

## 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.

- a. School Code – Please leave this column blank, but do not remove the column
- b. School Name – Use your school name and city ( i.e. St. Anthony School, Renton)
- c. Previous Instructor ID - School Code – Please leave this column blank
- d. Instructor ID – The instructor ID will be the teacher’s work email address
- e. Instructor State ID - Please leave this column blank
- f. User Name and Email Address – Please use the teacher’s work email address for both fields
- g. Class Name - The OCS recommends using only Homeroom, Math, and Language Arts class names (i.e. Smith Homeroom, Wilson Math).
- h. Previous Student ID – Please leave this column blank, but do not remove the column
- i. Student ID - 9-digit number using the OCS approved numbering convention. Please refer to the Archdiocesan Unique Student ID Number Protocol document.
- j. Student State ID - Please leave this column blank
- k. Date of Birth – Please use this format exactly: MM/DD/YYYY
- l. Student Grade – This is the grade the student will be when they take the MAP test, use K for kindergarten. Testing is required for grades 2-8.
- m. 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

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

- a. School Code - Please leave this column blank
- b. School Name – Use your school name and city ( i.e. St. Anthony School, Renton)
- c. Instructor ID – The instructor ID will be the teacher’s work email address. This column is not required for general school staff, only for teachers
- d. Instructor State ID - Please leave this column blank
- e. User Name and Email Address – Please use the staff member’s work email address for both fields.
- f. Role = Proctor? - If you would like a staff member to have the role of proctor, fill the cell with value Yes. (It is recommended that everyone listed has the role assigned)
- g. Role = Administrator? – If you would like a staff member to have the role of Administrator, fill the cell with value Yes, otherwise leave blank

## Roster File Info Sheet

\*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.

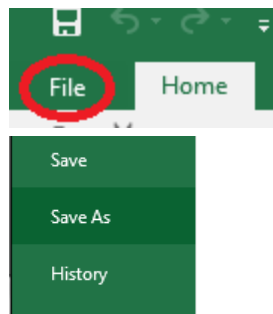
### 3. Complete the Special Program Import tab to provide additional qualifying information for specific students.

- 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

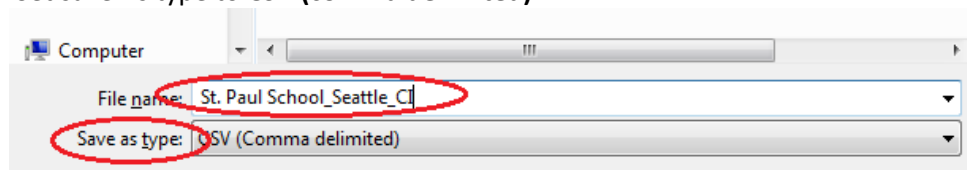
### 4. Save all 3 templates locally

- How to:

- In Excel, go to **File**



- Click on **Save As**
- Set save As type to **CSV (comma delimited)**



- 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)

- Click **save**

### 5. Email all 3 CSV files to [vireak.ath@seattlearch.org](mailto: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](mailto:vireak.ath@seattlearch.org) by before August 18<sup>th</sup>, 2017. Questions? Please contact Steve Deibert at [helpdesk@archseapsc.org](mailto:helpdesk@archseapsc.org)

For Questions:

Adam Wolfgang, NWEA MAP [adam.wolfgang@nwea.org](mailto:adam.wolfgang@nwea.org)

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Vireak Ath, OCS [vireak.ath@seattlearch.org](mailto:vireak.ath@seattlearch.org) or [ocs@seattlearch.org](mailto: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.

1. 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
2. List a student once for each program they need to be marked with
3. The Special Program file should only have two columns
  - a. Student ID
  - b. Program name
4. Save the file as .csv file
5. Use the naming convention <schoolname>\_<city>\_SP
6. Send the file to [vireak.ath@seattlearch.org](mailto:vireak.ath@seattlearch.org) by before August 18<sup>th</sup>, 2017

## 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	27	XXX
3	XXXX	26	XXX
4	XXXX	25	XXX
5	XXXX	24	XXX
6	XXXX	23	XXX
7	XXXX	22	XXX
8	XXXX	21	XXX

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

Grade 2: 806227001 (002, 003, etc.)

Grade 3: 806226001 (002, 003, etc.)

Grade 4: 806225001 (002, 003, etc.)

Grade 5: 806224001 (002, 003, etc.)

Grade 6: 806223001 (002, 003, etc.)

Grade 7: 806222001 (002, 003, etc.)

Grade 8: 806221001 (002, 003, etc.)

(If you don't know the 4 digit OSPI Building ID Number, please contact OCS.)

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.