

ITBS® Supplemental Coding and Legends – Fall 2015

Office for Catholic Schools –Archdiocese of Seattle

BAR CODE: The purpose for coding is to allow schools to disaggregate or pull information on individual students or groups of students in any particular area of interest.

- Each school data file has been designed to pre-identify students so no bubbling needs to occur at the Fall testing time. (Exception: New students)
- All coded data will be embedded in the BAR CODE.
- Bar Code Spreadsheets are due to the OCS on or before **Friday, August 14, 2015.**
- Bar Code Labels will be mailed directly to the school. Each school's Testing Coordinators will receive their Administrator's Scoring Packet at the Tuesday, Sept. 15th IOWA Pre-Test meeting with Valerie Kosinski, HMH/Riverside Publishing.

PROGRAMS OVERVIEW:

- We have modified PROGRAMS options to reflect the Archdiocese of Seattle
- More than one Program item can be marked in the PROGRAMS area
- Each PROGRAM marking can be more defined by using the Test Administrator Use columns
- Using the PROGRAMS field in the BAR CODE requires checking data file each year for students who exit PROGRAMS or withdraw from the school.

DEMOGRAPHIC DATA: (Required)

Last Name, First Name (No Nicknames)

Date of Birth (Month and Year)

Gender

Grade and School Name

Ethnicity and Race

Student ID Number (If your school uses a student ID number, please use. If not, please leave blank.)

PROGRAMS: Please note: Choosing to select any of these program indicates the local school has documentation on file to verify eligibility.

Mark all that apply:

Special Education: (SE)

Students with Section 504 Plans (504)

Free-or-Reduced-Price Lunch Eligibility (F/RL)

Gifted and Talented (GT)

English Language Learner (ELL)

Migrant Student (MG)

Title I Student (TI M = Math) and/or (TI L = Language)

Other 1 = Fulcrum Foundation TAP Current Recipient

Other 2 = Individual Service Plan (ISP)

TEST ADMINISTRATOR USE Section:

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- TEST ADMINISTRATOR USE section can further define what has been identified in the PROGRAMS.
- There are two ways to use the TEST ADMINISTRATOR USE:
 - Code Column** which contains bubbles A through T
 - The **COLUMNS** to the right labeled A through K with 9 options to bubble
- A customized legend has been created to guide the use of the bubbling (0 = , 1 = , up to 9)

TEST ADMINISTRATOR USE ONLY Section: Go to:

1. **CODE COLUMN** and bubble the corresponding letter to the 13 student disability/eligibility categories as defined by the Individuals with Disabilities Education Act (IDEA). In order to qualify for special education, the IEP team must determine that a child has one of the following. You may code multiple disabilities.

A = Autism
 B = Blindness
 C = Deafness
 D = Emotional Disturbance
 E = Hearing Impairment
 F = Intellectual Disability
 G = Multiple Disabilities
 H = Orthopedic Impairment
 I = Other Health Impaired
 J = Specific Learning Disability
 K = Speech or Language Impairment
 L = Traumatic Brain Injury
 M = Visual Impairment

2. COLUMNS A – K - across top of box:

A. Grade student entered the present school

0 = if student entered the school in PreK
 1 = if student entered the school in K
 2 = if student entered the school in Grade 1
 3 = if student entered the school in Grade 2
 4 = if student entered the school in Grade 3
 5 = if student entered the school in Grade 4
 6 = if student entered the school in Grade 5
 7 = if student entered the school in Grade 6
 8 = if student entered the school in Grade 7
 9 = if student entered the school in Grade 8

B. Accommodations and Modifications used during testing

0 = Separate setting
 1 = Extended testing times
 2 = Scribe
 3 = Read Aloud
 4 = Repeated directions

- 5 = Small group/individual administration
- 6 = Student had test administered by ELL teacher or individual providing language services
- 7 = ELL specific test accommodations used
- 8 = Large Print
- 9 = Assistance with the answer document

C. OCS - Accreditation Curriculum In-Depth: Math Textbooks used at the local school.

Please identify the textbook used at each grade level – only one answer option. Ie: Grade 4 students using Houghton Mifflin Harcourt so go to Grade 4 bar code spreadsheet, find Column C, fill in the number 2 = HMH.

- 0 = Scott Foresman
- 1 = Sadlier- Oxford
- 2 = Houghton Mifflin Harcourt
- 3 = Saxon
- 4 = Prentice Hall
- 5 = Pearson
- 6 = McGraw Hill
- 7 = Holt McDougall
- 8 = Macmillan Littell
- 9 = Other

September Options:

- 1) Columns D through K are still available for specific local coding. If you decide to track something unique for your school, please make your own **local** Legend and bubble in on the student answer sheets. This information will not be part of the bar codes and consortium data, but you will be able to filter locally through iRM.
- 2) New Students can be entered in September and October but their demographic data and coding will have to be done by hand - bubbling. This information will not be part of the bar code labels.

Respectfully,

Valerie Kosinski

HMH/Riverside, Consortium Assessment Coordinator

Valerie.Kosinski@hnhco.com

FAX (630) 467-7150 attention: Valerie

1-800-767-8420 ext. 7079

OCS Questions?

Sandra Barton Smith, Assistant Superintendent of Data Management

Sandra.smith@seattlearch.org or 206-382-4842

Vireak Ath, OCS Technical Support

vireak.ath@seattlearch.org or (206) 264-2080

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