


A copy of any description(s) of software purchased and/or used to manage the student assignment process. USP Section II.K(1)(k)

# Appendix 19

	MOJAVE Lottery Business Rules/Set-up		
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## Technologies Services


### Mojave Programming

### Lottery Business Rules/Set-up

### Analysis



Version: Approved  
Last updated: 4/19/2013  
Technologies Services  
Analysis

	MOJAVE Lottery Business Rules/Set-up	
	<a href="#">Lottery Analysis.doc</a>	Version: 0.02 Date: 5/2010

Prepared by:	Victoria Gibbons
Work Order #:	
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IT Director Approval:	Art Lieble


**Approvals:**

Version	Date	Stakeholder Name	Department/ School	Form of Approval
0.01	10/30/2009	Pam Fine	School Community Services	Email <a href="#">..\RE Pam's Sign-off.htm</a>
0.02	5/2010	Noreen Wiedenfeld	School Community Services	

**Revision Log:**

All revisions to this Analysis will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The document that is approved will be v1.0.

Revision	Date	Description	Name
0.01	12/2009	Analysis Draft	Victoria Gibbons
0.02	5/2010	Analysis Draft	Victoria Gibbons
1.0	12/2009	Document approved by Pam Fine	Victoria Gibbons
2.0	00/2010	Document approved by Noreen Wiedenfeld	
3.0	12/2011	Impromptu meeting with David Scott	Victoria


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## 1 Purpose

The Tucson Unified School District is committed to creating and fostering a systemic educational environment that values diversity and inherent cultural strengths of the various TUSD communities. All students will continue to be assigned to an attendance area based on the parent or legal guardian's legal address. **The Student Assignment Plan (Lottery) is meant to improve ethnic/racial diversity in the schools of the district through Open Enrollment and Magnet school and program placement.** Mojave's Lottery functionality is specific to the First Choice school plan per business rules provided by School Community Services.

## 2 Background

Historically, TUSD used a third party software written in FoxPro by an outside vendor (Joseph White). Per Pam Fine:

1. The software had many functional issues that were not resolved by the vendor.
2. The vendor charged approx \$10k/yr for support and modifications.
3. Towards the end of 2009, it was extremely difficult to get a response from the vendor.

With the Implementation of Post Unitary Status, which ensures equal protection and equal opportunity in the delivery of educational services to students, the need for an in-house Lottery application was given a high prioritization by TUSD Administration.

## 3 Assumptions and Constraints

### 3.1 Assumptions

Mojave's Lottery placements will begin in the 2011 FY. Functionality for prior year Lotteries are not included in this analysis.


### 3.2 Constraints

- Specifications for Mojave's Lottery is provided by School Community Services (Pam Fine).
- Board must approve calendar.

## 4 Dependencies and Issues

### 4.1 Dependencies

- The school year of school choice placement must be defined in Mojave (cls\_year\_cds).
- Board approved calendar must be defined in Mojave (class year cannot be defined without a calendar due to overall function in Mojave).
- Student demographic data must be entered into Mojave before input of Application
- If Zones/Groups change, they have to be provided to Mojave programming before the Lottery is run.

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- If school programs or limits change or programs are added, the changes/adds must be entered into Mojave in order to be displayed.

#### 4.2 Issues

Historically it has been difficult to attain the Board Approved Calendar in a reasonable time frame (prior to December).

### 5 Scope

#### 5.1 In Scope

Mojave Lottery functionality compliant to business rules defined from SCS

#### 5.2 Out of Scope

Functions outside of the software:

- Parental contact
- Data entry
- Mailing and management of documents

### 6 Security

blk_id	blk_name	blk_text	blk_progid	subset_id	blk_sqlname
187	School Choice -Site Program	Access to School Choice/Site Program block. Used to be the Placement block.	StudentPlacementProgram	1	xStudentPlacementGet
193	School Choice - Magnet/O.E.	Access to the Placement Program block. Allows viewing of school choice program data and editing of Magnet/OE program data.	StudentPlacementMagnet	1	xcStudentPlacementGet
194	School Choice - GATE	Allows viewing of school choice program data and editing of GATE program data.	StudentPlacementGATE	1	xcStudentPlacementGet
195	School Choice - UHS	Allows viewing of school choice program data and editing of UHS program data.	StudentPlacementUHS	1	xcSchoolPlacementProgramGet
196	School Choice - Magnet	Allows viewing of school choice program data and editing of magnet programs.	DistrictPlacementProgramMagnet	8	xcDistrictPlacementProgramGet
197	School Choice - GATE	Allows viewing of school choice program data and editing of GATE programs.	DistrictPlacementProgramGATE	8	xcDistrictPlacementProgramGet
198	School Choice - UHS	Allows viewing of school choice program data and editing of UHS programs.	DistrictPlacementProgramUHS	8	xcDistrictPlacementProgramGet
203	School Choice - Site Program	Allows viewing of school site programs.	DistrictPlacementProgramSite	8	xcDistrictPlacementProgramGet


#### 6.1 Central Applications, District

- School Choice - Magnet


- View –

- ✓ Allows users to view school choice program data:

- create merge documents:

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- Post Cards (I was able to create PC without View access)
  - Offered Letters
  - o Edit –
    - ✓ Allows users to edit magnet programs:
      - enter cut-off date
      - enter class limits
      - Mock Run the Lottery process
      - Run the Lottery process
      - Set All:
        - Applications with “Post Card Sent”
        - Applications without an assignment with “Non-Selection Letter Sent”
        - Offered Assignments with “Letter Sent”
- Placement Program
  - o View – Placement Program block
    - ✓ Allows users to:
      - See all Placement Program data related to School Choice
      - Removed View access and could still see data for School Choice Program Type????
  - o Edit – Placement Program block
    - ✓ Allows users to:
      - Add new School Choice records
      - Edit existing School Choice records
      - Delete existing School Choice records
- School Choice - Site Program
  - o View
    - ✓ Allows users to view school site programs
- ## 6.2 Local, Student
- Magnet (Is this legacy?)
    - o View
      - ✓ allows user to see all Lottery Magnet records
      - ✓ Ability to grant View access will be set to allow Data Admins at schools to grant access
      - ✓ View access for SCS will be granted by Mojave programming
    - o Edit
      - ✓ No edit access
  - Placement
    - o View

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✓ Allows user to see five Program Types and their related records:

- All Programs
  - Application
  - Program Status
  - Preliminary Program Assignment
  - Placement
- GATE
  - Application
  - Program Status
  - Preliminary Program Assignment
  - Placement
- School Choice
  - Application
  - Preliminary Program Assignment
  - Placement
- Site
  - Placement
- UHS
  - Application
  - Placement

✓ Allows user to edit related records for Program Types:


- GATE
- School Choice
- UHS

○ Edit

✓ Should allow user to edit related records for Program Types:

- All Programs
  - ..
  - ..
- GATE
  - Application
  - Program Status
  - Preliminary Program Assignment
  - Placement (no edit)
- School Choice
  - Application
  - Preliminary Program Assignment
  - Placement (no edit)
- Site
  - No edit
- UHS



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- Application
- Placement (no edit)

- Placement Program (what is this for;?)
  - View
  - Edit
- School Choice – Magnet/O.E. (what is this for;?)
  - View
  - Edit

## 7 Placement Program

### Purpose

The purpose of this block is to identify individual schools and their programs.

#### 7.1 Business Rules

- Programs must be entered into Mojave prior to the Lottery process

#### 7.2 Data Points

- Data will be stored in Class Year using the placement year
- Data will be stored using the School Choice ProgramType

Elements	Type	Definition	Business Rule
School		Denotes sites that offer Magnet and/or OE programs	Field is required
Program		Denotes Magnet and/or OE programs	Field is required
Bilingual			
Status		Denotes an Active or Inactive program status	Field is required

## 8 Application

### Purpose

The purpose of the Application is to provide an interface for collecting data points on each applicant.


SCS currently uses one Application for School Choice applicants.

#### 8.1 Business Rules

- Only Application data entered into Mojave by the Cut-Off Date are included in the Lottery process
- Late Applications are accepted but placement is determined manually, not by the Lottery process
- Post Cards can be created to notify parents that an Application was received by SCS

#### 8.2 Application Data Points

- The Application data will be stored using the placement year

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- Application data will be stored using the School Choice Program Type

Elements	Type	Definition	Business Rule
Received Date	Date mm/dd/yyyy	Denotes date Application is received by the SCS office	Required
This student is attending...		Denotes the school where the student currently attends; Populated if student is an active student in TUSD school; CTDS; Field is editable	Required
Current Grade		Denotes the student's current grade level; Populated if student is an active student in TUSD; Field is editable	Required
District of Residence		Denotes District of Residence; CTD	DOR value is required
Current IEP Plan	Check Box	?	Not a required field
Current 504 Plan	Check Box	?	Not a required field
Use Alternate Pick Up	Check Box	Denotes if an alternate pick up address will be used; Alternate Address entered in Student Contact/Address block	Not a required field
Use Alternate Drop Off	Check Box	Denotes if an alternate drop off address will be used; Alternate Address entered in Student Contact/Address block	Not a required field
Comment	Limited to ? characters	Text Field	Not a required field

### 8.3 Availability

The data is copied nightly to the Matrix server in the SMS database

- PlacementProgramConditional – this table contains student assignment status by class year
  - Interval is nightly
  - Column names and definitions ?


## 9 Post Card Sent Flag

### Purpose

The purpose of the Flag is to mark Applications where a Post Card was created so that duplicate Post Cards are not generated.

- Electronically generated Post Card to parent

## 10 Lottery (Magnet and OE)


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### Purpose

The purpose of the Lottery is to automate the placement process of School Choice applicants.

### **10.1 Business Rules**

- **Priority Indicators / Data Set** (the indicators are in the order that they are considered during the lottery (all on-time are considered before all late, all in-district is considered before all out-of district, etc.)), added 3/25/13
  - **Application Received**
    - ✓ On Time/Late is determined by the cut-off date that is used to run the process, date is manually entered by the user; the process simply runs all the applications received on or before the cut-off date (so, currently, they need to run the process twice, once for on-time, then again for late applications), added 3/25/13
  - **District of Residence (DOR)** (this value is gotten from the District of Residence entered with the application), added 3/25/13
    - ✓ In District – within TUSD boundaries
    - ✓ Out of District – outside TUSD boundaries
  - **Choice #**
    - ✓ 1<sup>st</sup> Choice
    - ✓ 2<sup>nd</sup> Choice
    - ✓ 3<sup>rd</sup> Choice
  - **Pipeline Flag** (value derived from flags checked off for each choice entered with the application data), added 3/25/13
    - ✓ Pipeline – magnet feeding to magnet while continuing a theme or program, TUSD Policy Regulation JFB-R3
    - ✓ Non-Pipeline – feeding to/from attendance zone school
  - **Sibling Flag** (value derived from flags checked off for each choice entered with the application data), added 3/25/13
    - ✓ Sibling – student has sibling attending school of choice
    - ✓ Non-Sibling – student does not have sibling attending school of choice
  - **Child Care Flag** – (value derived from flag entered the application data), added 3/25/13
    - ✓ Child care - facility is near school
    - ✓ Non-Child care – student is not in child care
  - **Zone (Group) Jumps**
    - ✓ The more zones (groups) jumped, the higher the priority
    - ✓ Currently (11/09) there are three zones (groups): Group A, Group B, Group C
      - If student jumps from Group A to Group C or Group C to Group A (2 jumps) they will receive the highest priority
      - If student jumps from Group A to Group B, Group B to Group C, Group C to Group B, or Group B to Group A (1 jump) they will receive secondary priority
      - If student stays in their same group, they receive lowest priority

