

San Mateo Union High School District

Kevin Skelly, Ph.D., Superintendent

Elizabeth McManus, Deputy Superintendent Business Services

Kirk Black, Ed.D., Deputy Superintendent Human Resources and Student Services

Julia Kempkey, Ed.D. Assistant Superintendent of Curriculum and Instruction



SAN MATEO UNION HIGH SCHOOL DISTRICT PARTNER SCHOOL DISTRICT DATA SHARING AGREEMENT

1. PARTIES:

The parties to this Agreement are San Mateo Union High School District, hereinafter referred to as "SMUHSD", and the _____, to be referred to as "Partner School District".

2. EFFECTIVE DATES:

This Agreement is effective August 1, 2020 through *indefinite date and ongoing*.

3. PURPOSE:

SMUHSD aims to provide high quality instructional services and support to incoming/current high school students to improve the use and analysis of analytics with the ultimate goal of improving the educational and career/trade outcomes of all students in, and particularly for traditionally underserved students. To achieve this goal, SMUHSD shall coordinate with its Partner School Districts regarding data exchanges, integrations, governance, reporting, and analysis of staff and pupil records, which include any information related to staff or students maintained by Partner School District or by an authorized third party on behalf of Partner School District, hereafter referred to as "Data". Services rendered under this MOU shall be referred to as "Incoming 9th Grade Articulation Data" or "Data".

Partner School District will designate a "Partner School District Data Coordinator" as the primary point of contact for exchanges and transfers of Data. SMUHSD reserves the right to modify or expand on Data requests based on student needs. Data exchanges from the Partner School District to SMUHSD are to be coordinated under the direction of the Partner School District's District Data Coordinator in collaboration with the SMUHSD Curriculum Student Data Specialist or Director of Curriculum & Assessment.

4. SMUHSD AND PARTNER SCHOOL DISTRICT RESPONSIBILITIES:

San Mateo Union High School Responsibilities:

- SMUHSD will provide at least one Incoming 9th Grader Articulation Data Request Coordination meeting annually. The goal of this meeting will be to review previous data practices, exchanges, requests, post-mortem discussions on previous year data exchanges, and the planning and launch of forthcoming Data requests.

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- SMUHSD will release the Incoming 9th Grader Articulation Data Request document to Partner School District Data Coordinators in the fall of each academic school year.
- SMUHSD will ensure Data exchanges that occur between Partner School District and SMUHSD have appropriate levels of FERPA-compliant (and HIPAA as needed regarding health/medical information) security and legal compliance.
- SMUHSD will provide and/or facilitate secure protocols/procedures/guidance for the transfer and sharing of Data.
- SMUHSD will ensure Data can only be viewed or accessed by agencies legally allowed to do so and as agreed upon by Partner School District and SMUHSD.
- Other mutually agreeable requests as needed.
- SMUHSD personnel responsible for coordination of data transfers are:
 - **SMUHSD Project Leads**
 - **SMUHSD Curriculum & Assessment Director - Leadership**
 - **District Student Data Specialist, Office of Curriculum & Assessment (Lead)**
 - Responsible for coordination and management of the Incoming 9th Grader Articulation Data Request project. Liaison between Partner District and SMUHSD. Assigns responsibilities, designates access, revokes access, and maintains SMUHSD relationships.
 - **District Data Student Specialist, SMUHSD Student Services - Enrollment Data**
 - **SMUHSD CALPADS Administrator/SMUHSD SIS Lead**
 - **English Learner & Special Programs Manager**
 - **SMUHSD 504 District Coordinator - 504 Accommodations Contracts**
 - **SMUHSD Students w/ Disabilities Department - IEPs, supporting documentation**
 - **SMUHSD Student Health Coordinator - relevant medical reports/health plans**

5. Partner School District Responsibilities:

- Partner School District shall provide system access and/or Data extracts from Partner School District's student information systems, assessment platforms and grading systems throughout the year as indicated on the Incoming Student Articulation Data Request document. Coordination of the data exchanges will be managed by the Partner School District. Additional reports and/or extracts may be requested through mutual agreement between the parties.
- Partner School District Data Coordinators/Leadership will coordinate with district/school staff and SMUHSD for exchanges of non-digital incoming student data such as (but not limited to) student cumulative, 504, IEP, and health files. Actual data transfers will occur by district/school staff assigned by the Partner School District and SMUHSD.
- Data exchanges will occur through secure file transfer protocols (ftp) provided by SMUHSD or secure google drive. Partner School District secure ftp or secure google drive may be used in place of SMUHSD's ftp if both parties agree to the alternative method of exchange. Secure google drive Data exchanges must be done by private folder with file sharing permissions limited to authorized Partner School District staff and SMUHSD staff.

