

Maryland:

Guidelines for District Admins/Data Managers Related to the Early Learning Assessment (ELA)

Data Entry and Update Methods

The system will support three methods of data entry: 1) Bulk upload using CSV files, 2) Manual data entry, and 3) Using a script to send data files via SFTP. Teachers and providers will not be able to access the Ready for Kindergarten Online system and enter ELA ratings until data is loaded into the system as described below. Your district's Student Information System (SIS) will likely be updated with new teachers, students, and enrollment information throughout the school year. For that reason, data should be kept up to date through additional bulk loading, manual loading/editing, or Ftp-ing the data to ensure the data is up-to-date in the Ready for Kindergarten Online system.

Required Data for ELA Administration

1. **TEACHER Data** (*teachers.csv*): To create and update user accounts for teachers or providers in the system.
2. **STUDENT Data** (*students.csv*): To populate the system with preschool, head start, child care, kindergarten students.
3. **ENROLLMENT Data** (*enrollments.csv*): To match teachers to students in the system.

Bulk Loading Data Files

When a user with *District Administration/Data Manager* permission accesses the Ready for Kindergarten Online system, he/she will see a menu option for "**Administration**". Clicking the 'Administration' link will allow data managers to access the bulk loader. The layout for each of the three CSV data files appears below, and downloadable templates for each file type are available at: <http://dataguidelines.kready.org>

- When a file is loaded, the system will validate the file and provide feedback if any records are rejected (i.e. duplicate ID's, missing data in required fields, incorrect data format, etc.). *It is important to note that no validation process is perfect and that each district is responsible for providing clean and accurate data.*
- Teacher, Student and Enrollment data should be updated often during the ELA administration window to ensure that:
 - Newly enrolled students appear in a teacher's class list;
 - Students who change classes appear in the correct teacher's list;
 - Students who leave your district are released for another district to add;
 - Accounts are created for teaches who may join the district after the first day of school.

Bulk CSV Files: General Information

The system will accept properly prepared CSV files. In addition to adhering to the layout provided at the end of this document, each CSV file must comply with these formatting rules:

1. **You must provide a header line**- The first line of each file is the header line. The header line is automatically skipped by the bulk file process. Failing to provide a header line will result in your first data record being skipped. The template files provided already have the required headers. Please do not change the headers. The headers should be in all lowercase.
2. **Each record is on a single line.**
3. **Lines must end with either a Windows style (CRLF) carriage return or a Linux style (LF) carriage return.** Files using older Mac line endings (CR) may not load properly.

4. Fields are separated with commas.

Example: John,Doe,120 Main St.,"Anytown, WW",08123

5. Leading and trailing space-characters adjacent to comma field separators are ignored and will be automatically trimmed.

(For example: John , Doe ,... resolves to "John" and "Doe", etc. Space characters can be spaces, or tabs.

6. Fields with embedded commas must be encapsulated with double-quote characters.

In the above example. "Anytown, WW" had to be delimited in double quotes because it had an embedded comma.

7. Fields that contain double quote characters must be surrounded by double-quotes, and the embedded double-quotes must each be represented by a pair of consecutive double quotes.

So, John "Da Man" Doe would convert to "John ""Da Man""",Doe, 120 Main St.,...

8. You may also choose to encapsulate fields with double-quotes

Leading Zeroes, Microsoft Excel Formatting, and Quality checking

You may choose to use Excel to create the CSV files. Please be aware that Excel can corrupt the values of your data if you are not careful. A District ID of 01 may change to 1. You must prevent this from happening. We recommend spot checking your files with a tool, such as notepad++, which is free and can allow you to see things like line-endings and has other features to allow you to manipulate your files, if you discover a problem. <http://notepad-plus-plus.org/>. In addition, formatting your Excel column with the correct data type and length can help ensure that leading zeros are maintained when the file is saved as a CSV. Checking the file in a text-editor like Notepad is the best method to ensure leading zeros are not dropped by Excel.

File Layouts: TEACHER, STUDENT, and ENROLLMENT files

Please Note:

1 - *teachers.csv*: All fields are required for a record to be accepted.

2 - *students.csv*: Fields marked 'No' for 'Required to Administer ELA' may be required by the end of the ELA window for reporting (see last column).

3 - *enrollments.csv*: Fields marked 'No' for 'Required to Administer ELA' may be required by the end of the ELA window for reporting (see last column).

