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

Lottery Analysis.doc
Version: 0.02
Date: 5/2010
Page 2 of 20

Prepared by: Victoria Gibbons
Work Order #: 
Stakeholders: Pam Fine, Director of School Community Services, 225-6404
Noreen Wiedenfield, Director of School Community Services, 225-6404
IT Director Approval: Art Lieble

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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.

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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.
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

<table>
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<tr>
<th>blk_id</th>
<th>blk_name</th>
<th>blk_text</th>
<th>blk_program</th>
<th>subset_id</th>
<th>blk_sqlname</th>
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<td>School Choice - Site Program</td>
<td>Access to School Choice/Site Program block, Used to be the Placement block.</td>
<td>StudentPlacementProgram</td>
<td>1</td>
<td>xcStudentPlacementGet</td>
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<td>193</td>
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<td>xcDistrictPlacementProgramGet</td>
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<td>Allows viewing of school site programs.</td>
<td>DistrictPlacementProgramSite</td>
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<td>xcDistrictPlacementProgramSite</td>
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</table>

6.1 Central Applications, District
- School Choice - Magnet
  - View –
    - Allows users to view school choice program data:
      - create merge documents:
- Post Cards  (I was able to create PC without View access)
- Offered Letters
  - 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
  - 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?????
  - 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
  - View
    - Allows users to view school site programs

6.2 Local, Student
- Magnet  (Is this legacy?)
  - 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
  - Edit
    - No edit access
- Placement
  - View
☑ 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
  ☑ School Choice
  ☑ UHS

☐ Site
  ☑ No edit
  ☑ UHS
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 Program Type

<table>
<thead>
<tr>
<th>Elements</th>
<th>Type</th>
<th>Definition</th>
<th>Business Rule</th>
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<tbody>
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<td>School</td>
<td></td>
<td>Denotes sites that offer Magnet and/or OE programs</td>
<td>Field is required</td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td>Denotes Magnet and/or OE programs</td>
<td>Field is required</td>
</tr>
<tr>
<td>Bilingual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td>Denotes an Active or Inactive program status</td>
<td>Field is required</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Elements</th>
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<th>Definition</th>
<th>Business Rule</th>
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</thead>
<tbody>
<tr>
<td>Received Date</td>
<td>Date mm/dd/yyyy</td>
<td>Denotes date Application is received by the SCS office</td>
<td>Required</td>
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<tr>
<td>This student is attending...</td>
<td></td>
<td>Denotes the school where the student currently attends; Populated if student is an active student in TUSD; CTDS; Field is editable</td>
<td>Required</td>
</tr>
<tr>
<td>Current Grade</td>
<td></td>
<td>Denotes the student’s current grade level; Populated if student is an active student in TUSD; Field is editable</td>
<td>Required</td>
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<tr>
<td>District of Residence</td>
<td></td>
<td>Denotes District of Residence; CTD</td>
<td>DOR value is required</td>
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<td>Current IEP Plan</td>
<td>Check Box</td>
<td>?</td>
<td>Not a required field</td>
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<tr>
<td>Current 504 Plan</td>
<td>Check Box</td>
<td>?</td>
<td>Not a required field</td>
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<tr>
<td>Use Alternate Pick Up</td>
<td>Check Box</td>
<td>Denotes if an alternate pick up address will be used; Alternate Address entered in Student Contact/Address block</td>
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<tr>
<td>Use Alternate Drop Off</td>
<td>Check Box</td>
<td>Denotes if an alternate drop off address will be used; Alternate Address entered in Student Contact/Address block</td>
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<td>Comment</td>
<td>Limited to ? characters</td>
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### 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)
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
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
Roskrugge - 377 is linked to Roskrugge 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
purposes of determining priority of entrance in magnet schools and for open enrollment.

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.