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- ✓ Starting Zone is determined by the attending school entered onto Application and which zone (group) that school resides in.
- ✓ Ending Zone is determined by the school where the program of choice is offered and which zone (group) that school resides in.
- ✓ Zones are defined by year
- ✓ Zones will be provided to Mojave programming by Director of School Community Services
- ✓ Lastly they are given priority based on a random number generated during the lottery (different random numbers are assigned to each of a student's choices), added 3/25/13

[Lottery Priority Indicators.xls](#)

### 10.2 Priority Matrix

Provided by Grif

[LotteryPriorityGroupsAsOf2009-10-27.xls](#)

Notes: added 3/25/13

- Students who already have a School Choice (Magnet/O.E.) assignment of any type for the following year are excluded from the lottery.
- The lottery will only make one assignment per student.
- During the lottery as it goes through the requests, if a program at a school is full (at or above capacity) no more students will get assigned to that program at that school.
- During the lottery as it goes through the requested choices, if the choice is not marked as sibling priority and the student is part of a sibling group entered in Mojave, the student's sibling's choices are added based on the rules mentioned above as well as that the sibling also has an application for the same year and a choice for the same choice number that is not marked as sibling priority where the choice is for a school that is linked to the original student's choice of school

Linked Schools:


- Rincon - 640 is linked to University - 675
- Rincon Connection - 641 is linked to University – 675
- Safford - 383 is linked to Safford Magnet - 535
- Booth - 137 is linked to Fickett Manget - 510
- Roskruge - 377 is linked to Roskruge Bilingual Magnet - 595

### 10.3 Definitions

- **Zone (Group) Definition**

Not determined by Mojave

In order to increase the likelihood of diversity through the use of open enrollment, magnet schools, and magnet programs, the TUSD schools are organized into three groups (A, B, and C) based on the following multiple demographic and achievement characteristics: the percentage of minority students, the socioeconomic status of students as measured by participation in the Federal Free and Reduced –price Meal Programs, the number of students whose Primary Home Language is Other Than English, and the school wide academic achievement. Schools that have similar characteristics in relation to the factors will be grouped together for

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purposes of determining priority of entrance in magnet schools and for open enrollment.

[..\Post Unitary Plan\Pages 1 through 40.doc](#)

[..\Post Unitary Plan\Appendix B through F.doc](#)

**10.4 Characteristics**

- **Zone (Group) Characteristics**

- Zone (Group) A represent schools that have a minority population higher than the district average, a higher proportion of students eligible for federal meals, a higher population of English Language Learners, and below average academic performance characteristics.
- Zone (Group) B represent schools that have a minority population lower than the district average, a higher proportion of students eligible for federal meals, a lower population of English Language Learners, and below average academic performance characteristics.
- Zone (Group) C represent schools that have a minority population lower than the district average, a lower proportion of students eligible for federal meals, a lower population of English Language Learners, and above average academic performance characteristics.

[..\Post Unitary Plan\Appendix A.doc](#)

**10.5 School Criteria (Groups)**


This has nothing to do with software; informational only.

- School has more than 73% minority for elementary
- School has more than 72% minority for middle school
- School’s academic score is less than 69% in all subjects for elementary
- School’s academic score is less than 63% in all subjects for middle school
- School’s F&R lunch count is 68% or higher for elementary
- School’s F&R lunch count is 62% or higher for middle school
- School’s ELL population is greater than 24% for elementary
- School’s ELL population is greater than 27% for middle school
- High schools are not included

**10.6 Data Points**

- Magnet Lottery data will be stored using the placement year
- Cut-Off Date is entered manually
- Save Limits button is used to save the manually entered seat capacity by grade

Elements	Type	Definitions	Business Rules
Program			
Taken			
Limit			
Mock Run			
Grade			
			TUSD_000906

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**10.7 Merge Documents**

- Create Post Cards
  - Generates Post Cards to be sent to parents in receipt of School Choice Applications
    - ✓ Produces four Post Cards per page
    - ✓ Post Card shows 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices: school, program and grade
  - Sets “Yes” Flag in Application to indicate Post Card was generated
- No Assignment
  - Set All Applications Without an Assignment With “Non-Selection Letter Sent”
  - Generates Non-Selection Letters for applicants who have not been offered placement
  - Sets the flag to True “Yes” for any applicant who does not have an Assignment
- Offered
  - Set All Offered Assignments With “Letter Sent”
  - Generates Offered Letters for applicants who have been offered placement
  - Sets Type flag in Application to “Offered”
- No Response

**10.8 Lottery Process**


- **Mock Run**  
Different results every time
- **Lottery Process**

**11 Reports**

**11.6 Application In (Excel, Preview)**

- **Business Rules/Special Instructions**
- **Criteria**

Criteria Title	Control	Default	Properties
Report	Check box	Line Listing	Line Listing, Statistics, or Both
Class Year		Current Year	
On Time Cut-off	Date mm/dd/yyyy	Today’s Date	
Choices		Any	
Grade	?		
Out of District	Radial	Include	Include, Exclude, Only
Page Break on Grade	Check box	Empty	
Exclude students already assigned to choice	Check box	Empty	
Sort By Priority	Check box	Empty	TUSD_000907

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- **Report – Line Listing**

Report Elements	Column Format	Column Description
Student Last Name, Student First Name		
Matric		
DOB		
Priorities		Sibling, Pipeline
Choice		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
Attending		School location
DOR		CTD

- **Report – Statistics** Looks same as above – what is difference ?

Report Elements	Column Format	Column Description

**11.7 Applications In Detail (Excel, Preview)**


- **Business Rules/Special Instructions**

- **Criteria**

Criteria Title	Control	Default	Properties
Class Year			
Choice			
Response			
Page break on grade			

- **Report**

Report Elements	Column Format	Column Description
Student Last Name, Student First Name		
Matric		
DOB	Date mm/dd/yyyy	
Choice		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
DOR		
?		
Mailing Contact		
1 <sup>st</sup> Choice		
?		
Home Address		
2 <sup>nd</sup> Choice		
Mail Address		
3 <sup>rd</sup> Choice		
Received Date	Date mm/dd/yyyy	
Home Phone Number		
Work Phone Number		
Cell Phone Number		

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**11.8 Assignment Listing (Excel, Preview)**

- Business Rules/Special Instructions

- Criteria

Criteria Title	Control	Default	Properties
Report	Check Box	Line Listing	Line Listing or Statistics
Class Year		Current Year	
Choice		All Selected	(table?) Accepted, Declined, Denied, No Response, No Show, Offered, Rescinded, Returned Letter, Withdrawn
Page break on grade	Check Box	Selected	
Out of District	Radial button	Include	(table?) Include, Exclude, Only

- Report – Line Listing

Report Elements	Column Format	Column Description
Student Last Name, Student First Name		
Matric		
DOB		
DOR		
Choice		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
School		
Responses		

- Report – Statistics Looks same as above – what is difference ?

Report Elements	Column Format	Column Description

**11.9 Duplicate Applications (Excel, Preview)**

- Business Rules/Special Instructions


- Criteria

Criteria Title	Control	Default	Properties
Class Year			

- Report

Report Elements	Column Format	Column Description
Matric		
Student Last Name, Student First Name		
Birthdate		



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Grade		
Home Address		
Received (Date?)		

**11.10 Incomplete Applications (Excel, Preview)**

- Business Rules/Special Instructions

- Criteria

Criteria Title	Control	Default	Properties
Class Year			

- Report

Report Elements	Column Format	Column Description
Demographic		
Choices		
Addresses		

**11.11 Transfer Out (Excel, Preview)**

- Business Rules/Special Instructions

- Criteria

Criteria Title	Control	Default	Properties
Report		Transfer Listing	Transfer Listing, Statistics
Class Year			
School			
Out of District		Include	Include, Exclude, Only
Page Break on Grade			

- Report – Transfer Listing

Report Elements	Column Format	Column Description
Student Last Name, Student First Name		
Matric		
Date (?)		
Applying for: School/Program		
Student address (home or mail?)		
Home Phone and Work Phone		


- Report – Statistics Looks same as above – what is difference ?

Report Elements	Column Format	Column Description

**12 Business Data Flow**

**12.1 Flowchart (Hyperlink 1)**

**12.2 Process Flow**

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- Parent or Guardian completes paper Application and returns to SCS
- Data from paper Application is manually entered into Mojave, Student, Placement block
- Post cards are sent to Parent or Guardian to notify that Application has been received
- Lottery is run to identify student placements based on priority indicators (reference 10.1 and 10.2)
- Offered Letters or Non-Selection Letters sent to Parents to notify them of their child's placement status
- For those that have been offered placements, parents return acceptance or decline
- Parental decision is manually entered into Mojave to set assignment

### 13 Lottery Flow

#### Step 1

Central Applications – District – Placement Program block

- Programs, Locations, Limits, and Status are manually entered (Annually)
- A Bilingual check box is provided.

#### Step 2

Central Applications – District – Magnet Lottery block

- Save Limits (capacity by grade)
- Cut-off Date (for applications)

#### Step 3

Student - Placement block – School Choice Program Type

- Application data points are manually entered into Mojave
  - Post Cards – Notification to parent that Application was received
  - Post Card Sent – sets flag to indicate the post card has been generated

#### Step 4

Central Applications – District – Magnet Lottery block

- Mock Run (changes every time)
- Run Lottery (processes all applications entered by the cut-off date)
- Preliminary Assignment is populated by the Lottery process, but can be overridden
  - Offered Letters – Notification to parent that their child has been offered placement
    - ✓ Letter Sent – sets flag to indicate Offered Letter has been generated
  - Non-Selection Letter – Notification to parent that their child has not been offered placement
    - ✓ Non-Selection Letter Sent – sets flag to identify applications without an assignment

#### Step 5


Student – Placement block – School Choice Program Type

- Accept or Decline decision manually entered into Mojave to set assignment

### 14 Placement Program Nightly Process (added 9/27/11)

Purpose

TUSD\_000911

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To define business rule functionality for student records during the nightly process

- **Continuing Students**

Students placed in OE/Magnet who were enrolled on the last day of the school year and are continuing at the same school and same program for the following year.

- All OE/Magnet students will have a ten-day grace period before their status is 'dropped'.
- These students will receive a placement program record.

- **New Applicants**

For students whose acceptance date is before the first day of school.

- All OE/Magnet students will have a ten-day grace period before their status is 'dropped'.
- These students will receive a placement program record.
- The Placement Program is associated with the first enrollment of the year.

For students whose acceptance date is during the school year.

- The Placement Program record is related to the first enrollment after the acceptance date.

- **Stop Services**

Normally, an enrollment withdrawal before the last day of school stops a student's placement membership and student is no longer rolled over in the nightly process.

- Stop services allows a placement membership to end before the enrollment withdrawal date.
- Any stop service date will prevent student from rollover for that placement membership.


