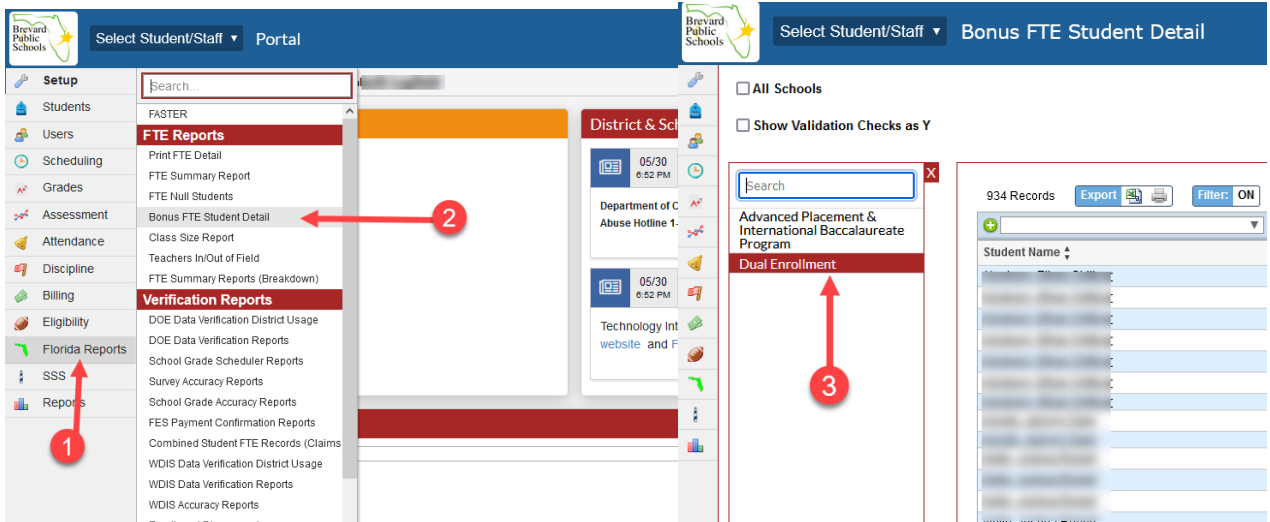


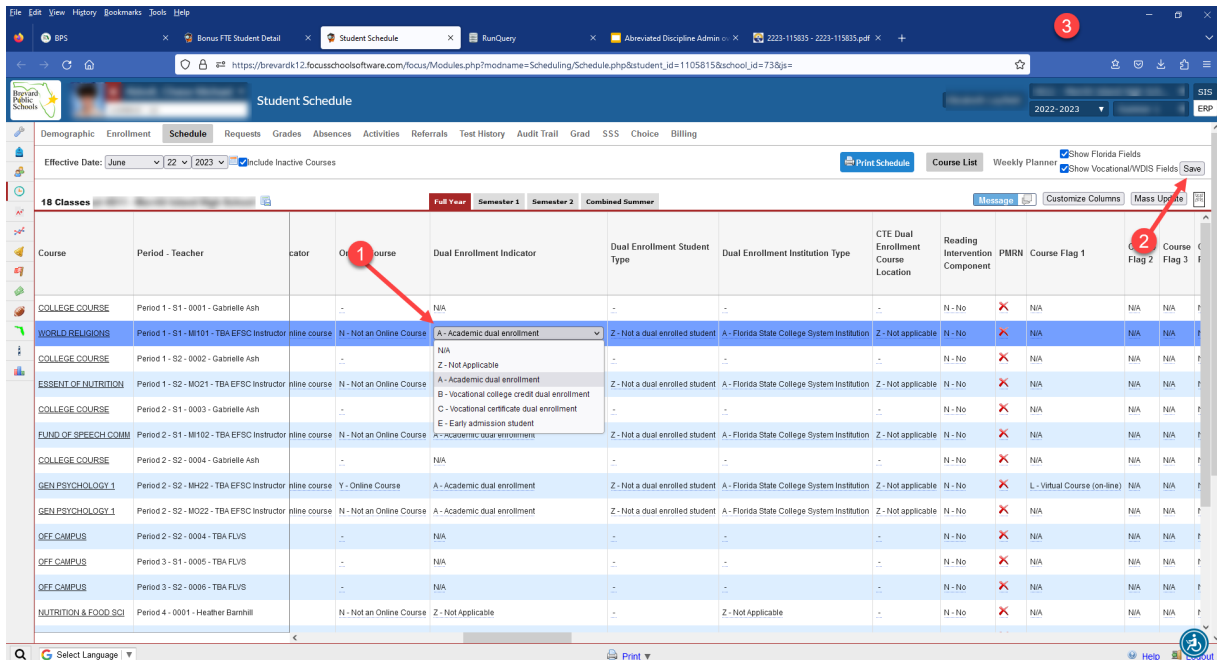
Survey 5 Checklist for Student Additional Funding Reporting