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- Data extracts and information requests that cannot be extracted from traditional digital platforms will be provided by electronic scanned copy whenever possible. Coordination of hard paper Data that cannot be scanned will be provided by exchange coordination efforts made by both parties.
- Partner School District will be responsible for providing additional information as needed to integrate the Data into the SMUHSD systems for further analysis of student needs.
- Partner School District will be responsible for determining who will fulfill the following roles. Multiple roles may be fulfilled by the same person. The names of personnel fulfilling these roles needs to be communicated to SMUHSD in writing:
 - **Partner District Leadership** - Responsible for supporting the purpose of the work.
 - **Partner District Data Coordinator** - Responsible for Data extracts and information requests.
 - **District/School Staff** - Assistance with/Responsible for scanning and exchanging of non-digital data transfers/Special Programs data.
 - Examples of data are but not limited to documents such as: Cumulative files, assessments, IEPs, 504s, Health/Medical, English Learner Data.
 - Partner School District will be responsible for providing SMUHSD with any changes to data-involved personnel, third- parties, or subcontractors in writing.

6. DATA SHARING AND CONFIDENTIALITY OF STUDENT DATA:

Education Code section 49077(a)(2)(E) provides that a school district may release information from pupil records to "organizations conducting studies for, or on behalf of, educational agencies or institutions for purposes of developing, validate in g, or administering predictive tests, administering student aid programs, and improving instruction, if the studies are conducted in a manner that will not permit the personal identification of pupils or their parents by persons other than representatives of the organizations, the information will be destroyed when no longer needed for the purpose for which it is obtained, and the organization enters into a written agreement with the educational agency or institution that complies with Section 99.31(a)(7) of Title 34 of the Code of Federal Regulations.

6.1. The parties acknowledge and agree that the data provided by the Partner School District may include certain Personally Identifiable Information, as such term is defined in the Family Education Rights and Privacy Act of 1974 at 20 U.S.C. 12.34(g) and regulations at 34 C.F.R. 99.3, and pupil records, as that term is defined in Cal. Education Code section 49071(b) (" Confidential Student Information ").

6.2. SMUHSD agrees to protect Confidential Student Information from unauthorized disclosure and comply with all applicable confidentiality laws which may include but is not limited to the California Education Code and the Federal Family Education Rights and Privacy Act (FERPA) as set forth in this MOU. SMUHSD is responsible for complying with all District, Local, State and Federal applicable confidentiality laws and regulations. As such, SMUHSD will use the following protocols to protect the Confidential Student Information to be utilized in the delivery of services outlined in this Agreement:

6.2.1. SMUHSD shall protect Confidential Student Information by using the same degree of care, but not less than a reasonable degree of care, to prevent the unauthorized access to or use, dissemination, or disclosure of Confidential Student Information as it uses to protect its own confidential student information.

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- 6.2.2. SMUHSD will ask the Partner School District to submit data files using a secure platform (such as SMUHSD SRAFTP or secure google drive), so that only District staff and authorized SMUHSD staff can see the contents of the files.
- 6.2.3. At no time will SMUHSD share or display to any unauthorized third party any Confidential Student Information, nor data at a level that could identify a student (for instance, data on "Indonesian" students when it is known that there are only two in the District).
- 6.2.4. The Confidential Student Information provided by Partner School District pursuant to this Agreement shall be destroyed when no longer needed in support of Math Pathways Services.
- 6.2.5. SMUHSD shall use Confidential Student Information only in support of Math Pathways Services and shall not use such information for any other purposes without the prior written consent of Partner School District.

