

# **Evaluation of Transition Supports for Youth with Disabilities: First Phase of Data Collection Activities**

## **Appendix D: Requests for Student Records from Districts and Schools**

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MARCH 2023

## Overview of Student Records Requested for the Charting My Path for Future Success Project

Your district is piloting two new programs intended to help students with disabilities reach their goals after high school—{Program 1 name} and {Program 2 name}. The programs are part of a national U.S. Department Education project called *Charting My Path for Future Success*. This project includes a study to learn about ways to help students with disabilities succeed as they move from high school to college, careers, and independent living. The American Institutes for Research (AIR) is conducting the study with their partners, the University of North Carolina at Charlotte and Social Policy Research Associates.

As outlined in the Memorandum of Understanding (MOU) with your district, the study team will collect data on students enrolled in schools in your district that are part of this project. For those schools (listed in Table 1), the study team requires information to identify **eligible students** (i.e., a subset of students with IEPs who are about two years from completing high school), summarize their characteristics, and request informed consent for the students to participate in the project. The study team will also need information about the characteristics and outcomes of **project participants** (i.e., students whose parents submit consent forms) to evaluate the two new programs.

**Table 1. Participating Schools in Your District**

School Name
1.
2.
3.
4.
[More rows to be added, as necessary]

The study team will ask your district to provide the following types of information, based on extant records:

- **Student directory information**, including each student’s name, age, disability status, enrollment date, grade level, total credit hours earned, and teacher roster data (e.g., name of homeroom teacher) if still enrolled; initial extracts will also include the student’s expected graduation year and transition “pathway” (as defined in coordination with the study team). This information will be used by districts to identify *eligible students* in Spring/Summer and Fall 2024, and used by the study team to measure selected indicators for *project participants* in Fall 2024, Spring 2025, and Spring 2026.
- **Family contact information**, including the names, phone numbers, email addresses, and postal addresses of parents/guardians and the language spoken at home. This information will be used to request informed consent for participation from *eligible students* in Spring/Summer and Fall 2024 and to update records for *project participants* in Spring 2026.
- **Student characteristics, achievement, and school participation/progress information**, including gender, race/ethnicity, special education status, disability type, school program indicators (e.g., career and technical education or school lunch program), standardized test scores, credit hours by subject, school exit date, and graduation status. This information will be used by your staff to produce summary statistics on *eligible students* in Fall 2024; and by the study team to measure the characteristics and outcomes of *project participants* in Fall 2024, Spring 2025, Fall 2026, Spring 2026, Summer 2026, Summer 2027, and Summer 2028.
- **Student identifying information**, including birthdates and Social Security numbers (if recorded by the district). This information will be used by the study team to obtain records about students’ use of Vocational Rehabilitation services, use of federal student aid, college attendance, and work outcomes. The study team will request this information for *project participants* in Fall 2024.

Table 2 summarizes the schedule of the study team’s data requests.

**Table 2. Schedule for Data Requests**

Date of Request	Student Directory Information in Request	Family Contact Information in Request	Student Characteristics, Achievement, and School Participation/Progress Information in Request	Student Identifying Information in Request	Expected Date for Data Transfer
Spring / Summer 2024*	Yes: eligible students	Yes: eligible students	[None]	[None]	One month after request*
Start of Fall 2024*	Yes: eligible students	Yes: eligible students	Yes: eligible students (summary statistics only)	[None]	One month after request*
10/15/2024	[None]	[None]	Yes: project participants	Yes: project participants	11/15/2024
2/15/2025	Yes: project participants	[None]	Yes: project participants	[None]	3/15/2025
10/15/2025	[None]	[None]	Yes: project participants	[None]	11/15/2025
2/15/2026	Yes: project participants	Yes: project participants	Yes: project participants	[None]	3/15/2026
6/15/2026	[None]	[None]	Yes: project participants	[None]	7/15/2026
6/15/2027	[None]	[None]	Yes: project participants	[None]	7/15/2027
6/15/2028	[None]	[None]	Yes: project participants	[None]	7/15/2028

\* Specific dates for the initial request for information about eligible students will be filled in by the study team when setting up an MOU with each district.

