OFFICE OF FINANCIAL MANAGEMENT / EDUCATION RESEARCH DATA CENTER

PROFESSIONAL EDUCATOR STANDARDS BOARD

EDUCATOR PREPARATION PROGRAM ACCOUNTABILTY DATA COLLECTION AND SUBMISSIONS MANUAL

A technical specifications manual for reporting student level data to the Education Research Data Center

Reporting for Fall 2019

Data Collection Year 2019-20

State Level Contacts

Nick Gillon, Educator Preparation Program Effectiveness Manager, PESB   360.725.6323

Nicholas.Gillon@k12.wa.us

Cameron Smith, Data and Technology Coordinator, PESB   360.725.6326

Cameron.Smith@k12.wa.us

Tess Greene, Sr. Education Research Analyst, ERDC   360.725.5151

Teresa.Greene@ofm.wa.gov

Lynn Cole, Technical Data Analyst, ERDC   360.902.0952

Lynn.Cole@ofm.wa.gov

Relevant Links

Data Manual: https://erdc.wa.gov/data-resources/EPP-programs

Secure File Transfer Portal: https://sft.wa.gov

Educator Prep Program Dashboard Portal: TBD

V1.10 last updated 9/10/19

TABLE OF CONTENTS

Change Log

Document Version #: 1	Publication Date: **August 2019**
Revision #: 0	Date Revision Approved:
Effective Date of Revision:	Revision author or contact:
Summary of changes: Documenting initial creation of manual	

Document Version #: 1.1	Publication Date: September 17, 2019
Revision #: 1	Date Revision Approved: September 16, 2019
Effective Date of Revision: September 16, 2019	Revision author or contact: Tess Greene

Summary of changes:
1. Valid values definitions for cred_type were changed to reflect actual role actions (workbook).
2. Added valid values for prog_type (workbook).
3. Page 56, added definition for prog_type valid value of "Hybrid."
4. Added valid value to entrance_exam fields for status of exam not required.
5. Pages 46 & 47, fixed the definitions for the entrance_exam and exam_status fields.
6. Page 11, added clarification on who to report for.
7. Page 11-12, added clarification on the reporting timeframe.
8. Pages 15 & 26, adjusted the definition of inst_enroll_year to reflect institutional AY.
9. Pages 16, 19, 21 & 28, 27, 34, 35 adjusted the definition of year to reflect PESB AY.
10. Pages 17 & 31, adjusted the definition of year to reflect institutional AY.
11. Page 30, adjusted definitions to reflect institutional academic year for crntyr_endorse_active, endorse_complete_date, cw_completion_date, cwtest_completion_date.
12. Page 38, added example to definition for last names of less than 4 characters.
13. Page 43, added clarity to date reporting for crntyr_endorse_active, cw_completion_date, and cwtest_completion_date.
14. Page 45, added clarity to date reporting for endorse_complete_date.
15. Page 46, added clarity to date reporting for enroll_date.
16. Pages 55 & 56, added clarification for reporting of race code fields.
17. Pages 50 & 53, clarified the definitions for data presented and rated at PEAB meetings, to make the distinction between program provided data and PESB provided data more clear.
18. Pages 40 & 45, added clarification on how to report codes in non-traditional circumstances.
19. Page 61, clarified the definition of the year field.

Introduction

This technical manual is the result of joint efforts by staff at the Professional Educator Standards Board and the Education Research Data Center (housed within the Office of Financial Management). The purpose of this collaboration is to provide technical guidance to educator preparation programs in Washington on fulfilling their obligation to collect and report data to PESB for program approval, monitoring, and research purposes.

Authority. RCW 28A.150.210 outlines the scope of authority and duties of PESB in reference to ensuring those who seek to become educators in the state of Washington are adequately prepared, and in sufficient supply. In particular, article (9) of this law charges PESB with *"maintain(ing) data concerning educator preparation programs and their quality, educator certification, educator employment trends and needs, and other data deemed relevant by the board."*

Further, SHB 1741, introduced into the legislature during the 2017 session, instantiated the requirement for educator preparation programs to enter into data-sharing agreements with the ERDC to facilitate the transfer of student-level data collected and held by those programs. The expressed intent of the legislature was to facilitate a better understanding of the training by, and best practices of, educator preparation programs, and the career paths that educators who complete those programs follow. The ERDC is explicitly charged with providing necessary data for research and monitoring to PESB, educator preparation programs, and other qualified entities. RCW 43.41.400 established the ERDC within the Office of Financial Management and outlines its mandated purpose and duties. The ERDC is authorized and qualified to collect student data for research purposes also under RCW 28B.77.100.

