

**USER'S MANUAL**

**FOR**

**NEW JERSEY SCHOOL REPORT CARD**

**ELECTRONIC DATA COLLECTION SOFTWARE**

**2009 VERSION**

***Data are to be returned via DOEnet by***  
***September 29, 2009***

**New Jersey Department of Education**  
**Division of Chief of Staff**

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## **INTRODUCTION**

**THE SCHOOL REPORT CARD EDC\_PC.** There have been some changes to the EDC\_PC software. It is extremely important to use the instructions that accompany the software. **It is critical to pay attention to the details of the data being submitted, so that reports on your schools contain accurate data. Careful checking can save you embarrassment when your data become public.**

Districts are expected to carefully examine and verify their own data submissions before transmitting them to the department accompanied by the signature of the chief school administrator verifying that the data are correct. The DOE will run checks for completeness and internal compatibility when all data have been transmitted. Following these checks, the DOE will contact districts that have questionable data and ask them to revise or resubmit data, if necessary. Those whose data are complete will not be required to resubmit anything. **Data cannot be changed once they have been submitted with the verification form, and the edit checking process is complete.**

## **IMPORTANT NOTES**

**TIMELINES. Local school districts must return the data for the 2009 New Jersey School Report Card EDC via the DOEnet by September 29, 2009.**

**REPORT CONFIRMATION.** When all data have been entered into the software, you are to print a report for verification purposes. It is very important that this printed report have adequate scrutiny by your staff to assure that the data submitted to the department is completely accurate. Once you have determined that the data report is **completely accurate**, then transmit it to the DOE. Through careful attention to the data input process and examination of the printed report, you can ensure that the data appearing in the School Report Card will be correct. The published report card will not be changed.

**CONTACT INFORMATION.** Questions regarding any of these procedures or any of the data fields may be directed to Barbara or Shannon by telephone at (609) 292-6037 or (609) 777-0653, fax at (609) 984-6756, or e-mail at [reportcard@doe.state.nj.us](mailto:reportcard@doe.state.nj.us) If using e-mail, please give as many details as possible.

## **ELECTRONIC DATA COLLECTION SOFTWARE**

The 2009 School Report Card data collection is again being conducted via Web-enabled DOEnet (WBDOEnet). To use WBDOEnet, you must have access to the Internet. Detailed instructions on downloading and installing the WBDOEnet software and other important information are available at <http://www.state.nj.us/njded/data/collections>.

### **DOWNLOAD AND INSTALLATION**

To download either the WBDOEnet or the 2009 School Report Card data collection, go to <http://www.state.nj.us/education/data/collections/wdoenet/> and click on program next to the desired download. You can either open/run or save the executable file and follow the prompts for installation. It is recommended to open/run the executable file to avoid accidental overwrite. Once the download is complete, an icon will appear in the WBDOEnet folder on your desktop that says RC9. This is how you will re-enter the program.

### **PRINTING**

**When printing anything from the Report Card Software, always use the option of windows printer. If you do not see this option, please reinstall the WBDOEnet only.**

### **TRANSFER DATA TO DOE**

**When all data have been entered, you must execute and review the printed report that can be produced by the software to ensure that all of the data entered are accurate.** The report will include “MISSING DATA WARNINGS” for those fields for which data have not been entered. Also, an edit report will indicate those data fields where the values entered are flagged based on program resident edit criteria.

After all data changes have been made and the last edit has been performed successfully, you are ready to transfer the data to the Department of Education. To do this, go to the transfer data menu. Then follow the prompts to transmit data to DOE via the DOEnet.

When transmission is complete, you should be able to confirm success by viewing the partial list of files actually received at DOE.

As part of the transfer process, a transmittal form must be completed and signed by the Chief School Administrator verifying the accuracy of the school’s data. You will have an opportunity to print this form once you have successfully transmitted your data.

Once completed and signed, you can fax the transmittal form to (609) 984-6756.

## **USING 2009 REPORT CARD EDC-PC SOFTWARE APPLICATION**

For assistance at any time, you may contact the New Jersey Department of Education during normal working hours:

- For technical assistance, data entry or definition questions ([how to complete the School Report Card data collection](#)) – call (609) 292-6037 or (609) 777-0653; or
- E-mail at [reportcard@doe.state.nj.us](mailto:reportcard@doe.state.nj.us)

### **DATA ENTRY.**

#### **General Instructions**

The following instructions are designed to guide district personnel through the data entry requirements of the 2009 School Report Card EDC\_PC application.

*Navigating the Screen Displays.* You may press the **ENTER** key or use the **Down Arrow** key to advance the cursor from one data entry field to the next. Accordingly, you may use the **Up Arrow** key to return the cursor to a previous data entry field. The mouse does not work in the DOS program.

In order to change a value once entered, use the **Up/Down Arrow** keys to move the cursor to the data entry location with the value you wish to change. Once entered, press the **ENTER** key or use the **Down Arrow** key to advance the cursor to the next field. There are some fields in the data collection that are locked and cannot be changed. These fields are either preloaded by the DOE or a calculation based on information entered.

#### **School Information Entry**

On the School Report Card main menu, choose the option of **School Information Entry** option highlighted. If you are ready to enter data, press the **ENTER** key.

