

NWEA Class Roster File (CI)

This document will help with guidance to complete the Class Roster file for the Archdiocese of Seattle.

Please do not remove any column or modify header of the template.

1. Complete the Combined Import tab of the MAP Roster File Template.

- Ignore columns **A, C, E, H, L, N,** and **W**. Leave it blank but do not remove the columns
- **School Name** – Use your school name and city (i.e. **St. Peter School, Seattle**)
- **Instructor ID** – Fill in the teacher’s work email address
- **Instructor Last and First Name**- Teacher’s official name
- **User Name and Email Address** – Fill in the teacher’s work email address
- **Class Name** - The OCS recommends using only Homeroom, Math, and Language Arts class names (i.e. Smith Homeroom, Wilson Math)
- **Student ID** - 9-digit number using the OCS approved numbering convention. Please refer to the Archdiocesan Unique Student ID Number Protocol document
- **Student Last and First Name** – Student’s official name
- **Student Date of Birth** – Please use this exact format: MM/DD/YYYY
- **Student Gender** – M or F
- **Student Grade** – The grade the student will be when they take the MAP test, use K for kindergarten. Testing is required for grades 2-8
- **Student Ethnic Group Name** – Use one of the following distinctions:
 - i. American Indian or Alaska Native
 - ii. Asian
 - iii. Black or African American
 - iv. Native Hawaiian or Other Pacific Islander
 - v. White
 - vi. Multi-ethnic
 - vii. Not Specified or Other
 - viii. Hispanic or Latino
- **Student User Name** – Copy and paste Student ID from column M

2. Completed the Additional Users Import tab of the MAP Roster File Template.

- Ignore columns **A, D, K, M, N, O, P,** and **Q**. Leave it blank
- **School Name** – Use your school name and city (i.e. **St. Peter School, Seattle**)
- **Instructor ID** – Fill in the teacher’s work email address
- **Last and First Name**- Teacher’s official name
- **Email Address** – Fill in the teacher’s work email address
- **Role = School Proctor** – “Yes” for everyone listed in the worksheet
- **Role = Administrator** – “Yes” for those who will need access the school’s report

*Note: The proctor role will provide staff members with permissions in MAP to test students. The Administrator role will provide staff members with permissions to view all reporting data for the school building. Consider these permission levels when assigning roles.

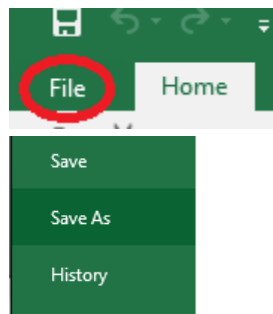
3. Complete the Special Program Import tab to provide additional qualifying information for specific students.

- Student ID – **9-digit number** using the OCS approved numbering convention
- Program Name – Apply any of the pre-approved program names listed in the dropdown menu that apply to the student

4. Save all 3 templates locally

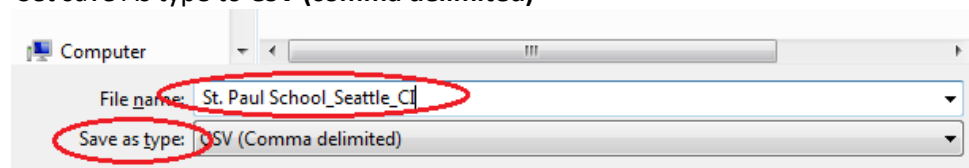
- How to:

i. In Excel, go to **File**



ii. Click on **Save As**

iii. Set save As type to **CSV (comma delimited)**



iv. Change the name of each file to the following

- <schoolname>_<city>_CI (for Combined Import)
- <schoolname>_<city>_AU (for Additional Users)
- <schoolname>_<city>_SP (for Special Programs)

ii. Click **save**

5. Email all 3 CSV files to **vireak.ath@seattlearch.org**

*Note for PowerSchool Consortium members: Please enter all student information in PowerSchool and place student into classes, update the Program Data and MAP Testing Code data, then click these two buttons and send the files to vireak.ath@seattlearch.org by before August 18th, 2017. Questions? Please contact Steve Deibert at helpdesk@archseapsc.org

For Questions:

NWEA Tech Support: **1-877-469-3287**

Vireak Ath, OCS vireak.ath@seattlearch.org or ocs@seattlearch.org

*Note: Additional NWEA - MAP information and resources is located under Assessment located at <http://www.ocsww.org/site/content.php?r=139-Assessment>

NWEA Special Program File (SP)

This document will help with guidance to complete the Special Program file for the Archdiocese of Seattle.

- Please use only the following programs:
 - a. Special Education: Individual Education Program (IEP)
 - b. Students with Section 504 Plans (504)
 - c. Free-or-Reduced-Price Lunch Eligibility (F/RL)
 - d. Gifted and Talented (GT)
 - e. English Language Learner (ELL)
 - f. Migrant Student (MG)
 - g. Title I Student (TI M = Math) and/or (TI L = Language)
 - h. Fulcrum Foundation TAP Current Recipient
 - i. Individual Service Plan (ISP)
 - j. Autism
 - k. Blindness
 - l. Deafness
 - m. Emotional Disturbance
 - n. Hearing Impairment
 - o. Intellectual Disability
 - p. Multiple Disabilities
 - q. Orthopedic Impairment
 - r. Other Health Impaired
 - s. Specific Learning Disability
 - t. Speech or Language Impairment
 - u. Traumatic Brain Injury
 - v. Visual Impairment
- List a student once for each program they need to be marked with
- The Special Program file should only have two columns
 1. **Student ID**
 2. **Program name**

Archdiocesan Unique Student Identification Number Protocol for MAP Testing

The formula for the Archdiocesan Unique Student ID number is: The four digit OSPI School Building ID Number – The last two digits of the high school graduation year – The three digit individual student identifier numbering system - start with 001 and apply in a sequential pattern.

For the 2017 - 2018 school year, the pattern would look like:

Grade	4-digit OSPI Building ID Number	Last 2 digits of High School Graduation Year	3 Digit Unique Individual Student Number
2	XXXX	28	XXX
3	XXXX	27	XXX
4	XXXX	26	XXX
5	XXXX	25	XXX
6	XXXX	24	XXX
7	XXXX	23	XXX
8	XXXX	22	XXX

Example: The Archdiocesan Unique Student ID would look like: **XXXXXXXXXX**

Grade 2: **806228001** (002, 003, etc.)

Grade 3: **806227001** (002, 003, etc.)

Grade 4: **806226001** (002, 003, etc.)

Grade 5: **806225001** (002, 003, etc.)

Grade 6: **806224001** (002, 003, etc.)

Grade 7: **806223001** (002, 003, etc.)

Grade 8: **806222001** (002, 003, etc.)

Find your School's 4-digit OPSI Building ID [here](#). Contact OCS if you have questions.

You will be **required** to use the Archdiocesan Unique Student Identification Number when filling out the roster template for MAP testing. This nine digit unique student identification number will be the tracking tool on all MAP rostering spreadsheets. Members of the PowerSchool Consortium already have this nine digit Unique Student ID numbering feature automated within the PowerSchool Consortium protocol. If you already have a local student ID number, you can keep using this number locally, but not for MAP testing.

Please note: As we move forward, the Archdiocesan Unique Student ID Number is generated at the first School location of a student's initial year. As students transfer to another Catholic school, this original Archdiocesan Unique Student ID number would follow the student. There will be only **ONE** unique Archdiocesan Unique Student ID number per student within the system.