



HOW TO SUBMIT

HIGH SCHOOL STUDENTS 2011-12 – STUDENT-PARENT ADDRESSES **DATA FOR THE 2011-12 SCHOOL YEAR**

This document outlines steps for the creation of the High School Students 2011-12 – Student-Parent Addresses data 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 students 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 February 24, 2012**

INSTRUCTIONS FOR CREATING AND SUBMITTING A HIGH SCHOOL STUDENTS 2011-12 – STUDENT-PARENT ADDRESSES DATA FILE

Step 1. Use the “**High School Students 2011-12 – Student-Parent Addresses**” Excel template to complete a spreadsheet with the following data fields *for each student* enrolled at your campus in 2011-12:

- 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:** Local Student ID (Local ID)
- Column E:** First Name
- Column F:** Middle Name
- Column G:** Last Name
- Column H:** Grade Level (e.g., 10)
- Column I:** Parent/Guardian Name 1 (First Name & Last Name)
- Column J:** Parent/Guardian Name 2 (First Name & Last Name)
- Column K:** Telephone 1 (home phone or phone for parent/guardian1)
- Column L:** Telephone 2 (alternate phone or phone for parent/guardian2)
- Column M:** Street Address (e.g., the student’s home street address)
- Column N:** City
- Column O:** State (TX)
- Column P:** Zip Code

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 the Excel file and 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 4 of this document to verify these formats.

Step 2. 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_stdts2012_addresses.xls

...Where “campusname” is the name of your campus, followed by an underscore and the word “stdts2012”, followed by an underscore and the word “addresses.”
- **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_stdts2012_addressesTCER.xls
- **To password protect** the Excel file for TCER:
 - Select “Tools” from the menu bar. Select “Options” from the menu list. Select “Security” from the tabs.
 - The pop-up window will ask: “Password to open:” In the box, type a password that includes letters and numbers. Please make a note of it! Click “OK”.
 - The next pop-up window will ask: “Reenter password to proceed”. In the box, retype your password.
 - Select “Save” from the menu bar. The pop-up window will ask: “Save the Changes?” Click “Yes”.

Step 3. 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 Dana Beebe at TCER (dana.beebe@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 (kristen.reynolds@tea.state.tx.us) and Dana Beebe at TCER (dana.beebe@tcer.org) with the password to access the data file.
- **Alternatively**, you may send the file to TCER directly. (1) Compose an e-mail message (from your campus e-mail account) to Dana Beebe at TCER (dana.beebe@tcer.org). Attach the password-protected e-mail file you have prepared for TCER. Send the message. (2) Send a second message to Dana Beebe at TCER with the password to access the data file.

Questions?

For questions, please feel free to call or e-mail Dana Beebe at TCER: 800-580-8237 or dana.beebe@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 2009-10. EXAMPLE: 125901001	9 digits
Local Student ID E0923	Student Local ID #. EXAMPLE: 000007542	up to 9 digits
First Name E0703	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
Grade Level Code E0017	Indicates the grade level of the student during the 2009-10 school year. EXAMPLE: 11	PEIMS code table C050 – 2 digits
Parent Name 1	Name of parent or guardian. List first and last name. EXAMPLE: Elliott Roosevelt.	up to 40 digits
Parent Name 2	Name of other parent or guardian. List first and last name. EXAMPLE: Anna Hall Roosevelt.	up to 40 digits
Telephone 1	Indicates home phone for student or phone of first parent/guardian listed. EXAMPLE: 361-555-5555.	10 digits
Telephone 2	Indicates alternate phone for student or phone of second parent/guardian listed. EXAMPLE: 361-555-5555.	10 digits
Street Address	Indicates home address of student. EXAMPLE: 1600 Pennsylvania Ave.	up to 40 digits
City	Indicates city for student's home address. EXAMPLE: Corpus Christi	up to 15 digits
State	Indicates state for student's home address. EXAMPLE: TX	2 digits
Zip Code	Indicates zip code for student's home address. EXAMPLE: 78410	7 digits