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

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<tr>
<td>Grade</td>
<td></td>
<td></td>
<td>TUSD_000908</td>
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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 1st, 2nd, and 3rd 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

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<tbody>
<tr>
<td>Report</td>
<td>Check box</td>
<td>Line Listing</td>
<td>Line Listing, Statistics, or Both</td>
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<td>Class Year</td>
<td></td>
<td>Current Year</td>
<td></td>
</tr>
<tr>
<td>On Time Cut-off</td>
<td>Date</td>
<td>Today’s Date</td>
<td></td>
</tr>
<tr>
<td>Choices</td>
<td></td>
<td>Any</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Out of District</td>
<td>Radial</td>
<td>Include</td>
<td>Include, Exclude, Only</td>
</tr>
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<td>Page Break on Grade</td>
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<td>Exclude students already assigned to choice</td>
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### MOJAVE Lottery Business Rules/Set-up

**Lottery Analysis.doc**

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- **Report – Line Listing**

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</tr>
<tr>
<td>DOB</td>
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<td></td>
</tr>
<tr>
<td>Priorities</td>
<td></td>
<td>Sibling, Pipeline</td>
</tr>
<tr>
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<tr>
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- **Report – Statistics**

Looks same as above – what is difference?

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11.7 Applications In Detail *(Excel, Preview)*

- **Business Rules/Special Instructions**

- **Criteria**

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<th>Criteria Title</th>
<th>Control</th>
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- **Report**

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<td>1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt;, 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail Address</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Choice</td>
<td></td>
<td></td>
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<tr>
<td>Received Date</td>
<td></td>
<td>Date mm/dd/yyyy</td>
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<tr>
<td>Home Phone Number</td>
<td></td>
<td></td>
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<tr>
<td>Work Phone Number</td>
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</tr>
<tr>
<td>Cell Phone Number</td>
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</table>
### Assignment Listing (Excel, Preview)

- **Business Rules/Special Instructions**

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

- **Report – Line Listing**

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<th>Report Elements</th>
<th>Column Format</th>
<th>Column Description</th>
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</thead>
<tbody>
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<td>Student Last Name, Student First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt;, 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responses</td>
<td></td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Report Elements</th>
<th>Column Format</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matric</td>
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<tr>
<td>Student Last Name, Student First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birthdate</td>
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<td></td>
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</table>

### Duplicate Applications (Excel, Preview)

- **Business Rules/Special Instructions**

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<thead>
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<th>Criteria Title</th>
<th>Control</th>
<th>Default</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Year</td>
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</table>

- **Report**

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<tr>
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<th>Column Format</th>
<th>Column Description</th>
</tr>
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<td></td>
</tr>
<tr>
<td>Student Last Name, Student First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birthdate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MOJAVE
Lottery Business Rules/Set-up

Lottery Analysis.doc
Version: 0.02
Date: 5/2010
Page 16 of 20

Grade
Home Address
Received (Date?)

11.10 Incomplete Applications (Excel, Preview)
- Business Rules/Special Instructions

- Criteria

<table>
<thead>
<tr>
<th>Criteria Title</th>
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<th>Default</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Year</td>
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<td></td>
<td></td>
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</tbody>
</table>

- Report

<table>
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<th>Column Description</th>
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</thead>
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<tr>
<td>Addresses</td>
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</table>

11.11 Transfer Out (Excel, Preview)
- Business Rules/Special Instructions

- Criteria

<table>
<thead>
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<th>Criteria Title</th>
<th>Control</th>
<th>Default</th>
<th>Properties</th>
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</thead>
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<td>Transfer Listing, Statistics</td>
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</table>

- Report – Transfer Listing

<table>
<thead>
<tr>
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<th>Column Description</th>
</tr>
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<td>Applying for: School/Program</td>
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<tr>
<td>Student address (home or mail?)</td>
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<td></td>
</tr>
<tr>
<td>Home Phone and Work Phone</td>
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<td></td>
</tr>
</tbody>
</table>