**Select a School.** Once the **School Information Entry** option is selected, a listing of the schools in the district appears. To select a school, use the **Up/Down Arrow** keys (in conjunction with the **PgUp/PgDn** keys, if necessary) to highlight the school or enter the first letter in the school name for the program to scroll down the list. Once the desired school is highlighted, press the **ENTER** key.

It is recommended that you follow the data entry process in the sequence that the input screens appear in the EDC-PC, as certain screens use the input from prior data screens, this will make the data entry process easier and less time-consuming.

Also, it is suggested that you review the written instructions for each data entry field appearing below and prepare a methodology for obtaining the data needed for the calculations indicated. Such preparation will make entering the data into the software an

easier process with less chance of error. **You must check the correctness of the data and any associated calculated results as these are entered or appear on the data entry screen.**

**I M P O R T A N T:** It cannot be more strongly emphasized that you must print a report at the end of the data entry process and carefully review it. If there are any incorrect entries, you must correct the data now before it is transmitted to the DOE. **The DOE does not change data once it has been verified and published.**

Through careful attention to the data input process and examination of the printed report, you can ensure that the data appearing in the School Report Card will be correct. Instructions and definitions to aid in the completion of each data entry field are listed below in the order in which they appear or are grouped on the software.

## **REPORTS/MAINTENANCE**

**Report Menu.** The following reports can be generated only after data has been entered:

- Report Card Data Listing - Except for High School Graduation Requirements
- High School Graduation Requirements

Each of the above reports may be printed in the following ways: a single report for all schools or a report for an individual school. The data entry selections appear on the printed report in a different sequence from how they appeared on the screen.

**Please note that the High School Graduation Requirements will not print unless data is in the screen. To get a copy to send to the schools, enter a number in any of the fields and then, once printed, white out that number.**

Again, as previously indicated, it is critical that you carefully review the printed report once you have completed the data entry process, although you may print a report at any time. Through careful attention to the data input process and examination of the printed report, you can ensure that the data appearing in the School Report Card will be correct and accurate. To assist you in this process, the printed reports include **MISSING DATA WARNINGS** that will alert you to data entry fields for which no data have been entered.

**To generate a report:**

1. **Main Menu.** Use the **Up/Down Arrow** keys to highlight the **Report Menu** selection under the **Reports/Maintenance** section of the **Main Menu** and press **ENTER** to select it.
2. **Report Menu.** From this screen, use the **Up/Down Arrow** keys to highlight the desired report and press **ENTER** to select it. *Be reminded that a selection produces printer output only.*

**Report Card Data Listing - Except for High School Graduation Requirements.**

Selection of this option yields a listing of the fields appearing on the data entry screens, the values entered, and their resulting calculations.

**High School Graduation Requirements.** When this option is selected, a “**High School Graduation Requirements Report Menu**” appears with the following two choices:

2008-09 High School Graduation Requirements  
Report Card Summary

The “**2008-09 High School Graduation Requirements**” report is a reproduction of the items and values appearing on the data entry screen. The “**Report Card Summary**” report includes the data entered and calculated values for the “**Graduation Data**” field (Percent of Grade 12 students who graduated) and aggregated values from the “**High School Graduation Requirements**” data entry screen (Percents graduated by passing HSPA, graduated via SRA process, graduated but exempt from HSPA, and graduated via LEP/SRA process).

3. **Select School.** Use the **Up/Down Arrow** keys to highlight the location for which you would like to print a report; a district summary; an individual report for all schools; or a report for a single school by highlighting the name of the school. When the desired location is highlighted, press **ENTER** to select it. Once the location is selected, the **Printer Specification Menu** appears.
4. **Printer Specification Menu.** Use the **Up/Down Arrow** keys to indicate the type of printer attached to your PC. Once the printer type has been highlighted, press **ENTER** to select it. It is recommended to use the Windows printer option only.

Windows printer. To be able to print to a network printer, select this option.

5. Once the printer type has been selected or the printer is properly configured, press any key to continue. A screen with the message “**Press any key to Print or ESC to abort**” appears. Before printing, be certain to check your printer (e.g., power on, paper loaded, etc.). When ready, press any key to print the forms or reports.

**Missing Data Warning.** With a few exceptions noted below, data entry selections for which no data have been entered will appear on the printed report with the message “**WARNING - MISSING.**” The absence of these data elements will not prevent transmission of a data file back to the department, but may result in these items appearing blank on the final printed 2009 School Report Card. **In order to avoid this occurrence, it is imperative that you carefully review the printed report and complete any missing data elements, as well as correct any errors to the entered data.**

***DATA FIELDS WHERE A MISSING DATA WARNING WILL NOT APPEAR.***

Advanced Placement Results (2008-09). Students may have sat for an AP examination, but did not enroll in a course.

High School Graduation Requirements (2008-09). The data entry fields appearing on this screen are linked to the “**Perform Edit**” option under the **Reports/Maintenance** section of the **Main Menu**.

**Perform Edit.** The edit process performs a variety of checks to determine the relationship between various categories for which data may or may not have been entered. The edit can be performed at any time, but must be made just prior to transferring the data to the DOE.

To perform an edit, use the **Up/Down Arrow** keys to highlight the **Perform Edit** heading under the **Reports/Maintenance** section of the main menu and press the **ENTER** key.

