My Data Dashboard User Guide

Revision History

Version	Date	Notes
1.0	06/07/2022	Initial version
2.0	09/29/2022	Updated the diagram for "Roster View verses Sankey View"
3.0	12/06/2023	Updated visualizations and roster view definition

Contents

I. 1st-Grade Cohort

A. Definition

- In order to track a cohort of specific students' progress over time on various metrics, a 1st-grade adjusted cohort will be established. Inclusion within the cohort takes into consideration transfers in and transfers out and other factors as outlined by the business rules below.
  - If a student transfers out of the district after October 1 of current school year (for example, after 10/1/2021) but before May 1 of the current school year (5/1/2022), then that student is excluded from the 1st-grade adjusted cohort. See transfer out details under "Determining the Denominator for the Calculation" on page 5.
  - If a student transfers into 1st grade after October 1 but before May 1, then that student is included in the 1st-grade adjusted cohort.
  - If a student that is in kindergarten prior to October 1 but subsequently is promoted to 1st-grade before May 1 and exited out of kindergarten and enrolled in 1st-grade, then that student is included in the 1st-grade adjusted cohort.
  - If a student is promoted from kindergarten (school year 2011) to 2nd grade (SY 2012) after October 1 but before May 1, then that student is included in the (SY 2011) 1st-grade adjusted cohort.
  - If a student enters a district after 1st grade (for example 3rd grade in SY 2013), count back to when that student would have traditionally been in 1st grade. Assuming one grade promotion each year, then that student is included in the (SY 2011) 1st-grade adjusted cohort.
- A 1st-grade cohort for a school is established by the first year the student enters 1st grade.
- The first year that can be identified as a 1st-grade cohort is SY 2007-08 (using schoolyearID).
- The inclusion of a 1st-grade adjusted cohort means that progress data will be available to be viewed over time. This will provide the ability to view how students were captured within a given metric within a given year.
  - Within the cohort visualization, the portion of students within a particular 1st-grade cohort for the numerator or denominator of a given metric will be displayed for the given year. Further, the display will show the aggregate totals for each 1st-grade cohort that still has any students present in the school/district.
- Private school data will be excluded from the snapshot and cohort calculations.

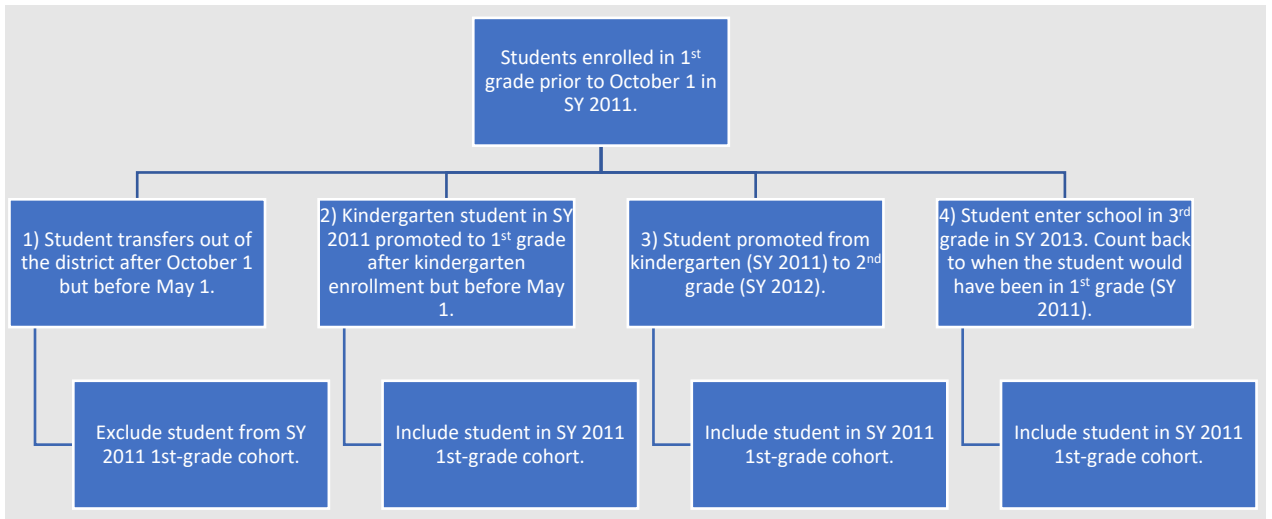## B. Source(s) of Data

- Where does the data come from?
  - Student Information System (SIS) Enrollment
  - SIS Entry/Grade Level
  - Enrollment/Entry Type

