2015-16 PMF HIGH SCHOOL-SPECIFIC MEASURES

DATA COLLECTION

DC **PUBLIC** **CHARTER** SCHOOL BOARD

Outline

1. What are high school-specific measures?
2. How to…
   - Download the data collection template
   - Complete the data collection template
   - Upload the completed template
   - Upload the supporting documentation

What are high school-specific measures?

The PMF high school-specific measures are the Gateway and School Environment measures that apply only to high schools.

- Those measures are:
    - 4-year graduation rate *(provided by OSSE)*
    - 5-year graduation rate *(provided by OSSE)*
    - PSAT performance
    - SAT/ACT performance
    - College acceptance rate
    - College Readiness: AP/IB/Dual enrollment achievement
    - Career Readiness: CTE program achievement *(only for schools opting in)*
    - 9th grade on track *(collected in a separate manner on a different timeline)*

- For overall timelines and instructions for specific data collection and validation windows, please see http://www.dcpcsb.org/report/data
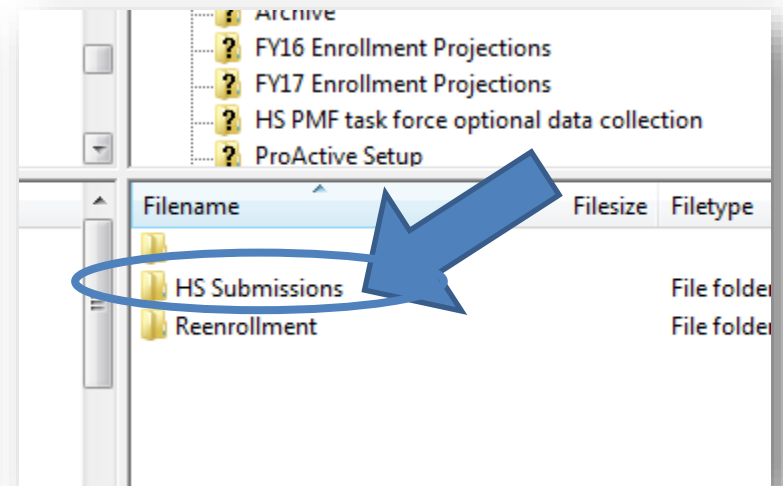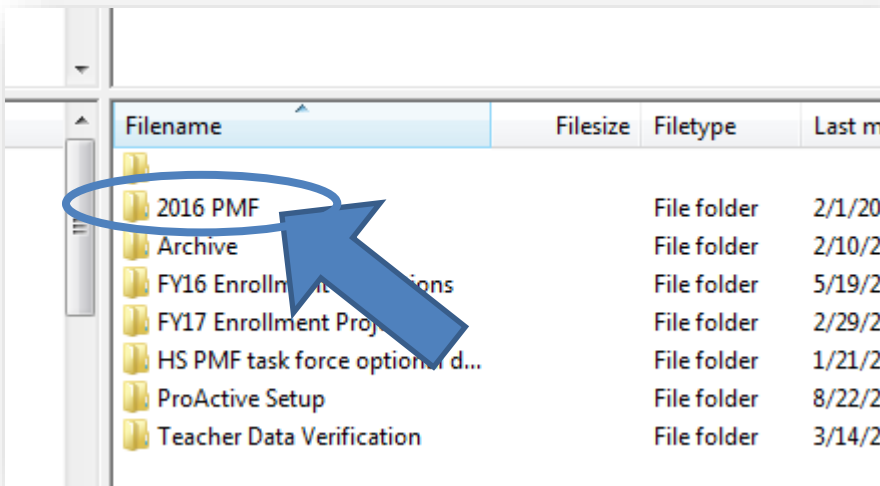
HOW TO…

