

SAN DIEGO CITY SCHOOLS

Date: August 25, 2005

To: All School Principals

Subject: DATA COLLECTION FOR 2005 CALIFORNIA BASIC EDUCATIONAL DATA SYSTEM (CBEDS) REPORT

Department and/or Persons Concerned: Principals, Head Counselors, School Site Operations Specialists, Elementary and Secondary School Secretaries, and Student Information System Site Technicians

Due Date: September 9 through October 29, 2005, depending on task

Reference: None

Action Requested: Completion of the 2005 CBEDS report requires the following:

1. All schools complete the CBEDS Contacts Survey.
2. All schools include 9900-series course codes in their master schedules for noninstructional duties (periods) of teachers and duties of certain other certificated staff.
3. All schools complete the Computer Technology Survey.
4. All schools complete the Educational Service Survey for identified certificated staff.
5. Schools with any of Grades 7–12 identify dropouts through the Dropout Data Collection Survey.
6. Certain administrators complete the Certificated Administrator Survey.
7. Schools complete an Assignment Information Survey.
8. Schools with 12th graders identify non seniors through the Grade 12 Roster Review.

Brief Explanation:

Staff and student data will be reported this fall to the California Department of Education in the California Basic Educational Data System (CBEDS) report. Most data will be collected from central office sources, but certain data are available only from schools. **All survey data will be collected online; there will be no paper surveys.**

CBEDS Data Collection Contacts. *All schools* must complete the online **CBEDS Contacts Survey**. Principals of *new* schools are to provide names, telephone numbers, and e-mail

addresses for staff who will complete the various 2005 CBEDS tasks. Principals of other schools are to update last year's CBEDS contact information for the 2005 data collection.

Principals should not list themselves as a contact; they should list the individuals who will actually complete the tasks (e.g., list the site tech for the 9900-series coding of the secondary master schedule). If the principal later decides to change designated contacts, s/he should re-enter the CBEDS Contacts Survey to make changes. It is key to effective data collection that correct e-mail addresses be provided for notifying contacts of surveys. The Research and Reporting Department will simultaneously notify the principal and designated contacts via e-mail when tasks are to begin.

Go to or click <http://studata.sandi.net/saa/app/CBEDScontact/> to access the survey. Please complete the contact survey by September 9.

Update Master Schedule with 9900-series Course Codes. Elementary and secondary master schedules are to include 9900-series coding for **teachers** who have some **noninstructional** duties (periods) and certain other **nonadministrative certificated staff** who are not assigned to a classroom with students (e.g., resource teachers). Not all noninstructional, nonadministrative staff are to be included. For example, counselors, librarians, nurses, and speech pathologists are not entered on the master schedule file using a 9900-series code. When elementary teachers share assignments, include both teachers in the master schedule. Careful, complete, and timely preparation of this coding will eliminate or greatly reduce Assignment Information Survey effort.

Please provide the following link to the staff member who is responsible for this 9900-series coding for your school.

Elementary school instructions can be found at:

http://prod031.sandi.net/dwa/training/exp/readandlearn/jobaids/scheduling/CBEDS_elementary_v1.2.pdf

Secondary school instructions can be found at:

http://prod031.sandi.net/dwa/training/exp/readandlearn/jobaids/scheduling/CBEDS_secondary_v1.2.pdf.

Elementary schools are to complete this task prior to the IT scheduled September 27 or 28 SIS upload and secondary schools should complete the prior to the scheduled September 27, 28, or 29 upload.

Computer Technology Survey. On September 16, schools will receive an e-mail notification of the online **Computer Technology Survey**. This survey collects the number of computers in instruction-related use and the number of classrooms with Internet access. Complete the survey by September 30.

Dropout Data Collection Survey. On September 22, all schools with any of Grades 7–12 will receive an e-mail notice of the online review of their potential 2004–05 dropouts. This review must be completed by October 7. Articulating Grade 6 students who were fall 2004 no shows

will be included on the drop rosters for middle level schools as Grade 7 drops. Middle schools must contact the prior elementary schools to collect documentation on these students' educational status. After review by the Research and Reporting Department, schools will finalize their dropout rosters online from October 19 to October 28.

Educational Service Survey. Each school is responsible for providing educational service data for certificated staff who are not on last year's CBEDS report using the online **Educational Service Survey**. Generally, these staff are new to the district. On October 10, schools will receive e-mail notice of this survey and will be provided a link to an online list of staff to be surveyed; the survey is to be completed by October 21.

Certificated Administrator Survey. On October 17, certificated administrators who are not known to have a doctorate will receive an e-mail about the online **Certificated Administrator Survey**. It asks for an update of their highest educational attainment, if necessary. It is the individual administrator's responsibility to complete the survey by October 21.

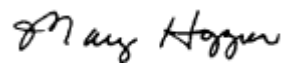
Assignment Information Survey. Certificated assignment data are collected from district computer files for CBEDS; any missing assignment data are collected from schools. Schools will provide the missing data through the online **Assignment Information Survey**, which lists staff with incomplete assignments. Secondary schools will receive e-mail notice of the survey October 10; elementary schools will receive notice October 12. Both are due October 21.

Grade 12 Roster Review. Schools will use the online **Grade 12 Roster Review** to identify Grade 12 students who are not seniors. This review begins October 20 and is due October 28.

All surveys are to be completed online; do not send paper surveys to the Research and Reporting Department. For your convenience, a calendar of tasks is attached. Please direct questions to Gary Knowles at (619) 725-7194 or e-mail gknowles@sandi.net. The timely submission of the district 2005 CBEDS report a priority and due dates will be closely monitored.

Peter Bell
Program Manager
Research and Reporting Department

APPROVED:



Mary Hopper
Interim Chief Administrative Officer

KB:gk

Attachment

Distribution: Lists D, E, and F

SAN DIEGO CITY SCHOOLS
Research and Reporting Department

Fall 2005 CBEDS Data Collection

Begin/End Dates	Which Schools	Activity
August 24–September 9	All schools	Complete CBEDS Contacts Survey
September 6–27/28	Elementary schools	Complete 9900-series coding of master schedule by IT scheduled upload date of September 27 or 28
September 6–27/28/29	Secondary schools	Complete 9900-series coding of master schedule by IT scheduled upload date of September 27, 28, or 29
September 16–30	All schools	Complete online Computer Technology Survey
September 22–October 7	All schools with Grades 7–12	Review potential 2004–05 dropouts on the Dropout Data Collection Survey
October 10–21	Secondary schools	Complete Secondary Assignment Information Survey
October 12–21	Elementary schools	Complete Elementary Assignment Information Survey
October 10–21	All schools	Complete online Educational Service Survey
October 17–21	All schools; individual staff are responsible	Certain administrators complete online Certificated Administrator Survey
October 19–28	All schools with Grades 7–12	Finalize dropout rosters
October 20–28	Schools with Grade 12	Identify nonseniors through online Grade 12 Roster Review

If you have questions, call Gary Knowles at (619) 725-7194 or e-mail gknowles@sandi.net.