Edit checks have been incorporated into the software application to increase the accuracy of the data returned to the department. Each time you “**Perform Edit,**” the software program scans the data entered for each school, and if an actual or potential error is detected, it includes an error message on the edit screen and the printed report of the edits that you can elect to print. Edits are designed as either “**Warning**” (W) or “**Fatal**” (F). Warning messages are designed to advise you of data that may be in error, while Fatal messages require some action that must be resolved in order to allow the transmission process via the WBDOEnet to proceed. In all cases, it is strongly recommended that each edit message be investigated and, if necessary, corrected.

- **If no fatal errors are found,** a message will appear that you may continue to enter new data or, if finished, proceed to transfer data to WBDOEnet.
- **If errors are found,** these will appear on an edit screen. You must correct any “F” errors before transmitting.

Enter the letter “**P**” to print a copy of the **Error Report**. Press **ESC** to exit the **Edit Report** screen and return to the **Main Menu** in order to correct the errors.

## Students with Unexcused Absences Counting Toward Truancy

~~Unexcused Absence and Truancy Report~~

**Students with Unexcused Absences Counting Toward Truancy**

**Note: First read the description of the Unexcused Absence and Truancy Report in the Instruction Manual.**

**Enter the number of students who accumulated unexcused absences, consistent with N.J.A.C. 6A:16-7.8, Attendance. Count only student absences for which:**

- . There was no permission from a parent for the student to be absent from school; or
- . The parent was unable to enforce the student's school attendance pursuant to the Compulsory Education Act (N.J.S.A. 18A:38-25); or
- . The parent kept the student from attending school without obtaining approval from school officials.

Press ENTER to continue █

A student is to be counted in only one of the categories below.

STUDENTS with 1-4 unexcused absences	█ 0
STUDENTS with 5-9 unexcused absences	█ 0
STUDENTS with a total of 10 or more unexcused absences	█ 0

### ***Background***

There are two separate and distinct sets of regulations that apply to student absences. Each serves a uniquely different purpose and has different reporting requirements, as explained below.

- *N.J.A.C. 6A:32-8, Student Attendance and Accounting.* These regulations exist for the purpose of disbursing state aid. Under these regulations, a student is reported on the New Jersey School Register as either:
  - *Present,*
  - *Absent, or*
  - *Excused for religious observance.*These reporting categories do **NOT** apply to the reporting categories for unexcused absences on the New Jersey School Report Card.
- *N.J.A.C. 6A:16-7.8, Attendance.* These regulations, adopted in August 2005, establish standards for *school responses to "unexcused absences,"* as the term is defined by the district board of education (pursuant to *N.J.A.C. 6A:16-7.8(a)3,* and "*truancies*" as the term is defined in *N.J.A.C. 6A:16-7.8(a)4iii.* The first of these unexcused absences for a student starts the count toward truancy, which is

defined as 10 or more unexcused absences. Unexcused absences that apply to these regulations and the information reported on the New Jersey School Report Card include the following types of instances:

- *No Parent Permission* – The parent *did not give permission* for the student to be absent from school (e.g., the student left home with the stated intent of going to school, but did not attend school); or
- *Parent Unable to Enforce* - The parent was *unable to enforce* the student’s attendance at school (e.g., the student refused to attend school); or
- *Parent Removal Without Approval* – The parent *kept the student from attending school* (e.g., to take a trip, to go to the doctor, to care for a family member, to fulfill a family obligation, to pursue other educational opportunities) *without obtaining approval* from school officials, in accordance with the board of education’s definition of and procedures for unexcused absences.

***Instructions***

Only the unexcused absences that apply to *N.J.A.C. 6A:16-7.8* are to be reported in the New Jersey School Report Card collection. Enter the number of students who accumulated unexcused absences, according to the district board of education’s definition of “unexcused absences,” pursuant to *N.J.A.C. 6A:16-7.8, Attendance*.

The following categories of unexcused absences are to be reported:

- Students with *up to four* cumulative unexcused absences, pursuant to *N.J.A.C. 6A:16-7.8(a)4i*;
- Students with *between five and nine* cumulative unexcused absences, pursuant to *N.J.A.C. 6A:16-7.8(a)4ii*; and
- Students with cumulative unexcused absences of *10 or more*, at which time the student is *truant*.\*

**Total number of students with the following number of days of unexcused absences that count toward truancy.** Each student is to be counted once in only one of the categories below. For example, if a student has accumulated 7 unexcused absences, as determined by the local board of education’s definition of an unexcused absence, he or she would be counted only once in the 5-9 cumulative unexcused absences category and NOT in the 1-4 cumulative unexcused absences category.

<b>1-4 cumulative unexcused absences</b>	_____
<b>5-9 cumulative unexcused absences</b>	_____
<b>10 or more cumulative unexcused absences</b>	_____

*\*Each student with 10 or more cumulative unexcused absences, who therefore is truant, \* must be referred to the judicial system, pursuant to N.J.S.A. 18A:38-27 and N.J.A.C. 6A:16-7.8(a)4iii(1).*

**STUDENT LANGUAGE DIVERSITY**  
**DATA APPEARING ON SCREEN IS ONLY AN EXAMPLE**

2008-09 Reported Enrollment: 441.0	
First Language Spoken At Home (2008-09)	
Home Language	Number of Students
English	0.0
	0.0
	0.0
	0.0
	0.0
	0.0
	0.0
Others	0.0

**STUDENT LANGUAGE DIVERSITY.** Enter the number of students in your school by first language spoken at home for the 2008-09 school year. *Count full-time students as “1” and shared-time students as “.5”.* Your total school enrollment is displayed on the data entry screen as a baseline for this calculation. For vocational schools, this is only collected for full-time enrollment. As a number is entered for those students who have a particular language spoken at home, the remaining difference between the sum of these numbers and the total enrollment appears on the **“Other”** line. In this manner, the student enrollment is completely represented. As the total school enrollment may include a decimal in tenths for a shared-time student, a decimal in tenths has been included for entry of the number of students.