Added 9/28/11, per Grif

Any non rollover magnets and non-rollover open enrollment assignments that occur on or after the first day of school have this code:

```

AND DATEDIFF(day, E.enr_enroll_date, PPC.AssignmentDate) =
    (SELECT MAX(DATEDIFF(day, E2.enr_enroll_date, PPC2.AssignmentDate))
     FROM sms.dbo.enrollment E2 (NOLOCK)
     INNER JOIN sms.dbo.PlacementProgramConditional PPC2 (NOLOCK)
     ON(PPC.AssignmentId = PPC2.AssignmentId)
     WHERE E2.mtr_number = E.mtr_number

```

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```

AND E2.loc_code = PPL.loc_code AND E2.TrackId = 1

AND E2.enr_enroll_date BETWEEN Cal.StartDate AND Cal.EndDate

AND (E2.enr_wdraw_date >= PPC2.AssignmentDate

      OR (E2.enr_wdraw_date < PPC2.AssignmentDate AND
CONVERT(char(10), E2.enr_wdraw_date, 101) = CONVERT(char(10), Cal.EndDate,
101))

      )

)

AND PPL.[Status] = 1

```

(obviously the status = 1, the program has to still be active)

But the max datediff stuff, the enrollment dates for the scenarios I mentioned above are based on the earliest enrollment that could possibly be valid for the assignment date. – this code was migrated from the old magnet import code.

## 15 End of Year Procedures (dated 6/25/09)

### Purpose


Automated business rule functionality for student records at the end of the school year.

- **Magnet and Open Enrollment**

- Magnet students who have not reached the highest grade at their school and are active on the last day of school will rollover at that school as Magnet for the new school year.
- Students who are No Showed or deleted after roll over will not have their magnet reapplied by the system if they re-enroll later.

### Added to document on 4/19/13

Each year, after the rollover process in July, when you have a placement record that has rolled over and you actually don't want it to roll – I have added the ability to go back to the previous year and click on a link (“Stop”) next to the record that is being rolled over which will enter a *Stop Services* (or *Withdrawn* in the case of GATE) for the end date of the placement record so that it no longer will roll (there is no edit page, it will do it for you after clicking the link). For these same records that *have* a *Stop Services* on the last day, the link will read “Un-Stop” and you can remove the *Stop Services* assignment so that the record will once again roll. Note that the Student Placement block has its own class year drop-down. Also, GATE will not be able to use this functionality for last year as Placement didn't exist for GATE last year – the old GATE records must be edited for this same effect.

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#### 16 Impromptu Meeting with David Scott (12/12/2011)

Purpose


David requested Mojave to add a Log to capture the student address at the time of Offering

- PlacementProgramconditionalLog table
- Scheduled to update Matrix nightly

#### 17 Miscellaneous

PlacementProgramConditional has been added to the StudentDeleteTable.

- A student record cannot be removed if they have a record in the PlacementProgramConditional table. (added 3/8/12)

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## Technology Services


## Mojave Programming

## GATE Placement

## Analysis

**MOJAVE**  
Designed for TUSD by TUSD

Last updated: 5/15/2013  
Technologies Services  
Analysis

	MOJAVE	
	GATE Placement	
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Prepared by:	Griffith Thomas Victoria Gibbons Karen Jones
TS CIO Approval:	John Gay


**Approvals:**

Version	Date	Stakeholder Name	Department/ School	Form of Approval
0.01	4/10/2012	David Niecikowski	GATE, Program Coordinator	<a href="#">..\Analysis Approval.msg</a> <a href="#">..\EMAILS\Approval 4-12-13- MOJAVE GATE Analysis.doc.msg</a> <a href="#">“\\skynet\documents\analysis\placement\GATE (new)\emails\approvals for GATE report analysis and updated Analysis doc.msg”</a>
1.0		David Niecikowski	GATE. Program Coordinator	
		<del>Dr. Lupita Garcia</del>	<del>Assistant Superintendent, Government Programs</del>	Dr. Garcia left the district
		<del>Noreen Wiedenfeld</del>	<del>School Community Services, Director</del>	SCS is no longer a Stakeholder, effective 2/28/12

**Revision Log:**

All revisions to this Analysis will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The document that is approved will be v1.0.


Revision	Date	Description	Name
0.01	12/16/11	Analysis Draft	Victoria Gibbons
1.0	4/10/12	Final Document for approval	Victoria Gibbons

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**Hyperlinks**

- HyperLink #1, Page 11 [..\EMAILS\PlacementProgramConditional \(Placement Assignment\).htm](mailto:..\EMAILS\PlacementProgramConditional (Placement Assignment).htm)
- HyperLink #2, Page [..\FW Accepted Placement Prioritization.htm](mailto:..\FW Accepted Placement Prioritization.htm)
- Hyperlink #3, Page [..\EMAILS\RE Withdrawn to Stop Services.msg](mailto:..\EMAILS\RE Withdrawn to Stop Services.msg)
- Hyperlink #4, Page [..\EMAILS\RE Proposal for GATE Resource program integration.msg](mailto:..\EMAILS\RE Proposal for GATE Resource program integration.msg)
- Hyperlink #5, Page [..\skynet\documents\analysis\placement\gate \(new\)\ emails\RE basing Pull-OutResource on test scores3.msg](mailto:..\skynet\documents\analysis\placement\gate (new)\ emails\RE basing Pull-OutResource on test scores3.msg)

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## 1 Purpose

This documentation is an overview of functionality in the existing GATE program and newly requested functionality in relation to application tracking, placement, transportation and reporting.

## 2 Background

In 2000, the GATE department requested that Accountability & Research handle GATE testing and associated processes. A Microsoft Access GATE interface was created that allowed GATE staff to enter referrals directly into A&R's servers.

- A&R staff would then track referrals, prepare testing lists and labels, scan and score tests and provide test reports back to the department.
- The GATE department determined student service eligibility, made placement offers, arranged transportation, and processed returned placements.

With the elimination of a GATE secretarial position in 2007, all testing related processes, with the exception of scheduling, referral processing, and testing materials dispensing, have been directly managed by A&R. Occasionally, the GATE department provides GATE services to students who qualify on other state approved tests not scored by A&R or who must be given reciprocity based on similar out of district services.

In 2009, new selection and placement criteria were put into place, creating greater transparency.

In 2010, at the request of the Assistant Superintendent of Government Programs, a new process has been put into place with respect to students with IEPs. The Exceptional Education department will provide recommendations with respect to the testing of students contact the parent and administer the tests to students as necessary. A&R will continue to process the test. The Mojave system will replace the Access GATE interface and allow the GATE department to generate lists and reports with respect to testing GATE data.

## 3 Assumptions and Constraints

### 3.1 Assumptions

Mojave's GATE application data entry will begin in the 2013 SY for placements in 2014 SY. Functionality for prior year GATE placements are not included in this analysis.


### 3.2 Constraints

Specifications for GATE Placements in Mojave are provided by GATE's Program Coordinator.

## ~~4 Unresolved Analysis—Since there are no enrollment feeders (students are told to Register at the school), this is no longer an issue, 2/14/13~~

### ~~4.1 Miscellaneous (Business Rules not finalized),~~

- ~~Multiple Program Priority Rule, See 8.4 in this document for Current Rule~~

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- ~~GATE enrollment trumps all others (per Dr. Garcia) email to Dr. Garcia 2/13/12 request for decision~~
- ~~What is the priority order (Undetermined, per David 12/16/11~~
- ~~Hyperlink #2, email sent to Dr. Garcia, 2/21/12~~

## 5 Scope

### 5.1 In Scope

GATE Placement functionality in Mojave compliant to business rules from Gate Program Coordinator. ~~School Community Services responsibilities in Mojave through coordination with GATE Program Coordinator~~

### 5.2 Out of Scope

Functions outside of the software:

- Screening, Testing, Testing labels, test scheduling, testing, scanning, and scoring of tests
- Mailing documents and Invitations to apply
- Declined response reasons collected and entered into Mojave
- ~~State and Local Flags (for meeting criteria) per David 12/16/11~~ strikethrough 3/13/12, per David

## 6 Security ( to be defined by GATE)

### 6.1 Student Placement block – GATE Program

- View
  - View access gives the ability to see individual student application and placement data. (In order to View Test Scores within the Student Placement view, user needs edit rights)
  - Ability to grant View access will be set to allow Data Admins at schools to grant access
- Edit
  - Allows user to View Test Scores within the Student Placement View
  - Ability to grant Edit access will be set to allow Security Admins to grant access
  - Security User Authorization - GATE Category, added 3/13/12 per Grif

### 6.2 Central Applications - District


- Other Security
  - Test score import
  - Process Offering
  - View to look/Edit to run,
  - Reports (see specs)

## 7 Admittance Rules

### Purpose

GATE test score, test score structure and test score rules logic used to determine admittance qualifications have been satisfied.

### 7.1 Test Scores and Test Score Structure


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- ~~Once per year import interval, in February~~ strikethrough 3/13/12, per David
- One record per matric and class year
- Imports can be done multiple times per year
  - Records are updated if they already exist and any values are different
  - Records are never deleted

Added 4/11/2013

## 7.2 Test Score Rules and Logic

- Explore
  - ~~All 8<sup>th</sup> graders from last year/9<sup>th</sup> Graders this year~~ strikethrough 4/15/13
  - By student, by class year, by subject
  - Percentile score only
  - Greater or equal to 97 Percentile on any subject to qualify
  - Gets student Resource/Pull-out qualification
  - A&R will provide historical and continuing scores
  - Currently excluded from implementation
    - Implementation is in development
- OLSAT subtests: Verbal, Non-Verbal
- CogAt subtests: Verbal, Non-Verbal, Quantitative
- OLSAT (Taken First Grade (grade level of student determines which test, per David 12/16/11))
  - To be offered GATE Self-Contained:
    - Must get a 9 Stanine on Raven or any OLSAT subtest, OR
    - Must get an 8 Stanine on any OLSAT subtest or Raven AND at least a total NCE of 200 or more, OR
    - ELL/ELLAR student AND an 8 Stanine on any OLSAT subtest (excludes Raven scores) (offered at Hollinger only)
  - To be offered GATE Pull-out/Resource:
    - Must get at least an 8 Stanine on any OLSAT subtest (excludes Raven)
- CogAt (Taken Second Grade to Eighth Grade)
  - To be offered GATE Self-Contained:
    - Must get a 9 on any CogAt subtest (Raven excluded), OR
    - Must get an 8 Stanine on any CogAt subtest or Raven AND a total NCE of 268 or more, OR
    - ELL/ELLAR student AND has a 9 Stanine on Raven or 8 Stanine on any CogAt subtest (offered at Hollinger only)
  - To be offered GATE Pull-out/Resource:
    - Must have a 9 Stanine on Raven or 8 Stanine on any CogAt subtest, OR
    - Must get an 8 Stanine on Raven with a total NCE of 268 or more, added 2/13/13


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- UHS
  - Raven is ignored
  - To be offered GATE Self-Contained:
    - Must get a 9 on any subtest, OR
    - Must get an 8 Stanine on any subtest AND a total NCE of 200 or more, OR
    - ELL/ELLAR student AND has a 8 Stanine on any subtest (offered at Hollinger only)
  - To be offered GATE Pull-out/Resource:
    - Must have a 8 Stanine on any subtest
- Added 4/15/13
- Out of District Students Scores
  - Manual override entry necessary because test scores won't conform to ours and won't be imported, per David 12/16/11
    - Override is single combo in the application record editing where the customer can select either "Pull-Out/Resource" or "Self-Contained"
    - This override is a permanent qualification for the selected level for the student and applies to that class year and every following class year
- Updated 4/11/13
- Referral sources, per David 12/16/11
  - Parent request
  - Teacher recommendation
  - Administrator recommendation
  - Self-referral
  - Opt-out Testing

## Process

### **7.3 Admittance Process**

- Self-Contained
  - Feeder Pattern - Location code to location code – no other parameters
  - Can only get GATE Self-Contained program at Feeder/Neighborhood school and where the self-contained program has been created for that class year through District-> Placement Program