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

12 Business Data Flow

12.1 Flowchart (Hyperlink 1)
12.2 Process Flow
• 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
  o Post Cards – Notification to parent that Application was received
  o 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
    o Offered Letters – Notification to parent that their child has been offered placement
      ✓ Letter Sent – sets flag to indicate Offered Letter has been generated
    o 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)
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
```
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.
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)
Technology Services

Mojave Programming

GATE Placement

Analysis

Last updated: 5/15/2013
Technologies Services
Analysis
## MOJAVE

### GATE Placement

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<td>GATE, Program Coordinator</td>
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<td>David Niecikowski</td>
<td>GATE. Program Coordinator</td>
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<tr>
<td></td>
<td></td>
<td>Dr. Lupita Garcia</td>
<td>Assistant Superintendent,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Government Programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Noreen Wiedenfeld</td>
<td>School Community Services, Director</td>
<td></td>
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<tr>
<td></td>
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<td>SCS is no longer a Stakeholder,</td>
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### 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.

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<td>12/16/11</td>
<td>Analysis Draft</td>
<td>Victoria Gibbons</td>
</tr>
<tr>
<td>1.0</td>
<td>4/10/12</td>
<td>Final Document for approval</td>
<td>Victoria Gibbons</td>
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</table>
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20. Reports (use standard format with tables)
   20.1 Teacher Pull-out/Resource Lists
   20.2 Post Process Tracking
   20.3 GATE Student Test List/Scores
   20.4 Student Test Lists
   20.4 Legacy Membership
   20.5 Next Year Admission Assignment

21. Merge Documents
   21.1 GATE Program Overview
   21.2 GATE Pull-Out Placement Statement
   21.3 SC-Placement Statement
   21.4 Score Letter
   21.5 Screen Opt-Out Letter
   21.6 GATE Placement Response Report

22. Offering Letter
   22.1 At this time, Self-Contained Elementary letters (sent to students who qualify for Self-Contained) are simply an acceptance of GATE program but not specific school choice.
   22.2 At this time, Self-Contained Middle School letters (sent to students who qualify for Self-Contained) are simply acceptance of GATE program but not specific school choice.
   22.3 Pistor – Dual Language
   22.4 Elementary Pull-Out
   22.5 Hollinger
   22.6 Middle School and High School Pull-Out/Resource
22.7 Letters include transportation choice
22.8 Letters have due dates

23. Audit Log

24. Self-Contained Feeder Patterns
   24.1 Elementary School
   24.2 Middle School
   24.3 Out of District or No Neighborhood ES in Mojave

25. High School GATE

26. EOY Rollover/Feeder
   26.1 GATE Placement Membership Rollover Rules
   26.2 Nightly Feeder Update Process

27. Definitions

Hyperlinks

HyperLink #1, Page 11 ..\EMAILS\PlacementProgramConditional (Placement Assignment).htm
HyperLink #2, Page ..\FW Accepted Placement Prioritization.htm
Hyperlink #3, Page ..\EMAILS\RE Withdrawn to Stop Services.msg
Hyperlink #4, Page ..\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
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**
- Multiple Program Priority Rule, See 8.4 in this document for Current Rule
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
    o 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)
    o Ability to grant View access will be set to allow Data Admins at schools to grant access
  - Edit
    o Allows user to View Test Scores within the Student Placement View
    o Ability to grant Edit access will be set to allow Security Admins to grant access
    o Security User Authorization - GATE Category, added 3/13/12 per Grif

  6.2 Central Applications - District
  - Other Security
    o Test score import
    o Process Offering
    o View to look/Edit to run,
    o 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
- Once per year import interval, in February
- 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 8th graders from last year/9th 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
    Added 4/15/13

- 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
- **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
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:
    - 6th grade and up (except Drachman Elementary (school code 203)) will get “Resource”
    - 5th grade and below (plus 6th 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
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

<table>
<thead>
<tr>
<th>Current Elements</th>
<th>Type</th>
<th>Definition</th>
<th>Business Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Date</td>
<td>Date mm/dd/yyyy</td>
<td>Denotes the Date Application is received by GATE office; Defaults to today’s date</td>
<td>Field is required</td>
</tr>
<tr>
<td>This student is</td>
<td>Code Value</td>
