

Appendix E: Data Request Memo

Memo

To: [DISTRICT]
From: [DATA LIAISON]
Date: [DATE]
Subject: School-level Administrative Data Request for the Evaluation of Promise Neighborhoods

Thank you for participating in the **Evaluation of Promise Neighborhoods**, a study that Mathematica and its partners, Urban Institute and Social Policy Research Associates, are conducting for the U.S. Department of Education. One goal of the evaluation is to examine how Promise Neighborhoods are related to educational outcomes. This memo outlines our request for school-level administrative data.

Table 1 lists the Promise Neighborhoods schools and comparison schools (below we refer to this combined group of schools as “study schools”) for which we need the data. If easier, you may provide the requested data for all schools in your district and we can extract the study schools ourselves.

Table 1. Study Schools for Which Data are Requested

School name	School federal ID

Table 2 summarizes the types of school-level administrative data requested for the school years [2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)]. More detail is provided in the sections below the table. If any requested data is not available as needed, please let us know. We will work with you to determine if other data may be submitted instead.

Table 2. Administrative Data Requested for Each Study School

Data requested	Years requested
School type, grades, and total enrollment	[2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)]
Student demographic data and attendance rate	[2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)]
Student assessment data	[2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)]

Data requested	Years requested
	2012 grantees)]
Student mobility data	[2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)]
Student high school graduation and college enrollment rates, high school credits earned, and high school grade point average	[2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)]

A. School Type, Grades, and Total Enrollment

Table 3 lists the data on school type, grades, and enrollment requested for the school years [2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)].

Table 3. School type, grades, and enrollment

Data Element	Description	Notes ^a
School year	School year to which the record pertains (for example, 2009–2010)	
School ID	Number, such as district ID, that uniquely identifies the school across all years of data	
School name	Name of school corresponding to School ID	
District ID	Number that uniquely identifies the district across all years of data	
District name	Name of district corresponding to District ID	
School type	Indication if the school is a regular public school, public charter school, magnet school, or other type	
Grades covered	Grade range of the school (for example, K-5, K-6, 6-8, 7-8, 9-12, or K-12) for each year requested	
Total enrollment	Total number of students enrolled in the school for each year requested	
Enrollment by grade level	Total number of students enrolled in each grade level for each year requested	

^a The Notes column will be completed by study staff using information provided during the initial call to discuss the data request.

B. School-level Student Demographic Data, Attendance Rates, Assessment Data, and Mobility Data

Table 4 lists the school-level student demographic data and attendance rates we are requesting for the school years [2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)]. If available, we would like these data by grade level.

Table 4. School-level Student Demographic Data and Attendance Rates

Data Element	Description	Notes ^a
School year	School year to which the record pertains (for example, 2009–2010)	
School ID	Number, such as district ID, that uniquely identifies the school across all years of data	

Data Element	Description	Notes ^a
School name	Name of school corresponding to School ID	
District ID	Number that uniquely identifies the district across all years of data	
District name	Name of district corresponding to District ID	
Grade level	If the student demographic and attendance rates are available separately by grade level, please provide these data separately for each grade level	
Gender	Total number of students of each gender for each year requested, for the overall school and by grade (if available)	
Race	Total number of students in each race category for each year requested, for the overall school and by grade (if available)	
Ethnicity	Total number of students who are Hispanic or Latinx for each year requested, for the overall school and by grade (if available)	
Free and reduced-price lunch (FRPL) status	Total number of students eligible for free or reduced-price lunch at any point during each school year requested, for the overall school and by grade (if available)	
English learner status	Total number of students designated as English learners at any point during each school year requested, for the overall school and by grade (if available)	
Special education status	Total number of students who had an Individual Education Program at any point during each school year requested, for the overall school and by grade (if available)	
Attendance (average days)	The average number of days students attended school for each school and school year requested. If average days attended is not available, you may provide the average number of days students were absent for each school year requested. If attendance is available separately by grade level, please provide it for the overall school <i>and</i> separately for each grade level for which it is available (from 1st through 12th grade).	
Attendance (average rate)	The average attendance rate for students at each school and for each school year requested. If attendance is available separately by grade level, please provide it for the overall school <i>and</i> separately for each grade level for which it is available (from 1st through 12th grade).	
Days in school year	The total number of school days for each school year requested.	
Chronic absenteeism rate	Percentage of students who were chronically absent for each school year requested, for the overall school and by grade (if available)	

^a The Notes column will be completed by study staff using information provided during the initial call to discuss the data request.