7. Third-Party Agencies and Contractors:

Both parties may enter into separate data sharing agreements with public agencies, vendors, or outside professionals as needed part. These agreements will define the specific purposes of the data sharing and establish all appropriate and legally required security protocols for the transmission and use of these data. Both parties will ensure that all staff and third parties that receive confidential student information obtained under this Agreement, agree to the same restrictions and conditions that apply to SMUHSD in this Agreement as well as all state and federal law governing such access.

8. RENEWAL OF AGREEMENT:

If not updated by August 1st of each year, this agreement will continue to remain in force and govern all services for that fiscal year until and unless terminated per Paragraph 9 of this agreement.

9. TERMINATION :

Either party may terminate this Agreement upon ninety (90) days' written notice.

All correspondence, notices, etc. will be sent to the following persons and addresses:

Kevin Skelly _____

Superintendent
San Mateo Union High School District

Superintendent Signature

Date

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Partner School District Superintendent

Partner School District

Partner School Superintendent Signature

Date

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Example Articulation Annual Data Request Schedule (but not limited to these data items):

Data Request	Due Dates	Deliverable Detail	Format Needed, Notes
<p>Request is for Burlingame District ONLY</p> <p>Data Request #00 Remaining Missing Data from Last Year</p> <p>Request:</p> <ul style="list-style-type: none"> ELPAC Summative LEA Electronic Score Report files for 2018-2019SY (unaltered format) Reclassified(RFEP) Student File <p>Purpose: Student placements, accurate data in SIS for proper student interventions.</p>	<p>Date Due: 8/30/2020</p>	<p>Item Needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ELPAC LEA Electronic Score Report Files. Note that there are multiple data files. Raw ELPAC data files extracted from TOMS site. <input type="checkbox"/> RFEP List - Excel file with the following: <ul style="list-style-type: none"> School Name SSID/State ID (please ensure that this is not missing!) Language Fluency (i.e. EO, IFEP, RFEP, EL) Student Reclassification date (English Learner students) 	<p>Format Needed:</p> <ul style="list-style-type: none"> ELPAC (LEA sign-in) raw data format files Excel Spreadsheet (RFEP List) <p>Data Source:</p> <ul style="list-style-type: none"> ELPAC TOMS SIS for RFEP List <p>Save As: ELPAC File - School/District Name_Summative or Initial ELPAC_File Date</p> <p>RFEP File - School/District Name_Final RFEPs Class of 2019 _Date</p>
<p>Data Request #1 CAASPP Smarter Balanced (SBAC) Test Results Test Results, Spring 2019</p> <p>Request: The LEA CAASPP Student Score Data Extract Report – raw, unaltered format for all of your students.</p> <p>Purpose: State assessment records, student placements, longitudinal study, data carryover to post-secondary community college institutions.</p>	<p>Date Due: 10/01/2019</p>	<p>Item Needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Raw LEA Report - CAASPP LEA Student Score Data Extract Report CAASPP/SBAC data file extracted from TOMS site, LEA Reports page. 	<p>Format Needed: Original, unaltered raw data file extracted from CAASPP TOMS website</p> <p>Data Source: CAASPP Single Sign-On>Reports tab>select CAASPP Student Score Data Extract Report</p> <p>Save As: School/District Name_SPRING2019 CAASPP_Date</p>

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Requests continue on the following page...

