

HOW TO SUBMIT HIGH SCHOOL GRADUATES 2008-09 DATA

This document outlines steps for the creation of the High School Graduates 2008-09 report for the evaluation of the GEAR UP project by the Texas Center for Educational Research (TCER). The process involves gathering, saving, and submitting information for each of the 2008-09 graduates on your campus. Although the task is not complicated, it may require the help of district personnel with access to student information and familiarity with the PEIMS data standards. Please follow the instructions below closely. **The data described below are due to TCER on April 20, 2010.**

INSTRUCTIONS FOR CREATING AND SUBMITTING A HIGH SCHOOL GRADUATES 2008-09 DATA FILE

Step 1. Use the “**High School Graduates 2008-09**” Excel template to complete a spreadsheet with the following data fields *for each high school graduate* at your campus:

Column A: PEIMS Information –No Data Entry

Column B: Campus Name (e.g., Alice High)

Column C: Campus ID of enrollment (e.g., the PEIMS campus number)

Column D: Student ID (e.g., the student’s Social Security number/PEIMS ID)

Column E: Local Student ID (Local ID)

Column F: First Name

Column G: Middle Name

Column H: Last Name

Column I: Enrolled in a 2-year college during 2009-10

Column J: Enrolled in a 4-year college during 2009-10

Column K: Employed part-time during 2009-10

Column L: Employed full-time during 2009-10

Column M: Enrolled in a technical or vocational institution during 2009-10

Column N: Serving in the US Armed Forces (Army, Navy, Air Force, Marines, Coast Guard)

Note: The following procedures are *critically* important:

- § Use the Excel template to send the data. Please contact TCER if this presents a problem.
- § Please retain the headings and order of the columns in the Excel template. Simply rename and save the Excel file (see Step 2); then import or enter your data.
- § Use the state standard (PEIMS) formats for each relevant data field. See the “Required Data Field Definitions and Formats” that begin on page 3 of this document to verify these formats.

Step 1. Save the Excel file for your records. Save a copy of the file for TCER and password protect this copy before e-mailing. This step is critical to ensure the safety of the data transmission.

§ **To save** your file, click “Save As” from the “File” drop down menu in Excel and save the file using the following convention: *campusname_grads2009.xls*

...Where “campusname” is the name of your campus, followed by an underscore and the word “grads2009”.

§ **To save a copy** of your file, click “Save As” from the “File” drop down menu in Excel and save the file using the following convention:
campusname_grads2009.xls

Step 2. Send the file to TCER through the TEA Encrypted E-mail System to protect the confidentiality of the student data.

§ **To send the file** through the TEA Encrypted E-mail System:

- (1) Send an e-mail message (from your campus e-mail account) to Kristen Reynolds, TEA’s Program Manager for GEAR UP, indicating that you have a data file to send (kristen.reynolds@tea.state.tx.us). In the body of the message or on the “cc” line in the heading, include the e-mail addresses for Amanda Locke at TCER (amanda.locke@tcer.org) and anyone in your campus or district who should receive the data file. NOTE: The TEA Encrypted E-mail System does not allow forwarding, so anyone not listed in your message will not have access to the data file!
- (2) When you receive an email from Kristen Reynolds indicating you may send the data file, click on the link in the message. This link will take you to the TEA Encrypted E-mail System. You will need to enter your password (or create one, if this is your first time accessing the system).
- (3) Open the e-mail message Kristen Reynolds has prepared for your data file transmission. Choose “Reply to All” to create a new e-mail message. Attach the data file you have prepared for TCER, and send the message. Then log off the TEA Encrypted E-mail System.
- (4) Send an e-mail message (from your campus e-mail account) to Kristen Reynolds at TEA and Amanda Locke at TCER (amanda.locke@tcer.org) with the password to access the data file.

Questions?

For questions, please feel free to call or e-mail Amanda Locke at TCER: 800-580-8237 or amanda.locke@tcer.org.

REQUIRED DATA FIELD DEFINITIONS & FORMATS

Where applicable, the following data definitions and formats are drawn directly from the state's PEIMS manual.

Field Name	Definition	Data Specification
Campus Name E0267	Full name of campus. EXAMPLE: Alice High	up to 40 characters
Campus ID of Enrollment E0782	Indicates the unique state standard (PEIMS) campus identification number of the campus at which the student was enrolled in 2008-09. EXAMPLE: 125901001	9 digits
Student ID E001	Student ID entered into PEIMS is the Social Security number. EXAMPLE: 987456321	9 digits
Local Student ID E0923	Student Local ID #. EXAMPLE: 000007542	up to 9 digits
First Name E0923	Identifies a student's legal first name. Do not use periods. Do not use any punctuation other than a hyphen or a single apostrophe. EXAMPLE: John	up to 20 digits
Middle Name E0704	Identifies a student's legal middle name. A single initial or the entire middle name may be entered. Do not use periods. EXAMPLE: Quincy or Q	up to 15 digits
Last Name E0705	Identifies a student's legal last name. Do not use periods. Do not use any punctuation other than a hyphen or single apostrophe. EXAMPLE: Adams	up to 25 digits
Enrolled in a 2-year college?	If high school graduate is enrolled during 2009-10 in a 2-year college, enter "1" for YES, otherwise leave item BLANK.	3 digits
Enrolled in a 4-year college?	If high school graduate is enrolled during 2009-10 in a 4-year college, enter "1" for YES, otherwise leave item BLANK.	3 digits
Employed part-time?	If high school graduate is employed part-time in 2009-10, enter "1" for YES, otherwise leave item BLANK.	3 digits
Employed full-time?	If high school graduate is employed full-time in 2009-10, enter "1" for YES, otherwise leave item BLANK.	3 digits
Enrolled in a tech or voc school?	If high school graduate is enrolled during 2009-10 in a technical or vocational school, enter "1" for YES, otherwise leave item BLANK.	3
Serving in US Armed Forces?	If high school graduate is employed full-time or part-time in the US Army, Navy, Air Force, Marines, or Coast Guard in 2008-09, enter "1" for YES, otherwise leave item BLANK.	3