Purpose. Hence, the first-order purpose of these data collections is to provide the aggregated information required by PESB for program approval and monitoring that has previously been provided directly to PESB staff by the educator preparation programs. Beginning in the fall of 2019, ERDC will provide this information on behalf of the educator preparation programs in accordance with guidance provided by PESB and as approved by the governing Board. Educator preparation programs will have an opportunity before the aggregated information is sent to PESB to see the aggregations, understand the computations, and identify and participate in the resolution of any discrepant or questionable results.

Data Sharing Agreements

Every institution, organization, individual, or entity that offers an educator preparation program in the state of Washington is required to submit to the ERDC student-level data collected and held by the program, as determined by the governing Board of PESB. In order to make this transfer of data in compliance with federal student privacy regulations, a fully executed data-sharing agreement between the entity offering the educator preparation program and the ERDC must be in place. This means a hardcopy of the signed data-sharing agreement must be on file with the Procurement Office at OFM before any data can be transferred between the two parties.

ERDC and PESB jointly facilitate the Educator Preparation Programs Data Governance Task Force, a group comprised of representatives from institutions across the state which offer educator preparation programs. The composition of the task force was deliberately planned to mirror and be representative of the diversity of programs and offering entities within the state. This group has met monthly since early 2017 to establish the data governance policies for this project. This is the group that discusses and approves the draft language for the data-sharing agreements that govern how data is shared and handled between entities and the ERDC. Each institution then works with their own legal counsel and administrative staff to accept, reject, or propose modifications to the language.

Allowable Uses of the Data. One purpose of the data sharing agreement is to spell out the allowable uses of the data once collected. Just because the ERDC collects and stores the data does not mean it *owns* the data. The entity that provided the data retains control to a large extent over how the data can be used. Sections 5 & 6 of the data sharing agreement contain the information regarding the description of the data to be collected, and how those data can be used.

A signed data-sharing agreement does NOT grant ERDC the power to determine which elements are to be collected. This authority lies within the scope of power of the Board at PESB, and is documented in their procedures as to how new elements are introduced and approved as required, and on what timeline. ERDC may request programs to submit additional elements to assist with data cleaning and data quality assurance, or to facilitate research in line with the purposes and interests of PESB. HOWEVER, should this occur, the request should be understood to be just that – a REQUEST. ERDC does not have the authority to compel a school to submit a data element that has not been previously approved by the PESB Board, and is in accordance with the established timeline for submission of such elements. If the ERDC believes a certain element would be of use or is needed to accomplish its work, it will consult with PESB and ask to have that element included in the established process for approval.

The Educator Preparation Programs Data Governance Task Force deliberated at length over the language reflected in sections 5 and 6 of the initial data sharing agreement that defines the allowable uses of the data. It is the goal of the Task Force, the ERDC, and PESB to ensure the allowable uses of the data are limited to only those that are required by state or federal regulation, and are in accordance with the requirements of FERPA. There are three categories of use for the data that should be addressed by the language in this section: 1) reporting to PESB for program approval and monitoring, 2) use by the educator preparation programs themselves, and 3) research uses by PESB and other qualified entities.

The initial data sharing agreement addressed category 1 and 2 only, and was limited to a 2-year period during which the systems and technical details of the project were being worked out. It was intended that the subsequent iteration of the data sharing agreement would address the third category of use. The language determined for this category works in tandem with recent revisions to ERDC's policies around the provision of data through the data request process. The ERDC strives for transparency in its data request and fulfillment processes, and is committed to notifying contributing data partners when requests for their data are made, and for providing an opportunity and forum for evaluating the merit of those requests. The data request review panel convened by ERDC provides a mechanism by which data contributors can provide feedback on and consent for proposed uses of their data. For a full explanation of the ERDC data request process and related policies, please visit https://erdc.wa.gov/data-resources/data-request-process .

