

Coding Student Information for Disaggregation of Scores ITBS/ITED (2009-2010)

All information must be coded in the barcode file and every student tested must use a barcode label. Failure to use a barcode label will result in additional processing costs and delays in scoring of your documents.

Please advise test administrators and teachers they need to have each individual student grid the Test Form (A or B) on their individual answer folder (Levels 9-17/18). This year we are using Form A for Levels 9-17/18.

The test form is NOT included in the barcode label.

Background

This leaflet describes coding that school districts will need to include in *ITBS/ITED* bar code files in order to provide information that needs to be used to comply with NCLB and Title 1 reporting requirements. The Iowa Department of Education has established reporting guidelines that will allow the state to fulfill its reporting requirements to the U.S. Office of Education. In addition, Chapter 12 of Iowa code also specifies certain reporting in addition to what is needed for compliance with NCLB. This coding should be furnished for all students in grades 3-8 and 11.

The coding procedures described here are similar to those used in the past several years. Two fields were repurposed for 2008-09 at the request of the Iowa Department of Education. These were: Foster Care (1-digit code – formerly “Program – Other 1”, field 26) and Homeless (1-digit code – formerly “Program – Other 2”, field 27). A new field has been added for 2009-2010, Field 13, Race-Hawaiian, Pacific Islander. All public districts should have the capability of producing a bar code file with their local data base software if it was approved for use by the Iowa DE. All public districts are required to use the bar coding service for all students tested, and the cost will be covered by the Iowa Department of Education. Non public schools are also required to use the service, but at their own expense (\$.15 per student plus shipping costs).

The definitions used here and the policy statements described were developed by the Iowa Department of Education. Interpretive questions about using these coding procedures should be addressed to the Iowa Department of Education. (Tom Deeter, 515-242-5616, tom.deeter@iowa.gov)

Gender (Field 4)

Code “F” for female or “M” for male.

Race/Ethnicity (Fields 9–14)

Enter a “1” (= yes) for the ethnic group that best applies to the student. Select as many categories as needed.

Special Education (Field 19)
Free or Reduced-price Meal Eligibility (Field 21)
English Language Learner (Field 23)
Migrant Student (Field 24)

- **SE** stands for special education. It should be coded “1” for students who have an IEP, no matter what the reason for the IEP.
- **F/RL** stands for free/reduced lunch. It should be coded “1” for students who are **eligible** to receive free or reduced-price meals. The coding is based on eligibility and not participation. Therefore, an eligible student who does not participate should still be coded “1”.
- **ELL** stands for English Language Learner. A child is considered to be an ELL by the Department of Education if he/she has a language background other than English and the child’s chance of success in an English-only classroom is below that of peers of comparable ability who have English as their primary language. Code “1” for students considered ELL.
- **MG** stands for migrant status. A child is considered a migrant if he/she has moved in the past 36 months from one district to another so that the parent(s) could obtain temporary or seasonal employment in agriculture as their principal means of livelihood. Code “1” for students considered migrant status.

Full Academic Year (FAY) Attendance (Field 18)

In Field 18, FAY is used to provide information about the continuous enrollment of students in their building and the district. Any questions regarding FAY coding should be directed to Tom Deeter at the Iowa Department of Education (515-242-5616, tom.deeter@uiowa.gov).

- 0 = student has **not** been enrolled continuously in the district or building since the first day of testing last year
- 1 = student has been enrolled continuously in the district but **not** in the building since the first day of testing last year
- Blank = student has been enrolled continuously in both the district and the building since the first day of testing last year

This coding applies to the students in “reportable grades” only. (These are grades 3-8, and 11.) When a reportable grade is the lowest-level grade in a building’s configuration, those students should be coded as though they were in the building during the previous year. That is, either they should be coded 0, or they should be left blank. In other words, their code should indicate simply whether they were enrolled continuously in the district since the first day of testing last year.

Example #1: In a district in which buildings are configured K-3, 4-5, 6-8, and 9-12, grade 4 is a reportable grade that is the lowest-level grade in its building. These grade 4 students should be coded as 0 if they have **not** been enrolled in the district continuously since the first day of testing last year (grade 3). Otherwise, FAY should be left blank. In this case, no student in grade 4 in this building should be coded as 1.

Example #2: In a district in which buildings are configured K-1, 2-8, and 9-12, grades 3-8, and 11 are all reportable grades. However, none is the lowest-level grade in its building. Therefore, students in the reportable grades can be coded for FAY as 0 or 1, or they can be left blank if they were enrolled in the same building continuously since the first day of testing last year.

Resident District (Field 30)
Attending School (Field 31)
Enrollment (Entry) Type (Field 32)

Resident district code is the 4-digit number assigned to each district by the Iowa Department of Education. Use the code for your district for students who live within your district's boundaries; use the code for their home district if they are tuitioned in, for example, and live elsewhere. Non-public schools should use the 4-digit number assigned to their area public school.

The Attending School code is the 4-digit building code assigned to each public and non-public school by the Iowa Department of Education. Use the code for the building in your district in which the student is attending classes.

The Enrollment (Entry) Type is a code, 01–19, 21–23, and 27–29, used by the Department to describe the nature of a student's enrollment (e.g., resident student, open enrolled, tuitioned in, etc.). A listing of the values can be found on the ITP website at <http://www.education.uiowa.edu/itp/downloads.aspx> under the bar code information (Enrollment Type Codes).

Foster Care (Field 27 – formerly “Program - Other 1”)
Homeless (Field 28 – formerly “Program - Other 2”)

Foster Care (*From the Iowa DE Publication, “Education of Foster Children in Iowa”*)

A child is considered under foster care if he/she: “Lives in a juvenile detention center, foster care facility, or residential facility in the district.” Code “1” for students who apply as foster care.

Homeless (*From the Iowa DE and Iowa Code*)

Chapter 33, Educating the Homeless, Iowa Administrative Code, defines a “Homeless Child of School Age” as a child between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is living in a car, tent, or abandoned building or some other form of shelter not defined as a permanent home, who is living in a community shelter facility, or who is living with non-nuclear family members or with friends (includes doubled-up families). Code “1” for students who apply as homeless.

Note that a child can be coded both homeless and in foster care if the child is considered to be “awaiting foster care placement”. Therefore, field 27 and 28 should both be coded “1”.