Field	Maryland	Required to Administer ELA
district_id	Two-Digit LEA Code 01 Allegany 02 Anne Arundel 03 Baltimore County 04 Calvert 05 Caroline 06 Carroll 07 Cecil 08 Charles 09 Dorchester 10 Frederick 11 Garrett 12 Harford 13 Howard 14 Kent 15 Montgomery 16 Prince George's 17 Queen Anne's 18 St. Mary's 19 Somerset 20 Talbot 21 Washington 22 Wicomico 23 Worcester	Yes

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	27 MSDE/Juvenile Services 29 Adult Correctional Facilities 30 Baltimore City 32 SEED School of Maryland 33 MD School for the Blind 34 MD School for the Deaf	
teacher_id	Local District Teacher ID	Yes
school_id	School ID Number Valid MSDE number – Four-Digit This website may be helpful in determining your number: http://www.mdreportcard.org/rcounty.aspx?WDATA=School	Yes
email	Teacher Email A valid email address	Yes
teacher_first_name	Teacher First Name Alpha. No Punctuation	Yes
teacher_last_name	Teacher Last Name Alpha. No Punctuation	Yes

FILE 2: students.csv: *Important: Records with data missing in fields marked 'No' in 'Required to Administer ELA' column will be accepted. Your state, however, may still require that data to be submitted in those fields (by the end of the ELA window) for reporting purposes. (See 'Required for Reporting' column for your state).*

Field	Maryland	Required to Administer ELA	Required for Reporting in Maryland
district_id	Two-Digit LEA Code 01 Allegany	Yes	Yes

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	02 Anne Arundel 03 Baltimore County 04 Calvert 05 Caroline 06 Carroll 07 Cecil 08 Charles 09 Dorchester 10 Frederick 11 Garrett 12 Harford 13 Howard 14 Kent 15 Montgomery 16 Prince George's 17 Queen Anne's 18 St. Mary's 19 Somerset 20 Talbot 21 Washington 22 Wicomico 23 Worcester 27 MSDE/Juvenile Services 29 Adult Correctional Facilities 30 Baltimore City 32 SEED School of Maryland 33 MD School for the Blind 34 MD School for the Deaf		
district_student_id	Local assigned student number	No	Yes
state_student_id	SASID – State Assigned Student ID Unique Statewide Identifier, MSDE Assigned	Yes	Yes
school_id	School ID Number Valid MSDE number – Four-Digit This website may be helpful in	Yes	Yes

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	determining your number: http://www.mdreportcard.org/rcou nty.aspx?WDATA=School		
student_first_name	Student First Name Alpha. This is the first name as it appears on the student's birth certificate. Do not Include Prefixes	Yes	Yes
student_middle_name	Student Middle Name Alpha. This is the middle name as it appears on the student's birth certificate.	No	Yes
student_last_name	Student Last Name Alpha. This is the last name as it appears on the student's birth certificate. Do not Include Suffixes	Yes	Yes
dob	Student Date of Birth (MM/DD/YYYY)	Yes	Yes
race7	Ethnicity Federal Guidelines for collection: http://www2.ed.gov/policy/rschstat/gui d/raceethnicity/questions.html#twopart 6 character codes that describe the students reported ethnicity. The first character is for the question Hispanic (Y or N) All records must contain a Y or N as the first character for the 'Ethnicity – Hispanic or Latino'	No	Yes

	<p>All records must contain at least one of the five 'New Race Codes' as the remaining characters.</p> <p>The characters are described below: Character Position: 1. Hispanic: Y or N 2. American Indian or Alaskan Native: 0 or 1 3. Asian: 0 or 2 4. Black or African American: 0 or 3 5. Native Hawaiian or Other Pacific Islander: 0 or 4 6. White: 0 or 5</p> <p>Examples:</p> <ul style="list-style-type: none"> • Hispanic student identified as Black: Y00300 • Asian and Hawaiian Selected (Multiple): N02040 • Asian Example: N02000 <p>Invalid Examples:</p> <p>A. Student identified as non-Hispanic with no race selected N00000</p> <p>B. Student identified as Hispanic with no race selected Y00000</p>		
gender	Gender Valid values are: F = female, M = male	No	Yes
predominant_prior_care	<i>Predominant Prior Care</i> 1=Head Start;	No	No