To select a language from a preloaded list of languages, press the **F1** key (*Do not attempt to type in the name of a language*). A window with an alphabetical listing of languages will appear to the right on your screen. The selected language will appear as an entry. You may enter up to six languages and the associated number of students. Once the maximum of six languages has been entered, any remaining students resulting from the subtraction of the total number of students entered for all languages including English from the total school enrollment appears on the **“Other”** line.

When the printed report of the data entered is performed, the number (with a decimal in tenths) and percents (as a whole number) of students by first language spoken at home appear.

## STUDENT MOBILITY

Mobility Information Section	
FULL TIME TRANSFERS IN	
FULL TIME TRANSFERS OUT	
SHARED TIME TRANSFERS IN	
SHARED TIME TRANSFERS OUT	

  

Student Mobility Information Section	
Regular Students Only (Students with No IEP's)	
Student with IEP's (40% or more in Gen Ed Classes)	
Student with IEP's (39% or less in Gen Ed Classes)	
Student with IEP's by Program Type (39% or less in Gen Ed Classes)	
Number of Mobility in Each Category	

**STUDENT MOBILITY** Enter the number of students who transferred into your school after October 15, 2008 separated as Full-Time and Shared-Time by Race, Grade, Sex and Student Classification (i.e. regular student, IEP, etc). These are students who were newly enrolled or who transferred in after October 15, 2008 for the 2008-09 school year. (Coded in the School Register as E1, R2, R3, R4, R5, R6, R7, R9, R10, R11, R12, R13 or R14). The number appears as a whole number on the data entry screen and printed report.

Enter the number of students who transferred out after October 15, 2008 separated as Full-Time and Shared-Time by Race, Grade, Sex and Student Classification (i.e. regular student, IEP, etc). These are students who transferred out to another district or school (Coded in the School Register as T2, T3, T4, T6, T7, T8, T9, TC, TD, TA, or TP), dropped out (Coded in the School Register as D3, D4, D5, D6, D7, or D8), or left for any other reason (Coded in the School Register as D1, D2, D9, D10 or D11) after October 15, 2008 for the 2008-09 school year.

See Appendix A for blank forms of each screen.

## LENGTH OF SCHOOL DAY & INSTRUCTIONAL TIME PER DAY

```
Length of School Day, Instructional Time Per Day

Length of a Regular School Day for a typical student (2008-09):
    0:0 (hour:minutes)

Instructional Time Per Day (2008-09):      (Total amount of time per day
students are engaged in instruction - Not length of school day)
    Full-Time Students:  0:0 (hour:minutes)
    Shared-Time Students: 0:0 (hour:minutes)

Use Up/Down Arrows to select field,
Press ENTER after entering data, PgUp/PgDn/ESC=to exit
```

**LENGTH OF SCHOOL DAY.** This is the amount of time school was in session (i.e., students were present) on a normal school day during the 2008-09 school year. Enter in hours and minutes. Do not include the time required for extracurricular activities or athletics that occur after regular school hours.

**INSTRUCTIONAL TIME PER DAY.** This is the amount of time per day students were engaged in instructional activities during the 2008-09 school year. Enter in hours and minutes. Homeroom may be counted where this time is used for structured activities under the supervision of a certified teacher that may include activities such as viewing specialized television programming (e.g., news programs), guidance activities, or student information activities (e.g., announcements). For elementary/middle schools, a recess period may be counted where this time includes structured instructional activities under the supervision of a certified teacher such as physical education instruction. Unstructured homeroom or recess time is not to be counted. Do not include the time required for lunch or changing classes. The entered time per day cannot be equal to or greater than the amount of time entered for length of school day.

**STUDENT CLASS SIZE**  
**DATA APPEARING ON SCREEN IS ONLY AN EXAMPLE**

Student Class Size

Special Education is defined as students who are 39% or less in general education population.

Grade	English Classes #
Grade 9	12
Grade 10	23
Grade 11	65
Grade 12	66
Total	166

**STUDENT CLASS SIZE.** This section includes all grade categories that apply to your school based on the information reported in the Fall Survey Collection as of October 15, 2008. Enter the number of classrooms for each grade individually assigned. Secondary schools will be asked for the number of English classes per grade. The above screen is only a sample of what would be seen if you had these grades.

## STUDENT SUSPENSIONS & STUDENT EXPULSIONS

```
student suspensions, student Expulsions

Students Suspended - The number of students who were suspended during the
school year.
Did your school suspend any students during the 2008-09 school year? [Y/N] █
Students should only be counted once
# of Students Suspended          2008-09
                                █ 0.0

Students Expelled - The number of students who were expelled as reported in
the New Jersey School Register during the school year.
Did your school expel any students during the 2008-09 school year? [Y/N] █
# of Students Expelled          2008-09
                                █ 0

Use Up/Down key=Select field, ENTER key=to enter data, PgUp/PgDn/ESC=to exit
```

**STUDENT SUSPENSIONS.** Answer **Y** or **N** to the question of “Did your school have any students suspended?” If **Y**, enter the number of students who received an in-school or out-of-school suspension at any time during the school year. Such action consists of the temporary dismissal of a student from classes by duly authorized school personnel in accordance with established local district school regulation and is served either under supervision during school hours or outside of school. Students who were suspended one or more times in any school year are to be counted only once.