By August 18, 2023

- Review Bonus FTE Student Detail report. Remember the default school year at the top right of all your screens will have changed, to run these reports and correct your data, change it to the 2022-2023 school year first.



- Validate the Dual Enrollment (DE) Indicator for all student schedules is correct based on whether the student is an Early Admissions student (E) or Academic Dual Enrollment student (A). This can be done by clicking on the Student Name directly from the report and fixing the data on the Student Schedule screen. It might need to be exported to an Excel spreadsheet (using the icon next to the number of records) to view all the data for all your students because of scrolling on the screen.



- Validate the AP and IB student information if you are a school that has those programs. If corrections need to be made, click on the Student Name directly from the report and fix the data on the Student Schedule or the Testing screens if it is missing or incorrect. It might need to be exported to an Excel spreadsheet (using the icon next to the number of records) to view all the data for all your students because of scrolling on the screen.

- Validate the AICE student information if you are a school that has that program. If corrections need to be made, click on the Student Name directly from the report and fix the data on the Student Schedule or the Testing screens if it is missing or incorrect. It might need to be exported to an Excel spreadsheet (using the icon next to the number of records) to view all the data for all your students because of scrolling on the screen.

- Add test score information that needs to be manually added (IB and AICE)
 - From the Test History screen, you can add a new Test administration, or you can add Test Parts to an already existing Test. To add a new Test, scroll to the bottom of the screen until you see a blank test row.

13 Test Administrations Filter

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP In
STAR - SAR (SAR)	Progress Monitoring	09/04/2018	2018-2019	07	--	--
STAR - SAR (SAR)	Progress Monitoring	04/26/2018	2017-2018	06	--	--
STAR - SAR (SAR)	Progress Monitoring	11/27/2017	2017-2018	06	--	--
STAR - SAR (SAR)	Progress Monitoring	08/21/2017	2017-2018	06	--	--
STAR - SAR (SAR)	Progress Monitoring	05/26/2017	2016-2017	05	--	--
STAR - SAR (SAR)	Progress Monitoring	01/12/2017	2016-2017	05	--	--
STAR - SAR (SAR)	Progress Monitoring	08/24/2016	2016-2017	05	--	--
STAR - SAR (SAR)	Progress Monitoring	05/11/2016	2015-2016	04	--	--
Comprehensive English Language Learning Assessment (CELLA) - CEL (CEL)	Progress Monitoring	03/06/2015	2014-2015	03	3	1 - Entr
N/A			2022-2023	10		N/A

- Select a **Test** from the pull-down.

Test	Test Type	Administration Date	School Year
STAR - SAR (SAR)	Progress Monitoring	09/04/2018	2018-2019
STAR - SAR (SAR)	Progress Monitoring	04/26/2018	2017-2018
STAR - SAR (SAR)	Progress Monitoring	11/27/2017	2017-2018
STAR - SAR (SAR)	Progress Monitoring	08/21/2017	2017-2018
STAR - SAR (SAR)	Progress Monitoring	05/26/2017	2016-2017
STAR - SAR (SAR)	Progress Monitoring	01/12/2017	2016-2017
STAR - SAR (SAR)	Progress Monitoring	08/24/2016	2016-2017
STAR - SAR (SAR)	Progress Monitoring	05/11/2016	2015-2016
Comprehensive English Language Learning Assessment (CELLA) - CEL (CEL)	Progress Monitoring	03/06/2015	2014-2015
FSA MATH - FSAM		05/20/2022	2021-2022

- Type in the **Administration Date** or click the **calendar** icon to select a date.