<p>Data Request #2</p> <p>Student Demographic File - FALL</p> <p>Demographic File Request: This year's 8th grader demographic and parent contact data.</p> <p>Purpose: Needed for creation of incoming 9th grader database (SIS) and student pre-enrollment, student placement prep.</p>	<p>Date Due: 10/31/2019 9 CRITICAL DEADLINE!</p>	<p>Use use CALPADS codes for all when applicable.</p> <ul style="list-style-type: none"> <input type="checkbox"/> School Name <input type="checkbox"/> SSID/State ID (please ensure that this is not missing!) <input type="checkbox"/> Student First Name <input type="checkbox"/> Student Middle Name <input type="checkbox"/> Student Last Name <input type="checkbox"/> Student Date of Birth <input type="checkbox"/> Student Gender (M/F/X) <input type="checkbox"/> Ethnicity (Latino = Y/N) <input type="checkbox"/> Race 1 <input type="checkbox"/> Race 2 <input type="checkbox"/> English Language Development (ELD) Student? Yes/No <input type="checkbox"/> Language Fluency (i.e. EO, IFEP, RFEP, EL, LTEL) <input type="checkbox"/> Student Reclassification date (RFEP'd English Learner students) <input type="checkbox"/> Student parent education level <input type="checkbox"/> Student home language <input type="checkbox"/> Student US School Entry Date <input type="checkbox"/> Student California School Entry Date <input type="checkbox"/> Middle School Entry Date <input type="checkbox"/> Middle School District Entry Date <input type="checkbox"/> Special Education student indicator (students with IEPs) <input type="checkbox"/> Student special education disability code current SpecialEd students only <input type="checkbox"/> Special Education start date <input type="checkbox"/> 504 student indicator <input type="checkbox"/> 504 student start date <input type="checkbox"/> 504 accommodation <input type="checkbox"/> Special Ed Exit Date (if applicable) <input type="checkbox"/> GATE student indicator (CALPADS Program = code 127) <input type="checkbox"/> Parent – Mother's First Name <input type="checkbox"/> Parent – Mother's Last Name <input type="checkbox"/> Is Mother a Primary Parent? Yes/No <input type="checkbox"/> Is Mother an Educational Rights Holder for the student? Yes/No <input type="checkbox"/> Parent – Mother's Primary Email <input type="checkbox"/> Parent – Mother's telephone number <input type="checkbox"/> Parent – Mother's Cell number <input type="checkbox"/> Parent – Mother's work phone number <input type="checkbox"/> Parent - Father's First Name <input type="checkbox"/> Parent – Father's Last Name <input type="checkbox"/> Is Father a Primary Parent? Yes/No <input type="checkbox"/> Is Father an Educational Rights Holder for the student? Yes/No <input type="checkbox"/> Parent – Father's Primary Email <input type="checkbox"/> Parent – Father's telephone number <input type="checkbox"/> Parent – Father's Cell number <input type="checkbox"/> Parent – Father's work phone number <input type="checkbox"/> Student Residence Street Address <input type="checkbox"/> Student Residence City <input type="checkbox"/> Student Residence State 	<p>Format Needed: Excel Spreadsheet</p> <p>Data source: SIS</p> <p>Save As: School/District Name_FALL2019 DEMOGRAPHIC FILE_Date</p>
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		<input type="checkbox"/> Student Residence Zip	
		Requests continue on the following page...	
Data Request #3 8th Grader Transcripts/Report Cards 1 (FINAL FALL GRADES) Request: Spreadsheets and PDFs of final FALL report cards – both formats needed. Purpose: Student placement planning begins. Cumm file, family counselor meeting, placement, and interventions. Counselors will refer to report cards alongside 8 th grade placement spreadsheets during family meetings. The data will also be used for master scheduling and program assistance.	Date Due: 2/03/2020 CRITICAL DEADLINE!	<input type="checkbox"/> 8 th grader transcripts <ul style="list-style-type: none"> <input type="checkbox"/> Excel Spreadsheets sorted by alphabetical order <input type="checkbox"/> PDFs sorted by alphabetical order -By School: <ul style="list-style-type: none"> <input type="checkbox"/> SMFC – Abbott, Bayside, Borel, Bowditch, North Shoreview <input type="checkbox"/> BIS <input type="checkbox"/> Crocker <input type="checkbox"/> Parkside <input type="checkbox"/> Taylor 	Format Needed: Excel Spreadsheet (Counselor Placement) and PDF files (for cumm files and family meetings) Data Source: Report Card source / SIS Save As: School & District Name_REPORT CARDS_FINALFALL2019
Data Request #4 8th Grader Placement Spreadsheet 1 (FINAL FALL GRADES) Request: Excel spreadsheet of student demographic, academic and assessment data. Purpose: Student placement planning begins. This is the primary placement resource for 100+ staff. The data will be used for master scheduling and program assistance.	Date Due: 2/03/2020 CRITICAL DEADLINE!	Example Template - SMUHSD Articulation Data Request #4 Local Assessments of SMUHSD Partner School Districts Chart <ul style="list-style-type: none"> <input type="checkbox"/> Middle/Intermediate School Name <input type="checkbox"/> Student State ID# <input type="checkbox"/> Grade <input type="checkbox"/> First Name <input type="checkbox"/> Last Name <input type="checkbox"/> Date of Birth <input type="checkbox"/> NEW - Country of Birth <input type="checkbox"/> English Learner Student? Y/N <input type="checkbox"/> English Learner Development Program Student? Y/N <input type="checkbox"/> Language Fluency <input type="checkbox"/> Student RFEP Date <input type="checkbox"/> First US School Entry Date <input type="checkbox"/> School District Entry Date <input type="checkbox"/> Students w/ Disabilities Student Y/N (Student has IEP) <input type="checkbox"/> Disability Code 1 <input type="checkbox"/> Disability Code 2 	Format Needed: Excel spreadsheet Data Source: Report Card source and SIS Save As: School/District Name_PLACEMENT SPREADSHEET_FINALFALL2019 NOTE: Please provide ANY local assessment data for English/Math/Science. It will help reduce the amount of instructional time taken from your students for high school placement testing. This information should be acquired from the school principals if it is not in your SIS.