**STUDENT EXPULSIONS.** Answer **Y** or **N** to the question of “Did your school have any students expelled?” If **Y**, enter the number of students who were expelled from school at any time during the school year. These are students for whom a D1 appears as a final status code in the School Register. Expulsion constitutes a legal action taken by the local board of education ordering a student to leave school resulting in the discontinuance of educational services or the discontinuance of payment of educational services for a student.

## TECHNOLOGY INFORMATION

The Technology Information screen is broken down into 4 screens. Below are the 4 screens that need to be filled out.

```
Computer Internet Information Section
Total Number of Computers
Computers by Location
Internet Type
Technological Literacy
```

```
Technology Information
Students
# of Computers used by students for instruction (count only instructional,
multimedia-capable computers that are minimally 586 Pentium 4 or equivalent
or Mac G4 or equivalent and above). 0
# of Computers used by the students for instruction (count only computers
That have manufacture dates newer than four fiscal years prior [July 1,2005])
Teachers
# of Computers used by teachers for instruction (count only instructional,
multimedia-capable computers that are minimally 586 Pentium 4 or equivalent
or Mac G4 or equivalent and above). 0
# of Computers used by the teachers for instruction (count only computers
That have manufacture dates newer than four fiscal years prior [July 1,2005])
Use Up/Down key=Select field, ENTER key=to enter data, PgUp/PgDn/ESC=to exit
```

Enter the number of computers used by students for instruction in 2 ways: Computers that are 586 Pentium 4, Mac G4 or equivalent and above; and computers that have manufacture dates newer than four fiscal years prior (July 1, 2005).

In other words for the second category, count any computer that has a manufacture date of or after July 2005. Do not count any computer with a manufacture date of June 30, 2005 or earlier in category 2.

The same questions are asked for teachers.

```

Number of computers used by students by location and how many
of these computers have an Internet connection. No Computer is to be
counted twice.
(Counts are to include only computers that are G4 or Pentium4 or newer)

# of Classrooms/Instru:    0 # of Internet Connection: 0
# of Library/Media Cnt:    0 # of Internet Connection: 0
# of Computer Labs:        0 # of Internet Connection: 0

Use Up/Down key=Select field, ENTER key=to enter data, PgUp/PgDn/ESC=to exit

```

This will include the count of computers used by students for instruction by location – classroom, library/media center, and computer labs and how many of those computers have an Internet connection. The total number of the three locations must be equal to the total used by students in the first category from the previous screen. Rolling cart computers are to be counted under Computer Labs.

```

Technology Information

Does your school use dial-up for network connectivity? [Y/N]  N
What bandwidth* is available to your school?  0.0 Mbps
How many of your computers are connected to the bandwidth?  0

*Identify the amount of Internet bandwidth specifically available to your
individual sch that is allocated by your district (not the district's overall
WAN bandwidth) or provided directly to your sch by an external ISP service.

```

Enter a Y or N for if your school uses dial-up for network connectivity. If you do not use dial-up, enter the bandwidth that is available to your school. Please respond with the external ISP bandwidth to your school, NOT the internal Wide Area Network (WAN) connection from the district to your school. If the ISP service to your school is through a shared district connection, you must respond with the allocated or estimated bandwidth used by your school only. Then enter the total number of computers that are connected to the bandwidth. This count should include ALL computers that are connected.

Technology Information

---

8th Grade Technological Proficiency  
 Does this school have any 8th grade student [Y/N]? █ If Yes answer questions below, if No then do NOT enter

Number of 8th grader enrollment █ 0 Number of students assessed █ 0  
 Number of students not assessed █ 0  
 Explain why students were not assessed  
 █

Number of students in 8th grade that are technologically proficient █ 0  
 What assessment tool was used  
 █

4th Grade Technological Proficiency  
 Does this school have any 4th grade student [Y/N]? █  
 How are students assessed for the 4th grade Cumulative Progress Indicators for Computer and Information Proficiency(CCCS 8.1)  
 █

---

Use F1 key=Select assessment tool  
 Use Up/Down key=Select field, ENTER key=to enter data, PgUp/PgDn/ESC=to exit

**Technology Proficiency.** Answer the question “Does this school have any 8<sup>th</sup> grade students?” If **Yes**, enter the total number of 8<sup>th</sup> grade enrollment, number assessed, number not assessed and explain why students were not assessed. You can enter up to 70 characters for the explanation. Then enter the total number of students in 8<sup>th</sup> grade that are technologically proficient and what assessment tool was used.

Also, answer whether this school has any 4<sup>th</sup> grade students and if so, explain how the students were assessed for technological proficiency.

