APR Data Preparation, Demystified

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CONSULTING

# Presentation Organization & Themes

◎ Organized according to APR data tables

◎ Themes for each section include

- Data set-up
- Types of data needed
- Relationship between data characteristics/ decisions and APR results
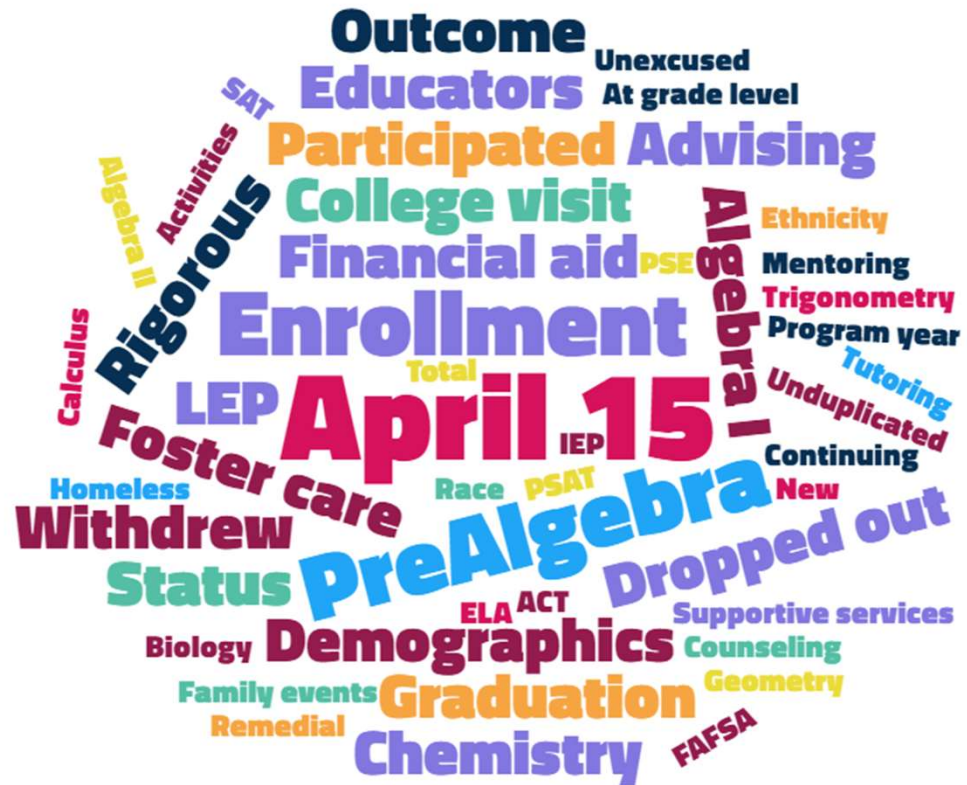- Common challenges
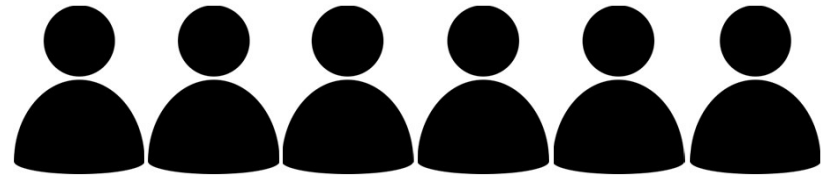- Solutions and troubleshooting