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		<ul style="list-style-type: none"><input type="checkbox"/> Special Education Entry Date<input type="checkbox"/> Special Education Exit Date<input type="checkbox"/> 504 Student Y/N<input type="checkbox"/> Student Parent Ed Level<input type="checkbox"/> Ethnicity Y = Latino, N = Not Latino<input type="checkbox"/> Race1<input type="checkbox"/> Race2<input type="checkbox"/> GATE Student Y/N<input type="checkbox"/> English Course Title - 8th Grade Fall Term<input type="checkbox"/> English Course Grade - 8th Grade Fall Term<input type="checkbox"/> ELPAC Score<input type="checkbox"/> ELPAC Reporting Level (Performance Level)<input type="checkbox"/> ELPAC Test Date<input type="checkbox"/> 7th Grade CAASPP English Score Spring 2019<input type="checkbox"/> 7th Grade CAASPP English Performance Level Spring 2019<input type="checkbox"/> English - Local Assessment Score<input type="checkbox"/> English - Local Assessment Scale Score Range<input type="checkbox"/> English - Local Assessment Performance Level<input type="checkbox"/> Math Course Title - 8th Grade Fall Term<input type="checkbox"/> Math Course Grade - 8th Grade Fall Term<input type="checkbox"/> 7th Grade CAASPP Math Score Spring 2019<input type="checkbox"/> 7th Grade CAASPP Math Performance Level Spring 2019<input type="checkbox"/> Math - Local Assessment Score<input type="checkbox"/> Math - Local Assessment Scale Score Range<input type="checkbox"/> Math - Local Assessment Performance Level<input type="checkbox"/> Science Course Title - 8th Grade Fall Term<input type="checkbox"/> Science Course Grade - 8th Grade Fall Term<input type="checkbox"/> Total GPA	
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<p>Data Request #5 ELPAC Smarter Balanced Test Results Test Results, 2020-21 School Year (files rec'd so far)</p> <p>Request: The raw ELPAC files for the CURRENT YEAR, both Initials and Summatives from LEA Reports of TOMS.</p> <p>Purpose: SIS record, proper student placement and interventions</p>	<p>Date Due: 04/03/2020</p>	<p>Format Needed: Note that there are multiple data files. Raw ELPAC data files extracted from TOMS site.</p>	<p>Format Needed: Original, unaltered raw data file extracted from CAASPP.org, TOMS</p> <p>Data Source: ELPAC TOMS (under LEA Reports)</p> <p>Save As: School/District Name_Summative or Initial ELPAC_Date of file</p> <p>Data Source: ELPAC Single Sign-On>Reports (LEA sign-on)>Student Results Report—Student Score Data Extract</p>
<p>Data Request #6 Request: Updated Demographic File - SPRING</p> <p>Demographic File Request: This year's 8th grader demographic and parent contact data.</p> <p>Purpose: Needed for creation of incoming 9th grader database (SIS) and student pre-enrollment, student placement prep.</p>	<p>Date Due: 5/01/2019</p>	<p>Format Needed: Please use CALPADS codes for all when applicable.</p> <ul style="list-style-type: none"> <input type="checkbox"/> School Name <input type="checkbox"/> SSID/State ID (please ensure that this is not missing!) <input type="checkbox"/> Student First Name <input type="checkbox"/> Student Middle Name <input type="checkbox"/> Student Last Name <input type="checkbox"/> Student Date of Birth <input type="checkbox"/> Student Gender (M/F/X) <input type="checkbox"/> Ethnicity (Latino = Y/N) <input type="checkbox"/> Race 1 <input type="checkbox"/> Race 2 <input type="checkbox"/> English Language Development (ELD) Student? Yes/No <input type="checkbox"/> Language Fluency (i.e. EO, IFEP, RFEP, EL, LTEL) <input type="checkbox"/> Student Reclassification date (RFEP'd English Learner students) <input type="checkbox"/> Student parent education level <input type="checkbox"/> Student home language <input type="checkbox"/> Student US School Entry Date <input type="checkbox"/> Student California School Entry Date <input type="checkbox"/> Middle School Entry Date <input type="checkbox"/> Middle School District Entry Date <input type="checkbox"/> Special Education student indicator (students with IEPs) <input type="checkbox"/> Student special education disability code current SpecialEd students only <input type="checkbox"/> Special Education start date <input type="checkbox"/> 504 student indicator <input type="checkbox"/> 504 student start date <input type="checkbox"/> 504 accommodation <input type="checkbox"/> Special Ed Exit Date (if applicable) <input type="checkbox"/> GATE student indicator (CALPADS Program = code 127) <input type="checkbox"/> Parent – Mother's First Name <input type="checkbox"/> Parent – Mother's Last Name <input type="checkbox"/> Is Mother a Primary Parent? Yes/No <input type="checkbox"/> Is Mother an Educational Rights Holder for the student? Yes/No <input type="checkbox"/> Parent – Mother's Primary Email 	<p>Format Needed: Excel CSV File</p> <p>Data Source: SIS</p> <p>Data will be loaded into SIS.</p> <p>Save As: School/District Name_PLACEMENT SPREADSHEET_FINALSPRING2020</p>