Table 5 provides the specific school-level student assessment data requested for the school years [2008–2009 through 2015–2016 (*for 2011 grantees*); 2009–2010 through 2016–2017 (*for 2012 grantees*)].

Table 5. School-level Student Assessment Data

Data Element	Description	Notes ^a
School year	School year to which the record pertains (for example, 2009–2010)	
School ID	Number, such as district ID, that uniquely identifies the school across all years of data	
School name	Name of school corresponding to School ID	
District ID	Number that uniquely identifies the district across all years of data	
District name	Name of district corresponding to District ID	
A. Kindergarten entry assessment (as available)		
Grade level	Kindergarten only	
Test name	Name of Kindergarten entry assessment	
Mean test score on the Kindergarten entry assessment	Mean scale score on the Kindergarten entry assessment for each school year requested. If this information is also available separately for each race/ethnicity category, please provide those means as well.	
Number of students tested	The number of students with scale scores on the Kindergarten entry assessment for each school year requested. That is, the number of students included in the calculation of the mean test score. If this information is also available separately for each race/ethnicity category, please provide those numbers as well.	
Other test statistics for the Kindergarten entry assessment	Other statistics for the Kindergarten entry assessment for each school year requested, as available, including the median score, 10th percentile, 25th percentile, 75th percentile, and 90th percentile. If percentiles are not available, then please provide the percentage of students scoring at or above each proficiency level. If this information is also available separately for each race/ethnicity category, please provide those percentiles/percentages as well.	
B. Math assessment		
Grade level	Grades 3 through 8 and the tested grade in high school (for example, grade 11)	
Math test name	Name of regular math state assessment	
Grade-level mean test score on the state math assessment	Mean scale score on the math section of the state assessment for each school year and grade level requested. If this information is also available separately for each race/ethnicity category, please provide those means as well.	

Data Element	Description	Notes ^a
Number of students tested	The number of students with scale scores on the math section of the state assessment for each school year and grade level requested. That is, the number of students included in the calculation of the mean test score for each school year and grade level. If this information is also available separately for each race/ethnicity category, please provide those numbers as well.	
Other test statistics for the state math assessment	Other statistics for the math section of the state assessment for each school year and grade level requested, as available, including the median score, 10th percentile, 25th percentile, 75th percentile, and 90th percentile. If percentiles are not available, then please provide the percentage of students scoring at or above each proficiency level. If this information is also available separately for each race/ethnicity category, please provide those percentiles/percentages as well.	
C. English language arts (ELA) assessment		
Grade level	Grades 3 through 8 and the tested grade in high schools (for example, grade 11)	
ELA test name	Name of regular ELA state assessment	
Grade-level mean test score on the state ELA assessment	Mean scale score on the ELA section of the state assessment for each school year and grade level requested. If this information is also available separately for each race/ethnicity category, please provide those means as well.	
Number of students tested	The number of students with scale scores on the ELA section of the state assessment for each school year and grade level requested. That is, the number of students included in the calculation of the mean test score for each school year and grade level. If this information is also available separately for each race/ethnicity category, please provide those numbers as well.	
Other test statistics for the state ELA assessment	Other statistics for the ELA section of the state assessment for each school year and grade level requested, as available, including the median score, 10th percentile, 25th percentile, 75th percentile, and 90th percentile. If percentiles are not available, then please provide the percentage of students scoring at or above each proficiency level. If this information is also available separately for each race/ethnicity category, please provide those percentiles/percentages as well.	

^a The Notes column will be completed by study staff using information provided during the initial call to discuss the data request.

Table 6 provides the school-level student mobility data requested for the school years [2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)].

