

2015-16 PMF HIGH SCHOOL-SPECIFIC MEASURES

9TH GRADE ON TRACK



Released June 2016

Questions? Please contact datatickets@dcpcsb.org

Outline

1. What is the 9th grade transcript audit?
2. How to...
 - Download the data collection template
 - Complete the data collection template
 - Upload the completed template



What is the 9th grade transcript audit?

- It is the data collection for the 9th grade on track measure in the High School PMF
- This audit comes in two parts:
 1. 9th grade data collection
 2. On-site verification of a 20% sample of 9th grade transcripts
 - *PCSB staff will reach out the school to schedule this visit*
 - *Visits are scheduled to take place during the month of July*
- For overall timelines and instructions for specific data collection and validation windows, please see <http://www.dcpsb.org/report/data>
- Questions? Please contact datatickets@dcpsb.org



HOW TO...

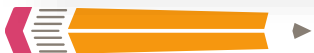
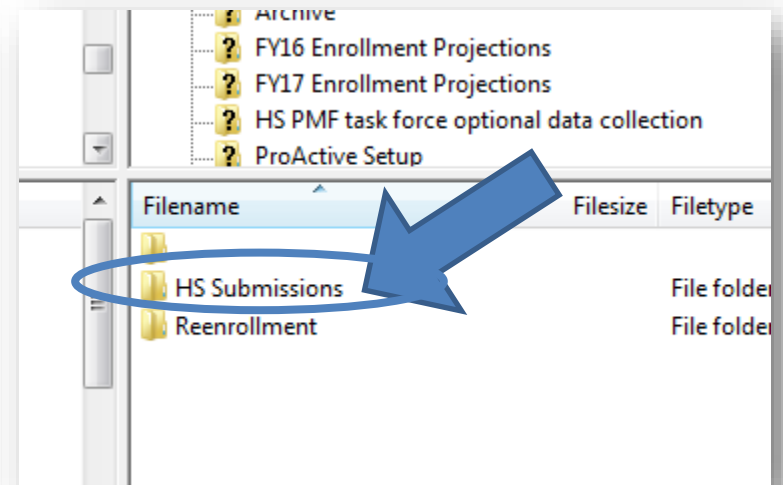
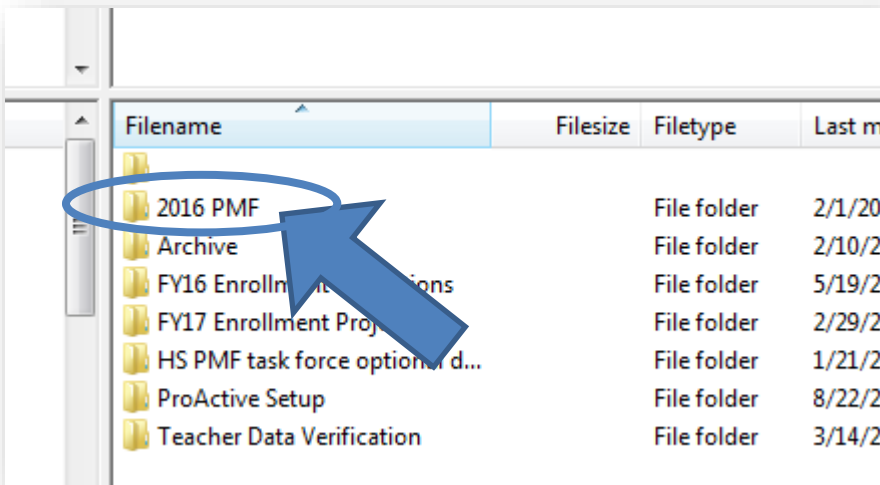


THE NEXT SLIDES EXPLAIN HOW TO
DOWNLOAD YOUR PRE-POPULATED DATA
COLLECTION TEMPLATE, COMPLETE THE
TEMPLATE, AND UPLOAD THE TEMPLATE FOR
THE 9TH GRADE ON TRACK MEASURE.