    - Use feeder pattern, but feeder pattern can be their neighborhood school, per David 12/16/11
  - No lottery, therefore no capacity limits are necessary, everyone accepted
  - Out of District – include Enrollment District of Residence (DOR) in View
    - Already attending and receiving services – rank ordered with other TUSD students – recorded here in this document, but unnecessary because everyone is accepted at this time, confirmed per David 12/16/11
      - ✓ Includes students who were not GATE last year


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- New student and wants to be considered for services – bottom of list–recorded here in this document, but unnecessary because everyone is accepted at this time, confirmed per David 12/16/11

Note: On 3/13/12, David discussed the possibility of changes including the revision or elimination of feeder patterns.

- Pull-out/Resource
  - Pull-out/Resource students will only get an assignment for the District (not for specific school).
  - They will get Pull-out/Resource at the enrolling schools as long as the school has the program. does not apply, 3/14/13
  - Resource vs Pull-Out rules:
    - 6<sup>th</sup> grade and up (except Drachman Elementary (school code 203)) will get “Resource”
    - 5<sup>th</sup> grade and below (plus 6<sup>th</sup> grade at Drachman Elementary (school code 203)) will get “Pull-Out”
    - Grade level and location are based on the most valid grade level and location code that can be found within Mojave for the student and where they are going to go:
      - ✓ First, the affected enrollments are used if they exist (primary enrollments only)
      - ✓ Second, feeder records are used for students who don’t have an enrollment (geographic feeders only)
      - ✓ Third, current school is used if there are no enrollments and no feeder records (primary enrollments only)
      - ✓ If no other valid records can be found, the school (if it is a TUSD school) and grade level selected in the Placement Application is used
      - ✓ If a school cannot be determined it is assumed that it is NOT Drachman Elementary (school code 203)
  - “Resource” and “Pull-Out” will be given in GATE membership during the nightly process in the rollover and re-enroll sections based on the rules listed above
    - Resource or Pull-Out are not given if a Self-Contained membership record already exists for the specified enrollment.
    - New Resource/Pull-Out membership record creation process (rules above still apply):
  - Each enrollment for the year in question will get a Pull-Out or Resource membership record (depending on the initial grade level) based on the following:
    - The assignment record (of types: *Withdrawn, Declined, Accepted, Qualified*) with the maximum date that occurs before the withdrawal date of the enrollment (and occurs before any *Withdrawn* or *Declined* assignment type that occurs during the enrollment) must be an *Accepted* or *Qualified* assignment type or must not exist at all.
    - If there are *Withdrawn* or *Declined* assignment types during the enrollment, the minimum assignment date of these is used for the *End Date* of the membership record
    - Additional requirements:
      - ✓ The student must have that latest *Accepted* or *Qualified* assignment record

**OR**

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- ✓ The student must have a test score record qualifying them for Pull-Out/Resource/Self-Contained with a class year that occurs before the class year in question **OR**
- ✓ The student must have an Application Qualification Override Level of at least Pull-Out/Resource that is part of an application record with a class year that is on or before the class year in question.

Updated 5/15/13

- Resource” and “Pull-Out” will be offered during the GATE admissions process based on the rules listed above
- For the “Non-Qualified” assignments, it won’t be just assigned to “Pull-Out” anymore, it will be assigned to “Pull-Out” or “Resource” based on the rules listed above
- A grade transfer (skipping or going back a grade mid-enrollment) won’t change a student from “Resource” to “Pull-Out” or “Pull-Out” to “Resource” (it doesn’t appear that this was done in the past?)  
See Hyperlink #4
- Non-Qualified
  - All non-qualified assignments will be assigned to the District Pull-out/Resource Program as Non-Qualified.

**7.4 Mid-Year Placement Process**

- Need ability to import test scores multiple times per year
  - Failed scores that are more recent do not overwrite previous passing scores.
  - Pull-out/Resource or non-qualifying can retest to improve their test score. Per David 12/16/11
  - If determined self-contained, student is not required to retest (lifetime) per David 12/16/11
  - Need ability to manually enter students into program regardless of scores

**8 Application**

Purpose

To collect required data points on each applicant.

**8.1 Business Rules**


- One Application per student per school year

**8.2 Application Data Points (updated 1/17/13)**


- The Application data will be stored using the placement year
- Application data will be stored using the GATE Program Type

Current Elements	Type	Definition	Business Rule
Received Date	Date mm/dd/yyyy	Denotes the Date Application is received by GATE office; Defaults to today’s date	Field is required
This student is	Code Value	Denotes the school where the	Field is required



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attending....		student currently attends; Populated if student is an active student in TUSD; CTDS; Field is editable	
Current Grade	Code Value	Denotes the student's current grade level; Populated if student is an active student in TUSD; Field is editable	Field is required
District of Residence	Code Value	Denotes District of Residence; CTD	Not a required field
<del>Use Alternate Pick-up</del>	<del>Check Box</del>	<del>Denotes if an alternate pick up address will be used; Alternate Address entered in Student Contact/Address block</del>	<del>Not a required field</del>
<del>Use Alternate Drop-Off</del>	<del>Check Box</del>	<del>Denotes if an alternate drop off address will be used; Alternate Address entered in Student Contact/Address block</del>	<del>Not a required field</del>
Receipt Sent	Check Box	Manually entered flag that represents the user sent out the Application Receipt	Not a required field
Comment	512 character limit	Text Field	Not a required field
<b>New Elements</b>	<b>Type</b>	<b>Definition</b>	<b>Business Rules</b>
Referral Type	Code Value	Will be manually chosen from code list provided by GATE	Field is required
ELL Override	Bit	1=Student is ELL 0=Student is not necessarily ELL ELL status will come from Mojave records unless Flag is on	Field is not required
<del>Sta9 Override Strikethrough 4/11/13</del>	<del>Int</del>	<del>Sta9 value to be used in admissions process. Overrides any Sta9 test scores.</del>	<del>Field is not required</del>
<del>Total NCE Override Strikethrough 4/11/13</del>	<del>Int</del>	<del>Total NCE value to be used in admissions process. Overrides any NCE test scores.</del>	<del>Field is not required</del>
<del>Test Calculation</del>	<del>Int</del>	<del>Test type of the Sta9 Override</del>	<del>Field is not required</del>

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Type Strikethrough 4/11/13		<del>and Total NCE Override scores</del>	
Qualification Override Added 4/11/13	Int	Override to determine student as Self-Contained qualified or Pull- Out/Resource qualified	Not a required field

**8.3 Availability**

The data is copied nightly to the Matrix server in the SMS database

- PlacementProgramConditional – this table contains student assignment status by class year
  - Interval is nightly
  - Column names and definitions (Hyperlink #1)

**8.4 Multiple Program Rule**

- ~~GATE enrollment trumps all others (per Dr. Garcia)~~
- Current Priority
  - Ex Ed
  - GATE
  - UHS
  - School Choice
  - Exception
  - Site
- What is priority rule (Undetermined, per David 12/16/11, email request sent to Dr. Garcia 2/13/12 and 2/2/12, see Hyperlink #2), still unresolved on 3/13/12 and 3/21/12

**8.5 District Placement Application**

- Program Types
  - GATE
- School is the most recent school enrollment

**9 Application Receipt Sent Flag**


Purpose

To flag which applicants have been sent a receipt that their Application was received by GATE.

- Electronically generated “Application Receipt” mailing to parent (Post-Card?)
- GATE will not use this flag

**10 Preliminary Program Assigned (added to document 1/17/13)**

PlacementTypesCds

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- Accepted
- Approved
- Declined
- Denied
- No Response
- No Show
- Non-Qualified
- Offered
- Qualified (added 2/14/13)
- Rescinded
- Returned Letter
- ~~Stop Services~~
- Wait List
- Withdrawn

NOTE: All "Withdrawn" assignments were updated to "Stop Services" and "Withdrawn was disabled, 1/17/13 (see Hyperlink #3)

- This was reversed on 4/4/2013

## 11 Testing Accommodations (IEP, 504)

### Purpose

Testing Accommodations are displayed in Student Exceptional Education block and 504 Disabilities are displayed in Student 504 block in Mojave

## 12 Importing Historical Test Scores

View Access will be defined by Leadership


Security requirements must be shared with people who use this data

A&R will make GATE test scores available on the Matrix server by February 1<sup>st</sup> every year

- ~~RAW~~
- ~~Percentile~~
- ~~STANINE~~
- NCE

Strikethroughs 4/11/13

- A&R release of test scores to Mojave
- Also received many additional test score records from the GATE department, added 4/11/13
- Singular dump of all data one record per class year and matric number ~~by class year or time component (test date)~~
- test\_grd column determines whether the record represents olsat or cogat scores: when test\_grd is KG, PS or UE then the record is considered olsat; otherwise, it is considered cogat
- ~~With test codes~~


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- ~~Current First grade to current Juniors~~
- ~~Every child's score (every time tests were taken)~~  
Updates 4/11/13

### 13 Tests

#### 13.1 Tests

- Cognitive Ability Test for Grades 1-11 (CogAT), updates 4/11/13
  - Verbal
    - RAW
    - Percentile
    - STANINE
    - NCE
  - Quantitative
    - RAW
    - Percentile
    - STANINE
    - NCE
  - Non-Verbal
    - RAW
    - Percentile
    - STANINE
    - NCE
- OLSAT for KG only (not UE)
  - Verbal
    - RAW
    - Percentile
    - STANINE
    - NCE
  - Non-Verbal
    - RAW
    - Percentile
    - STANINE
    - NCE
- Raven for Grades KG-11
  - No sub-tests
    - RAW
    - Percentile
    - STANINE
    - NCE
- Explore

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- Not used for initial implementation
  - David noted that Dr. Garcia wants Explorer used, 3/13/12

### 13.2 Total NCE

The total NCE of all subtests which also includes the Raven.

- Kinder is Olsat Verbal, Nonverbal, and Raven (range is 3-297)
- Grades 1 and up is CogAT Verbal, CogAT Quantitative, CogAT Nonverbal, and Raven (range is 4-396)

### 14 Display in Mojave

- Test Score data points displayed in Mojave:
  - RAW, Percentile, Stanine, and NCE and total NCE per David, 12/16/11, updated 4/11/13
- Mojave Access as follows, per David 12/16/11
  - View can see flags
  - Edit can see test scores

### 15 Capacity Excess –recorded here in this document, but unnecessary because everyone is accepted at this time

Note: David noted that this may change, 3/13/12

- Lottery – not being used, per David 12/16/11 (entire section)
- Elementary and Middle School Leadership decision to open up another section to accommodate additional students

### 15.1 Capacity –recorded here in this document, but unnecessary because everyone is accepted at this time

- Capacity is the limit of available slots per grade for students.
- Requires text box per grade level for manual entry of capacity

### 16 Acceptance/Decline

#### Purpose

Parental responses are entered into Mojave.


### 17 Alternate Pick-up and Drop Off Address

#### Purpose

~~Alternate Pickup flag – Application currently has the ability to track this. This flag is meant to be able to tell if the parent wants the district to use any alt. pickup contact information in transporting the student for this program~~

- ~~Alternate Pickup Contact/Address – This is currently tracked in the Contact/Address block.~~

~~Alternate Drop Off flag – Application currently has the ability to track this. This flag is meant to be able to tell if the parent wants the district to use any alt. pickup contact information in transporting the student for this program~~

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- ~~Alternate Drop Off Contact/Address – This is currently tracked in the Contact/Address block.~~

As of 2/13/13, Alternate Pick-up and Drop-Off Address are no longer entered in Mojave; rather, they are entered in MapNet

