



Instructions for Preparation and Submission of 2016-17 Student Rosters for CaMSP partner LEAs

Treatment and Control Teacher Lists

Attached please find a list of participating teachers (treatment) identified from the PW Teacher Attendance Database as having completed at least one hour of professional development since July 1, 2016 and a list of control group teachers (for comparison with the treatment teachers) for this participating LEA in the partnership. The list includes the teacher first and last name and the State teacher identification number from the California Personnel Assignment Information Form (PAIF) from 2014-15 for matching purposes. For each teacher on the treatment and control list, PW is requesting a list of *every* student that he or she taught in Fall 2016 and Spring 2017.

Grade/Student Roster Data Files

Public Works is requesting student-level data files in Excel format for *every* student taught by the treatment and control group teachers on the attached list for Fall 2016 and Spring 2017. We suggest using a query based on those students who actually received a letter grade from the listed teachers for mathematics and/or science. Personally identifying student names are not required or requested for our evaluation. However, the student identification numbers must match those from the CAASPP data files (CALPADS). It may be easier to provide the data to us in separate worksheets within Excel for each grade/student roster by semester. Below is a sample layout that you may use as a guide (fictitious teacher names and IDs).

Teacher SEID	Teacher Last Name	Teacher First Name	Student State-wide ID	Student District ID	Grade Level	Course Name
6799560138	Amaya	Shaun	1839205829	283902	4	Self-Contained
6799560138	Amaya	Shaun	2830285902	592085	4	Self-Contained
6799560138	Amaya	Shaun	3920157920	293853	4	Self-Contained
8580848706	Cunha	Heidi	8259498633	323705	5	Self-Contained
8580848706	Cunha	Heidi	2986218551	353557	5	Self-Contained
8580848706	Cunha	Heidi	2986127551	383409	5	Self-Contained
2635832526	James	Anna	8259200283	385922	7	Pre-Algebra
2635832526	James	Anna	2985920201	298201	7	Pre-Algebra
2635832526	James	Anna	2985829201	195829	7	Pre-Algebra
2635832526	James	Anna	8259200283	385922	8	Science
2635832526	James	Anna	2985920201	298201	8	Science
2635832526	James	Anna	2985829201	195829	8	Science
7505075858	Schmerer	Lalitha	8259200283	385922	8	Algebra 1
7505075858	Schmerer	Lalitha	2985920201	298201	8	Algebra 1
7505075858	Schmerer	Lalitha	2985829201	195829	8	Algebra 1

PW complies with all federal and state laws governing pupil records, including FERPA and Title 5 of the California Code of Regulations. This data is treated with the utmost care and is analyzed at the group level by partnership and in the statewide study for the CaMSP program.

PW adheres to the standards for data confidentiality as required in our contract with CDE and using our professional expertise as a third party evaluation firm including the protection of disclosure of any data which could identify any individual teacher to any other entity. No individually identifiable data for teachers or students is shared with the project director or any other member of the partnership.

After you have had a chance to review our data request, please contact me at achen@publicworksinc.org if you have any questions. Please provide the roster lists for your LEA/district to the project director for submission to me **by June 30, 2017**. If you anticipate a problem meeting this deadline, please let Albert Chen or the project director know.