High School	Brown	James	9996947	10	493	457	440	429
City High School	Bueller	Ferris	7298468	10	493	466	463	456
City High School	Cody	William	6998285	10	411	435	440	447

*IF the Student IDs do NOT match on both the Pro-Core and State Tests, then a student name must be included so that we can attempt to make a Name-ID match between both tests.

Sample 2 – Matching Student IDs (vertical layout)

This setup is essentially the same as the one above, except the spreadsheet records are organized vertically with an identifying **code** to indicate the state test subject and grade.

SCHL_Name	LastName	FirstName	StudentID	OHTest	Score
City High School	Bourne	Jason	6898915	R10	403
City High School	Bourne	Jason	6898915	M10	373
City High School	Bourne	Jason	6898915	SS10	383
City High School	Bourne	Jason	6898915	S10	389
City High School	Brown	James	9996947	R10	493

Sample 3 – Anonymous Student Test Results

Data sent for processing without identifying Student IDs or Student Names should include matching State Standard Scores and Pro-Core (PC) Form A and B test percent scores.

SCHOOL	ST_ID	GR.	READ.	PC-A	PC-B	MATH	PC-A	PC-B	SCI.	PC-A	PC-B	SocSt	PC-A	PC-B
Local High Sch	1	10	420	65.8	65.8	432	46	60	434	65	70	433	52.5	65
Local High Sch	2	10	414	61.4	49.1	437	46	62	413	45	55	442	47.5	40
Local High Sch	3	10	420	62.3	54.4	432	46	50	420	45	70	435	70	55
Local High Sch	4	10	438	63.2	62.3	426	46	58	427	32.5	40	428	47.5	35
Local High Sch	5	10	440	71.9	75.4	442	46	72	413	55	77.5	419	52.5	60
Local High Sch	6	10	438	58.8	62.3	416	50	56	429	37.5	47.5	424	40	50

On-Track Data Tool files may be sent in a standard Excel spreadsheet (.xls or .xlsx) or comma-delimited (.csv) data file attached to an email to:

Ben Hemingway, Pro-Core: hemingway@Pro-Core.us

cc. Frank Cotturo, Enrollment Support Services: twms@windstream.net