## 18 Data Points


### 18.1 Already Collected or Displayed Elsewhere in Mojave

This information will need to be entered for students not already in the Mojave system (i.e., Out of District)

- Demographic (\* Required data elements)
  - Ethnicity/Race\*
  - Student Name\*
  - Gender\*
  - Birth Date\*
  - Birth Country\*
  - Birth State (\*if birth country is USA)
  - Primary Home Languages\*
  - Home Phone
- Contact/Address
  - Relationship Type of “Mailing Contact” (Address, Zip code, Home Phone, email)
  - Neighborhood school will be identified in Mojave ONLY if the home address is completed for the Relationship Type of “Mailing Contact”. Availability of neighborhood school data is dependent on matching address in GIS.
  - Father/Step-Father/Guardian – contact information (employment, work phone)
  - Mother/Step-Mother/Guardian – contact information (employment, work phone)
  - Alternate Pick-up and Drop-Off address
    - Entered in MapNet, changed 2/13/13
- Enrollment
  - Current Grade Level

## 19 Miscellaneous

- PlacementProgramConditional has been added to the StudentDeleteTable.
  - Student record cannot be removed if they have a record in the PlacementProgramconditional table (added 3/8/2012).
- No wait list only because there is currently no lottery – everyone accepted who qualifies. David noted that this may change, 3/13/12
- Students lose their place at GATE if they withdraw; withdrawn students must reapply for the following school year
- Student demographic data collection must be consistent with TUSD policies (i.e Ethnicity/Race, PHL, etc)

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- Transportation
  - Deadline for needing placement data for coming class year is May 15<sup>th</sup>, per Noreen 12/16/11
  - We do ask if student wants transportation, per David 12/16/11
  - We do ask for pick-up and drop-off address, per David 12/16/11
- PlacementGateTestCalcTypeId will also be removed eventually, per Grif 4/18/13

## 20 Business Process Flow

- Applications (Refferals) returned to GATE and entered into Mojave
- ~~Application Receipt/Post Card sent home, per David and Noreen 12/16/11~~ strikethrough added 3/13/12, per David
- Placement Application data provided on Matrix from Mojave
- A&R will provide CogAT, Olsat, Raven and Explore test scores on Matrix for Mojave – the customer imports test score data from here by using the test score import functionality available in the District → GATE Admissions block  
Added 4/11/13
- Determination Process runs manually
- Score/Decision Letters sent home
- Parental Reply to Decision Letter
- Acceptance or decline entered into Mojave
- Non-Response to Decision Letter Yes, per David and Noreen, 12/16/11
  - If this merge letter becomes necessary, GATE must provide the English and Spanish .doc file, David confirmed that letter is necessary but GATE has not provided it to Mojave, 3/13/12


## 21 Reports (use standard format with tables)

### 21.1 Teacher Pull-Out/Resource List

- Teachers need list of all students at their school and in their classes with names and matrics so they can enter a matric on their referral slips, per David 12/16/11
  - Identify 504 and \*IEP  
(\*IEP's are not in Mojave)
- This functionality already exists in Mojave and the report is unnecessary

### 21.2 Post Process Tracking

- Tracking information necessary for resolving multiple acceptance conflicts across different programs
  - Generic Placement Assignment Report exists
- Track students who accepted but did not enroll at placement school
  - If not at placement school, where is student currently enrolled?
  - Already exists in Data Verification, Error ID 49 and 50

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- Class List of GATE students and the courses they are taking – currently no specs
  - If this report becomes necessary, analysis will be required
    - David noted that report will probably be needed for Deseg plan, but nothing has been defined at this time, 3/13/12

### 21.3 GATE Student Test List/Scores

- Site and central administrators need the capability to generate student test score reports for placement and recruitment into GATE, PreApPAP, and IB classes/programs [..\Reports\GATE Student Test Scores - Final 8-8-12 Meeting.doc](#)
- Added HR Teacher as a selection under the “Return Additional Columns” parameter in the “Student Test Scores” report, and changed its label to “Student Test List/Scores” (the title on page is still “GATE Recruitment List”), added 10/12/12
- Default removed from Field: Only Referred On Selected Class Year, 1/10/13
- Report runs live from the central server, added 3/14/13
- Students having both a UHS and GATE test score record for the same class year, where they both qualify for the same level of GATE services, GATE record will be the one selected and shown, added 4/15/13

### 21.4 Student Test List

- ~~Student Test Lists need to be generated to communicate GATE testing requests by sites to GATE testing proctors. The department needs to be able to run a report of who needs to be tested by site and if the students are flagged needing special attention such as ELL, IEP, 504 and GATE~~
- ~~Adding the HR Teacher selection replaced the Student Test List report, added 10/15/12~~ [..\Reports\Student Test List.doc](#)

### 21.4 Legacy Membership

- A listing from the old student\_gate table which was populated by GATE and A&R

### 21.5 Next Year Admission Assignment

- A listing of students who will be offered GATE and what they will be offered for next year – to be used in conjunction with the GATE Admission block in the District page


### 21.6 GATE Placement Response Report

- The GATE office, self-contained sites and Multi-cultural Student Services need a report that tracks students who have a GATE placement assignment for the coming class year. This report will be used to recruit students as part of the USP.
  - “Dual Lang” added to program column 4/3/13, Hyperlink #5

## 22 Merge Documents

Mojave requires electronic merge docs (Word “.doc” files (for compatibility with Word 97-2003), not “.docx” files). Require English and Spanish versions of merge docs. As Of (put a back-date in here) added 4/11/13



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**22.1 GATE Program Overview (English and Spanish)**

No automation in Mojave for this document.

**22.2 GATE Pull-Out/Resource Placement Statement (English and Spanish)**

**22.3 SC –Placement Statement (English and Spanish)**

- Corbett-Lineweaver-Tully-White (Kellond replaced Corbett 2013-14 sy)
- Doolen-Vail
- Hollinger
- Pistor

**22.4 Score Letter (English and Spanish)**

- Kinder
- Grades 1-8

**22.5 Screen Opt-Out Letter (English and Spanish)**

All referrals for the following school year where the Referral Type is Teacher Recommendation or Administrator Recommendation and the student has no test scores for that same school year, for 2013-14, per David, 3/14/13

**23 Offering Letter Rules (see Score/Decision Letter) updated 4/11/13**

Multiple Versions of Offering Letter - Tied to a formula – based on feeder pattern

**23.1 At this time (put a back date in here), Self-Contained Elementary letters (sent to students who qualify for Self-Contained) are simply an acceptance of GATE program but not specific school choice:**

- Hollinger is GATE’s Open Self-Contained Program and is offered to all Self-Contained Elementary students
- Decline all service
- Elem Pull-Out
- Feeder school

**23.2 At this time (put a back date in here), Self-Contained Middle School letters (sent to students who qualify for Self-Contained) are simply acceptance of GATE program but not specific school choice:**

- Feeder School
- Interested in Resource
- Decline all services

**23.3 Pistor - Dual Language, added 3/13/12 per David**

- Parental decision (English GATE or Bilingual GATE)
- Open enroll


**23.4 \*Elementary Pull-Out**

**23.5 Hollinger**

**23.6 \*Middle School and High School Pull-Out/Resource**

- Letter is not part of the current system, but may be added by the committee

\*No feeder pattern, tied to a formula only

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### Additional Service Letter Contents

#### **23.7 Letters include transportation choice**

- Yes or No, Alternate Drop off and Pick up (Transportation will be included in future meeting) (as of 2012-13 sy, Transportation is no longer recorded in Placement – Transportation is recorded in MapNet)
- Transportation Accepted Yes or No or blank

#### **23.8 Letters have due dates**

- Response –acceptance receipt letter sent with program and transportation choice
- No response by due date – survey sent to parent
  - Student is dropped from offered student list for Self-Contained
  - Wait list students are bumped up–recorded here in this document, but unnecessary because everyone is accepted at this time

#### **24 Audit Log**

- All user editable Placement tables have an audit log
- Snapshot of Test Scores on date of offering

#### **25 Self-Contained Feeder Patterns**

##### **25.1 Elementary School**

- Based on neighborhood elementary school. May be changed to be based on current enrolled school, added 4/10/12

##### **25.2 Middle School**

- Based on neighborhood elementary school


##### **25.3 Out of District or No Neighborhood ES in Mojave**

- May need manual functionality

#### **NOTE:**

##### 2013-2014 Feeder Patterns

- NOTE: Only current Feeder pattern charts are maintained in this document.

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**ELEMENTARY SELF-CONTAINED FEEDER PATTERN**

**MIDDLE SCHOOL SELF-CONTAINED FEEDER PATTERN**

KELLOND	LINEWEAVER	TULLY 5 <sup>th</sup> only	WHITE
Bloom	<u>Blenman</u>	<u>Blenman</u>	Banks
Booth/Fickett	<u>Bonillas</u>	<u>Brichta</u>	<u>Borton</u>
Borman	<u>Cavett</u>	<u>Carillo</u>	<u>Brichta</u>
Collier	<u>Cragin</u>	<u>Cragin</u>	<u>Carillo</u>
Corbett	Davidson	<u>Davis</u>	<u>Davis</u>
Dietz	Ft. Lowell/Townsend	<u>Drachman</u>	<u>Drachman</u>
Dunham	Holladay	<u>Hughes</u>	Grijalva
Erickson	Howell	<u>Manzo</u>	Hollinger
Ford	<u>Hughes</u>	<u>Menlo Park</u>	Johnson
<u>Fruchthendler</u>	<u>Lineweaver</u>	<u>Ochoa</u>	Lawrence
Gale	Miles	<u>Robins</u>	Lynn
Henry	Myers/Ganoung	<u>Roskrue</u>	Maldonado
<u>Hudlow</u>	Pueblo Gardens	<u>Tolson</u>	<u>Manzo</u>
Kellond	Roberts/Naylor	<u>Tully</u>	<u>McCorkle</u>
Lyons	<u>Robins</u>		<u>Menlo Park</u>
Marshall	Robison		Miller
<u>Schumaker</u>	<u>Roskrue</u>		Mission View
<u>Soleng Tom</u>	Sewell		<u>Ochoa</u>
Steele	Whitmore		<u>Oyama</u>
Wheeler	Wright		Rose
			Safford
			<u>Tolson</u>
			<u>Tully</u>
			<u>Van Buskirk</u>
			Vesey
			Warren
			White

DOOLEN	PISTOR	VAIL
<u>Blenman</u>	Banks	<u>Bonillas</u>
Bloom	<u>Brichta</u>	Booth/Fickett
<u>Borton</u>	Carillo	<u>Borman</u>
<u>Cavett</u>	Davis	Corbett
Collier	<u>Drachman</u>	Dietz
<u>Cragin</u>	Grijalva	Dunham
Davidson	Hollinger	Erickson
Ft. Lowell/Townsend	Johnson	Ford
<u>Fruchthendler</u>	Lawrence	Gale
Holladay	Lynn	Henry
<u>Howell</u>	Maldonado	<u>Hudlow</u>
Hughes	<u>Manzo</u>	<u>Kellond</u>
<u>Lineweaver</u>	McCorkle	Lyons
Miles ELC	Menlo Park	Marshall
<u>Pueblo Gardens</u>	Miller	Myers/Ganoung
<u>Roberts/Naylor</u>	Mission View	<u>Schumaker</u>
Robins	Ochoa	<u>Soleng Tom</u>
Robison	<u>Oyama</u>	Steele
<u>Roskrue</u>	Rose	Wheeler
Safford	<u>Tolson</u>	
Sewell	Tully	
Whitmore	<u>Van Buskirk</u>	
Wright	Vesey	
	Warren	
	White	

**26 High School GATE**


GATE students can still be identified by the GATE classes they take:

- Even with this, GATE requests ability to enter student GATE placement data for HS students
- If HS student data is allowed to be entered, it still may not be part of certain processes/reports because logic and process-flow information may not exist in the analysis yet for those grade levels. May need to exclude HS students from being entered because of system logic or lack thereof.

**27 EOY Rollover/Feeder**

**27.1 GATE Placement Membership Rollover Rules**

- ~~If student is in any GATE program on the last day of school, they will at least get the Pull out/Resource program automatically at whatever school they go to next (if the school has such a program).~~ strikethrough 4/11/13
- ~~If student is in Pull out/Resource on the last day of school, they can only rollover into a Pull out/Resource program at whatever school they go to next (if the school has such a program), if the student wants self-contained they must apply for it.~~ Strikethrough 4/11/13
- If student is in GATE Self-Contained on the last day of school, and their enrollment for next year is at a school that also has GATE Self-Contained, they will get GATE Self-Contained (if the school has such a program), per David 12/16/11
- Mid-year withdrawal and subsequent re-enrollment at the same or another school in the same year:
  - Use same rules as EOY rollover, per David 12/16/11