APR Data Sections

◎ Timeframe

April 15

2017-18

2017-18 Data → APR

| Fall | Spring | Summer | 2018-19 |

Program
Determined Date
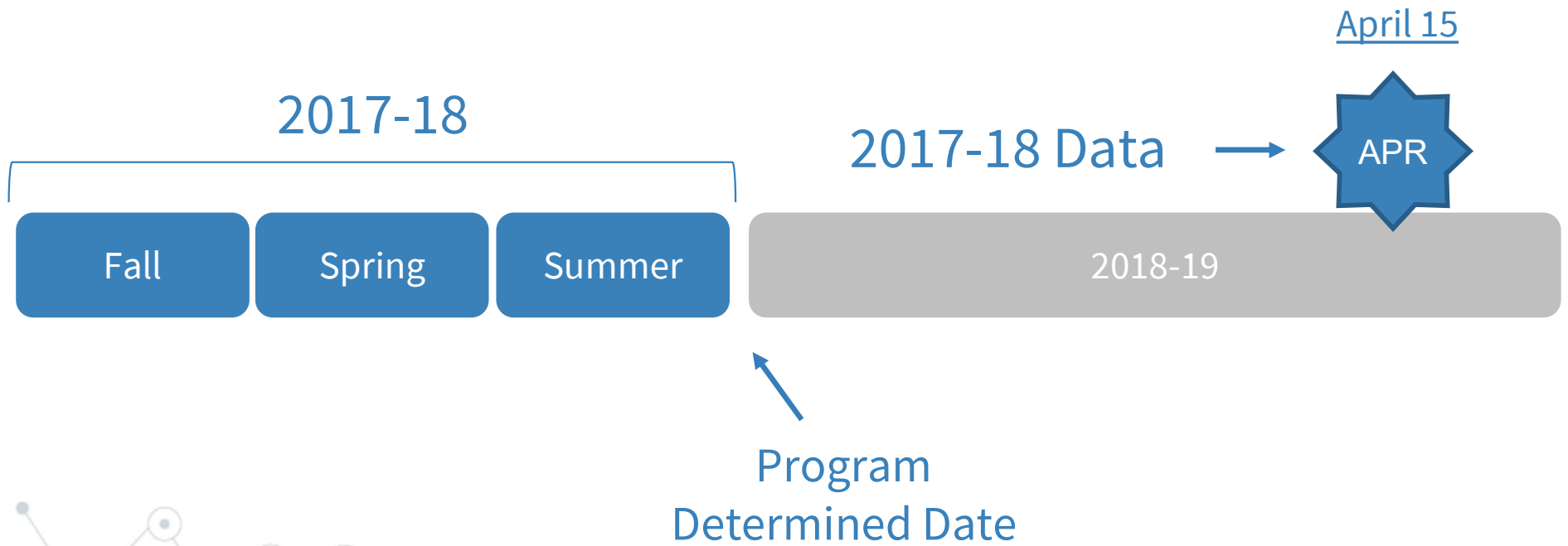
Discussion

◎ What were you still working on at the last minute last year?

APR Data Sections

◎ Data Set-Up Tips
  ○ Student-level data
  ○ Consistent filenames

School A
- 2017grades.xlsx

School B
- GEARUPdata.xlsx

School B
- GU2018.xlsx

APR Section IV: Demographic Data #1-6

◎ **Total number** of students
  ○ Unduplicated, full year (not snapshot)
  ○ Base for all other numbers.

◎ LEP, IEP, homeless, foster care

◎ Gender must sum to total.

◎ **Ethnicity + race** must sum to total.

◎ Missing data ≅ No

Data Needed
- Student enrollment
- Demographic characteristics

APR Section IV: Demographic Data #1-6

◎ Missing data (applies to all sections)

School:	A	B	C	D	E	**Total**
Total students	100	100	200	50	50	**500**
# of Hispanic/ Latino students	30	40	?	20	20	**110**

APR: Report 110?

True number: 110 – 310

22% - 62%

APR Section IV: Demographic Data #8

◎ Status as of end of year.

◎ (a) comes from your grant proposal.

◎ Do (d) & (e) first, then fill in (b) & (c) with rest of students.

Data Needed
- Student enrollment
- End of year status
- Prior year status

Participant Distribution by Grade and Status (Cohort Students)

Grade Level	(a) # of GEAR UP Students Proposed	(b) # of Continuing GEAR UP Students	(c) # of New GEAR UP Students	(d) # of GEAR UP Students Who Withdrew	(e) # of GEAR UP Students Who Dropped Out	(f) # of Active GEAR UP Students [(b)+(c)-(d)-(e)]	(g) # of Total GEAR UP Students [Sum of (b) + (c)]
K-4							
5							
6							
7							
8							
9							
10							
11							
12							
1st Year of PSE							
Total							

APR Section V: Data Regarding GEAR UP Activities

◎ Unduplicated students, total hours

Joe tutored Monday – 3 hours
Joe tutored Tuesday – 1 hour
Anna tutored Tuesday – 2 hours

2 students   **6 hours**

◎ Crosscheck enrollment with services.