FERPA Regulations. The data sharing agreement is fully FERPA compliant with respect to disclosure of PII in two ways. First, all data collection and reporting activities covered by the agreement meet the exceptions allowable under FERPA for data sharing for the audit or evaluation of an educational program, or the studies exception, as noted in 34 CFR 99.35(a)(1). Any uses of the data that do not meet these exceptions cannot be included in the section of the data sharing agreement that defines the allowable uses of the data. Second, by signing the data sharing agreement, the data partner providing data acknowledges the ERDC as an authorized school official of their organization, as described in 34 CFR 99.31(a)(1)(i)(B).

Secure File Transfer System

Each entity required to submit data for an educator preparation program needs to identify a person who will be responsible for submitting data to the ERDC. This person is referred to as the data administrator. Once a data sharing agreement has been fully executed and the data administrator identified, an account will be created for the data administrator on the OFM Secure File Transfer System. Login information and instructions are sent to the data administrator by emails coming from OFM staff and staff at WaTech. Upload to this system is the only method of transfer to be used in submitting data to the ERDC.

Technical Assistance. The basic instructions for the secure file transfer system have been made available here: https://erdc.wa.gov/data-resources/EPP-programs

For additional assistance and instruction, or technical assistance with matters related to the login process, password problems, or system functionality, please contact the OFM technical lead listed on the cover of this document.

Data Collection Requirements

The only data elements that are required to be collected are those that have been approved by the PESB governing Board. There is an established process for introducing new elements to the collection that involves introducing the elements and the rationale for collecting them to various stakeholders for feedback and revision. Ultimately, the Board will consider all input and make a determination on whether to require the new elements or not. If approved for collection, the programs will have a year to make adjustments and to collect the new elements before having to report on them.

The approved list of data elements for a year will appear here in this manual. Additional elements may be requested for technical or research purposes, but unless approved as required by the Board, it is left to the discretion of the program as to whether to report the requested elements or not. A decision not to report requested elements will have no punitive repercussions on the program or its staff or students in any way. A more detailed timeline and description of the process for introducing new elements and approving the annual data collection and reporting manual can be found at https://www.pesb.wa.gov/preparation-programs/program-application-review/annual-reporting/

Full List of 2019 Required Data Elements.

This is the simple list of all elements required for submission of the student level data for the transition year of 2019. These elements are presented again in the next section in their respective file formats. See Tab A in the Data Manual Appendices Excel Workbook (located at the same link as this manual) for valid values. Detailed definitions and submission instructions are provided in the last chapter of this manual. Elements in red are needed for 2019 only. Elements in a solid green box are elements that may require entry of multiple records; elements in green text are the additional elements required on a multiple record submission.

FIELD NAME	DEFINITION	RULES
year	Current institutional academic or PESB reporting year; ex: 201415 *(see definitions for specifics)*	
inst_code	Institution code	
stu_id	Institutional student ID	
prog_type	Type description of program	
cred_role	Credential description	
cred_type	Type description of credential	
first_gen	First generation indicator; a student is considered first generation if the parent(s) the student lives (lived) with the majority of the time has (had) not attained a Bachelor's degree (while the student lived with them).	
first_lang_Eng	English is first language indicator	
gender	Student self-reported gender	
race_code1	Student self-reported race	
race_code2	Student self-reported race	Optional
race_code_HISP	Student self-reported race – Hispanic use only	Optional