C. Business Rule(s)
- Determining the Adjusted 1st-Grade Cohort Year
  - The rules are:
    - If the student is in SIS prior to 1st grade, the student is considered part of a 1st-grade cohort when the entry grade is Grade 1 with one or more enrollments that begins on or before October 1 of the school year and the student has:
    - One or more enrollments that ends after May 1 of the school year:
      - If a student is enrolled on or before October 1 and exited on or after May 1 and entry grade is 1st, the first grade cohort year is that school year.
      - If a student is enrolled and exited prior to May 1 and entry grade is 1st, the first grade cohort year is not that school year.
      - If a student was enrolled in kindergarten on or before October 1 and sometime after enrollment was promoted to 1st grade, the first grade cohort year is that school year.
    - If a student is promoted from kindergarten directly to 2nd grade (or other grade), the first grade cohort year is that school year in which they were promoted out of kindergarten.
    - If a student is enrolled after the 1st grade year, the first grade cohort year is determined by counting back the years, assuming one grade promotion per year, based on the grade they are enrolled in until that student would have been traditionally in 1st grade if they had been enrolled then (assuming each school year the student was enrolled in the next grade in the past). For example, if a student is home-schooled (or an international student) until 5th grade and then enters the public school system in the 6th grade, that student's 1st-grade cohort would be five years prior to the year they were enrolled in SIS for the first time in 6th grade.
    - End-of-year enrollment snapshot will be used to calculate the first grade cohort year. This is similar process to adjusted cohort for graduation rate.

- Determining the Denominator for the Calculation
  - The denominator for the calculation is then the number of students in the original cohort plus the number of students transferring in minus the number of students transferring out.
  - For a given year:
    - Original cohort is the number of students whose cohort year matches the year of Entry/Grade level SIS code of 01: Grade 1 within a given year.
    - Transfers in are the number of students who joined the cohort after October 1 and whose school on the last enrollment is the reporting school. For students with multiple transfers, the only one of interest is the first transfer out of the original cohort and the last transfer in.
      - A 1st grade student is enrolled within a District A prior to October. 1. However, this student transfers to District B after October 1 but prior to May 1. This student is now part of District B's 1st-grade adjusted cohort.
    - Transfers out consists of two distinct groups.

- The first group consists of the students from the original cohort group whose last school attended is different than the first school attended. Regardless of the exit code, these are considered to have transferred out with a verified transfer.
- The second group consists of the students whose the last enrollment prior to reporting year has an exit type code of:
  - 01 Transfer to another public school district (now retired).
  - 02 Transfer to another public school within the district.
  - 03 Transfer to home schooled.
  - 04 Transfer to private school.
  - 07 Death.
  - 18 Moved out of the United States.
  - 19 Transfer to another public school district OUT of Illinois.
  - 20 Transfer to another public school district IN Illinois.
  - These are students that require the school to have documentation of the transfer.
- The denominator for the calculation is then the number of students in the original cohort plus the number of students transferring in minus the number of students transferring out.

- Determining the Numerator for the Calculation
  - Determining the numerator for the calculation will depend on the particular metric included within the calculation. For example, the numerator for 8th-graders passing algebra will be determined the same way the numerator is calculated within the 8th-graders passing algebra Report Card business rules. Another example, graduation rate numerator, will be determined the same way the numerator is determined for graduation rate within the Report Card business rules.

D. Adjusted 1st-Grade Cohort Examples

Students enrolled in 1st grade prior to October 1 in SY 2011.

1) Student transfers out of the district after October 1 but before May 1.

Exclude student from SY 2011 1st-grade cohort.

2) Kindergarten student in SY 2011 promoted to 1st grade after kindergarten enrollment but before May 1.

Include student in SY 2011 1st-grade cohort.

3) Student promoted from kindergarten (SY 2011) to 2nd grade (SY 2012).

Include student in SY 2011 1st-grade cohort.

4) Student enter school in 3rd grade in SY 2013. Count back to when the student would have been in 1st grade (SY 2011).

Include student in SY 2011 1st-grade cohort.