<td>Denotes the school where the student is located</td>
<td>Field is required</td>
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<tr>
<td>Field</td>
<td>Type</td>
<td>Definition</td>
<td>Business Rules</td>
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<tr>
<td>----------------------------</td>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>attending….</td>
<td></td>
<td>student currently attends; Populated if student is an active student in TUSD; CTDS; Field is editable</td>
<td></td>
</tr>
<tr>
<td>Current Grade</td>
<td>Code Value</td>
<td>Denotes the student’s current grade level; Populated if student is an active student in TUSD; Field is editable</td>
<td>Field is required</td>
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<tr>
<td>District of Residence</td>
<td>Code Value</td>
<td>Denotes District of Residence; CTD</td>
<td>Not a required field</td>
</tr>
<tr>
<td>Use Alternate Pick-up</td>
<td>Check Box</td>
<td>Denotes if an alternate pick-up address will be used; Alternate Address entered in Student Contact/Address block</td>
<td>Not a required field</td>
</tr>
<tr>
<td>Use Alternate Drop-Off</td>
<td>Check Box</td>
<td>Denotes if an alternate drop off address will be used; Alternate Address entered in Student Contact/Address block</td>
<td>Not a required field</td>
</tr>
<tr>
<td>Receipt Sent</td>
<td>Check Box</td>
<td>Manually entered flag that represents the user sent out the Application Receipt</td>
<td>Not a required field</td>
</tr>
<tr>
<td>Comment</td>
<td></td>
<td>512 character limit</td>
<td>Not a required field</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>New Elements</th>
<th>Type</th>
<th>Definition</th>
<th>Business Rules</th>
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</thead>
<tbody>
<tr>
<td>Referral Type</td>
<td>Code Value</td>
<td>Will be manually chosen from code list provided by GATE</td>
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<tr>
<td>ELL Override</td>
<td>Bit</td>
<td>1=Student is ELL 0=Student is not necessarily ELL ELL status will come from Mojave records unless Flag is on</td>
<td>Field is not required</td>
</tr>
<tr>
<td>Sta9 Override</td>
<td>Int</td>
<td>Sta9 value to be used in admissions process; Overrides any Sta9 test scores.</td>
<td>Field is not required</td>
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<tr>
<td>Sta9 Override Strikethrough</td>
<td>Int</td>
<td>Sta9 value to be used in admissions process; Overrides any Sta9 test scores.</td>
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<tr>
<td>Total NCE Override</td>
<td>Int</td>
<td>Total NCE value to be used in admissions process; Overrides any NCE test scores.</td>
<td>Field is not required</td>
</tr>
<tr>
<td>Test Calculation</td>
<td>Int</td>
<td>Test type of the Sta9 Override</td>
<td>Field is not required</td>
</tr>
</tbody>
</table>
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
• 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 1st 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
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
  o Verbal
    ▶ RAW
    ▶ Percentile
    ▶ STANINE
    ▶ NCE
  o Quantitative
    ▶ RAW
    ▶ Percentile
    ▶ STANINE
    ▶ NCE
  o Non-Verbal
    ▶ RAW
    ▶ Percentile
    ▶ STANINE
    ▶ NCE

OLSAT for KG only (not UE)
  o Verbal
    ▶ RAW
    ▶ Percentile
    ▶ STANINE
    ▶ NCE
  o Non-Verbal
    ▶ RAW
    ▶ Percentile
    ▶ STANINE
    ▶ NCE

Raven for Grades KG-11
  o No sub-tests
    ▶ RAW
    ▶ Percentile
    ▶ STANINE
    ▶ NCE

Explore
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
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)
• Transportation
  o Deadline for needing placement data for coming class year is May 15th, per Noreen 12/16/11
  o We do ask if student wants transportation, per David 12/16/11
  o We do ask for pick-up and drop-off address, per David 12/16/11
• PlacementGateTestCalcTypeld 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
  o 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
  o 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
  o Generic Placement Assignment Report exists
• Track students who accepted but did not enroll at placement school
  o If not at placement school, where is student currently enrolled?
  o Already exists in Data Verification, Error ID 49 and 50
• Class List of GATE students and the courses they are taking – currently no specs
  o 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.
  o “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
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
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.
### 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.

### 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). Strike-through 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. Strike-through 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

---

### Feeder Patterns

**Elementary Self-Contained Feeder Pattern**

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<thead>
<tr>
<th>KELLOND</th>
<th>LINEWEAVER</th>
<th>TULLY</th>
<th>WHITE</th>
</tr>
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<tbody>
<tr>
<td>Bloom</td>
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<tr>
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**Middle School Self-Contained Feeder Pattern**

<table>
<thead>
<tr>
<th>DOOLEN</th>
<th>PISTER</th>
<th>VAIL</th>
