



## Instructions for Preparation and Submission of 2016-17 Student Rosters for CaMSP partner LEAs (Science Only Partnerships)

### Treatment 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 for this participating LEA in the partnership. The list includes the teacher first and last names 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 list, PW is requesting a total number of students in each grade span that he or she taught *science* in Fall 2016 and Spring 2017.

### Grade/Student Roster Data Files

Public Works is requesting student totals in Excel format for students taught *science* by the treatment 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 science. Personally identifying student names are not required or requested for our evaluation. Below is a sample layout that you may use as a guide (fictitious teacher names and IDs). For teachers who have self-contained classrooms in elementary grade levels, the total number of students in the class will suffice. For middle and high school grade levels every individual student taught any and all sections of science should be counted once.

Teacher SEID	Teacher Last Name	Teacher First Name	# of Students Taught in K-5	# of Students Taught in 6-8	# of Students Taught in 9-12
6799560138	Amaya	Shaun	30		
8580848706	Cunha	Heidi			150
2635832526	James	Anna		60	
7505075858	Schmerer	Lalitha			80

We are requesting no personally identifiable student information at this time. Please note that in its role as an evaluation contractor, PW complies with all federal and state laws governing pupil records, including FERPA and Title 5 of the California Code of Regulations.

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](mailto: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.