II. Chronic Absenteeism
A. Description

- Within the roster view, there are four metric columns in addition to the student demographic details that are specific to chronic absenteeism:
  - Column A: Included in the Report Card numerator (Y/N) -- This column will indicate if a student was included in the chronic absenteeism rate percentage within the Report Card (i.e., the student was absent more than 10% of the school year). Chronic absent calculation as defined in the Report Card business rules: (Days absent that were excused or unexcused × Percent Day of Attendance) × 100 ÷ Total Days Enrolled is equal to or greater than 10%
    - Formula: (Days absent that were excused or unexcused × Percent Day of Attendance) × 100 ÷ Total Days Enrolled
  - Column B: The actual absence rate for the current year.
  - Column C: Percent change in rate of absence over previous year: This column will provide the percentage change of absence for the student comparing the final absence rate of the current year data to final absence rate of the immediate past year.
    - Formula: Immediate past year absence rate - current year absence rate
  - Column D: Percent change in rate of absence over the previous two years -- This column will provide the percentage change of absence for the student comparing the final absence rate of the current year data to the final absence rate two years prior.
    - Formula: Two years prior absence rate - current year absence rate
- Example -- 2021: Student absent 21% of the days. 2020: Student absent 24% of the days. 2019: Student absent 15% of the days.
  - Column A: Yes
  - Column B: 21%
  - Column C: 3% (24% - 21%) - change of absences from 2020 (24%) to 2021 (21%)
  - Column D: -6% (15% - 21%) - change of absences from 2019 (15%) to 2021 (21%)
  - Note: If the student is new to the school or district and does not have absentee data from the immediate past year or three-year prior, N/A will populate that column.

III. Data Access Available by Role

A. Student-Level Data by Role

Roles:	Current Student - Student-Level Data Available: (Defined by active enrollment link through SIS course data)	Current Student - Aggregate Data Available: (Defined by active enrollment link through SIS course data)	Historical Student - Student-Level Data Available: (Defined by was part of applicable RC snapshot and was linked through enrollment and/or SIS course data in respective district/school/classroom)	Historical Student - Aggregate Data Available: (Defined by was part of applicable RC snapshot and was linked through enrollment and/or SIS course data in respective district/school/classroom)
Districtwide administrator	Yes – (For all current students in the district) based on how current students did on this metric in past Report Cards with source being RC snapshots	Yes – (For all current students in the district) based on how current students did on this metric in past Report Cards with source being RC snapshots	Yes – (For all past students in the district that were part of this metric) based on how past students did on this metric in past Report Cards with source being RC snapshots	Yes – (For all past students in the district that were part of this metric) based on how past students did on this metric in past Report Cards with source being RC snapshots
Schoolwide administrator	Yes – (For all current students in the school) based on how current students did on this metric in past Report Cards with source being RC snapshots	Yes – (For all current students in the school) based on how current students did on this metric in past Report Cards with source being RC snapshots	Yes – (For all past students in the school that were part of this metric) based on how past students did on this metric in past Report Cards with source being RC snapshots	Yes – (For all past students in the school that were part of this metric) based on how past students did on this metric in past Report Cards with source being RC snapshots
Classroom Teacher	Yes – (For all current students in the classroom) based on how current students did on this metric in past Report Cards with source being RC snapshots	Yes – (For all current students in the classroom) based on how current students did on this metric in past Report Cards with source being RC snapshots	No	Yes – (For all past students in the classroom that were part of this metric) based on how past students did on this metric in past Report Cards with source being RC snapshots

IV. Visualizations[1]

A. Description

- Data is reported for metrics in various ways and can be accessible to the user to gain a greater understanding of the calculation of the various metrics as well as seeing the progress of students over time.