THE NEXT SLIDES EXPLAIN HOW TO DOWNLOAD YOUR DATA COLLECTION TEMPLATE, COMPLETE THE TEMPLATE, AND UPLOAD THE TEMPLATE ALONG WITH SUPPORTING DOCUMENTATION FOR THE PSAT, SAT/ACT, AP/IB/DUAL ENROLLMENT, AND COLLEGE ACCEPTANCE MEASURES.
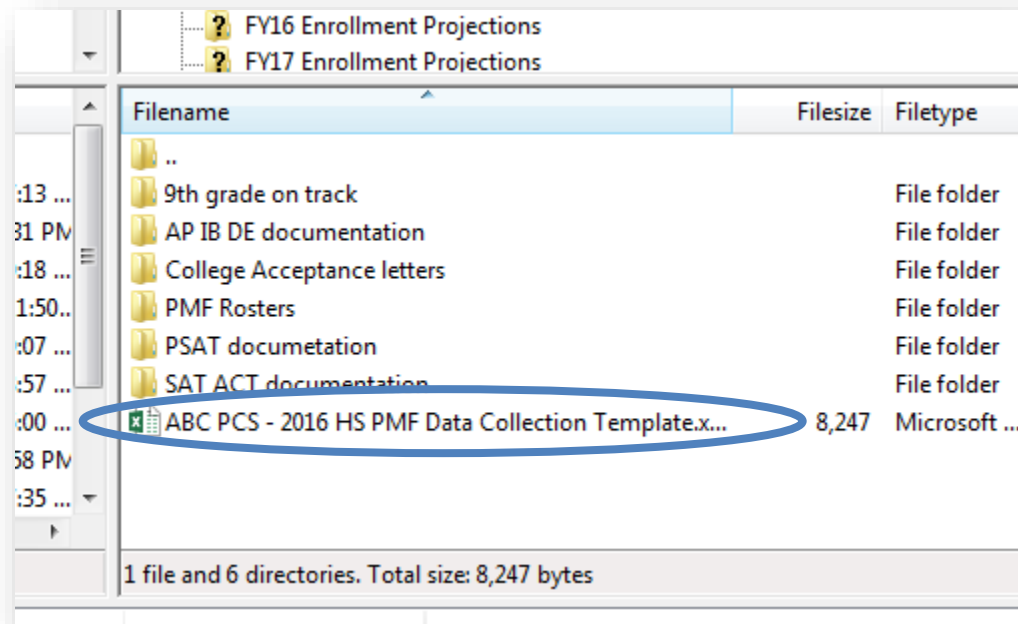
Download the HS rosters

1. Log into the FTP (FileZilla) server
   (For instructions on how to log into the FileZilla, [click here](#).)

2. Open the "2016 PMF" folder and then the "HS Submissions" folder
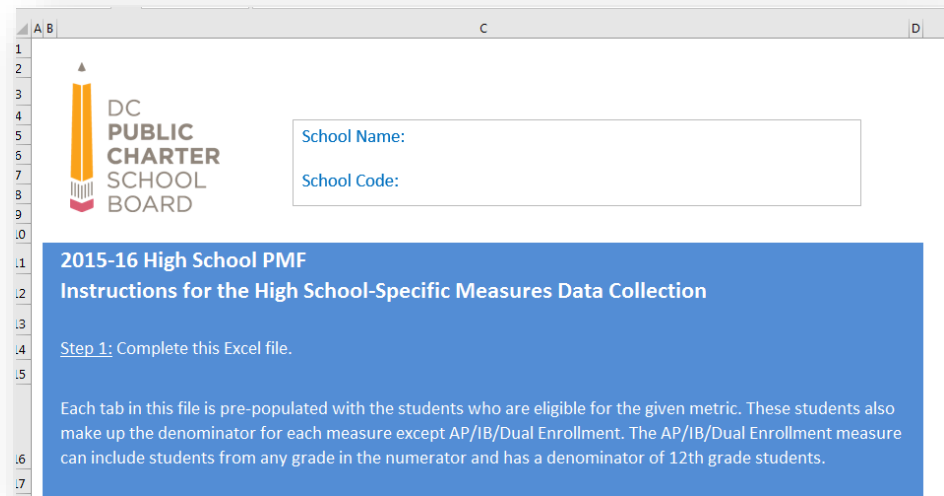
Download the HS rosters (cont.)

3. Download "2016 HS PMF Data Collection Template" Excel file by double clicking the file

Complete the data collection template

- Instructions on how to complete this template can be found on the first tab of the file

- The template is pre-populated with the students eligible for each measure that your school validated during the HS Roster Validation

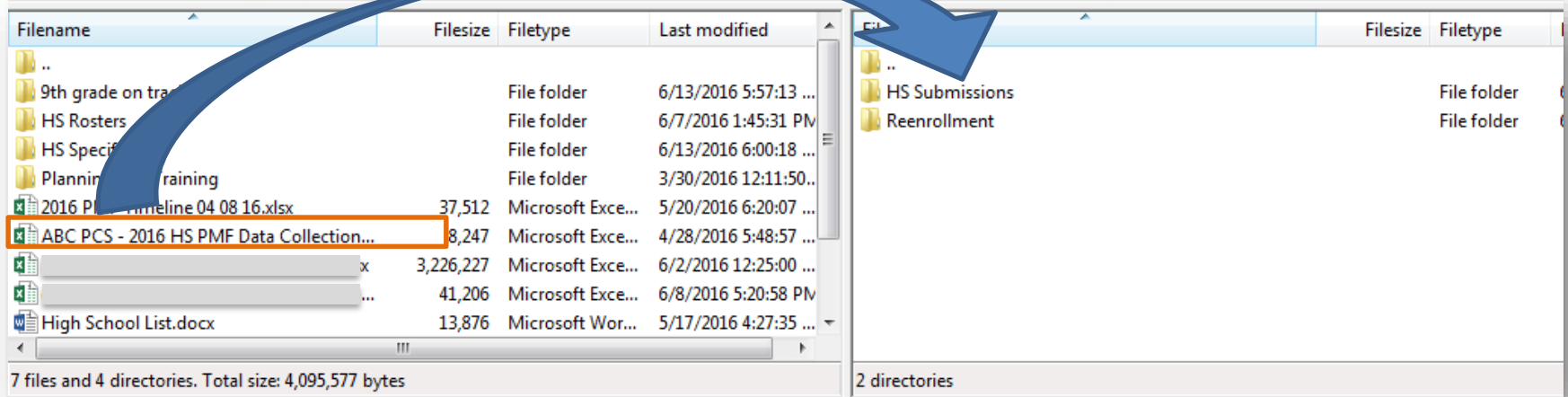# Upload the completed data collection template