**The remaining four sections of this document present the details of each type of information request.**

Recognizing that districts may store information in a variety of ways, the study team will offer opportunities to discuss the availability, structure, and format of your district’s data before finalizing the specifications for a data file containing the requested information. The study team will also work with your district to ensure an efficient and secure transfer of data file(s). If you have any questions or concerns regarding this data request, please do not hesitate to contact Seth Brown at [sbrown@air.org](mailto:sbrown@air.org) or 781-373-7034.

## A. Details of Request for Student Directory Information

Table A below describes the specific data elements that the study team is asking your district to submit in response to this request for student directory information. The study team would like to discuss *{[If request is in/after Fall 2024]: any changes in}* the availability, structure, and format of your district’s data before finalizing the specifications for a data file containing the requested information. After talking to the study team, please respond to this by submitting one or more data files matching the structure agreed to with the study team, along with a description of contents or codebook.

*{[If request is for eligible students]}*: Please send this information for all eligible students enrolled in schools in your district that are part of this project, per the list of schools shared by the study team. The project focuses on students who have IEPs and are about two years from completing high school. However, a *subset* of these students will be eligible to participate in the project, depending on their transition “pathway” and the current/planned coursework and services associated with that pathway—per initial discussions between staff in your district and the study team. Please identify eligible students using the data elements and process agreed to with the study team, including potential review of IEP information to confirm the expected completion year and transition pathway.}

*{[If request is for project participants]}*: Please send this information for project participants (i.e., students whose parents have submitted consent forms for the project), based on the list of students shared by the study team.}

**Table A. Data Elements Covered by Request for Student Directory Information**

Data Element	Definition/values
1. School name	Unique school name
2. Student name	Name of student (Last, First Middle/Initial)
3. Student state ID	Unique ID number for student used in state data system
4. Age	Age of student in years (2-digit integer)
5. Disability status	Whether student has IEP and/or Section 504 plan (1 = IEP only, 2 = both IEP and 504 plan [or provide dictionary/codes])
6. School enrollment date	Date that the student first enrolled in school (MM/DD/YYYY)
7. Initial grade level at school	The grade that the student was in at the date of first enrollment in the school (2-digit integer)
8. Current grade level	The grade that the student currently is in (2-digit integer)
9. Credit hours earned for graduation	Number of credits completed in all courses counted for graduation requirements (2-digit integer)
10. Homeroom teacher name	Name of student’s homeroom teacher (Last, First Middle/Initial)
11. Homeroom teacher	Unique ID number for student’s homeroom teacher used in local data system

**Notice of Confidentiality.** Information collected for this project comes under the confidentiality and data protection requirements of the Education Sciences Reform Act of 2002 (Title I, Part E, Section 183) and will be used only for research approved by the U.S. Department of Education. Project reports will summarize patterns and will *not* associate responses with a specific school or person. Information collected through this form will be used for the purposes indicated in the accompanying overview of student records requested for the project.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays an Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is xxx-xxxx. The time required to complete this collection of information is estimated to average *{[If request is for eligible students]: 40 hours OR [If request is for participating students]: 6 hours}* per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this form, , or comments/concerns regarding the status of your individual submission of this form, please write to: Institute of Education Sciences, NCEE, 550 12th Street SW, Washington, DC 20202.

Data Element	Definition/values
ID	
12. Special education teacher name	Name of student's primary special education teacher (Last, First Middle/Initial)
13. Special education teacher ID	Unique ID number for student's primary special education teacher used in local data system
14. Expected high school completion year	Year in which student is expected to complete high school (4-digit integer) - <i>Note: this data element to be included in the Spring/Summer and Fall 2024 requests only</i>
15. Planned transition pathway	Focus of current/expected coursework and transition services in preparing student for life after high school (provide codes/dictionary based on initial discussion with study team) - <i>Note: this data element to be included in the Spring/Summer and Fall 2024 requests only</i>

## B. Details of Request for Family Contact Information

Table B below describes the specific data elements that the study team is asking your district to submit in response to this request for family contact information. The study team would first like to discuss *{[If request is in/after Fall 2024]: any changes in}* the availability, structure, and format of your district’s data before finalizing the specifications for a data file containing the requested information. After talking to the study team, please respond to this request by submitting one or more data files matching the structure agreed to with the study team, along with a description of contents or codebook.