  - Student may need to re-apply if they withdrawal from school where they are receiving self-contained services, per David 12/16/11

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- Each year, after the rollover process in July, when you have a placement record that has rolled over and you actually don't want it to roll – I have added the ability to go back to the previous year and click on a link (“Stop”) next to the record that is being rolled over which will enter a *Stop Services* (or *Withdrawn* in the case of GATE) for the end date of the placement record so that it no longer will roll (there is no edit page, it will do it for you after clicking the link). For these same records that *have a Stop Services* on the last day, the link will read “Un-Stop” and you can remove the *Stop Services* assignment so that the record will once again roll. Note that the Student Placement block has its own class year drop-down. Also, GATE will not be able to use this functionality for last year as Placement didn't exist for GATE last year – the old GATE records must be edited for this same effect, **added to document 4/19/13**

### 27.2 Nightly Feeder Update Process

- GATE dept. has requested that their students also be part of the nightly feeder process regardless of grade level, just like Magnet and Open-Enrollment, only for self-contained at this time.
- GATE membership would take priority over School Choice in this process

### 28 Definitions

- Listing – the process of entering students who have never been in Mojave before; students assigned a matriculation number but are entered without an enrollment date
- Enrollment – Enabled all school year and allows schools to enter students on Mojave with the following data points:
  - Enrollment date for the current school year
  - Enrollment code
  - Grade
  - FTE
  - District of Residence
  - ‘From’ Entity
- Feeder Process – the process of identifying students who are no longer returning to their current school, or are going to a specific school the following year for placement reasons
  - Enabled between mid-November and mid-March
  - Used only for students whose enrollment status is enrolled, not retained
  - Process runs nightly and automatically.
    - sets up geographical feeders based on currently enrolled students and a school's designated feeder grades
    - sets up accepted assignments for programs where the department requested it
    - schools are required to verify and maintain geographical records
  - District Pull-out/Resource Assignments are ignored, added 3/21/12
- Pre-Enrollment Process – the process of converting feeder records to pre-enrollment records
  - Enrolls students for next year in the applicable grade if they have a feeder record
  - Enabled in March
  - Pre-enrollment is open for school staff to edit
- Rollover – the process of enrolling students continuing at the same school in the applicable grade
  - Process runs in July

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## Technology Services


## Mojave Programming

## Placement – Exceptional Education

## Analysis

**MOJAVE**  
Designed for TUSD by TUSD

Last updated: 4/19/2013  
Technologies Services  
Analysis

	MOJAVE Placement – Exceptional Education	
	Version: 0.01 Date: 9/2012	Page 2 of

Prepared by:	Karen Jones
	Victoria Gibbons
TS CIO Approval:	John Gay


**Approvals:**

Version	Date	Stakeholder Name	Department/ School	Form of Approval
0.01		Cathy Taylor	Exceptional Education	
1.0				

**Revision Log:**

All revisions to this Analysis will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The document that is approved will be v1.0.

Revision	Date	Description	Name
0.01		Analysis Draft	
1.0		Final Document for approval	


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## 1 Purpose

This documentation is

## 2 Background

## 3 Assumptions and Constraints

### 3.1 Assumptions

### 3.2 Constraints

## 4 Scope

### 4.1 In Scope

### 4.2 Out of Scope

## 5 Security

## 6 Definitions

**No application, just Assignment**

**Indicate sub-groups**

**Placement Types:**

**Approved generates membership**

**Stop Services – terminates membership**

**Nightly process**

**EOY:**


**If student is enrolled through the last day of school and placed in program through last day of school, student will be placed at same school, same program following year as long as student is enrolled within grace period.**

**20 day grace period for all Ex Ed**

**Added to document on 4/19/13:**

Each year, after the rollover process in July, when you have a placement record that has rolled over and you actually don't want it to roll – I have added the ability to go back to the previous year and click on a link ("Stop") next to the record that is being rolled over which will enter a *Stop Services* (or *Withdrawn* in the case of GATE) for the end date of the placement record so that it no longer will roll (there is no edit page, it will do it for you after clicking the link). For these same records that *have a Stop Services* on the last day, the link will read "Un-Stop" and you can remove the *Stop Services* assignment so that the record will once again roll. Note that the Student Placement block has its own class year drop-down.



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Also, GATE will not be able to use this functionality for last year as Placement didn't exist for GATE last year – the old GATE records must be edited for this same effect.

### **Membership**

Typical 2: membership starts on earliest enrollment date in the year for that school and ends on the latest withdraw date in the year for that school

### **From Grif's 4/23/13 email:**

Hey Vikki, here is a full description of Ex. Ed. Placement and Exception Placement (we can go over this at the meeting, just thought I'd put this together and send it along):

Ex. Ed. Placement:


- No Application
- Start Year: 2013
- Priority: 1

Ex. Ed. Placement Assignments membership:

- Assignment Date must be on or after the first day of the year or there must be an enrollment record that corresponds to the school of the assignment that occurs before the end of the grace period (currently 20 days)
- Start Date set to minimum enrollment date for the assignment's class year where the enrollment record ends after the assignment date and the enrollment record is for the same school as the assignment (unless the assignment date occurs after the enrollment date in which case it is set to the assignment date)
- End Date set to the maximum enrollment withdrawal date for the assignment's class year where the enrollment record ends after the assignment date and the enrollment record is for the same school as the assignment (if there is a Stop Services assignment for the same school and program that occurs between the minimum qualifying enrollment date and the maximum qualifying withdrawal date the End Date is set to that instead)

Ex. Ed. Placement Rollover:

- Previous year membership records that were never stopped and ended on the last attendance date plus one day
  - o Where there is a corresponding enrollment record that ends on the same day

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- Where the student has an enrollment in the current year where the enrollment date occurs before the end of the grace period (20 days)
- And there is a current year program
  - Start Date set to the enrollment date of the earliest enrollment record
  - End Date set to the withdrawal date of the earliest enrollment record (if there is a Stop Services assignment for the same school and program that occurs during the earliest enrollment then the End Date is set to that instead)

Sub-Programs (all of which feed):

Exceptional Ed.

ABLE AM

ABLE PM

Head Start AM Cavett

Head Start PM Cavett

Head Start AM Erickson

Head Start PM Erickson

Head Start AM Morning Star

Head Start AM Northwest

Head Start AM Roberts

Head Start PM Roberts

Head Start AM Santa Rosa

Head Start AM Southside


Head Start PM Southside

Head Start AM Wright

Head Start PM Wright

Head Start Pascua Yaqui

CTP

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Explorer AM

Explorer PM

Hearing Impairment Co-Enrollment

Partners AM

Partners PM

Assignment Types:

Accepted (Generates Membership Record, limit one per assignment date)

Stop Services (Terminates Membership, must occur during a valid membership)


-----  
 -----

Exception Placement:

- No Application
- Start Year: 2012
- Priority: 5

Exception Placement Assignments membership:

- Assignment Date must be on or after the first day of the year or there must be an enrollment record that starts on the first day of school
- Start Date set to minimum enrollment date for the assignment's class year where the enrollment record ends after the assignment date and the enrollment record is for the same school as the assignment (unless the assignment date occurs after the enrollment date in which case it is set to the assignment date)
- End Date set to the maximum enrollment withdrawal date for the assignment's class year where the enrollment record ends after the assignment date and the enrollment record is for the same school as the assignment (if there is a Stop Services assignment for the same school and program that occurs between the minimum qualifying enrollment date and the maximum qualifying withdrawal date the End Date is set to that instead)

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Ex. Ed. Placement Rollover:

- Previous year membership records that were never stopped and ended on the last attendance date plus one day
  - o Where there is a corresponding enrollment record that ends on the same day
  - o Where the student has an enrollment in the current year where the enrollment date occurs on the first day of school
  - o And there is a current year program
- Start Date set to the enrollment date of the earliest enrollment record
- End Date set to the withdrawal date of the earliest enrollment record (if there is a Stop Services assignment for the same school and program that occurs during the earliest enrollment then the End Date is set to that instead)

Sub-Programs (all of which feed):

ELD Newcomer


Refugee

Assignment Types:

Approved (Generates Membership Record, limit one per assignment date)

Stop Services (Terminates Membership, must occur during a valid membership)

Thanks, Grif

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## Technology Services


## Mojave Programming

## UHS Placement

## Analysis

**MOJAVE**  
Designed for TUSD by TUSD

Last updated: 9/25/2012  
Technologies Services  
Analysis

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Prepared by:	Griffith Thomas Victoria Gibbons Karen Jones
TS Director Approval:	Art Leible


**Approvals:**

Version	Date	Stakeholder Name	Department/ School	Form of Approval
0.01	4/16/2010	Juliet King	A&R	Email Hyperlink 5
0.02	4/30/2010	David Scott, Juliet King	A&R	
1.0	6/25/2010	David Scott and Juliet King	Accountability and Research	Email Hyperlink 10
		Elizabeth Moll	University High School	
		Noreen Wiedenfield	School Community Services	
		David Niecikowski	GATE	
		Dr. Lupita Garcia	Assistant Superintendent, Government Programs	
		Dr. Edith Macklin	Assistant Superintendent, High School Leadership	

**Revision Log:**

All revisions to this Analysis will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The document that is approved will be v1.0.

Revision	Date	Description	Name
0.01	4/15/2010	Analysis Draft	Victoria Gibbons
0.02	4/30/2010	Updated Analysis (unfinalized)	Victoria Gibbons
1.0	6/30/2010	Document for approval	Victoria Gibbons
	7/6/2010	Request to add class year column to uhsscores table w/definition	Grif Thomas
	7/9/2010	New English receipt – merge doc	Grif Thomas
	1/12/12	Raven Sta9 score verses Composite Sta9 score	Grif Thomas

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- Link 3, [UHS GPA Calculation.htm](#) , Page 10
- Link 4, [Merge Docs and Letters\UHSadmitTUSD 6-24-10.doc](#) , Merge Docs and Letters\UHSadmitnonTUSD 5-26-10.doc , [Merge Docs and Letters\UHSnoadmit 5-26-10.doc](#) , Page 16
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## 1 Purpose

This documentation is an overview of functionality in the existing UHS program and newly requested functionality in relation to application tracking, placement, and reporting.

## 2 Background

In the early 2000's University High used a Foxpro program to manage its application, testing, and selection process. This program was written and managed by A&R staff until 2005(?) when it was no longer maintained. As a result, University High devised its own system using Microsoft Excel to manage the application, testing, and selection process. In the 2008-2009 school year, A&R renewed its relationship with UHS and provided testing support – scanning and scoring tests. The application and selection process remained with the site. In 2009-2010 A&R expanded its involvement and managed the testing process at TUSD middle schools in order to coordinate these activities with Gifted and Talented testing.