Test	Test Type	Administration Date	School Year	Grade
STAR - SAR (SAR)	Progress Monitoring	09/04/2018	2018-2019	07
STAR - SAR (SAR)	Progress Monitoring			
STAR - SAR (SAR)	Progress Monitoring			
STAR - SAR (SAR)	Progress Monitoring			
STAR - SAR (SAR)	Progress Monitoring			
STAR - SAR (SAR)	Progress Monitoring			
STAR - SAR (SAR)	Progress Monitoring			
STAR - SAR (SAR)	Progress Monitoring			
Comprehensive English Language Learning Assessment (CELLA) - CEL (CEL)	Progress Monitoring			
FSA MATH - FSAM		05/20/2022	2021-2022	10

May 2022

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Select the **School Year** from the pull-down.

Test	Test Type	Administration Date	School Year	Gradelevel	Form
STAR - SAR (SAR)	Progress Monitoring	09/04/2018	2018-2019	07	-
STAR - SAR (SAR)	Progress Monitoring	04/26/2018	2017-2018	06	-
STAR - SAR (SAR)	Progress Monitoring	11/27/2017	2017-2018	06	-
STAR - SAR (SAR)	Progress Monitoring	08/21/2017	2017-2018	06	-
STAR - SAR (SAR)	Progress Monitoring	05/26/2017	2016-2017	05	-
STAR - SAR (SAR)	Progress Monitoring	01/12/2017	2016-2017	05	-
STAR - SAR (SAR)	Progress Monitoring	08/24/2016	2016-2017	05	-
STAR - SAR (SAR)	Progress Monitoring	05/11/2016	2015-2016	04	-
Comprehensive English Language Learning Assessment (CELLA) - CEL (CEL)	Progress Monitoring	03/06/2015	2014-2015	03	3
FSA MATH - FSAM		05/20/2022	2021-2022	10	

- Select a **Gradelevel** from the pull-down.

School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript
2018-2019	07	-	-	-	-	No
2017-2018	06	-	-	-	-	No
2017-2018	06	-	-	-	-	No
2017-2018	06	-	-	-	-	No
2016-2017	05	-	-	-	-	No
2016-2017	05	-	-	-	-	No
2016-2017	05	-	-	-	-	No
2015-2016	04	-	-	-	-	No
2014-2015	03	3	1 - Entry	-	ZZ	Yes
2022-2023	10		N/A	N/A		<input checked="" type="checkbox"/>

- Enter a **Form** number in the provided text box, if applicable.
- Select the applicable **LEP Info** from the pull-down, which is required for ESOL tests.
- Select the applicable **DJJ Info** from the pull-down.
- Enter a **Test Level** in the provided text box, if applicable.
- Select the check box in the **Include in Transcript** column if the test score should display on the student's transcript.

School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
2018-2019	07	-	-	-	-	No	44	0291	2018
2017-2018	06	-	-	-	-	No	44	0291	2018
2017-2018	06	-	-	-	-	No	44	0291	2017
2017-2018	06	-	-	-	-	No	44	0291	2017
2016-2017	05	-	-	-	-	No	44	0291	1617
2016-2017	05	-	-	-	-	No	44	0291	-
2016-2017	05	-	-	-	-	No	44	0291	-
2015-2016	04	-	-	-	-	No	44	0291	1516
2014-2015	03	3	1 - Entry	-	ZZ	Yes	44	0291	-
2022-2023	10		N/A	N/A		<input checked="" type="checkbox"/>			

- Enter the number of the district that administered the test in the **District Administered** column text box. This would be 05 for Brevard.
- Enter the number of the school that administered the test in the **School Administered** column text box.
- Enter the **Test Publication Year** in the provided text box. The format of the school year should be 2223 for 2022-2023.
- When all information has been entered, click any of the fields and press **Enter** to save the line of data. You can also click the **Save** button located in the top right corner of the screen.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals **Test History** Audit Trail ISB Page Files SSS Choice Billing Search...

