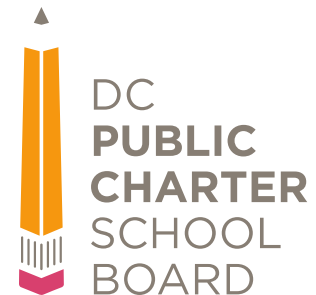


2015-16 PMF HIGH SCHOOL-SPECIFIC MEASURES

ROSTER VALIDATION



Released May 2016

Questions? Please contact datatickets@dcpcsb.org

Outline

1. What is the HS PMF Roster?
2. How to...
 - Download the rosters
 - Validate the rosters
 - Upload the rosters with any issues noted
 - Confirm the validation



What is the HS PMF Roster?

- The HS PMF roster is all of the students enrolled in your high school per the end of SY 2015-16 as outlined in the PMF Policy & Technical Guide
- For the 2015-16 HS PMF, DC PCSB pulled the May 3, 2016 rosters from ADT
- The students on this roster will serve as the denominators for the high school-specific measures on the PMF (e.g., 9th grade on track, PSAT performance, SAT/ACT performance, etc.)
- Students with disabilities who have been placed in non-public schools are not included in the denominators of high school-specific measures
- For overall timelines and instructions for specific data collection and validation windows, please see <http://www.dcpccb.org/report/data>
- Questions? Please contact datatickets@dcpccb.org



HOW TO...

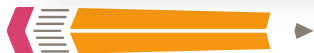
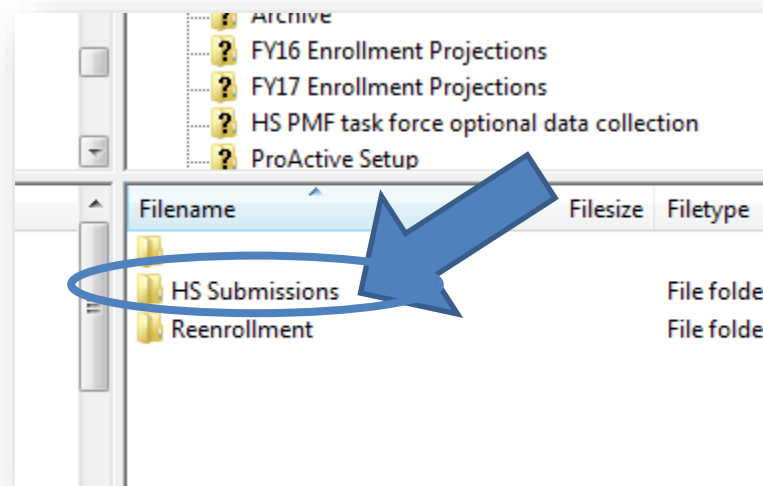
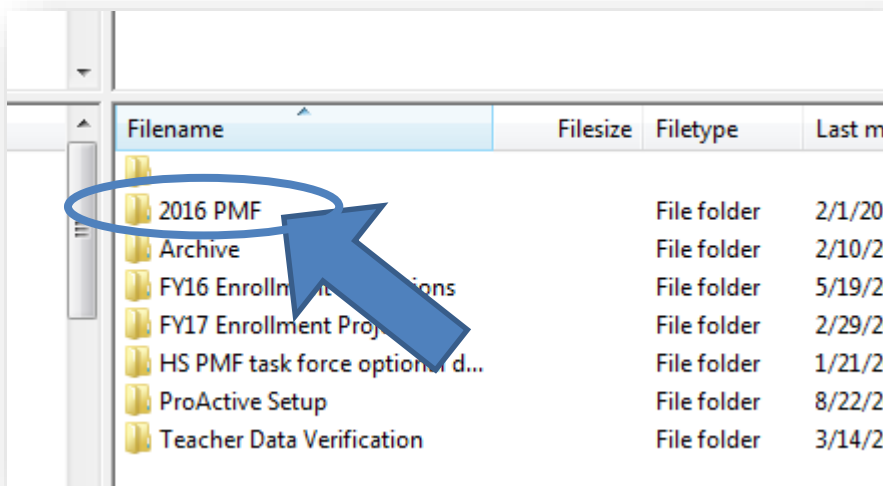


THE NEXT SLIDES EXPLAIN HOW TO DOWNLOAD YOUR HS PMF ROSTER, FLAG ANY STUDENTS WHO ARE NOT CORRECTLY IDENTIFIED, AND UPLOAD THE ROSTER FOR DC PCSB TO REVIEW.