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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:
  o Enrollment date for the current school year
  o Enrollment code
  o Grade
  o FTE
  o District of Residence
  o ‘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
  o Enabled between mid-November and mid-March
  o Used only for students whose enrollment status is enrolled, not retained
  o 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
  o District Pull-out/Resource Assignments are ignored, added 3/21/12

• Pre-Enrollment Process – the process of converting feeder records to pre-enrollment records
  o Enrolls students for next year in the applicable grade if they have a feeder record
  o Enabled in March
  o Pre-enrollment is open for school staff to edit

• Rollover – the process of enrolling students continuing at the same school in the applicable grade
  o Process runs in July
Technology Services

Mojave Programming

Placement – Exceptional Education

Analysis

Last updated: 4/19/2013
Technologies Services
Analysis
MOJAVE
Placement – Exceptional Education

Version: 0.01
Date: 9/2012

Prepared by: Karen Jones
Victoria Gibbons

TS CIO Approval: John Gay

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**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.

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Hyperlinks

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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
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   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.

**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
  - Where there is a corresponding enrollment record that ends on the same day
Where the student has an enrollment in the current year where the enrollment date occurs before the end of the grace period (20 days)

- 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
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)
Ex. Ed. Placement Rollover:

- Previous year membership records that were never stopped and ended on the last attendance date plus one day
  - Where there is a corresponding enrollment record that ends on the same day
  - Where the student has an enrollment in the current year where the enrollment date occurs on the first day of school
  - 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
Technology Services

Mojave Programming

UHS Placement

Analysis

Last updated: 9/25/2012
Technologies Services
Analysis
**Prepared by:** Griffith Thomas
Victoria Gibbons
Karen Jones

**TS Director Approval:** Art Leible

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18.2 Needs to be collected for UHS Program
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22.3 Acceptance/Decline (New Request), Hyperlink
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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
Link 5, Approval of 1st Draft-UHS Analysis 2010.doc.htm, Page 2
Link 6, UHS Placement Process Flowchart.doc, Page 14
Link 7, UHS Yearly Requirements (2).doc, Page 8
Link 8 UHSScoresvariablesnames (2).xls, Page 10
Link 9, Merge Docs and Letters\English - Spanish Application Receipt.doc, Merge Docs and Letters\PlacementUHSPaymentReceiptDraft (2).doc, Page 16
Link 10, Emails\Approval of Final UHS Analysis 2010 (1.00).doc.htm, Page 2
## 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.

## 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.

## 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.

## 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
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 database – uhsscores, 6/28/10
  - Test score interval is once, within two weeks after beginning of 2nd 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
7 Recruitment

Purpose
TUSD sends out UHS Invitations to all active 8th 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 8th graders, 9th graders and 10th graders are eligible to apply for the following school year
- Invitations are only sent to current, active 8th grade students. 9th and 10th graders must get an Application from their counselor.

7.2 UHS Invitation Letter
UHS Invitation Letters have been revamped.
- In-District Invitation
  - Every 8th 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 8th 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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<th>Type</th>
<th>Definition</th>
<th>Business Rule</th>
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<td>Date</td>
<td>Denotes the Date Application is received by UHS office; Defaults to today’s date</td>
<td>Field is required</td>
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<td>This student is attending....</td>
<td>Code Value</td>
<td>Denotes the school where the student currently attends; Populated if student is an active student in TUSD; CTDS; Field is editable</td>
<td>Field is required</td>
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<tr>
<td>Current Grade</td>
<td>Code Value</td>
<td>Denotes the student’s current grade level; Populated if student is an active student in TUSD; Field is editable</td>
<td>Field is required</td>
</tr>
<tr>
<td>District of Residence</td>
<td>Code Value</td>
<td>Denotes District of Residence; CTD</td>
<td>DOR value is required</td>
</tr>
<tr>
<td>IEP Testing Accommodations</td>
<td>Check Box</td>
<td>Denotes students who will receive IEP testing accommodations; IEP data is not tracked in Mojave; Field is not populated from Mojave</td>