## DROPOUT INFORMATION

Dropout Information Section	
Student Dropout Data - FULL-TIME (7/1/08 - 6/30/09)	
Student Dropout Data - SHARED-TIME (7/1/08 - 6/30/09)	

  

Student Dropout Information Section	
Regular Students Only (Students with No IEP's)	
Student with IEP's (40% or more in Gen Ed Classes)	
Student with IEP's (39% or less in Gen Ed Classes)	
Student with IEP's by Program Type (39% or less in Gen Ed Classes)	
Number of Dropouts in Each Category	

In each screen, as appropriate, enter the number of full-time or shared-time students who have dropped out of school by Race, Grade, Sex and Student Classification (i.e. regular student, IEP, etc) for the period from July 1, 2008 to June 30, 2009. Count those students by school and grade for whom any of the following entries (D3, D4, D5, D6, D7, D8) appears as a final status code on the School Register. A student who dropped out and returned more than once, but who subsequently dropped out during this period, is counted only once.

For the number of dropouts in each category, please enter the numbers of dropouts by grade level that were: a) economically disadvantaged students, b) LEP students and/or c) migrant students. A student may be counted in more than one category. This is a breakdown of the dropouts into more specific subgroups.

**Please note: There cannot be more students in one category than total number of dropouts.**

See Appendix B for blank forms.

## FACULTY MOBILITY AND ATTENDANCE

FACULTY MOBILITY AND ATTENDANCE

FACULTY MOBILITY - Number of faculty by FTE who entered, left after October 13, 2008 but before the end of the school year.

Number of faculty who entered after October 13, 2008:

Number of faculty who left after October 13, 2008:

---

Faculty Attendance Rate (2008-09):  
(Includes all classroom teachers and support services personnel)

Sum of Days Present for all Faculty:

Sum of Contracted Number of Days for all Faculty:

---

Use Up/Down/Right/Left Arrows to highlight Choice  
Page Up=Previous Page, Page Down=next page, ESC=Exit

**FACULTY MOBILITY.** Enter the number of faculty who entered the district after October 15, 2008 and before the end of the school year. This is to include any permanent substitutes. Enter the number of faculty who left the district after October 15, 2008 and before the end of the school year. This is not to include anyone who retired, resigned or contract was not renewed as of the end of the school year.

**FACULTY ATTENDANCE.** The definition for staff absence is all staff absences excluding approved professional days, personal days, staff training days, bereavement days, jury duty, and extended illness in excess of five consecutive work days. Faculty on long-term leave or disability should be removed from this calculation. Faculty includes classroom teachers and educational support services personnel. **Note: Faculty attendance does not include administrative personnel.**

Sum of Days Present for All Faculty. This is the cumulative number of days each faculty member was present during the 2008-09 school year. Once this has been determined for each classroom teacher and educational support services personnel member, these numbers are summed and this value is entered. The number is to include the grand total of faculty days worked, including actual days in the classroom, professional development and designated professional assignments. The number appears on the data entry screen and printed report as a whole number.

Sum of Contracted Number of Days for All Faculty. This is the cumulative number of days each faculty member has contractually agreed to be employed during the 2008-09 school year. The contracted number of days for each classroom teacher and educational support services personnel member are summed and this value is entered. The number is to be prorated, according to individual contracts. The number appears on the data entry screen and printed report as a whole number.

Classroom teachers and educational support services personnel are those certificated personnel who reported staff assignments of 1000 through 4001. These codes and their descriptions appear in the department's "2008-09 Fall Report: Certificated Staff Status Coding Manual" publication.

For the purposes of the report card, faculty is composed of all *classroom teachers* and *educational support services personnel* employed in your school.

**ADMINISTRATOR AND FACULTY INFORMATION**  
**DATA APPEARING ON SCREEN IS ONLY AN EXAMPLE**

```
Administrator and Faculty Information

Administrator Information(2008-09):

Number of Administrators as of10/15/08:      11.0
Did this school have any Administrators shared within the district? [Y/N]
How many? (by FTE)                            0.0
Total number of Administrators in this school by FTE:      0.0

Faculty Information(2008-09):

Number of Faculty as of10/15/08:              203.0
Did this school have any Faculty shared within the district? [Y/N]
How many? (by FTE)                            0.0
Total number of Faculty in this school by FTE:      0.0

Use Up/Down/Right/Left Arrows to highlight Choice ESC=Exit
```

**The instructions are the same for both areas. The number of administrators and faculty have been preloaded and cannot be changed. No changes will be made to these figures.**

The question of “Did this school have any administrators shared within the district?” is “Yes” or “No.” If you answer “Yes,” the “How many (by FTE)” box will then become unlocked and you will enter your number in there. If you answer “No,” the “How many (by FTE)” will remain locked.

The “Total number of Administrators in this school by FTE” will be an automatic calculation adding together the preloaded number of administrators with the shared administrators that you have entered. The ONLY way to change this number is to enter the information into the “How Many?” question.

## ADVANCED PLACEMENT EXAMINATIONS

Advanced Placement Courses : 2008-09

Advanced Placement Test	# Students In Class
UNITED STATES HISTORY	0
HISTORY OF ART	0
ART: STUDIO ART DRAWING	0
ART: STUDIO ART-2D DESIGN	0
ART: STUDIO ART-3D DESIGN	0
BIOLOGY	0
CHEMISTRY	0
CHINESE LANG & CULTURE	0
COMPUTER SCIENCE A	0
COMPUTER SCIENCE AB	0

Use Up/Down/Right/Left Arrows to highlight Choice  
Enter=Next Field, Page Up=Previous Page, Page Down=Next Page, Esc=Exit

**ADVANCED PLACEMENT EXAMINATIONS: 2008-09.** Please enter the number of students enrolled in each AP course (i.e., “Number of Students in Class”). Values may be entered for all AP courses offered by your school. These values appear as a whole number on the data entry screen and printed report.