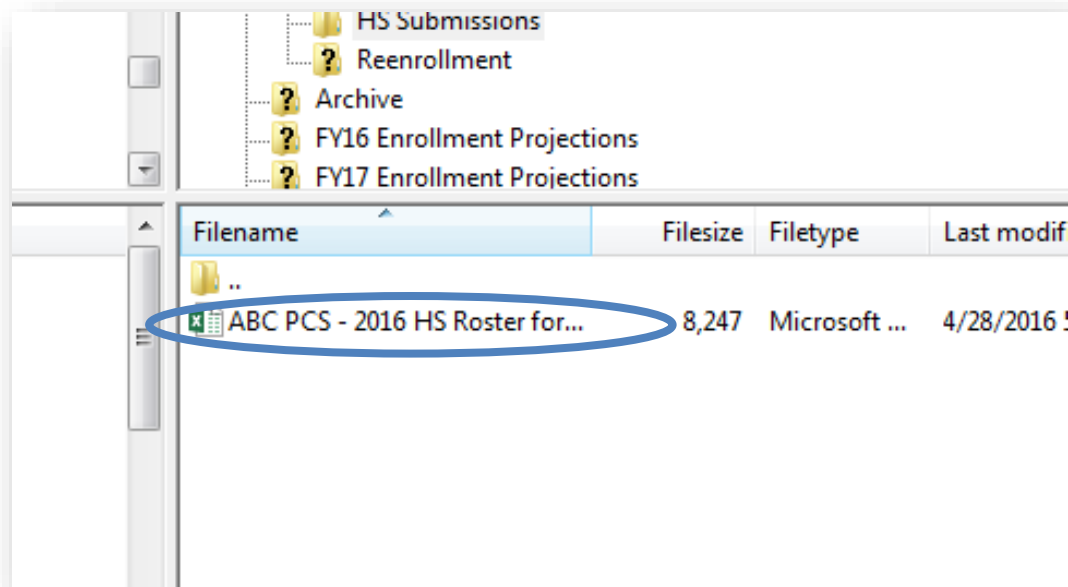
Download the HS rosters

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



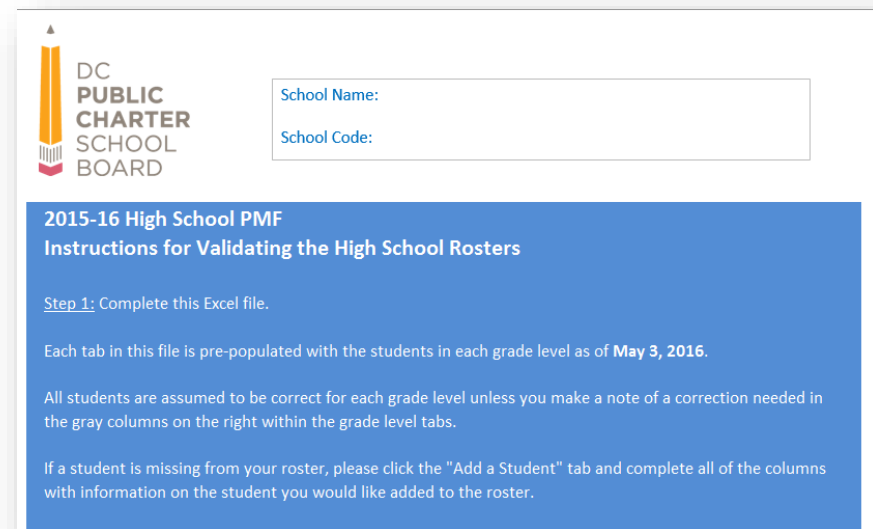
Download the HS rosters (cont.)

3. Download the "2016 HS Roster for PMF" Excel file by double clicking the file



Validate the HS rosters

- Instructions on how to validate the rosters can be found on the first tab of the file
- The template is pre-populated with the students enrolled in each grade level



DC
PUBLIC
CHARTER
SCHOOL
BOARD

School Name:

School Code:

2015-16 High School PMF
Instructions for Validating the High School Rosters

Step 1: Complete this Excel file.

Each tab in this file is pre-populated with the students in each grade level as of **May 3, 2016**.

All students are assumed to be correct for each grade level unless you make a note of a correction needed in the gray columns on the right within the grade level tabs.

If a student is missing from your roster, please click the "Add a Student" tab and complete all of the columns with information on the student you would like added to the roster.