## 3 Assumptions and Constraints

### 3.1 Assumptions

Mojave's UHS application data entry will begin in the 2011 SY for placements in 2012 SY. Functionality for prior year UHS placements are not included in this analysis.

### 3.2 Constraints


Specifications for UHS Placements in Mojave are provided by A&R.

## 4 Unresolved Analysis. [Hyperlink 1](#)

### 4.1 Missing Documents

Analysis on the following key information was previously unresolved. As of 6/29/2010, most items have been resolved.

- UHS Application (not a merge/labels are printed for mailing to TUSD students) (Out of district application sample is sent to districts)
- UHS Invitation
  - Invitation is a generic letter and will not be generated by the system, 6/17/10
- Application Receipt – received English version 6/24/10, Spanish version received 6/29/10
- Score/Decision Letter
  - 3 letters: TUSD, out of district, non-qualified, received 6/24/10
  - Spanish version is not required 6/17/10
  - Cross-over policy is that students accepted to UHS will be rescinded for OE/Magnet, 6/24/10

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#### 4.2 Missing Information

- GPA Calculation
  - GPA Calculation, as described in this document, is approved, 5/26
- Test score export table name, interval, and definitions
  - Revised Test score table has been uploaded to Matrix pa dbase – uhsscores, 6/28/10
  - Test score interval is once, within two weeks after beginning of 2<sup>nd</sup> semester
  - Test score table definitions have been provided, **Hyperlink 8** (definitions sent still include gpa)
- Final report definitions have not been determined, approved per specs 6/24/10

#### 5 Scope

##### 5.1 In Scope

UHS Placement functionality in Mojave compliant to business rules from A&R

##### 5.2 Out of Scope

Functions outside of the software:

- Testing labels, test scheduling, testing, scanning, and scoring of tests
- Mailing documents


#### 6 Security

##### Student Placement block – UHS Program

- View
  - View access gives the ability to see individual student application and placement data. (In order to View Test Scores and GPA data within the Student Placement view, user needs edit rights)
  - Ability to grant View access will be set to allow Data Admins at schools to grant access
- Edit
  - Allows user to View Test Scores and GPA data within the Student Placement View (approved 5/26)
  - Ability to grant Edit access will be set to allow Security Admins to grant access

##### Central Applications - District

- Other Security
  - Test score import
    - ✓ one time only when requested by A&R, 5/26
  - GPA Processing
    - ✓ View to look/Edit to run, 5/26
  - Process Offering/Capacity
    - ✓ View to look/Edit to run, 5/26

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- Reports (see specs)

## 7 Recruitment

### Purpose

TUSD sends out UHS Invitations to all active 8<sup>th</sup> grade students along with an Application to provide the opportunity to apply for the UHS Program.

#### **7.1 Business Rules**

- No geographical restrictions for accepting applications
- No Open Enrollment at UHS, enforced through policy not through the software
- All current 8<sup>th</sup> graders, 9<sup>th</sup> graders and 10<sup>th</sup> graders are eligible to apply for the following school year
- Invitations are only sent to current, active 8<sup>th</sup> grade students. 9<sup>th</sup> and 10<sup>th</sup> graders must get an Application from their counselor.

#### **7.2 UHS Invitation Letter**

UHS Invitation Letters have been revamped.

- In-District Invitation
  - Every 8<sup>th</sup> grade TUSD student receives an Invitation Letter and Application during the second week of school (see Hyperlink 4)
- Out of District Invitation
  - Out of District 8<sup>th</sup> grade students may attain an Invitation Letter and Application through their district/school office at the beginning of school

## 8 Application

### Purpose

To collect required data points on each applicant.

UHS currently uses separate Applications for three eligible groups of applicants:

1. In District
2. Out of District
3. Summer


We have paper copies of the current Applications (see samples on Hyperlink 4). A&R Research Project Manager has revised these forms and do not require new data points.

#### **8.1 Business Rules**


- One Application per school year
- Applications are due back to UHS three weeks before testing begins (testing estimated 10/4)
- Late Applications are often accepted (no difference in priority of acceptance)

#### **8.2 Application Data Points**

- The Application data will be stored using the placement year
- Application data will be stored using the UHS Program Type

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Current Elements	Type	Definition	Business Rule
Received Date	Date mm/dd/yyyy	Denotes the Date Application is received by UHS office; Defaults to today's date	Field is required
This student is attending....	Code Value	Denotes the school where the student currently attends; Populated if student is an active student in TUSD; CTDS; Field is editable	Field is required
Current Grade	Code Value	Denotes the student's current grade level; Populated if student is an active student in TUSD; Field is editable	Field is required
District of Residence	Code Value	Denotes District of Residence; CTD	DOR value is required
IEP Testing Accommodations	Check Box	Denotes students who will receive IEP testing accommodations; IEP data is not tracked in Mojave; Field is not populated from Mojave	Not a required field
504 Testing Accommodations	Check Box	Denotes students who will receive 504 testing accommodations; 504 testing accommodations are not tracked in Mojave; Field is not populated from Mojave	Not a required field
Use Alternate Pick up	Check Box	Denotes if an alternate pick up address will be used; Alternate Address entered in Student Contact/Address block	Not a required field
Use Alternate Drop Off	Check Box	Denotes if an alternate drop off address will be used; Alternate Address entered in Student Contact/Address block	Not a required field
Comment	512 character limit	Text Field	Not a required field
New Elements	Type	Definition	Business Rules
Correspondence Sent	Date mm/dd/yyyy	Manually entered date that represents the date the Score/Decision Letter sent out	Not a required field

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Receipt Sent	Check Box	Manually entered flag that represents the user sent out the Application Receipt	Not a required field
Relationship to Student	Code value	Will be chosen from a code table	Required
GPA Override	Floating point number	Manually entered GPA value; will override any GPA or grade values from Mojave	Not a required field

### 8.3 Availability

The data is copied nightly to the Matrix server in the SMS database

- PlacementProgramConditional – this table contains student assignment status by class year
  - Interval is nightly
  - Column names and definitions (Hyperlink 7)

### 8.4 District Placement Application

- Program Types
  - UHS
  - GATE
- School is the most recent school enrollment

## 9 Application Receipt Sent Flag

### Purpose

To flag which applicants have been sent a receipt that their Application was received by UHS.

- New Feature requested by A&R Research Project Manager
- Electronically generated “Application Receipt” mailing to parent – receipt currently exists on bottom of Application, receipt received 6/25/10


## 10 Testing Accommodations Flag (IEP, 504)

### Purpose

To identify if applicants will be given IEP or 504 testing accommodations.

- Currently A&Rs Access program looks at student data and populates by matrix
  - Mojave will not automate based on the IEP because it may not apply to some IEP/504 students
- Testing Accommodations are displayed in Student Exceptional Education block and 504 Disabilities are displayed in Student 504 block in Mojave
- Testing Accommodations Flags are manually entered by user

## 11 Testing Labels

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### Out of Scope

- A&R Research Project Manager will generate bar code labels using the existing table, PlacementApplication, which is provided on Matrix
- Interleave 2 of 5 font, (need font size GATE uses for postcards - Informational only)
- Avery Label Pro, A&R Research Project Manager uses based on the application data that is available on matrix – Informational only

## 12 Testing Schedule

### Out of Scope

- In-District 8<sup>th</sup> grade testing
  - Begins October 4<sup>th</sup> and ends October 31<sup>st</sup>
- Out of District 8<sup>th</sup> grade testing
  - Tests administered in October, on district grading day
- 8<sup>th</sup> grade testing Make-up
  - Administered in early December for students who were absent during regular testing schedule
- 9<sup>th</sup> and 10<sup>th</sup> grade testing
  - Administered in Summer
  - No Invitations sent – students visit Counselor
- 12<sup>th</sup> grade testing
  - No candidates

## 13 Test Scores

### 13.1 Business Rules


- Minimum composite STA9 score of 7 to get admission points
- Show Raven Sta9 score instead of the Composite Sta9 score if the Raven Sta9 score is higher (added 1/12/12, per JKing)

### 13.2 Availability

- A&R Research Project Manager will provide actual CogAT and Raven test scores table on matrix first week after winter break (Generic title without school year) and notify Mojave of table location and name.
  - Interval - once, within two weeks after beginning of 2<sup>nd</sup> semester
  - Table Name - uhsscores
  - Column names and Definitions, **Hyperlink 8**
  - Added 7/6/10, Grif request to add class year column w/definition
- Test score import functionality required
  - Business Rules – uploaded to Matrix pa dbase

### 13.3 Display in Mojave

What test score data points will be displayed (total points, will show all scores if user has edit rights, 5/26/10)

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## 14 GPA Business Rules

### Purpose

To define a consistent and fair way to calculate grade point average for applicants.

#### **14.1 Business Rules (GPA Calculation) (currently relates to 8<sup>th</sup> grade)**

- Repeated classes are counted
- Non-weighted
- Grades of P and NC are not counted
- Final grades are used or if the term is greater than a semester the semester grade weighted as a semester is counted.
- Only course in the following credit categories are used: Social Studies, English, Math, Science
- Only final grades are counted when using Grade based credits

#### **14.2 In-District GPA – 8<sup>th</sup> Grade, , Hyperlink 3**

- Total UHS GPA is calculated after 1st semester has ended
- 2<sup>nd</sup> semester 7<sup>th</sup> grade (last year) for 4 core credit categories
  - Only includes terms that end during 2<sup>nd</sup> semester, includes Quarter, Trimester, and Year
  - Year long classes 2<sup>nd</sup> semester grade weighted as semester
- 1<sup>st</sup> semester 8<sup>th</sup> grade for 4 core credit categories
  - Only includes terms that end during 1<sup>st</sup> semester, includes Quarter and Trimester
  - Year long classes first semester grade weighted as a semester
- GPA is cumulative only within 2<sup>nd</sup> semester 7<sup>th</sup> and 1<sup>st</sup> semester 8<sup>th</sup>


#### **14.3 In-District GPA – 9<sup>th</sup> and 10<sup>th</sup> Grade**

- Total UHS GPA is available after the end of current year (9<sup>th</sup> graders after 9<sup>th</sup> grade ended, 10<sup>th</sup> graders after 10<sup>th</sup> grade ended)
- 1<sup>st</sup> semester 9<sup>th</sup> grade/10<sup>th</sup> grade for 4 core credit categories
  - Only includes terms that end during 1<sup>st</sup> semester, includes Quarter and Trimester
- 2nd semester 9<sup>th</sup> grade/10<sup>th</sup> grade for 4 core credit categories
  - Only includes terms that end during 2<sup>nd</sup> semester, includes Quarter and Trimester and Year
- GPA is cumulative within the Year

#### **14.4 Out of District GPA**

GPA editing is needed for entering GPAs on out of district students and for overrides to in district students

- Transcripts are collected at UHS
- GPA definition calculation has been done by UHS, and will follow above rules to insure consistency between TUSD and non-TUSD

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## 15 Determination and Placement

### Purpose

To use GPA, test scores and geographic data points to determine who should be offered UHS placement.


#### 15.1 Business Rules

- Qualification for UHS is a 50 point minimum (point minimum can be raised if capacity is exceeded)
  - A&R Research Project Manager will provide points calculations with the test scores.
- Minimum 3.0 GPA needed to get admission points, per A&R Research Project Manager
- All tested students get Score/Decision Letter; UHS cannot rescind after placement is offered (see sample of current Score/Decision Letter, Hyperlink 4)