Filter by Test Type: All

Algebra I EOC Pass Date	Biology I EOC Pass Date
US History EOC Pass Date	Geometry EOC Pass Date
Graduation Reading Requirement Pass Date	District Community/Volunteer Service Requirement Met
Preferred Name	Met Online Course Req Not Met

26 Test Administrations

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP In
FSA ELA - FSAE (FSA)		04/28/2017	2016-2017	05	7	-
FSA MATH - FSAM (FSA)		04/10/2017	2016-2017	05	13	-
STAR - SAR (SAR)	Progress Monitoring	01/12/2017	2016-2017	05	-	-
STAR - SAR (SAR)	Progress Monitoring	08/24/2016	2016-2017	05	-	-
STAR - SAR (SAR)	Progress Monitoring	05/11/2016	2015-2016	04	-	-
FSA ELA - FSAE (FSA)		04/11/2016	2015-2016	04	6	-
FSA MATH - FSAM (FSA)		03/28/2016	2015-2016	04	2	-
WIDA ACCESS for ELLs 2.0 (AFE) (AFE)		03/25/2016	2015-2016	04	-	-
FSA MATH - FSAM (FSA)		04/13/2015	2014-2015	03	7	1 - Entr
Comprehensive English Language Learning Assessment (CELLA) - CEL (CEL)	Progress Monitoring	03/06/2015	2014-2015	03	3	1 - Entr
College Placement Test - CPT		07/05/2022	2022-2023	12		N/A

- Once the test is saved, you can begin entering Test Parts (scores). In order to enter Test Parts, click the **gray arrow** next to the Test.

37 Test Administrations

Test	Administration Date	School Year	Gradelevel	Form	LEP Info
FSA MATH - FSAM (FSA)	10/13/2021	2020-2021	12	-	-

No Test Parts were found.

Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	Achievement Level (AL)	Pass/Fail (PF)	Points Possible (PP)	PAS Code (PAS)
N/A				N/A		

STAR - SAR (SAR) 01/07/2020 2019-2020 10 - -

Preliminary Scholastic Aptitude Test (PSAT) - PSA (PSA) 10/16/2019 2019-2020 10 FORM A -

- Please note that the requirements for entering Test Parts will differ for each Test. The example shown is for the FSA Math test.
- Notice that the **delete** button displays next to the test that was just added. As long as there are no Test Parts linked to a Test, the Test can be deleted.

- Select the **Title** from the pull-down.

37 Test Administrations

Test	Administration Date	School Year	Gradelevel	Form	LEP Info
FSA MATH - FSAM (FSA)	10/13/2021	2020-2021	12	-	-

No Test Parts were found.

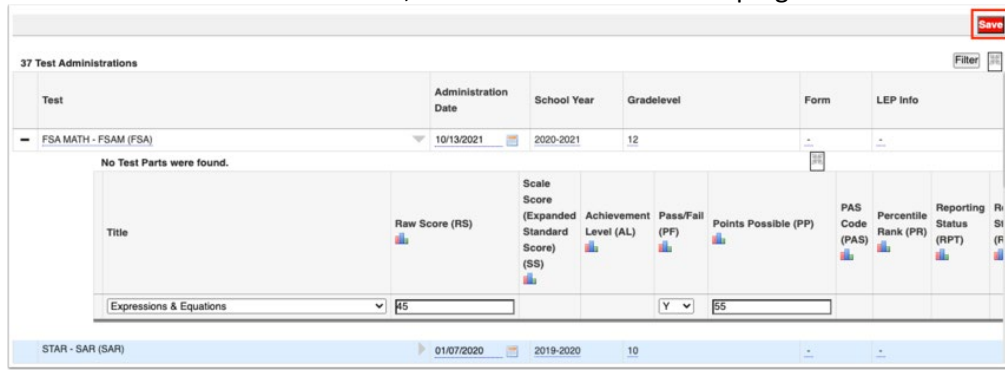
Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	Achievement Level (AL)	Pass/Fail (PF)	Points Possible (PP)	PAS Code (PAS)	Percentile Rank (PR)	Reporting Status (RPT)	Retaker Status (R)	Tr- Sco (TS)
Expressions & Equations	45			Y	55					