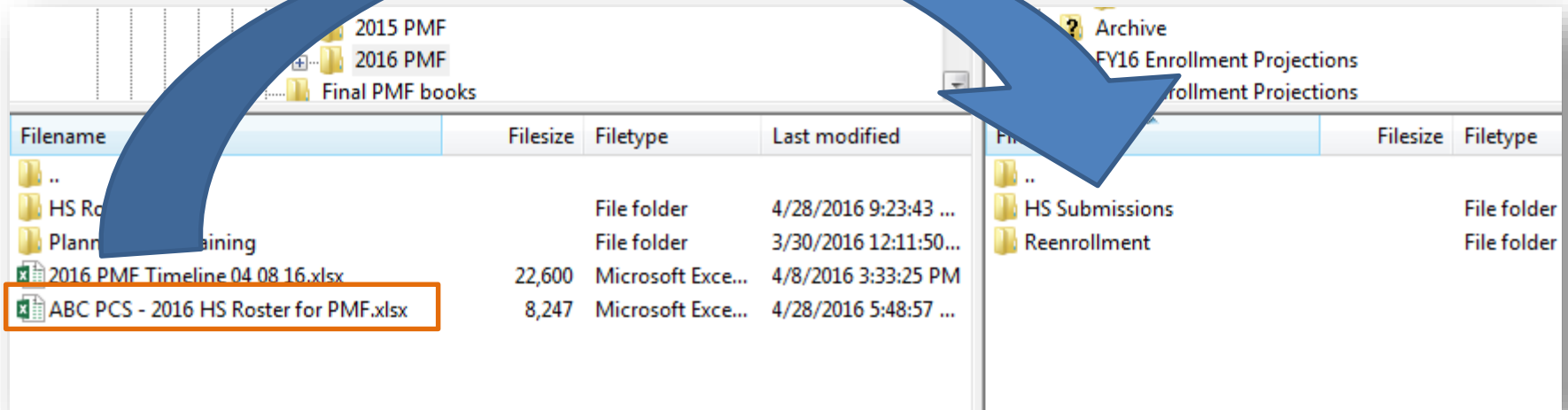
Upload the HS rosters with any issues noted

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 HS rosters with any issues noted (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



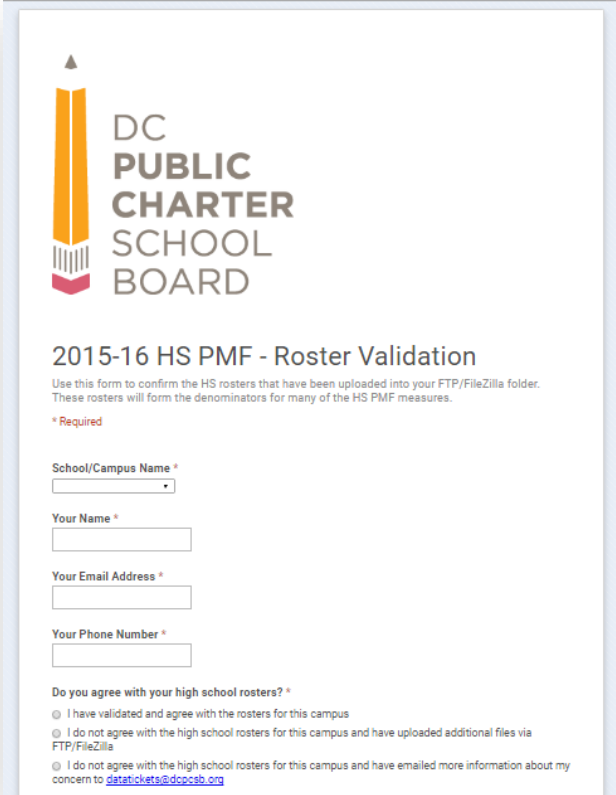
Supporting documentation

- Once the roster is uploaded and flagged with any student who is in the incorrect grade level, has incorrect non-public placement status, or exited prior to May 3, 2016, PCSB will review those issues and reach out to the school's data contact with next steps if applicable
- PCSB may require supporting documentation to remove a student from the roster or change a student's grade level depending on the reason for the removal or change
- Please gather any supporting documents to that you feel might be helpful if a student needs to be removed from the roster (e.g., court documents, request for records from another school, etc.)



Confirm validation

1. Access the [2015-16 HS PMF – Roster Validation Form](#).
2. Choose your campus name and enter the relevant information.
3. Select whether or not you agree with the data for this measure.



The screenshot shows the '2015-16 HS PMF - Roster Validation' form. At the top left is the DC Public Charter School Board logo, which consists of a stylized orange and red pencil icon next to the text 'DC PUBLIC CHARTER SCHOOL BOARD'. Below the logo, the title '2015-16 HS PMF - Roster Validation' is displayed. Underneath the title is a brief instruction: 'Use this form to confirm the HS rosters that have been uploaded into your FTP/FileZilla folder. These rosters will form the denominators for many of the HS PMF measures.' A red asterisk indicates that the following fields are required. The form includes four input fields: 'School/Campus Name *' (a dropdown menu), 'Your Name *' (a text box), 'Your Email Address *' (a text box), and 'Your Phone Number *' (a text box). At the bottom, there is a section titled 'Do you agree with your high school rosters? *' with three radio button options: 'I have validated and agree with the rosters for this campus', 'I do not agree with the high school rosters for this campus and have uploaded additional files via FTP/FileZilla', and 'I do not agree with the high school rosters for this campus and have emailed more information about my concern to datatickets@dpcpsb.org'.



Confirm validation (cont.)

4. If you agree with your data, you're finished!
5. If you have concerns, you will be asked to explain where you have provided PCSB with additional information. This helps us know where to look to follow up on your concern.



Tip: If you have additional supporting documentation to submit, please upload these documents via the FTP (FileZilla) server **before** you submit the validation form.



Contact Us

datatickets@dcpcsb.org