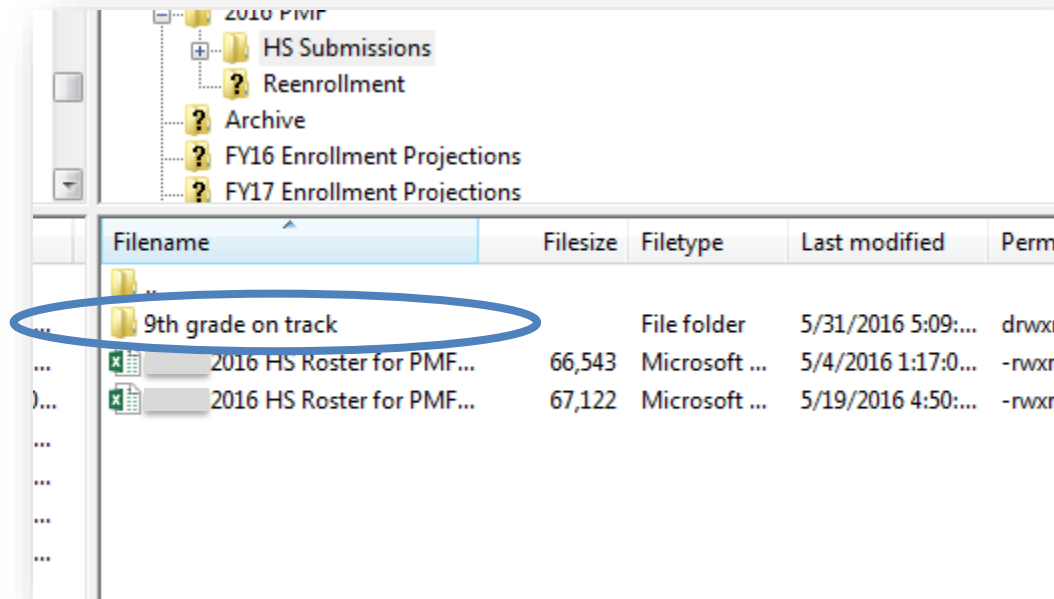
Download the HS rosters

1. Log into the FTP (FileZilla) server
(For instructions on how to log into the FileZilla, [click here.](#))
2. Open the "2016 PMF" folder and then the "HS Submissions" folder



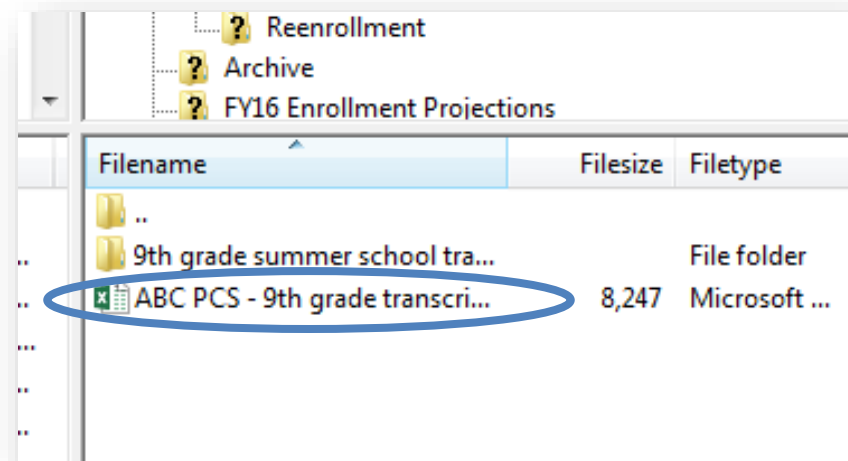
Download the HS rosters (cont.)