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		<input type="checkbox"/> Parent – Mother’s telephone number <input type="checkbox"/> Parent – Mother’s Cell number <input type="checkbox"/> Parent – Mother’s work phone number <input type="checkbox"/> Parent - Father’s First Name <input type="checkbox"/> Parent – Father’s Last Name <input type="checkbox"/> Is Father a Primary Parent? Yes/No <input type="checkbox"/> Is Father an Educational Rights Holder for the student? Yes/No <input type="checkbox"/> Parent – Father’s Primary Email <input type="checkbox"/> Parent – Father’s telephone number <input type="checkbox"/> Parent – Father’s Cell number <input type="checkbox"/> Parent – Father’s work phone number <input type="checkbox"/> Student Residence Street Address <input type="checkbox"/> Student Residence City <input type="checkbox"/> Student Residence State Student Residence Zip	
Data Request #7 8th Grader Transcripts/Report Cards 2 (FINAL SPRING GRADES) Request: Spreadsheets and PDFs of final SPRING report cards – both formats needed. Purpose: Student placement planning begins. Cumm file, family counselor meeting, placement, and interventions. Counselors will refer to report cards alongside 8 th grade placement spreadsheets during family meetings. The data will also be used for master scheduling and program assistance.	Date Due: <u>6/10/2020</u>	<input type="checkbox"/> 8 th grader transcripts <ul style="list-style-type: none"> <input type="checkbox"/> Excel Spreadsheets sorted by alphabetical order <input type="checkbox"/> PDFs sorted by alphabetical order -By School: <ul style="list-style-type: none"> <input type="checkbox"/> SMFC – Abbott, Bayside, Borel, Bowditch, North Shoreview <input type="checkbox"/> BIS <input type="checkbox"/> Crocker <input type="checkbox"/> Parkside <input type="checkbox"/> Taylor 	Format Needed: Excel Spreadsheet (Counselor Placement) and PDF files (for cumm files and family meetings) Data Source: Report Card source / SIS Save As: School & District Name_REPORT CARDS_FINALSPRING2019
<p style="text-align: center;">Requests continue on the following page...</p>			

