ATTACHMENT 5:

SCHOOL INFORMATION SYSTEMS DATA ABSTRACTION PROTOCOL

School Information Systems Data Abstraction Protocol

The national evaluation team will follow a protocol specific to abstracting administrative and disciplinary data from school information systems. This protocol will entail the series of steps that the team will take in order to obtain the requisite measures from each school, LEA, or SEA to inform the Project AWARE outcome evaluation, while not imposing more burden than necessary on the grantee sites and individual schools. The protocol will be a general standard that the national evaluation team will follow, however, the actual data abstraction will be tailored to each grantees' or schools' information system.

Initial review & consultations

- The national evaluation team will determine from an initial review of grantee sites, and through communication with the SEA project director and LEA coordinators, at what level student information systems are maintained in the specific grantee site (i.e. whether they are maintained at the individual school-level; at the LEA- or district-level; or at the state-level.)
- The national evaluation team will determine the most appropriate individual (e.g. a data manager or otherwise designated individual) to report these data.
- Communication with the data managers (or otherwise designated respondents) will determine what file format and level of aggregation would be best suited to each grantee's ability and preference to provide.

Prior to data abstraction

- Prior to each data collection request, the national evaluation team will contact the project director and data abstraction POC to inform them when they should receive the request, instructions on accessing the secure data upload page, what data is being requested, and instructions on uploading the data.

- The national evaluation team will provide the point of contact with a list of the measures the team is interested in abstracting to inform the national evaluation's research questions, coupled with how the national evaluation team is defining the measures.

Data collection

- Beginning in Year 2 of the grant, the above-identified project staff will be contacted via email requesting their participation in the student information systems data abstraction, and provided access to a secure data upload webpage. Accompanying the data upload page will be guidance developed by the national evaluation team that details instructions on uploading the data, acceptable file formats and the file naming convention, the measures that are being requested, in addition to how the national evaluation team is operationalizing each measure.
- Grantees will also be asked to supply, if possible, documentation, such as a data dictionary, that describes how their data are defined.

Following data collection

- Respondents uploading data into the data collection platform will receive an email thanking them for completion of the data abstraction.

Example School Information System Data Abstraction Protocol

Instructions: Please provide information from your school information system. Enter 0 (zero) for no students. Enter DK if the information is unknown or not available. Enter NA if not applicable.

Name of information system: _____

School year data were collected: _____

Form completed by (name, title, phone number):

_____

School Information

LEA Name: _____

School Name: _____

Data Element	Measurement	Frequency								Total
		Grade								
		6	7	8	9	10	11	12	O	
Sex	Male									
	Female									
Race/Ethnicity	Black or African American									
	White									
	Hispanic/Latino									
	Asian									
	Two or more races									
	Other									
Attendance	Average daily attendance									

Enrollment	Number of students enrolled during school year											
Performing at grade level	Number meeting or exceeding state standards											
Grade matriculation	Number of students promoted											
	Number of students Retained											
Graduation	Number graduating at the end of the school year											
Office Discipline Referrals	Number of referrals made to school office for disciplinary reasons											
Suspensions	Number of suspensions (in-school and out of school) for school year											
Expulsions	Number of expulsions for school year											
Bullying incidents	Number of incidents of bullying											
	Number of incidents of harassment											
	Number of incidents of intimidation											
Weapons-related incidents	Number of weapons possessions											
Drug-related incidents	Number of incidents of drug possession											
	Number of incidents of drug distribution											
Fighting	Number of incidents of mutual fighting											
MH services need	Number of students identified as needing MH services											
MH services initiation	Number of students with which MH services are initiated											
MH services	Number of students											

completion	with which MH services are completed									