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	2=Prekindergarten; 3=Child Care Center; 4=Family Child Care; 5=Non-Public Nursery School; 6=Repeated Kindergarten If home_care = Y, predominant_prior_care should be blank.		
home_care	<i>Home Care</i> Valid values are: Y = Yes, N = No If predominant_prior_care has a value, home_care should = N	No	No
other_pc_head_start	Head Start – Other Prior Care Valid values are: Y = Yes, N = No	No	No
other_pc_prek	Prekindergarten – Other Prior Care Valid values are: Y = Yes, N = No	No	No
other_pc_child_care_center	Child Care Center – Other Prior Care Valid values are: Y = Yes, N = No	No	No
other_pc_family	Family Child Care – Other Prior Care Valid values are: Y = Yes, N = No	No	No
other_pc_nursery	Non-Public Nursery – Other Prior Care Valid values are: Y = Yes, N = No	No	No
other_pc_even_start	Even Start – Other Prior Care Valid values are: Y = Yes, N = No	No	No
other_pc_hippy	HIPPY – Other Prior Care Valid values are: Y = Yes, N = No	No	No
other_pc_parents_as_teachers	Parents as Teachers – Other Prior Care Valid values are: Y = Yes, N = No	No	No

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other_pc_preschool_special_ed	Preschool Special Education – Other Prior Care Valid values are: Y = Yes, N = No	No	No
other_pc_not_listed	Other Not Listed – Other Prior Care Valid values are: Y = Yes, N = No	No	No
lep	IEP Valid values are: Y = Yes, N = No This must be set to Y if a disability_code is provided in the next field	No	Yes
disability_code	01 = Intellectual Disability 02 = Hearing Impairment 03 = Deaf 04 = Speech or Language Impairment 05 = Visual Impairment, including Blindness 06 = Emotional Disability 07 = Orthopedic Impairment 08 = Other Health Impairment 09 = Specific Learning Disability 10 = Multiple Disabilities 12 = Deaf/Blindness 13 = Traumatic Brain Injury 14 = Autism 15 = Developmental Delay	No	Yes
low_ses	FARMS Valid values are: Y = Yes, N = No	No	Yes
ell_lep	ELL Valid values are: Y = Yes, N = No	No	Yes

FILE 3: enrollments.csv: Important: Records with data missing in fields marked 'No' in 'Required to Administer ELA' column will be accepted. Your state, however, may still require that data to be submitted in those fields (by the end of the ELA window) for reporting purposes. (See 'Required for Reporting' column for your state).

Field	Maryland	Required to Administer ELA	Required for Reporting in Maryland
data_collection_token	This field will be provided in training.	Yes	Yes
district_id	Two-Digit LEA Code 01 Allegany 02 Anne Arundel 03 Baltimore County 04 Calvert 05 Caroline 06 Carroll 07 Cecil 08 Charles 09 Dorchester 10 Frederick 11 Garrett 12 Harford 13 Howard 14 Kent 15 Montgomery 16 Prince George's 17 Queen Anne's 18 St. Mary's 19 Somerset 20 Talbot 21 Washington 22 Wicomico 23 Worcester 27 MSDE/Juvenile Services 29 Adult Correctional Facilities 30 Baltimore City	Yes	Yes

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	32 SEED School of Maryland 33 MD School for the Blind 34 MD School for the Deaf		
district_student_id	Local assigned student number	No	Yes
state_student_id	SASID – State Assigned Student ID Unique Statewide Identifier, MSDE Assigned	Yes	Yes
school_id	School ID Number Valid MSDE number – Four-Digit This website may be helpful in determining your number: http://www.mdreportcard.org/rcounty.aspx?WDATA=School	Yes	Yes
student_first_name	Student First Name Alpha. This is the first name that will be used when reporting student assessment results. Do not Include Prefixes	Yes	Yes
student_last_name	Student Last Name Alpha. This is the last name that will be used when reporting student assessment results. Do not Include Suffixes	Yes	Yes
dob	Student Date of Birth (MM/DD/YYYY)	Yes	Yes
teacher_id	Local District Teacher ID	Yes	Yes
teacher_first_name	Teacher First Name Alpha. This is the first name that will be used when reporting Teacher name on assessment results.	Yes	Yes

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	No Punctuation		
teacher_last_name	Teacher Last Name Alpha. This is the first name that will be used when reporting Teacher name on assessment results. No Punctuation	Yes	Yes

Updated guidelines, FAQs, and other support materials for data managers will be maintained at:

<http://dataguidelines.kready.org>