GU Students:
Angie
Joe
Mark
Rosa

Joe tutored Monday – 3 hours
Joe tutored Tuesday – 1 hour
Anna tutored Tuesday – 2 hours

◎ Summer start?   **?**

APR Section V: Data Regarding GEAR UP Activities

◎ Parent services:

 ○ Unduplicated students, all parents, total hours per student

Mike's mom & dad came to an event Monday – 2 hr event
Joe's mom came to event Monday – 3 hr event
Joe's mom & grandma came Tuesday – 1 hr event
Anna & Rick are siblings. Their mom came Tuesday – 1.5 hr event

4 students
5 parents
12 parent hours

APR Section V: Data Regarding GEAR UP Activities

◎ School year dates matter (e.g., Aug 1 every year)

◎ Categorization matters: across schools & years: focus on **content**

Data Needed
- Student enrollment
- GU service participation by students
- GU service participation by parents/family

| Place an "X" in this Column if Your Project Provides this Type of Activity	Type of Activity R= Required Activity	(a) Unduplicated Number of GEAR UP Students Who Participated in the Activity	(b) Sum Total of Hours that GEAR UP Students Participated in the Activity
	Supportive Services (R)		
	Rigorous Academic Curricula (R)		
	Comprehensive Mentoring (R)		
	Financial aid counseling/advising (R)		
	Counseling/advising/ academic planning/career counseling (R)		
	College visit/college student shadowing		
	Tutoring/Homework Assistance		
	Job site visit/job shadowing		
	Summer programs		
	Educational field trips		
	Workshops		
	Other (please specify)		

Discussion

◎ Have you debated a definition or interpretation with other GEAR UP staff within your grant?
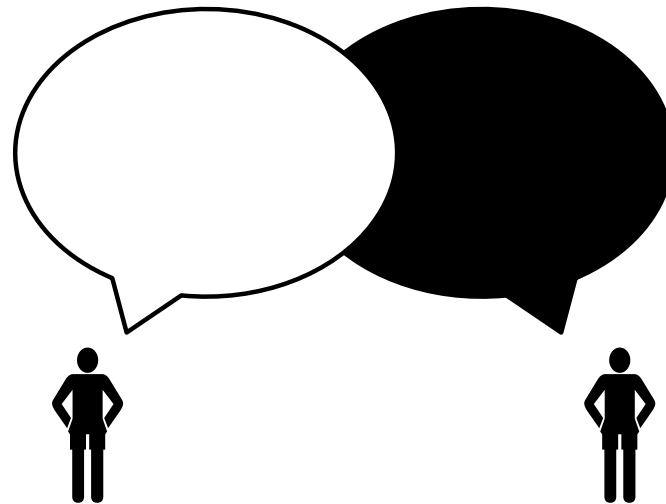
APR Section V: Data Regarding GEAR UP Activities

◎ CCREC standard definitions

◎ Supportive services (vs Tutoring/homework asst.)

◎ Rigorous Academic Curricula: not courses
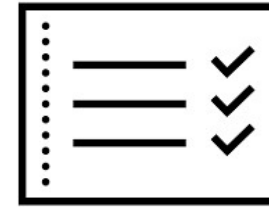
◎ Other

◎ Educators & PD
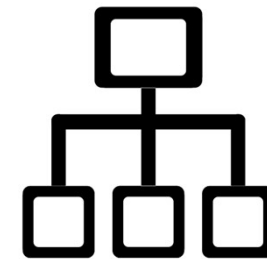
Eval Tip: If you ever plan to look at linkages between services and outcomes, be consistent and detailed. Subcategories are useful. Workshop or tutoring for what? Online or in person?

APR Section VI: GEAR UP Student Outcomes #1-2

◎ Categorize your courses
   ○ *Game show*

◎ Course enrollment: Any term
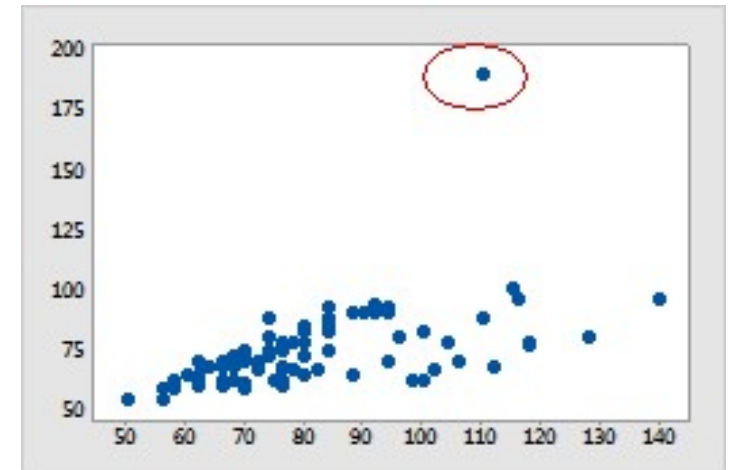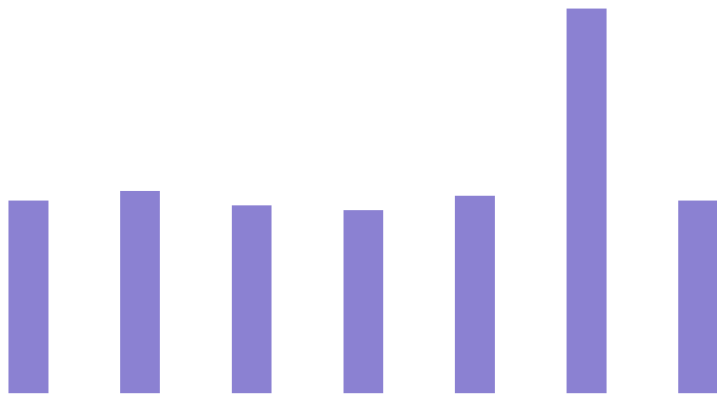
◎ Course completion: Define