## B. Snapshot and Longitudinal Display
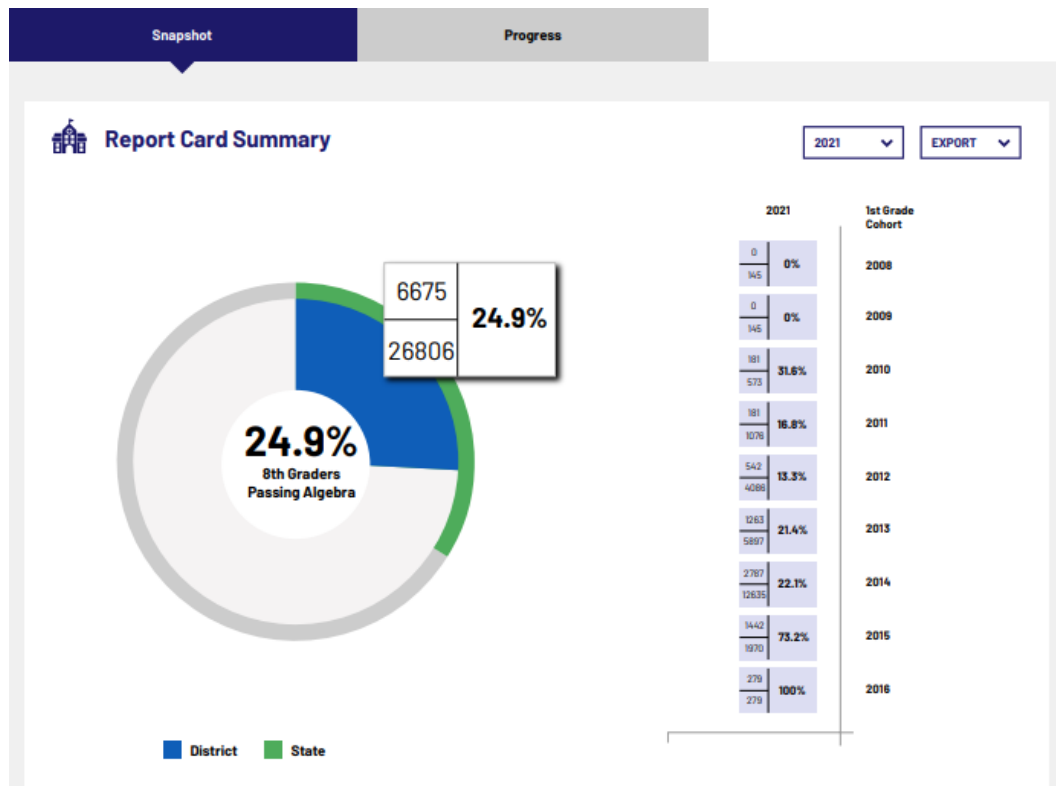
- These views provide snapshot of data reported in the Report Card, including numerator and denominators, as well as the 1st-grade cohort of students related to the metric being viewed. Users can use these views to gain greater understanding of the calculation of the Report Card metric as well as seeing how students within the 1st-grade cohort were captured in the particular metric during the year being reviewed.
- Tabs provide the option of looking at snapshot data (one year's data) or longitudinal data (data for this metric over time).
- The primary visualization mirrors the Report Card donut display, but extends to the provision of the numerator and denominator for the calculation.

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[1] Note: Not all users will necessarily see all visualizations – depends on user role and configuration of the school/district. See details within each visualization description or within the chart above.

- A chart on the right side breaks down the totals based on the 1st-grade cohorts of students in the building during the year being reviewed.
    - Note that only schools/districts with students for a particular metric will see the school donut ring or the progression of the 1st-grade cohort students in the building during the year being reviewed.
- Users can use the year dropdown to view historical aggregate data.

C. Trend and Cohort Data
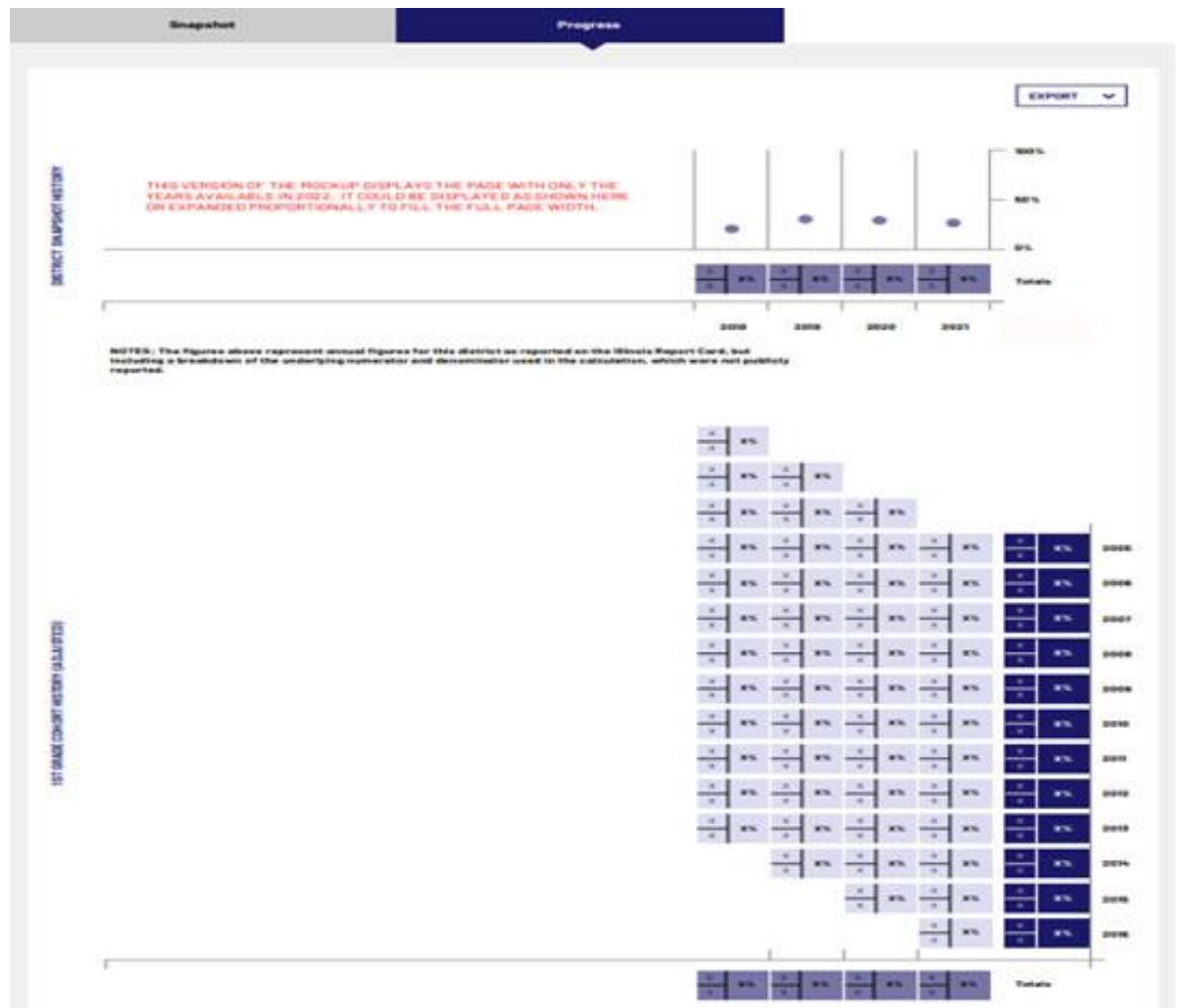
- These views provide aggregate trend data from the Report Card as well as the data for the 1st-grade adjusted cohort over time. Users can use these views to further explore the calculation and progress within the Report Card metric as well as how students were captured within the metric within a given year.
- Aggregate trend data from Report Card are displayed for the school/district at the top of the page with annual numerator/denominator breakdowns below visualization.
- Users will see the display of annual adjusted cohort data. Each cell on the left of the display represents the portion of a 1st-grade cohort that was a part of the numerator