3. Open the “9th grade on track” folder



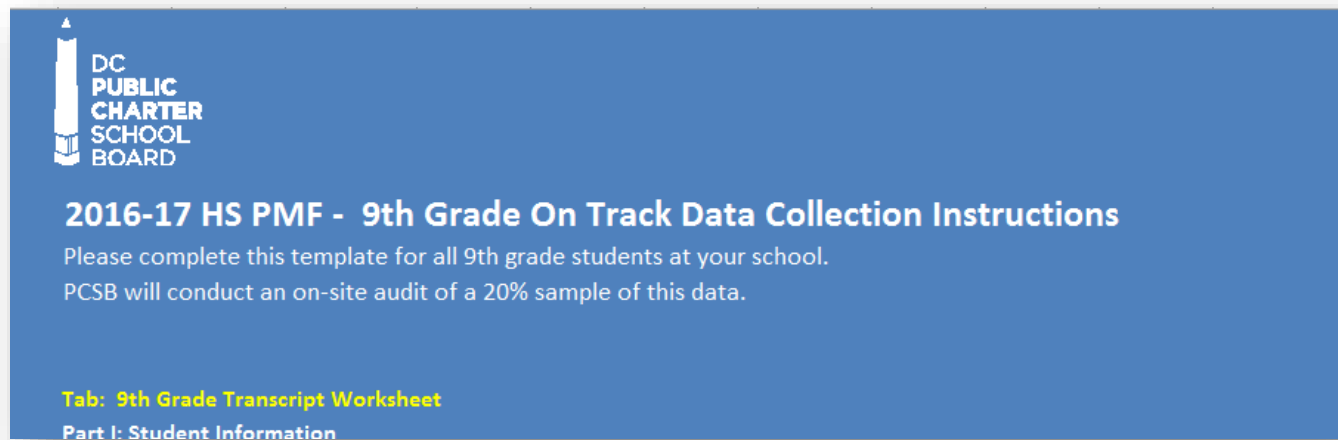
Download the HS rosters (cont.)


4. Download the “9th grade transcript audit” Excel file by double clicking the file



Complete the data collection template

- Instructions on how to complete this template can be found on the first tab of the file
- The template is pre-populated with the 9th grade students your school validated during the HS Roster Validation



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2016-17 HS PMF - 9th Grade On Track Data Collection Instructions

Please complete this template for all 9th grade students at your school.
PCSB will conduct an on-site audit of a 20% sample of this data.

Tab: 9th Grade Transcript Worksheet
Part I: Student Information



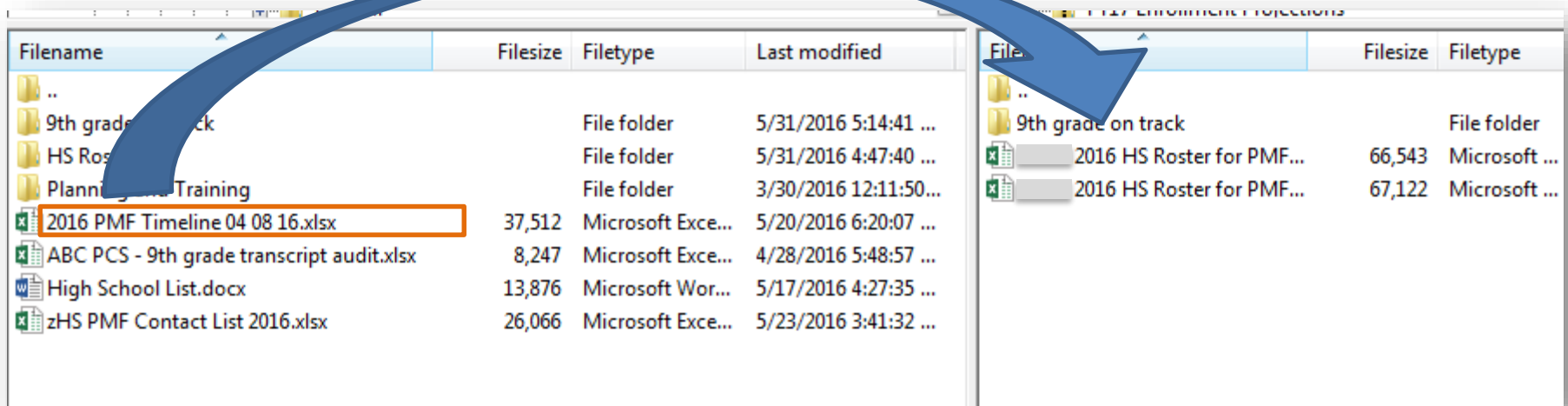
Upload the completed data collection template

1. Log into the FTP (FileZilla) server
2. Open the "2016 PMF" folder
3. Select the "HS Submissions" folder
(This is the same folder from which the file was downloaded)



Upload the completed data collection template (cont.)

4. Using the left-side local navigation pane, locate the completed data collection Excel file you wish to upload from your local hard drive
5. Drag and drop the file into the "HS Submissions" folder



On-site audits

- DC PCSB will reach out to data managers and school counselor contacts to schedule the on-site audit visit
- The visits are planned for the month of July
- After the on-site audit, schools will have the opportunity to submit the transcripts of any summer school students whose on-track status has changed



Contact Us

datatickets@dcpcsb.org