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<u>Data Needed</u>

- Student enrollment
- Course transcript data
- Course descriptions?
- *Eval Tip: Might want to code A-G courses while you're at it. Might be useful for objectives or analysis. e.g., Defining 'on track to graduate HS' or college readiness*

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APR Section VI: GEAR UP Student Outcomes #1-2

◎ Conduct an interocular trauma test*

◎ Examples

◎ Reality check

*Coined by Joe Berkson, Mayo Clinic

APR Section VI: GEAR UP Student Outcomes #1-2

◎ College students served – row included in some APR tables, but…

If 2017-18 is Year 7

| Fall | Spring | Summer | 2018-19 |

2017-18 Data → Interim Report

April 15 — Interim Report

90 days after grant end — FPR

◎ Interim report & FPR: Different requirements

- *Eval Tip: You may have objectives involving remedial coursework in college; might require info on courses taken unless defined another way.*

APR Section VI: GEAR UP Student Outcomes #3

◎ Performance at grade level: state tests only

◎ Specify year of test

Current Grade	Number of Students Performing at or above Grade Level in English/Language Arts	Number of Students Performing at or above Grade Level in Mathematics	
6			
7			
8			
9			
10			
11			
12			
Total			

Data Needed
- Student enrollment
- State test results
- *Eval Tip: Scores give you more info than levels if you want to examine trends or relationships between test outcomes and services.*

APR Section VI: GEAR UP Student Outcomes #3

◎ Promotion
  ○ School criteria for promotion
  ○ Other options

Current Grade	N...	Number of Students Promoted to the Next Grade Level at the End of the Prior School Year	
6			
7			
8			
9			
10			
11			
12			
Total			

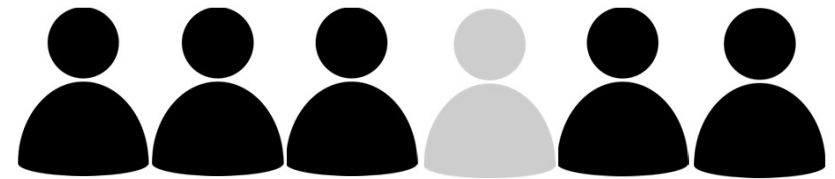Data Needed
- Student enrollment
- Promotability status at end of reporting year OR
- Grade level during current year. <But has limitations>
- *Eval Tip: Do not have to define these the same way for your objectives.*

APR Section VI: GEAR UP Student Outcomes #3

◎ Unexcused absences

  ○ Do your schools track excused vs unexcused? Full day vs partial or by course period?

Current Grade	Number of Students with 10 or More Unexcused Absences by the end of the prior School Year	
6		
7		
8		
9		
10		
11		
12		
Total		

Data Needed

- Student enrollment for reporting year
- # of absences
- *Eval Tip: You'll need additional attendance data if ADA is one of your objectives.*

APR Section VI: GEAR UP Student Outcomes #3

◎ PSAT/Aspire & SAT/ACT

◎ Specify year of test

Current Grade	N P a i A	Number of Students Taking the PSAT or PLAN by end of 10th Grade	Number of Students Taking ACT or SAT Exam by the end of 11th Grade
6			
7			
8			
9			
10			
11			
12			
Total			

Data Needed
- Student enrollment for reporting year
- Test participation
- *Eval Tip: Might also need scores for objectives or general eval.*

APR Section II: #4

◎ Use your narrative

◎ Explain any issues/decisions made.
  ○ Missing data
  ○ State didn't test that year
  ○ Completion definition
  ○ Absences collected differently across schools

4. Please provide any additional information about your project that you think would be helpful to the Department of Education in evaluating your performance or understanding the contents of your annual report.

Discussion & Questions

◎ Describe a process/tip/tool that has helped you complete the APR.

◎ Questions?