2019 REQUIRED ELEMENT LIST, cont'd

FIELD NAME	DEFINITION	RULES
gpa	Cumulative GPA calculated from the most recent 45 quarter credits earned (or all credits if less than 45, or simple high school cumulative GPA if from high school) of the highest education level attempted, irrespective of institutions attended; assigned grades above "A" = 4 points	
enroll_date	First institutional academic year term student was counted as enrolled for credit in prog_id at census date; use termYYYY format	Required if decision = 1
enroll_cat	Indicator of enrollment status	
endorse_code_complete	If student is being reported as a completer, this is the endorsement the student completed with.	Required if enroll_cat = 10
applicant_id	Unique applicant ID assigned at time of application screening; is the concatenation of first four letters of last name, first name initial, application date, and program id number, with trailing zeros.	
asset_prime	Category indicator for primary applicant asset considered in application process	
asset_prime_txt	Text description of the primary asset considered in the application process	
asset_aux	Category indicator for auxiliary applicant asset considered in application process	Optional
asset_aux_txt	Text description of the auxiliary asset considered in the application process	Required if asset_aux is not null
deficiency_prime	Category indicator for primary applicant deficiency identified in application process	Required if decision = 2
deficiency_prime_txt	Text description of the primary deficiency considered in the application process	Required if deficiency_prime is not null
deficiency_clear_date	Date that identified applicant deficiency was cleared; use mm/dd/yyyy format	Required if decision = 2

2019 REQUIRED ELEMENTS LIST, cont'd

FIELD NAME	DEFINITION	RULES
deficiency_aux	Category indicator for auxiliary applicant deficiencies identified in application process	Optional
deficiency_aux_txt	Text description of the auxiliary deficiency considered in the application process	Required if deficiency_aux is not null
decision	Indicator of applicant acceptance to program	
endorse_code_initial	Applicant declared endorsement goal at time of application	
expected_compl_yr	The calendar year in which the applicant is expected to complete the program they have applied to	
assess_code	PESB assigned code for the reported assessment	
test_code	PESB assigned code identifier for test and vendor of reported assessment	
assess_name	PESB approved name for reported assessment	
rubric_name_edTPA	Score name identifier for subscale of edTPA being reported	Required if test_code = 40
test_date	Date student took reported assessment; use mm/dd/yyyy format	
score	Student score on reported assessment (report for entrance exams as well as other assessments); report most recent score if test_code = 40; report best score for all other assessments	
passed	Pass / no-pass indicator for reported assessment	
Title_II_flag	Indicator that this student is considered by the institution to be a completer for the purposes of Title II reporting	

2019 REQUIRED ELEMENTS LIST, cont'd

FIELD NAME	DEFINITION	RULES
prac_name	Institution assigned descriptive name for student clinical practice	
prac_type	Type description of clinical practice	
lead_mentor_cert	Certificate number of lead mentor teacher overseeing student clinical practice	
prac_start	Clinical practice start date; use mm/dd/yyyy format	
prac_hours	Number of total hours of clinical practice	
prac_weeks	Number of weeks clinical practice lasted	
prac_outcome	Program supervisor report of student performance status in clinical practice	

FALL 2019 DATA REPORTING

All files submitted to the ERDC will be submitted through the SFT system and are to be in .csv format. The file formats for each of the required files are included here in this manual. Excel file templates are available on the ERCD website where this manual is published and can be used by programs to create their final files for submission.

For 2019 reporting, the following files are required:

1) P-1 & P-2 PEAB reports (as previously submitted)
2) Institution file
3) Student Demographics file
4) Student Admissions file
5) Student Assessments file
6) Student Experience file

Who to Report On. In previous years, programs were asked to report certain information only for certain types of students. With the new collection format this has changed. All elements should be reported for all students. Even those students who are enrolled only for an additional endorsement should be reported in all collections, including the admissions collection, to the extent that the elements apply.

For the admissions collection, report all applicants who were deemed by the program to be viable applicants. Individuals who lack the basic minimum requirements to apply to the program, but applied anyway, and therefore were excluded from consideration, do not need to be reported.

What Timeframe to Report For. Because of legislative reporting requirements specific to 2019, programs are asked to report on students enrolled anytime from AY 2014-15 forward. We acknowledge it may be difficult for some programs to reconstruct data for previous years. We are asking programs to do their due diligence to provide this data, as it is required of PESB by the legislature. If there is a compelling reason why this is simply not possible, please contact staff at ERDC or PESB. To facilitate reporting that is as complete and as accurate as possible, there are certain elements that are critical to have the full five year complement of data for. These elements are noted in the simple list of elements that begins on page 7 by a solid blue box. For the 2020 collection, we will again be asking for a 5-year look back with all the new elements, and are asking programs to put forth their best effort to submit as complete a data set as possible.