*{[If request is for eligible students]}*: Please send this information for all eligible students whose records are included in the student directory information file you have produced.}

*{[If request is for project participants]}*: Please send this information for project participants (i.e., students whose parents have submitted consent forms for the project), based on the list of students shared by the study team.}

**Table B. Data Elements Covered by Request for Family Contact Information**

Data Element	Definition/values
1. School name	Unique school name
2. Student name	Name of student (Last, First Middle/Initial)
3. Student state ID	Unique ID number for student used in state data system
4. Parent/guardian #1 name	Name of first parent or guardian (Last, First Middle/Initial)
5. Parent/guardian #1 relationship	Relationship between first parent/guardian and student (mother, father, grandmother, etc.)
6. Parent/guardian #1 home number	Home phone number(s) of first parent/guardian (XXX-XXX-XXX)
7. Parent/guardian #1 cell number	Mobile/cell phone number(s) of first parent/guardian (XXX-XXX-XXX)
8. Parent/guardian #1 e-mail	Primary email address of first parent/guardian
9. Parent/guardian #1 home address	Home postal address of first parent/guardian
10. Parent/guardian #2 name	Name of second parent or guardian (Last, Second Middle/Initial)
11. Parent/guardian #2 relationship	Relationship between second parent/guardian and student (mother, father, grandmother, etc.)
12. Parent/guardian #2 home number	Home phone number(s) of second parent/guardian (XXX-XXX-XXX)
13. Parent/guardian #2 cell number	Mobile/cell phone number(s) of second parent/guardian (XXX-XXX-XXX)
14. Parent/guardian #2 e-mail	Primary email address of second parent/guardian

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays an Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is xxx-xxxx. The time required for this collection of information is estimated to average 6 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, or comments/concerns regarding the status of your individual submission of this form, please write to: Institute of Education Sciences, NCEE, 550 12th Street SW, Washington, DC 20202.

Data Element	Definition/values
15. Parent/guardian #2 home address	Home postal address of second parent/guardian
16. Student's home language	Primary language spoken by student at home, if known (provide codes/dictionary)

## C. Details of Request for Student Characteristics, Achievement, and School Participation / Progress Information

Table C below describes the specific data elements that the study team is asking your district to submit in response to this request for student characteristics, achievement, and school participation/progress information. The study team would like to discuss *{[If request is in/after Fall 2024]: any changes in}* the availability, structure, and format of your district's data before finalizing the specifications for a data file containing the requested information.

*{[If request is for eligible students]: After talking to the study team, please produce a codebook with summary statistics for all eligible students whose records are included in the student directory information file you have produced. Summary statistics should cover data elements #4 through #30 in Table C, including means for continuous variables and simple/one-way tabulations for binary or categorial variables. The study team will work with you to avoid reporting information for small numbers of students by establishing rules for combining categories or suppressing values when tabulating data.}*

*{[If request is for project participants]: After talking to the study team, please respond to this request by submitting one or more data files matching the structure agreed to with the study team, along with a description of contents or codebook. Please send this information for students who are project participants (i.e., students whose parents have submitted consent forms for the project), based on the list of students shared by the study team.}*

**Table C. Data Elements Covered by Request for Student Characteristics, Achievement, and School Participation/Progress Information**

Data Element	Definition/values
1. School name	Unique school name
2. Student name	Name of student (Last, First Middle/Initial)
3. Student state ID	Unique ID number for student used in state data system
4. Gender	Student's gender (M, F, other values [provide codes/dictionary])
5. Race	Student's reporting category/categories for race (I = American Indian, A = Asian, B = Black or African American, P = Native Hawaiian or Other Pacific Islander, W = White, T = Two or More Races, X = No information OR district-designated codes [provide codes/dictionary]; multiple values allowed)
6. Ethnicity	Student's reporting category/categories for ethnicity (H = Hispanic, N = not Hispanic, X = No information OR district-designated codes [or provide codes/dictionary]; multiple values allowed)
7. Special education status	Whether student has IEP (1 = yes, 0 = no [or provide codes/dictionary])
8. Special education determination date	Date at which student was first designated as eligible for special education (MM/DD/YYYY)

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays an Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is xxxx-xxxx. The time required to complete this collection of information is estimated to average 10 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this form, or comments/concerns regarding the status of your individual submission of this form, please write to: Institute of Education Sciences, NCEE, 550 12th Street SW, Washington, DC 20202.