1. Log into the FTP (FileZilla) server

2. Open the "2016 PMF" folder

3. Select the "HS Submissions" folder
   (This is the same folder from which the file was downloaded)

Upload the completed data collection template (cont.)

4. Using the left-side local navigation pane, locate the completed data collection Excel file you wish to upload from your local hard drive

5. Drag and drop the file into the "HS Submissions" folder

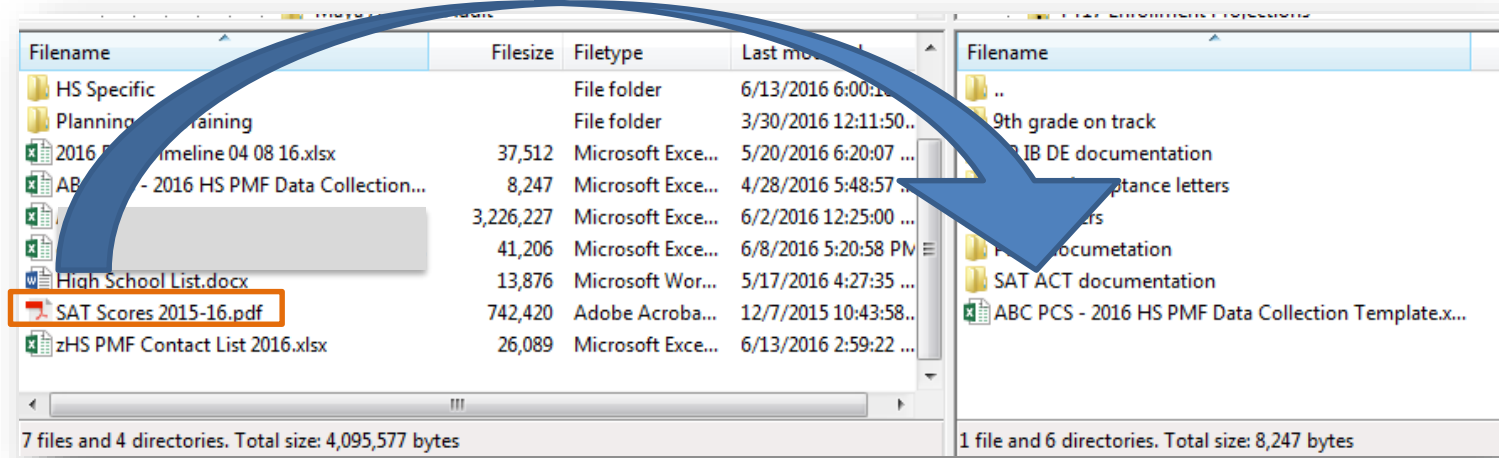# Upload the supporting documentation for each high school-specific measure

1. Log into the FTP (FileZilla) server

2. Open the "2016 PMF" folder

3. Select the "HS Submissions" folder

4. Select the appropriate folder for the measure you're uploading documents for:

Measure	Upload folder
PSAT Performance	PSAT documentation
SAT/ACT Performance	SAT ACT documentation
AP/IB/Dual Enrollment Performance	AP IB DE documentation
College acceptance	College acceptance letters

Upload the supporting documentation for each high school-specific measure (cont.)

5. Using the left-side local navigation pane, locate the supporting documentation file (e.g., a PDF scan of the College Board's SAT score report)

6. Drag and drop the file(s) into the appropriate measure folder

Supporting Documentation

Supporting documentation is required for DC PCSB to verify the scores/grades/acceptance of all students.

Measure	Supporting documents
PSAT, SAT, ACT, AP, IB	Official reports from the organization administering the exam (e.g. College Board)
Dual enrollment	Students' transcripts showing all of the information in the columns for each course (DC PCSB already has documentation from UDC)
College acceptance	Copies of students' acceptance letters or emails that include the official school seal or email address from the institution and include the semester/term for which the students have been accepted

Contact Us

datatickets@dcpcsb.org