An additional consideration to be aware of is whether your institution considers summer term to be the leading term of the academic year, or the ending term (lagging). PESB reporting is aggregated to an artificial year of September 1 through August 31 of the following calendar year. What this means is that for an institution running summer as lead, the data submission should be submitted with the academic year identified as the institution runs it, but the submission must also include the summer term of the new academic year in order for the PESB aggregation year to be complete.

For example: In the five-year look-back, the first year to report is AY 2014-15. For institutions where summer is lag, there is no mismatch between PESB aggregation and institutional academic year. The

institutions will report fall 2014, winter 2015, spring 2015, and summer 2015, or the semester equivalent for a semester school, and all are considered as institutional AY 2014-15. The aggregation for the PESB AY 2014-15 will include all those terms and is the same as the institution's academic year.

For an institution where summer is lead, only fall 2014, winter 2015, and spring 2015 will be reported for the institution's 2014-15 academic year. They will go on to report the 2015-16 year, starting with summer 2015, and continue with fall 2015, winter 2016, and spring 2016, and so on. The aggregation year for PESB AY 2014-15 will include fall 2014 (institution AY 2014-15), winter 2015 (institution AY 2014-15), spring 2015 (institution AY 2014-15), and summer 2015 (institution AY 2015-16). The PESB aggregation year does not match up with the institution's academic year.

What this means for the most recent reporting year of PESB AY 2018-19 is that the aggregation will include fall, winter, and spring terms of all institutions' AY 2018-19 AND summer term of institutional AY 2019-20 for those institutions where summer is a leading term, and summer of institutional AY 2018-19 for those institutions where summer is a lagging term.

This information is offered for the purposes of clarification for how the differences in institutionally defined academic years and the PESB aggregation year is managed. The bottom line is that institutions should report their information according to the way the institutional academic year is defined. With the information provided in the institution collection, we will be able to verify we've aggregated correctly behind the scenes.

Other Considerations. Note that the information previously collected for the Experience collection, which has not been reported, is now required to be reported. The elements included for reporting for 2019 are a subset of those required for collection. This is to facilitate mandatory legislative reporting on the part of PESB previously mentioned. Going forward, the experience collection will be collected and reported as the Clinical Practice collection, as described in the next section of this manual.

Note also that the file formats are not the same thing as the submission templates. The file formats detail what data is to be reported along with metadata information for the field; the lookup table for valid values is given on Tab A of the Data Manual Appendices Excel Workbook (found at the same link as the manual). The submission templates (also found at this link) can be used to actually enter data into and then submit to the ERDC.

Required data elements are to be collected and reported as instructed in this manual. Edit checks for 2019 will be done manually and institutions will be notified of the results when the process is complete. In the future, the edit checks will be built into the data submissions framework and will be automatic. Cross-field validations as well as out-of-range validations will be done; if a submission does not pass the edit checks, the data will not pass into our system, and information will be returned to the submitter about the errors so the file can be amended and the data resubmitted.

Data Validation

Before any institution level aggregated data files are sent on to PESB, programs will have an opportunity to review the aggregations calculated by the ERDC and sign-off on them as being correct. This process will be accomplished through the Tableau data visualization mechanism housed by ERDC to display the aggregations. There will be a button within the display to either dispute the results or accept them. If the results are in dispute, an email will go to the ERDC researcher who did the calculations and he or she will contact the data administrator to resolve the issue.

[If a program would like to download the aggregations file, there will be functionality available within the Tableau dashboard to do that. When these instructions are ready, the manual will be updated and republished.]

2019 Reporting Schedule

Previously, when programs were reporting their aggregated data files directly to PESB, all data files were due by October 31st. This deadline will remain in effect for reporting student-level files to the ERDC. The window for submitting data will open at 12:01 AM on September 1st of each year and close at 12:00 midnight on October 31st. It is strongly suggested that programs have their data submitted early to ensure all data files pass edit checks and are of sufficient quality. For technical assistance during the submission window, submitters can contact either of the ERDC staff listed on the front of this manual.