or denominator for this district in a given year. The warehouse can currently only support data back to 2019, but these cohort streams will continue to build moving forward.

- The right column shows the aggregated total for each 1st-grade cohort that still has any students present in the school/district.
- Annual totals are calculated at the bottom of each column. These will likely differ from the totals above because the totals below represented *adjusted cohort* totals.

D. Roster

HIDE STUDENT ROSTER

(X)

| Enter Student Firstname or Lastname or SIS ID or Local ID | ▼ Filters ⌄ | SHOW / HIDE COLUMNS | EXPORT ⌄ |

Organizational Level

SCHOOL ⌄   GRADE ⌄

Demographics

RACE / ETHNICITY ⌄   GENDER ⌄   LOW INCOME ⌄   IEP ⌄   LEP ⌄   HOMELESS ⌄   CLEAR FILTERS

Current First Name ▲	Current Last Name ▲	SIS ID	Current Gender ↓≡	Current Race/ Ethnicity ↓≡	Current IEP Indicator ↓≡	Current LI Indicator ↓≡	Current EL Indicator ↓≡	First Year Included in Report Card Metric ↓≡	Included in Report Card Metric more than 1 School Year ↓≡	First Year Included in Numerator for Report Card Metric ↓≡

| Show 25 rows | Showing 1 to 25 of XX entries | | | | | ‹PREV 1 2 3 4 5 NEXT› |

- This view allows certain users the ability to see student-level roster data related to the particular metric. Users can use the filter set to further refine results and do analysis of performance for various configurations of students. Users may see current and historical (Report Card) data, or either current or historical data depending on the metric, the user role, and the configuration of the school/district.
  - Those schools/district administrators who have current students for the particular metric will be able to see current and historical roster information.
  - Those schools/districts with students tied to the Report Card snapshot will be able to see historical roster information.
  - Teachers with current students in the classroom based on how current students did on a particular metric in past Report Cards with source being RC snapshots will be able to see current student roster views but not historical data.
- A robust filter set will be available to refine displayed results. The roster will not change results displayed but will make the roster exploration more flexible and meaningful.
- Displayed results can be quickly sorted based on any column in the display by clicking on the column header. Sorts can be ascending or descending.
- Results are paginated, and controls allow for movement between those pages.
- Individual student level roster data are based on ALL students currently, actively enrolled at the district based on data the operational data set derived from live SIS enrollment data. Then, the roster pulls the corresponding information for that student from the final Report Card data set for the metric. Thus, the user gets to see how the student's current, live information (demographics, programs, etc.) varies from the student information used on the final Report Card data set.