- Enter the applicable scores in the provided text boxes. The scores available/entered depend on the type of test and test part.

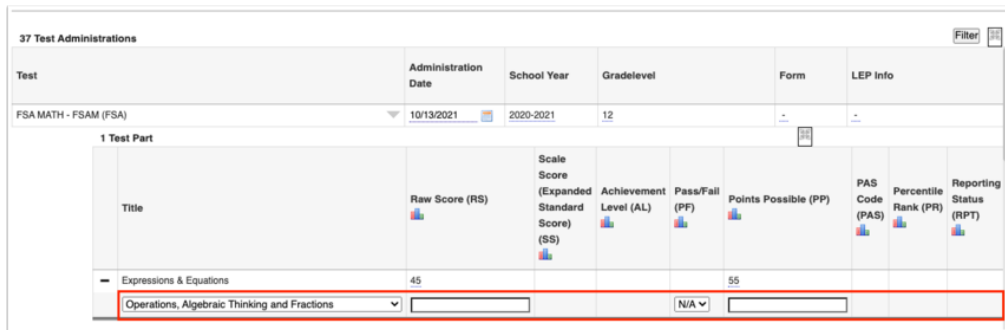
No Test Parts were found.

Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	Achievement Level (AL)	Pass/Fail (PF)	Points Possible (PP)	PAS Code (PAS)	Percentile Rank (PR)	Reporting Status (RPT)	Retaker Status (R)	Tr- Sco (TS)
Expressions & Equations	45			Y	55					

- When all information has been entered, click **Save** located in the top right corner of the screen.

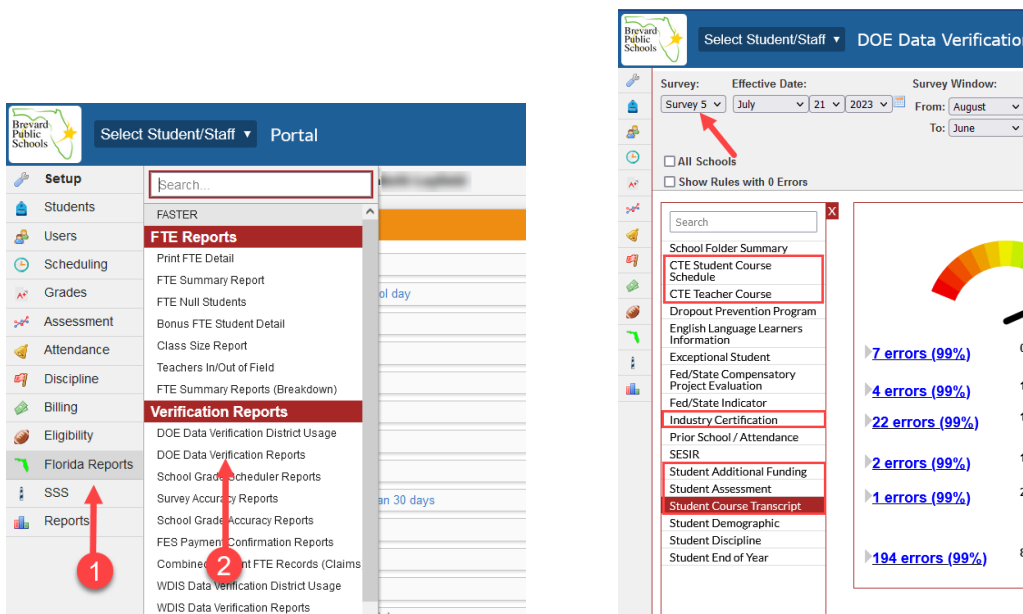


- The Test Part has now been added. To add another Test Part follow steps 16-19 using the blank row at the bottom of the chart.