<td>Not a required field</td>
</tr>
<tr>
<td>504 Testing Accommodations</td>
<td>Check Box</td>
<td>Denotes students who will receive 504 testing accommodations; 504 testing accommodations are not tracked in Mojave; Field is not populated from Mojave</td>
<td>Not a required field</td>
</tr>
<tr>
<td>Use Alternate Pick up</td>
<td>Check Box</td>
<td>Denotes if an alternate pick up address will be used; Alternate Address entered in Student Contact/Address block</td>
<td>Not a required field</td>
</tr>
<tr>
<td>Use Alternate Drop Off</td>
<td>Check Box</td>
<td>Denotes if an alternate drop off address will be used; Alternate Address entered in Student Contact/Address block</td>
<td>Not a required field</td>
</tr>
<tr>
<td>Comment</td>
<td>512 character limit</td>
<td>Text Field</td>
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<th>Business Rules</th>
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<td>Correspondence Sent</td>
<td>Date</td>
<td>Manually entered date that represents the date the Score/Decision Letter sent out</td>
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MOJAVE
UHS Placement

Version: 1.0
Date: 6/30/2010

<table>
<thead>
<tr>
<th>Receipt Sent</th>
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<th>Manually entered flag that represents the user sent out the Application Receipt</th>
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<td>Relationship to Student</td>
<td>Code value</td>
<td>Will be chosen from a code table</td>
<td>Required</td>
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<tr>
<td>GPA Override</td>
<td>Floating point number</td>
<td>Manually entered GPA value; will override any GPA or grade values from Mojave</td>
<td>Not a required field</td>
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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 matric
  - 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
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 8th grade testing
  - Begins October 4th and ends October 31st
- Out of District 8th grade testing
  - Tests administered in October, on district grading day
- 8th grade testing Make-up
  - Administered in early December for students who were absent during regular testing schedule
- 9th and 10th grade testing
  - Administered in Summer
  - No Invitations sent – students visit Counselor
- 12th 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 JK)

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 2nd 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 database

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

**14.3 In-District GPA – 9th and 10th Grade**
- Total UHS GPA is available after the end of current year (9th graders after 9th grade ended, 10th graders after 10th grade ended)
- 1st semester 9th grade/10th grade for 4 core credit categories
  - Only includes terms that end during 1st semester, includes Quarter and Trimester
- 2nd semester 9th grade/10th grade for 4 core credit categories
  - Only includes terms that end during 2nd 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
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 8th grade only (9th and 10th 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.
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.
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

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

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<td>34</td>
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<td>3.85 – 3.72</td>
<td>32</td>
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<td>26</td>
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<td>3.29 – 3.15</td>
<td>24</td>
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<tr>
<td>3.14 – 3.00</td>
<td>22</td>
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<tr>
<td>2.99 – 0.00</td>
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Test Score Point Calculation Table – currently on file

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<th>Sta9</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>9</td>
<td>27</td>
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</table>
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 8th 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
• 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 8th 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
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)
Technology Services

Mojave Programming

ESEA Placement

Analysis

Last updated: 11/15/2012
Technologies Services
Analysis
MOJAVE

ESEA Placement

Version: 0.01
Date: 9/2012
Page 2 of

Prepared by: Grif Thomas
Victoria Gibbons

TS CIO Approval: John Gay

Approvals:

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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.

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### Hyperlinks

- Link 1, `.\Email\RE ESEA Question feeders.msg` Page 5
- Link 2, Page
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
  o Sub Program = Edu. Act
- Edit and View Elements
  o School
  o Program
  o Bilingual
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 5th or 8th grade (highest grade at that site) should receive a feeder record that assigns the student to the student’s designated neighborhood school.
12. **Rollover**
   
   Same school – rollover