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<p>Data Request #8 8th Grader Placement Spreadsheet 2 (FINAL SPRING GRADES)</p> <p>Request: Excel spreadsheet of student demographic, academic and assessment data.</p> <p>Purpose: Student placement planning begins. This is the primary placement resource for 100+ staff. The data will be used for master scheduling and program assistance.</p>	<p>Date Due: 6/10/2017</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Middle School Name <input type="checkbox"/> SSID/State ID (please ensure that this is not missing!) <input type="checkbox"/> Student First Name <input type="checkbox"/> Student Last Name <input type="checkbox"/> Student Date of Birth <input type="checkbox"/> English Learner tag (indicate if student is attending English Learner development (ELD) classes, ELD class level, or mainstream classes only) <input type="checkbox"/> English Language Development (ELD) Student? Yes/No <input type="checkbox"/> Language Fluency (i.e. EO, IFEP, RFEP, EL, LTEL) <input type="checkbox"/> Student Reclassification date (RFEP'd English Learner students) <input type="checkbox"/> First US School Entry Date <input type="checkbox"/> Student California School Entry Date <input type="checkbox"/> Middle School Entry Date <input type="checkbox"/> District Entry Date <input type="checkbox"/> Special Education student indicator (students with IEPs) <input type="checkbox"/> 504 student indicator <input type="checkbox"/> Special Education/504 student start date <input type="checkbox"/> Special Ed Disability Code (if any) <input type="checkbox"/> Special Ed Exit Date (if applicable) <input type="checkbox"/> Student Parent Ed Level <input type="checkbox"/> Ethnicity (Latino = Y/N) <input type="checkbox"/> Race 1 <input type="checkbox"/> Race 2 <input type="checkbox"/> GATE indicator (CALPADS Program = code 127) <input type="checkbox"/> English Course Title, Spring Term <input type="checkbox"/> English Spring Semester Term Grade <input type="checkbox"/> ELPAC Score – most recent overall score (if in your student database) <input type="checkbox"/> ELPAC – date of most recent test taken <input type="checkbox"/> Math Course Title, Spring Term <input type="checkbox"/> Math Spring Semester Term Grade <input type="checkbox"/> Science Course Title, Spring Term <input type="checkbox"/> Science Spring Semester Term Grade <input type="checkbox"/> Total GPA <input type="checkbox"/> 7th Grade Math Spring 2017 CAASPP/SBAC Overall Proficiency Level (if in your student database) <input type="checkbox"/> 7th Grade English Spring 2017 CAASPP/SBAC Overall Proficiency Level (if in your student database) <p>For English/Math/Science:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local common assessment tool name <input type="checkbox"/> Local common assessment score 	<p>Format Needed: Excel Spreadsheet</p> <p>Data Source: Report Card source and SIS</p> <p>Save As: School/District Name_PLACEMENT SPREADSHEET_FINALSPRING2020</p> <p>NOTE: Please provide ANY local assessment data for English/Math/Science. It will help reduce the amount of instructional time taken from your students for high school placement testing. This information should be acquired from the school principals if it is not in your SIS.</p>
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		<input type="checkbox"/> Local common assessment proficiency level Example: <ul style="list-style-type: none"> • For SMFC – Galileo Test, HMH Reading Inventory • For BIS - HMH Reading Inventory and Illuminate Benchmark Assessments • Parkside - STAR Reading (Lexile)/Math • Taylor - STAR Reading (Lexile) 	
Data Request #9 ELPAC Smarter Balanced Test Results Test Results, 2018-19 School Year Request: The raw ELPAC file for last year's 8 th grades AND this year's 8 th graders. Purpose: Student placements	Date Due: 07/10/2019	n Needed: <input type="checkbox"/> Note that there are multiple data files. Raw ELPAC data files extracted from TOMS site.	Format Needed: Original, unaltered raw data file extracted from CAASPP.org, TOMS Data Source: ELPAC Single Sign-On>Reports>Student Results Report—Student Score Data Extract Save As: ELPAC File - School/District Name_Summative or Initial ELPAC_File Date
Data Request #10 Preliminary CAASPP Smarter Balanced (SBAC) Test Results Test Results, Spring 2019 Request: The raw CAASPP file for last year's 8 th graders AND this year's 8 th graders. Purpose: Student placements	Date Due: 08/01/2019	n Needed: <input type="checkbox"/> Raw CAASPP/SBAC data file extracted from TOMS site	Format Needed: Original, unaltered raw data file extracted from CAASPP.org, TOMS Excel Spreadsheet Data Source: CAASPP Single Sign-On>Reports> ORS Excel Spreadsheet Save As: School/District Name_SPRING2019 CAASPP_Date