For a complete listing of AP Tests and worksheets see Appendix C.

## HIGH SCHOOL GRADUATION REQUIREMENTS

REGULAR EDUCATION STUDENTS: (Full-time Head count only)	
Category	Students
Total # of Reg. Students that Received a Diploma-thru 8/31	0
# Reg. Students Receiving Diploma due to Passing HSPA	0
# Reg. Students Receiving Diploma due to Passing SRA	0
Total # of SpecEd Students that Received a Diploma-thru 8/31	0
# SE Students Receiving Diploma due to Passing HSPA	0
# SE Students Receiving Diploma due to Passing SRA	0
# SE Students Receiving Diploma: Exempt from HSPA	0
Total # of LEP Students that Received a Diploma-thru 8/31	0
# LEP Students Receiving Diploma due to Passing HSPA	0
# LEP Students Receiving Diploma due to Passing SRA	0
# LEP Students Receiving Diploma due to Passing SRA/LEP	0

Use Up/Down/Right/Left Arrows to highlight Choice  
Page Up=Previous Page, Page Down=next page, ESC=Exit

### General Instructions

- For the purposes of this data collection, graduates are to be reported as head counts. Count shared-time students who graduated from the home school, as well as full-time students who graduated, as “1.”
- Graduates are to be counted for the period up to and including August 31, 2009.
- Entries appear as a whole number on the data entry screen and printed report.

See Appendix D for blank worksheets.

## POST GRADUATION PLANS

<p style="text-align: center;"><b>Post Graduation Plan Section</b></p> <p><b>Post Graduation Plan - FULL-TIME (7/1/08 - 6/30/09)</b></p> <p><b>Number of Graduates in Each Category</b></p>
---

### **POST-GRADUATION PLANS OF FULL-TIME or SHARED-TIME (Resident Enrollment Only) GRADUATES.**

For the *Post-Graduation Plans of Full-time and Shared-time Graduates* data entry screens, all graduation counts should reflect the number of students who graduated (i.e., received a high school diploma) during the 2008-09 school year up to and including August 31, 2009. Hence, **this population includes mid-year, end-of-the-year, and subsequent summer session graduates.**

Enter the number of full-time or shared-time students who graduated (i.e., received a high school diploma) for the period September 1, 2008 to August 31, 2009 by their planned post-graduation destination, category of racial/ethnic origin, and sex. Include the counts for in-state and out-of-state for each destination (these columns appear when the cursor scrolls to the right and must be equal to the calculated number in the Total column. This does not apply to the post-graduation activities of other and status unknown.). Count the *full-time or shared-time* students in each secondary school for whom an "L" entry has been made in the School Register for this period. (See **definitions of post-graduation destinations and categories of racial/ethnic origin beginning on page 30**).

### **NUMBER OF GRADUATES IN EACH CATEGORY**

For the number of graduates in each category, please enter the number of graduates by race and sex for the following: a) 4 years to graduate, b) 5 years to graduate, c) 6 years to graduate, and d) 7 or more years to graduate. The total number of students that took 4, 5, 6, or 7 or more years to graduate must equal the total number of graduates reported.

For the above listed data, the total number by each category must also be broken out by 1) All Students with IEP (Male/Female), 2) LEP and 3) Migrant. This can be a duplicate count (ie you can have an LEP student who has an IEP. They would be counted in both places)

See Appendix D for blank forms

## NOCTI 2008-09

National Occupational Competency Testing Institute Scores - 2008-09				
Test	# Taking Written	# Taking Perform- ance	Average Written	Average Perform- ance
Accounting	0	0	0.0	0.0
Accounting(Modified Version)	0	0	0.0	0.0
Administrative Assisting	0	0	0.0	0.0
Advertising & Design	0	0	0.0	0.0
Agriculture Mechanics	0	0	0.0	0.0
Air Cooled Gas Engine Repair	0	0	0.0	0.0
Appliance Repair	0	0	0.0	0.0

Use Up/Down/Right/Left Arrows to highlight Choice

**Counting Students.** For the purposes of this data collection, a full-time or shared-time student is counted and reported as a whole number (1).

**NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE SCORES – 2008-09.** The Job Ready Examinations of the National Occupational Competency Testing Institute (NOCTI) are national standardized written and performance evaluations that measure student competency for entry into the identified occupational area. The examinations are based on nationally-validated workplace-based standards.

1. Input the number of students who took the written portion of the test.
2. Input the number of students who took the performance portion of the test.
3. From the information provided to the vocational-technical school by NOCTI, enter the average school score for the written portion of the test. The entered value may include a decimal in tenths.
4. Input the average school score for the performance portion of the test. The entered value may include a decimal in tenths.

For a complete listing and worksheet see Appendix E.