Table 6. School-level Student Mobility Data

Data Element	Description	Notes ^a
School year	School year to which the record pertains (for example, 2009–2010)	
School ID	Number, such as district ID, that uniquely identifies the school for each year requested	
School name	Name of school corresponding to School ID	
Percentage not enrolled in previous school year (“new students”)	Percentage of enrolled students who were not enrolled in the year previous to the year requested (that is, the students new to the school for each school year requested). Please exclude the entry grade when calculating this percentage. For example, if the school includes grades 6 through 8, exclude grade 6 because all (or nearly all) 6th graders are new to the school each year. If this percentage is available separately by grade level, please provide it separately for each grade level for which it is available (from 1st through 12th grade), excluding the entry grade. If this percentage is available separately by subgroup (such as for race/ethnicity subgroups), please provide it separately for each subgroup. If this percentage is available separately by grade level <i>and</i> subgroup, please provide it separately for each grade level overall, each subgroup overall, and for each grade level/subgroup combination.	
Percentage no longer enrolled in school (“no longer students”)	Percentage of enrolled students from the previous year who were not enrolled in the year requested (that is, the students no longer at the school for the school year requested). Please exclude the exit grade when calculating this percentage. For example, if the school includes grades 6 through 8, exclude grade 8 because all (or nearly all) 8th graders leave the school each year. If this percentage is available separately by grade level, please provide it separately for each grade level for which it is available (from 1st through 12th grade), excluding the exit grade. If this percentage is available separately by subgroup (such as race/ethnicity subgroups), please provide it separately for each subgroup. If this percentage is available separately by grade level <i>and</i> subgroup, please provide it separately for each grade level overall, each subgroup overall, and for each grade level/subgroup combination.	

^a The Notes column will be completed by study staff using information provided during the initial call to discuss the data request.

C. School-level High School Graduation and College Enrollment Rates, High School Credits Earned, and High School Grade Point Average

Table 7 provides the school-level high school graduation and college enrollment rates, high school credits earned, and high school grade point average requested for the school years [2008–2009 through 2015–2016 (for 2011 grantees); 2009–2010 through 2016–2017 (for 2012 grantees)].

Table 7. School-level High School Graduation and College Enrollment Rates, High School Credits Earned, and High School Grade Point Average

Data Element	Description	Notes ^a
School year	School year to which the record pertains (for example, 2009–2010)	
School ID	Number, such as district ID, that uniquely identifies the school across all years of data	
School name	Name of school corresponding to School ID	
District ID	Number that uniquely identifies the district across all years of data	
District name	Name of district corresponding to District ID	
Grade level	9, 10, 11, or 12	
Mean number of high school credits earned	For 12th grade students only, the mean number of high school credits earned	
Mean high school grade point average	For each of the grades 9 through 12, the mean grade point average	
High school graduation rate	The percentage of 9th grade students who graduated on-time for each of the school years requested. For example, for school year 2009–2010, we would like to know the percentage of incoming 9th graders from fall 2006 who graduated in school year 2009–2010.	
Immediate college enrollment rate	The percentage of 12th grade students who enrolled in 2- or 4-year post-secondary institutions in the fall immediately following graduation from high school	
Overall college enrollment rate	The percentage of 18- to 24-year-olds enrolled in 2- or 4-year institutions	

^a The Notes column will be completed by study staff using information provided during the initial call to discuss the data request.

D. Justification for Requested Data

We greatly appreciate your assistance with this data request. We want to assure you that the evaluation team and the U.S. Department of Education carefully considered this request to ensure it includes only the data necessary to conduct a high-quality evaluation. Below, we briefly describe why the requested data elements are required to conduct the study.

- **School type, grades, and enrollment.** We will use these data to describe the schools in the Promise Neighborhoods and comparison schools.
- **School-level demographic, attendance, and assessment data.** We will use the demographic data to describe the students in the evaluation. We will use the attendance

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and assessment data to compare outcomes in Promise Neighborhoods schools and comparison schools. We will also use students' baseline demographic characteristics, attendance rates, and average assessment scores when we estimate outcome differences, to increase the precision of the estimates.

- **School-level mobility data.** We will use the school-level student mobility data to compare mobility rates—that is, the number of students who move into and out of a school each year—for Promise Neighborhoods schools and comparison schools. This comparison will provide context for interpreting differences between the outcomes observed in Promise Neighborhoods schools and comparison schools. For example, if mobility rates are similar across Promise Neighborhoods schools and comparison schools, we will have increased confidence that any observed changes in student outcomes are related to the Promise Neighborhoods program, as opposed to being the result of student mobility.
- **School-level high school graduation and college enrollment rates, high school credits earned, and high school grade point average.** We will compare the high school graduation and college enrollment rates, high school credits earned, and high school grade point average in the Promise Neighborhoods schools and comparison schools.