Summary of Requests on next page...

San Mateo Union High School District

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Elizabeth McManus, Deputy Superintendent Business Services

Kirk Black, Ed.D., Deputy Superintendent Human Resources and Student Services

Julia Kempkey, Ed.D. Assistant Superintendent of Curriculum and Instruction



Note: 9/12/2019 Lennie Perreras: This document has been created for your convenience and project planning. Dates, criteria, and format may be revised by SMUHSD Office of Curriculum & Assessment if necessary. Revisions will be communicated via email to each Neighborhood District Data Coordinator.

[Link – SMUHSD SRAFTP SITE \(for submitting data\)](#) For instructions, email Lennie at lperreras@smuhd.org .

Project Milestone Summary Data Requested on 9/12/2018

Data Request Milestone	Date Due to SMUHSD	Date Sent to SMUHSD	SMUHSD Confirmed Rec'd
Data Request #00 ELPAC Summative File and Reclassified(RFEP) Student File <ul style="list-style-type: none"> Request is for Burlingame District ONLY for BOTH FILES 	9/30/2019		
1. CAASPP Smarter Balanced (SBAC) Test Results Test Results, Spring 2019 <ul style="list-style-type: none"> The LEA CAASPP Student Score Data Extract Report from the LEA Report tab 	10/01/2019		
2. Demographic File - FALL <ul style="list-style-type: none"> This year's 8th grader demographic and parent contact data. 	10/31/2019		
3. 8 th Grader Transcripts/Report Cards 1 (FALL) <ul style="list-style-type: none"> Spreadsheets and PDFs of final FALL report cards 	Data Requests #3, and #4 are both due on: 2/3/2020		
4. 8 th Grader Placement Spreadsheet 1 (FALL) <ul style="list-style-type: none"> Request: Excel spreadsheet of student demographic, academic and assessment data. 			
5. ELPAC Smarter Balanced Test Results 2020-21SY, (students tested so far)	2/03/2019		
6. Demographic File - SPRING	5/01/2019		
7. 8 th Grade Transcripts/Report Cards 2	6/10/2019		
8. 8 th Grader Placement Spreadsheets 2 (Final Spring)	6/10/2019		
9. ELPAC Summative Test Results (2020-21SY)	7/10/2019		
10. Preliminary CAASPP 2020 Results	7/10/2019		

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Partner School Data Contacts

School Site/District	Data Coordinator	Email	Telephone
SMFC - Abbott, Bayside, Borel, Bowditch, North Shoreview	Pam Bartfield (interim), Greg Lopez	pbartfield@smfc.k12.ca.us clewis@smfc.k12.ca.us glopez@smfc.k12.ca.us	(650)312-2725
Burlingame - BIS	Gigi Costa	gcosta@burlingameschools.org	(650)259-3816
Hillsborough - Crocker	Nichole Balsells	nbalsells@hcsd.k12.ca.us	(650)548-4205
San Bruno – Parkside	Vacant	lhoem@sbpsd.k12.ca.us	(650)624-3100
Millbrae - Taylor	Frank Lagomarsino	flagomarsino@millbraesd.org	(650)697-5693 ext.016