## CERTIFICATION/LICENSURE EXAMS

Certification/Licensure Examination Results		
Test Results by Occupational Program	# of Students Taking	# of Students Passing
Emergency Medical Technician	0	0
Practical Nursing	0	0
Aircraft Technician	0	0
Cosmetology/Hairstyling	0	0
Nail Technologist (Manicuring)	0	0
Skin Care Specialist	0	0
Heating, AC and Refrigeration Mechanic	0	0
Welder/Welding Technologist	0	0
Certified Nurse Aid	0	0

Use Up/Down/Right/Left Arrows to highlight Choice

**CERTIFICATION/LICENSURE EXAMINATION RESULTS – 2008-09.** This section lists by program area the occupations having a certification, licensure, or other required examination.

1. Input the number of students who took the test.
2. Input the number of students who passed the test.

For a complete listing and worksheet see Appendix F.

Post-Graduation/Completion Plans - Class of 2009 (Report Card)

	FT Students who GRADUATED from VOC school	ST Students who completed & GRADUATED from HOME school
4-Year College:	0	0
2-Year College:	0	0
Other College:	0	0
Post-Secondary:	0	0
Apprenticeship:	0	0
Employment:	0	0
Other:	0	0
Military:	0	0
Undecided:	0	0
Number Shared-Time Students who completed & returned to HOME School <span style="float: right;">0</span>		

Press ENTER after entering data, PgUp/PgDn/ESC=to exit

01/00/01

Post-Graduation/Completion Plans – Enter the numbers of full-time 12<sup>th</sup> grade students who graduated from the vocational/technical school under their intended post-graduation plans. Enter the numbers of shared-time students who completed the vocational/technical program and graduated from their home schools under their intended post-graduation plans. Enter the number of shared-time students who completed the vocational/technical program and returned to their home schools but have not yet graduated.

## CHARTER SCHOOLS ONLY

```
Waiting List/Number of Classrooms/Length of school year
WAITING LIST - The number of students on a waiting list for admission as of
the last day of school for the 2008-09 school year: 0
Total Number Class Rooms in the School: 0
LENGTH OF SCHOOL YEAR - The number of days in the school calendar for the
2008-09 school year: 0
Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit
```

**Waiting List.** Enter the number of potential students who appear on an official “waiting list” for admission to your school as of the last day of school for the 2008-09 academic year.

**Number of Classrooms.** Enter the number of room locations in your school for the 2008-09 school year where students are assigned on a regular basis for the purposes of instruction. Do not include room locations that are only occasionally used for this purpose (e.g., lunchrooms, auditoriums, etc.). This entry appears as a whole number on the data entry screen and printed report.

**Length of School Year.** Enter the number of days that your school was in session during the 2008-09 school year. The school term begins on the first day that the school is in actual session. All schools must be in session a minimum of 180 days.

# SCHOOL REPORT CARD DATA DEFINITIONS

## Post-graduation Plans of High School Graduates.

Four-year college/university -- an institution offering a four-year curriculum and empowered to confer a bachelor's degree.

Two-year college -- an institution offering a two-year curriculum and empowered to confer an associate's degree.

Other college -- includes service academies, an institution of higher education maintained by the federal government to prepare students for a professional career in the armed services; other type college or any post-secondary degree-granting institution other than the above.

Apprenticeship program – a post-secondary education and training program registered with the U.S. Department of Labor in which an apprentice learns a highly skilled trade or technical occupation through comprehensive instruction in the classroom and supervised training at a worksite under the direction of a trade or technical professional. <http://www.dol.gov/dol/topic/training/apprenticeship.htm#doltopics>  
<http://lwd.dol.state.nj.us/labor/employer/training/Apprenticeship.html>  
<http://www.doleta.gov/programs/factsht/pdf/apprenticeship.pdf>

Other post-secondary school -- includes business or secretarial school; cosmetology or barber school; art school; nursing school; technical, trade, or vocational school; industry-sponsored school (sponsored by a private industrial firm primarily to train prospective employees); and other post-secondary school other than the above.

### Employment

Military -- includes students who have entered service in any branches of the military following graduation.

Other -- includes additional secondary schooling (return of graduate for additional secondary school courses); homemaking (full-time management of a household); or deceased (died subsequent to graduation).

Undecided.

**Racial/Ethnic Categories.** Three of the data sets included in this application require student counts by racial/ethnic origin and sex (i.e., mobility, dropouts, and graduates). Mandated by the federal government, these standard classifications were developed in order to collect compatible, non-duplicated, and exchangeable racial and ethnic data for use by federal agencies. The definitions of these categories are as follows:

Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.

Non-Hispanics only:

- American Indian or Alaskan Native -- a person having origins in any of the original peoples of North America.
- Asian – a person having origins in any of the original peoples of the Far East or South-East Asia, or the Indian subcontinent, including China, Japan, Korea, and India.
- Black or African American
- Native Hawaiian or Other Pacific Islander -- a person having origins in any of the Pacific Islands, including the Philippine Islands and Samoa.
- White
- Two or more races -- used if the student has indicated two or more races on his or her record (does not include Hispanic).

**Student Dropouts.** These counts should reflect the total number of pupils who dropped out of school before completing a prescribed course of study and have not legally transferred to another public school, nonpublic school, state institution, or to an equivalent educational program of parental instruction, and/or their school status is unknown. All students who dropped out during the period July 1, 2008 to June 30, 2009 should be reported.

**Student Enrollments.** For the purposes of accurate and consistent reporting of on-roll students the following definitions apply:

Full-time students. Those students who attend a single school in one day for an entire school day.

Shared-time students. In accordance with the New Jersey School Register, shared-time students are those students who attend two different schools in one day for a half school day each.