Teacher Survey (EDI) Demographic Data Export Instructions

As you may be aware, your school district has agreed to participate in the multi-site evaluation (MSE) of Project LAUNCH (Linking Actions for Unmet Needs in Children's Health). As part of the MSE, kindergarten teachers in your school district will be completing the Early Development Instrument (EDI), a survey that helps assess kindergartners' school readiness. Having basic student information will help us analyze the data we collect through the EDI. We are hoping you can assist us with this by following these detailed instructions on how to export the requested data.

Teacher Survey (EDI) Demographic Data Export Form

The demographic data export form is an Excel template provided by the MSE team and completed by the district <u>at least two weeks</u> before the first scheduled teacher training. Typically, district IT managers can complete the form in an automated fashion by exporting the requested variables from the district's information system into the form. The form is a student-level file that contains a specified set of data elements for each student from the classrooms participating in the EDI data collection effort. The form does not include student names.

The form has three tabs within the one spreadsheet: the data tab (for teacher and student information), the schema tab (that includes directions for how to fill out the different fields), and the languages tab (that includes codes for first language possibilities).

The school district uploads the file directly to the portal or sends it to the MSE team in order to set up teacher user accounts and populate these accounts in the e-EDI software with each teacher's class list in time for the EDI teacher training. If a district sends the file to the MSE team, they must password-protect the teacher student rosters before sending to XXXX@XXX.org. Once the roster has been received, a MSE team member will contact the District Administrator to receive the password over the phone, not through email. The MSE team will follow highly secure protocols in compliance with FERPA and HIPAA, which dictate that passwords cannot be relayed through the same communication channel in which the rosters were received.

Additional Notes:

- The student ID for each child is one of the variables collected. This can be the district student ID, or the district can generate an alternative set of unique IDs for the purposes of the EDI. If the district generates an alternative set of IDs, they should retain an internal log/key that links these alternative student IDs to their respective district student IDs in case there is a need to clarify any issues with the data that may arise during the data-cleaning phase.
- If you are experiencing difficulty in completing the Teacher Survey (EDI) Demographic Data Export Form or obtaining the required variables, please contact the MSE team (XXXX@XXX.org) to identify an acceptable alternative.
- For optimal security, here are tips on choosing a password:
  - Must be 10 characters

- o Must have at least 1 number
- o Must have at least 1 capital letter
- o Can have 1 symbol