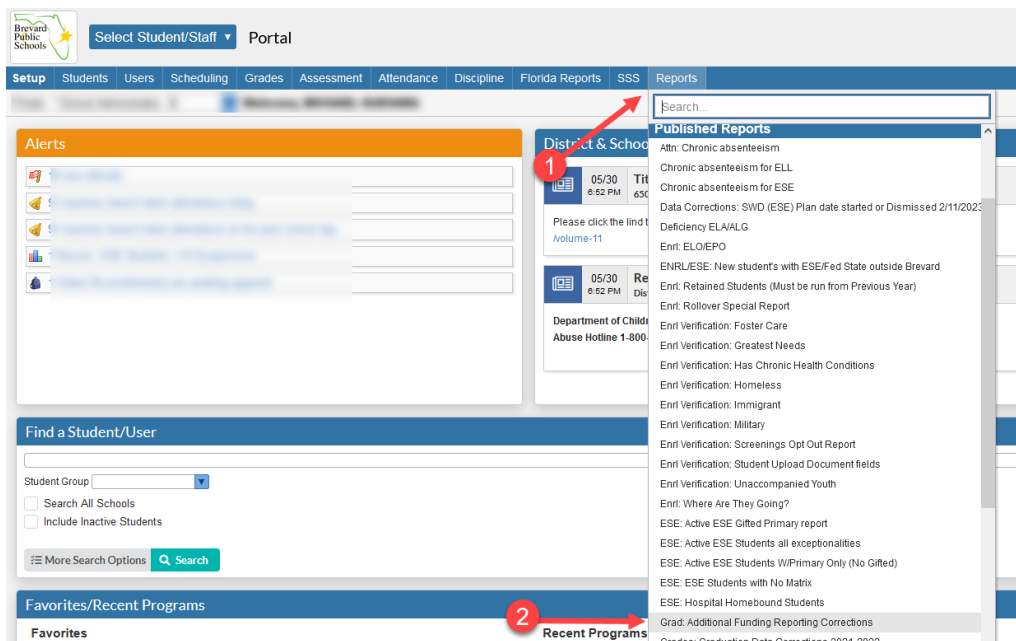


***See Attachment A for further detailed information when entering student scores**

- Use DOE Data Verification Reports for Survey 5 to correct data associated with Student Additional Funding. Paying close attention to the following formats: CTE Student Course Schedule, CTE Teacher Course, Industry Certification, Student Additional Funding, Student Assessment, Student Course Transcript.



- Once Test scores have been entered. Run Published Report – Grad: Additional Funding Reporting Corrections. Some fields can be corrected from this report in mass. Other fields will need to be corrected on the individual student by clicking on the Student name and making the changes on the Graduation tab (All fields start with the verbiage FTE Earned).



Grad: Additional Funding Reporting Corrections

Modify Report Save Report Only Display Records with Errors Save

Include students without log records in 'FTE Earned, Academic Dual Enrollment Associate Degree!' Go

Grade: 07, 08, 09, 10, 11, 12

1000 Students
Go to Page 1, 2, 3, 4, 5, 6, 7, ... 41, 42, 43, 44 Next Page Show All
Displaying 1 through 1000

Mass Update Filter Filters: ON Search

Local ID	Last, First M	Grade	Early Graduation	FTE Earned, Early Graduates	FTE Earned, Academic Dual Enrollment Associate Degree School Number, Current Instruction/Service	FTE Earned, Academic Dual Enrollment Associate Degree FTE Earned, Academic Dual Enrollment Associate Degree	FTE Earned, College Board Advanced Placement Capstone Diploma	FTE Earned, AICE Diploma	FTE Earned, IB Diploma
		10	No	-		N/A	-	0.00	0.00
		10	No	-		N/A	-	0.00	0.00
		08	No	-		N/A	-	0.00	0.00
		08	No	-		N/A	-	0.00	0.00
		12	No	05000 - Student graduated one year or more in advance.		N/A	-	0.00	0.00
		08	No	-		N/A	-	0.00	0.00
		no	no	-		N/A	-	0.00	0.00

Starting August 29, 2023

- It is a **requirement** that one person from each school site attend an Open Lab to review and update any corrections for Survey 5 Additional Funding.