- Geographical priority given for admission: TUSD, Pima County, then rest of the State
- Applies to 8<sup>th</sup> grade only (9<sup>th</sup> and 10<sup>th</sup> grade will be manually selected)
- Students are selected based on two part admission process; points are calculated from the GPA and added to the points that are calculated from the Sta9 value in the test scores, higher points have priority
- Separate Geographic (In-District, County, remainder of State) point minimum selections will be provided on the Interface
  - Status of geographical area is based on information already in Mojave
- User will be responsible for the effort to maximize TUSD placements by using point minimum selections provided and the capacity limit text box that will be provided
- Pima County students who score highest will place below In-District students
- Out of Pima County students who score highest will place below in-Pima County students
- Possible Randomization
  - Assistant Superintendent for High School Leadership proposes Lottery for tie, but results not based on achievement
  - Works on one set of Geographics (In-District, County, remainder of State) at a time, whichever crosses over the capacity limit
  - Takes the students with the lowest score that crosses over the capacity limit when too many exist and randomizes students within that score and only for the geographic area (In-District, County, remainder of State)

#### 15.2 Capacity

- Capacity is the limit of available slots per grade for students.



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- Requires text box per grade level for manual entry of capacity

## 16 Acceptance/Decline

### Purpose

Parental responses to Score/Decision Letter have been in-person, over the telephone and through the mail. UHS would prefer written responses to be through the mail.

- Merge document is new Feature Requested by A&R Research Program Manager
- Modify current Letter to request written parental responses

## 17 Alternate Pick-up and Drop Off Address

### Purpose

UHS provided transportation to student. Alternate pickup and drop off allows flexibility in providing transportation.


- Alternate Pickup flag – Application currently has the ability to track this.
  - Alternate Pickup Contact/Address - This is currently tracked in the Contact/Address block.
- Alternate Drop Off flag - Application currently has the ability to track this.
  - Alternate Drop Off Contact/Address – This is currently tracked in the Contact/Address block.

## 18 Data Points

### 18.1 Already collected or displayed elsewhere in Mojave

This information will need to be entered for students not already in the Mojave system (i.e, Out of District)

- Demographic (\* Required data elements)
  - Ethnicity/Race\*
  - Student Name\*
  - Gender\*
  - Birth Date\*
  - Birth Country\*
  - Birth State (\*if birth country is USA)
  - Primary Home Languages\*
  - Home Phone
- Contact/Address
  - Relationship Type of “Mailing Contact” (Address, Zip code, Home Phone, email)
  - Neighborhood school will be identified in Mojave ONLY if the home address is completed for the Relationship Type of “Mailing Contact”. Availability of neighborhood school data is dependent on matching address in GIS.

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- Father/Step-Father/Guardian – contact information (employment, work phone)
- Mother/Step-Mother/Guardian – contact information (employment, work phone)
- Alternate Pick-up and Drop-Off address
- Enrollment
  - Current Grade Level

**18.2 Needs To Be Collected for UHS Program**

- All Placement Applications including Magnet and OE will have the following:
  - Received Date
  - Attending School (limited to schools within Mojave Entity Table)
  - District of Residence (limited to districts within Mojave DOR codes)
  - Current Grade Level
  - Alternate Pick Up Flag
  - Alternate Drop Off Flag
  - Comment
- UHS Specific
  - IEP Testing Accommodations will be provided
  - Student 504 Testing Accommodations will be provided
  - Relationship to Student
  - Receipt Sent Flag
  - GPA Override
  - Correspondence Sent Date


**18.3 Codes Necessary for Process**

- GPA Point Calculation Table – currently on file

<u>GPA</u>	<u>POINTS</u>
4.00	36
3.99 – 3.86	34
3.85 – 3.72	32
3.71 – 3.58	30
3.57 – 3.44	28
3.43 – 3.30	26
3.29 – 3.15	24
3.14 – 3.00	22
2.99 – 0.00	0

- Test Score Point Calculation Table – currently on file

<b>Sta9</b>	<b>POINTS</b>
9	27

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8	24
7	21
0-6	0

## 19 Miscellaneous

- No wait list (4/14/2010, Wait List may be used with Randomization)
- Admission into UHS is restricted to membership in the UHS Placement Program only
- Students lose their place at UHS if they withdraw; withdrawn students must reapply for the following school year
- Student demographic data collection must be consistent with TUSD policies (i.e Ethnicity/Race, PHL, etc)
- UHS Secretary will provide A&R Research Project Manager with written documentation on what she collects
- Placement membership records are determined to be unnecessary because enrollment at UHS is equivalent to membership in the program.
- Correspondence sent fields must be date fields, or add another field with it
  - Date parameters: date must be today or prior
- Add to Assignment Type: Non Qualified
- Cross over policy for Score/Decision Letter – Accepted at UHS must be rescinded for OE/Magnet, 6/25/10)
- EOY Procedures:
  - Follow normal EOY Rollover rules; no specific placement EOY functionality (added 3/13/12)

## 20 Business Process Flow, see [Hyperlink 6](#) for Flowchart

- Invitation and Application sent home to all TUSD 8<sup>th</sup> grade students, [Hyperlink 4](#)
- Invitation and Application sent to out of district schools, [Hyperlink 4](#)
- Applications returned to UHS and entered into Mojave
- Application Receipt sent home (merge document)
- Placement Application data provided on Matrix from Mojave
- Students take tests (Non-TUSD – place/time is in Invitation Letter (in Oct), TUSD student counselors work with A&R to decide test date (in Oct) and counselors notify students of place and time)
- Tests scanned and scored by A&R
- A&R will provide CogAT and Raven test scores with test admission points on Matrix for Mojave
- Determination Process runs manually (GPAs calculated at time of execution)
- Score/Decision Letters sent home ([Hyperlink 4](#), merge document)
- Parental Reply to Decision Letter
- Acceptance or decline entered into Mojave

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- Non-Response to Decision Letter

## 21 Reports (use standard format with tables)

### 21.1 By Student Data Points

- Applicant student group
- Missing GPA and/or test scores
- Test score + GPA = Total Points
- IEP or 504 testing accommodations
- ELL
- Ethnicity/Race

### 21.2 Aggregate Count Data Points, Mojave recommendation is to work with David Edwards

- Status
  - Offered, Accepted, Declined, Wait List, Rescinded, Non-Qualified, No Response
- Student Pool
  - Eligible, Non-Eligible, Incomplete
- Active IEP
  - Requested, but not available in Mojave
  - Users needing this may want to coordinate with Data Warehouse

### 21.3 Post Unitary Plan (PUP), Mojave recommendation is to work with David Edwards

- Requires monitoring by A&R, District report but should be available to UHS
- Aggregated counts by:
  - Ethnicity/Race
  - School of Attendance
  - ELL

### 21.4 Qualified for Admissions


- Includes only 8<sup>th</sup> grade students who have =>50 points
- Points are not displayed on the report

## 22 Merge Documents

Mojave requires electronic merge docs (Word “.doc” files (for compatibility with Word 97-2003), not “.docx” files).

### 22.1 Application Receipt (Previously at bottom of Application)

- Purpose of Receipt is to notify parent that the Application was received by the UHS office
- English version of Receipt received, 6/24/10, **Hyperlink 9**
- Spanish version received 6/29/10, **Hyperlink 9**

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### 22.2 Score/Decision Letters, Hyperlink 4

- Purpose of letter is to notify parent of the test score results and whether or not the student has been accepted to UHS.
- English version of Letter for TUSD students received, 6/24/10,
- English version of Letter for non-TUSD students received 5/26/10
- English version of Letter for non-qualifying students received 5/26/10
- UHS does not send Spanish versions

### 22.3 Acceptance Statement (New Request)

**(GENERIC-NOT A MERGE) (requested copy 6/24/10)**

- Purpose of letter is to have a signed parental acceptance response and to decrease the number of telephone calls to the UHS office.
- A&R Research Project Manager commented that currently parental acceptance or declines may be made verbally to the UHS office.
- Acceptance Statement will be mailed to parent with Score/Decision Letter

### 22.4 Non-Response to Decision Letter (New Request)


- No Non-Response to Decision Letter, 6/25/10
- Purpose of letter is to notify parent that UHS has not received a response to the Decision Letter.

## 23 Audit Log

- All user editable Placement tables have an audit log
- Snapshot of GPA and Test Scores on date of offering

## 24 Miscellaneous

- PlacementProgramConditional has been added to the StudentDeleteTable
  - You cannot remove a student record if they have a record in the PlacementProgramConditional table. (added 3/8/12)

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## Technology Services


## Mojave Programming

## ESEA Placement

## Analysis

**MOJAVE**  
Designed for TUSD by TUSD

Last updated: 11/15/2012  
Technologies Services  
Analysis

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Prepared by:	Grif Thomas
	Victoria Gibbons
TS CIO Approval:	John Gay


**Approvals:**

Version	Date	Stakeholder Name	Department/ School	Form of Approval
0.01		Noreen Wiedenfeld	School Community Services	
			Transportation	
1.0				

**Revision Log:**

All revisions to this Analysis will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The document that is approved will be v1.0.

Revision	Date	Description	Name
0.01		Analysis Draft	
1.0		Final Document for approval	

	<p style="text-align: center;">MOJAVE</p> <p style="text-align: center;">ESEA Placement</p>	
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**Hyperlinks**

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## 1 Purpose

The main purpose of inclusion of the Elementary and Secondary Education Act (ESEA) in Placement is for Transportation.

## 2 Background

ESEA is the new No Child Left Behind (NCLB).

## 3 Assumptions and Constraints

### 3.1 Assumptions

Students placed by SCS are from failing and not quite failing schools. These students must be offered transportation.

### 3.2 Constraints

SCS is responsible for placing students and inputting into Mojave ESEA Placement.

## 4 Scope

### 4.1 In Scope

Providing programmatic tracking of ESEA student records within Mojave for transportation.

### 4.2 Out of Scope

Anything outside of programmatic tracking within the SMS.

## 5 Security

Security will be limited to Noreen and Elaine.

### 5.1 Student

School Choice ESEA

### 5.2 District

School Choice ESEA


## 6 District

### 6.1 District Placement Program

Maintained annually by School Community Services

District Placement Program Interface is consistent with other Program Types

- Class Year = 2012-2013  
[..\Email\RE Permission granted .msg](#)
- Program Type = ESEA
  - Sub Program = Edu. Act
- Edit and View Elements
  - School
  - Program
  - Bilingual

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- Status

## 7 Student

### 7.1 Student Placement Program - Assignment

Student Placement Interface is consistent with other Program Types

- Program Type = ESEA
- Assignment date is the date the student is enrolled.  
[..\Email\FW Follow up on ESEA3.msg](#)
- Preliminary Assignment
- Edit Elements
  - School Program Placement
  - Assignment Date
  - Placement Type
    - Accepted – creates a membership
    - Stop Services – terminates membership
  - Alternate Pick Up
  - Alternate Drop Off
  - Transportation Accepted
    - Yes
    - No

## 8. Support Services (NCLB Transportation/School Choice)

### 8.1 Student or District

For reporting students to the ADE through SAIS, a Support Service record must be entered into Mojave. The record can be entered through Student or through District; they are stored in the same table.

## 9. Nightly Process

Creates membership based on Assignments


## 10. Reports

ESEA will automatically be included in:

- Student Placement
- Student Placement Assignment

## 11. Feeders

Students who are placed as NCLB or ESEA at the 5<sup>th</sup> or 8<sup>th</sup> grade (highest grade at that site) should receive a feeder record that assigns the student to the student's designated neighborhood school.

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**12. Rollover**

Same school – rollover