Data Element	Definition/values
9. Disability type	Provide codes/dictionary
10. English language learner	Whether student is has not yet developed English proficiency (1 = yes, 0 = no)
11. CTE concentrator	Whether student has completed at least two credits in a single career and technical education (CTE) program or program of study (1 = yes, 0 = no)
12. School lunch program participation	Student's participation in free and reduced-price lunch programs (F = free lunch, R = reduced-price lunch, N = not participating in either program, X = no information [or provide codes/dictionary])
13. 8 <sup>th</sup> grade math test code	Status of student's participation in state standardized test for math in 8 <sup>th</sup> grade (S = has score, A = absent, X = no information for subject, Z = no information for student [or provide codes/dictionary])
14. 8 <sup>th</sup> grade math test score	Student's scale score on standardized test for math in 8 <sup>th</sup> grade (Provide codes for invalid/out-of-range values)
15. 8 <sup>th</sup> grade math test language	Language of state standardized test for math in 8 <sup>th</sup> grade taken by student (E = English, S = Spanish [or provide codes/dictionary])
16. 8 <sup>th</sup> grade math test version	Version of state standardized test for math in 8 <sup>th</sup> grade taken by student (R = Regular, M = Modified, A = Alternate [or provide codes/dictionary])
17. 8 <sup>th</sup> grade reading test code	Status of student's participation in state standardized test for reading in 8 <sup>th</sup> grade (S = has score, A = absent, X = no information for subject, Z = no information for student [or provide codes/dictionary])
18. 8 <sup>th</sup> grade reading test score	Student's scale score on standardized test for reading in 8 <sup>th</sup> grade (Provide codes for invalid/out-of-range values)
19. 8 <sup>th</sup> grade reading test language	Language of state standardized test for reading in 8 <sup>th</sup> grade taken by student (E = English, S = Spanish [or provide codes/dictionary])
20. 8 <sup>th</sup> grade reading test version	Version of state standardized test for reading in 8 <sup>th</sup> grade taken by student (R = Regular, M = Modified, A = Alternate [or provide codes/dictionary])
21. Current grade level	The grade that the student currently is in (2-digit integer)
22. Credit hours earned for graduation	Number of credits completed in all courses counted for graduation requirements (2-digit integer)
23. English/language arts credit hours	Number of credits completed in English/language arts courses counted for graduation requirements (2-digit integer)
24. Math credit hours	Number of credits completed in math courses counted for graduation requirements (2-digit integer)
25. Social studies credit hours	Number of credits completed in social studies courses counted for graduation requirements (2-digit integer)
26. Science credit hours	Number of credits completed in science courses counted for graduation requirements (2-digit integer)
27. GPA	Student grade point average (numeric, X.XX)
28. High school exit date	Date that the student last attended the school (MM/DD/YYYY or X if student is still attending school)
29. High school exit code	Reason that the student left the school, if student has exited (1 = expected to remain in district, 2 = transferred out of district, 3 = dropped out, 4 = completed, 5 = expected to return after a break, 6 = unable/unlikely to return [or provide codes/dictionary])
30. High school completion status	Diploma/credential/certificate that the student received, if the student completed high school (1 = regular/advanced/IB diploma, 2 = alternate diploma, 3 = GED or other equivalency diploma, 4 = other diploma [provide additional codes/dictionary], 5 = completed school with state-recognized equivalency certificate [provide additional

Data Element	Definition/values
	codes/dictionary], 6 = completed school with other credentials [provide additional codes/dictionary], 7 = completed grade 12 but did not meet graduation requirements [or provide codes/dictionary])

## D. Details of Request for Student Identifying Information

Table D below describes the specific data elements that the study team is asking your district to submit in response to this request for student identifying information. The study team would like to discuss the availability, structure, and format of your district's data before finalizing the specifications for a data file containing the requested information. After talking to the study team, please respond to this request by submitting one or more data files matching the structure agreed to with the study team, along with a description of contents or codebook. Please send this information for students who are project participants (i.e., students whose parents have submitted consent forms for the project), based on the list of students shared by the study team.

**Table D. Data Elements Covered by Request for Student Identifying Information**

Data Element	Definition/values
1. School name	Unique school name
2. Student name	Name of student (Last, First Middle/Initial)
3. Student state ID	Unique ID number for student used in state data system
4. Birthdate	Student date of birth (MM/DD/YYYY)
5. Social Security number	Student SSN (XXX-XX-XXXX)

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