The following Open Labs are scheduled in the 914 lab at ESF.

Tuesday, August 29th 12:00 pm – 3:00 pm

Wednesday, August 30th 8:00 am – 3:00 pm

Thursday, August 31st 8:00 am – 3:00 pm

Tuesday, September 5th 12:00 pm – 3:00 pm

Wednesday, September 6th 8:00 am – 3:00 pm

Sign up using the following link: (lines 52-56) <https://bit.ly/FocusCourseInfo>

“ATTACHMENT A”

Cambridge Additional Information

Assessment Data Entry

Cambridge International Examinations Data Entry

The following instructions are intended to be a step by step guide to enter test scores for the Cambridge Advanced International Certificate of Education A and AS Levels

Step 1
 Navigate to a student

You may need to choose Include Inactive Students for those who may have graduated or changed schools

Once You have selected a student, navigate to their Test History

Step 2
 Populate the Data:
 Use the dropdown to choose Cambridge Advanced International Certificate of Educate

Enter Administration Date

School Year

Grade level

Form Code: Z

DJJ: Leave Blank

Test Level:
 Enter A **OR** AS Level
 Once you have selected a level, you should only enter tests for that level. Repeat the process for examinations from the other level

Include in Transcript: Yes
 District: 05
 School Administered: Your School Number
 Publication Year: Blank

Assessment Data Entry

Cambridge International Examinations Data Entry

teq Met	Press Save		
<input type="button" value="Save"/>			
<input type="button" value="Filter"/> <input type="button" value="⌵"/>			
Include in Transcript	District Administered	School Administered	Test Publication Year

Test	Administration Date	School Year	Gradelevel	Form
Cambridge Advanced International Certificate of Education (AICE) (CAI) (CAI)	05/01/2023	2022-2023	11	Z
No Test Parts were found.				
Title	Scale Score (Expanded Standard Score) (SS)	Not Applicable (ZZ)		
English Literature - AS Level	<input type="text"/>	B		

Step 2
Enter Individual Examination scores

Scale Score: Leave Blank
No Applicable: Enter the Score

teq Met	Press Save		
<input type="button" value="Save"/>			
<input type="button" value="Filter"/> <input type="button" value="⌵"/>			
Include in Transcript	District Administered	School Administered	Test Publication Year

1 Test Part				
Title	Scale Score (Expanded Standard Score) (SS)	Not Applicable (ZZ)		
English Literature - AS Level	...	B		
Global Perspectives & Independent Research - AS Level	<input type="text"/>	C		

Repeat the Process of Entering other scores of the same type (ie. AS level)

teq Met	Press Save		
<input type="button" value="Save"/>			
<input type="button" value="Filter"/> <input type="button" value="⌵"/>			
Include in Transcript	District Administered	School Administered	Test Publication Year

Assessment Data Entry

Cambridge International Examinations Data Entry

Note: Do not mix A and AS level examinations on the same entry. Repeat the process for the other type of Entry

Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level
Cambridge Advanced International Certificate of Education (AICE) (CAI) (CAI)	05/01/2023	2022-2023	11	Z	-	-	A

2 Test Parts

Title	Scale Score (Expanded Standard Score) (SS)	Not Applicable (ZZ)
English Literature - AS Level	-	B
Global Perspectives & Independent Research - AS Level	-	C
N/A		

Cambridge Advanced International Certificate of Education (AICE) (CAI) (CAI)	05/01/2023	2022-2023	11	-	-	-	AS
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1 Test Part

Title	Scale Score (Expanded Standard Score) (SS)	Not Applicable (ZZ)
Marine Science - A Level	-	B
N/A		