E. Data Confidentiality

Mathematica follows the confidentiality and data protection requirements of The Education Sciences Reform Act of 2002, Title I, Part E, Section 183. We will use the data provided in response to this request for research purposes only. The reports prepared for the study will summarize findings across the sample and will not associate responses with a specific district, school, Promise Neighborhood, or individual. We will not provide information that identifies respondents to anyone outside the study team, except as required by law.

F. File Format

You may provide the data in a single file or multiple files, whichever you prefer. We can work with almost any file format, including Excel, comma delimited or fixed-width text files, SAS, SPSS, Stata, and Access. Please also provide documentation of the data, including definitions of variables/fields, any codes used, and contact information for someone who can answer questions about the data. See Attachment A for instructions on transferring the data securely to Mathematica.

Thank you very much for your assistance with this data request! We greatly appreciate your assistance. Please do not hesitate to contact me with any questions or concerns at [liaison phone] or [liaison email].

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ATTACHMENT A

This attachment describes procedures for securely transferring administrative data to Mathematica for the evaluation. Step 1 describes the process for obtaining your username and password for the secure file transfer site. Step 2 describes the procedures for delivering data to Mathematica. If you have any questions, please contact [data manager name] at [email] or [phone].

Step 1. Obtaining Your Username and Password

We have created a unique username and password to protect the security of your data. No other districts will have access to the data you provide.

- Username: [username]
- Password: Please call [data manager name] at [phone] to obtain your case-sensitive password. Passwords may not be emailed.

Step 2. Sending Data to Mathematica

When you are ready to transmit data, you may choose one of two delivery options listed below. The options are listed in order of preference, with Option 1 being the most secure and Option 2 the least secure. *To best ensure the security of your data, please choose Option 1 if possible.* Detailed instructions for each option are included below.

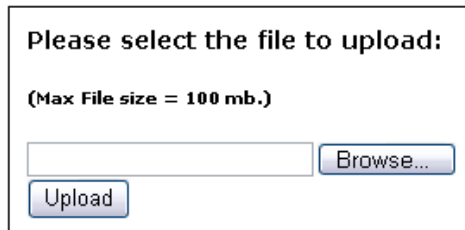
Option 1: Upload Your Data to the Secure File Transfer Website

To upload your file(s) to our secure website, go to: [site address]

You will be prompted to enter your username and password. When prompted, please enter the following login information:

- Username: [username]
- Password: (case-sensitive; passwords provided by phone, see Step 1)

After you log in, to upload files, click on the Browse button as seen in the picture below.



Please select the file to upload:
(Max File size = 100 mb.)

Browse...

Upload

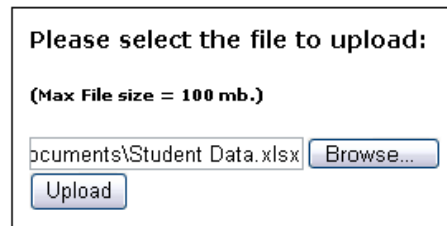
Locate your file where it is saved on your computer (for example, My Documents or Desktop) in the familiar Windows dialog box. Click the Open button in the dialog box to complete this action, as pictured below.

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When the dialog box closes, click the Upload button to upload your file, as pictured below. When this step is complete, you have successfully uploaded your file. Repeat this step if you have multiple files to upload.



Option 2: FedEx

If you are unable to use Mathematica's secure file transfer site to upload data, you may ship data to designated staff at the address below via FedEx. Please contact [data manager name] at [email] or [phone] for a prepaid FedEx label. Please ship data to:

[Data manager name]

Mathematica

600 Alexander Park, Suite 100

Princeton, NJ 08540

Note: To protect the security of your data, Mathematica requires the use of encryption software for all disks, CDs, and DVD-ROMs shipped via FedEx. Shipping unencrypted materials places your data at risk. Please do not include the encryption password in your shipment; encryption passwords should be communicated by telephone to the contact listed above.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is XXXX. The time required to complete this voluntary information collection is estimated to average XX hours per district, including the time to review instructions, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to U.S. Department of Education, Washington, DC 20202. If you have comments or concerns regarding the status of your individual submission of this form, write directly to U.S. Department of Education, Institute of Education Sciences, 555 New Jersey Avenue, NW, Washington, DC 20208.