From November 1 through November 18th, 2019, ERDC will work with the submitted data and perform all the data cleaning and aggregation routines and load the results into the Tableau dashboard framework for validation. Because of tight legislative reporting timelines, the alt route aggregations will be sent to PESB on November 18th. These aggregations are state level, not institution level, so individual institution verification, while desirable, is not critical. From November 19th through December 5th, 2019, institutions will have the opportunity to review and accept the aggregated results that will be reported to PESB. If discrepancies are found in any element involved in the alt route calculations, adjustments with PESB will be made as soon as the problem is identified. Between December 6th and December 16th, 2019, ERDC will be performing additional data formatting to meet the technical needs of PESB, and on December 17st, all aggregated results will be released to them.

This means that even though the validation window is open until December 5th, institutions need to have accepted their results before that date. If an institution waits until December 5th to review their data aggregations, and find they are unwilling to accept the results, then ***their submission to PESB will be late.***

To recap the timeline:

- September 1st – submission window opens, institutions begin submitting data
- October 31st – submission window closes, all data must be in to ERDC
- November 1 – 18th – data cleaning and aggregation work by ERDC

- November 18th – alt route reporting aggregations sent to PESB
- November 19th – December 5th – institutions validate aggregation results in Tableau
- December 6th – December 16th – data formatting to PESB specs
- December 17th – aggregated data files released to PESB

2019 file formats:

Starred fields comprise the key and repeat across all student level files. These are the elements the files will be joined on.

INSTITUTION FILE

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
inst_code	varchar	4	institution code	
inst_enroll_year	varchar	6	academic enrollment year (institutional academic year); ex: 201415	
summer_lead			summer term is considered the beginning of the academic year (lead), as opposed to the end of the year (lag)	
inst_enroll_term	varchar	2	term for which dates are being reported	
course_campus	varchar	50	campus where courses of a program are delivered for which dates are being reported	
campus_enroll_term_sys	int	3	term system for campus where program courses are delivered	
campus_enroll_term_start	date	10	first day of enrollment for term and campus being reported; use mm/dd/yyy format	
campus_enroll_term_end	date	10	last day of enrollment for term and campus being reported; use mm/dd/yyyy format	
campus_enroll_census	date	10	day for term and campus being reported when census is taken; use mm/dd/yyyy format	

STUDENT DEMOGRAPHICS

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
year*	varchar	6	Current PESB reporting year; ex: 201415	
inst_code*	varchar	4	Institution code	
stu_id*	varchar	10	Institutional student ID	
prog_type*	int	3	Type description of program	
cred_role*	int	3	Credential description	
cred_type*	int	3	Type description of credential	
first_gen	int	2	First generation indicator; a student is considered first generation if the parent(s) the student lives (lived) with the majority of the time has (had) not attained a Bachelor's degree (while the student lived with them).	
first_lang_Eng	int	2	English is first language indicator	
gender	int	2	Student self-reported gender	
race_code1	int	3	Student self-reported race	
race_code2	int	3	Student self-reported race	Optional
race_code_HISP	int	3	Student self-reported race – Hispanic use only	Optional

STUDENT DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
gpa	int	4	Cumulative GPA AT TIME OF ADMISSION, calculated from the most recent 45 quarter credits earned (or all credits if less than 45, or simple high school cumulative GPA if from high school) of the highest education level attempted, irrespective of institutions attended; assigned grades above "A" = 4 points	
enroll_date	varchar	6	First term student was counted as enrolled for credit in prog_id at census date; use termYYYY format; use institutional AY	Required if decision = 1
enroll_cat	int	3	Indicator of enrollment status	
endorse_code_complete	varchar	6	If student is being reported as a completer, this is the endorsement the student completed with.	Required if enroll_cat = 10

STUDENT ADMISSIONS

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
year*	varchar	6	Institutional academic year; ex: 201415	
inst_code*	varchar	4	Institution code	
stu_id*	varchar	10	Institutional student ID	
prog_type*	int	3	Type description of program	

STUDENT ADMISSIONS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
cred_role*	int	3	Credential description	
cred_type*	int	3	Type description of credential	
applicant_id	varchar	20	Unique applicant ID assigned at time of application screening; is the concatenation of first four letters of last name, first name initial, application date, and program id number, with trailing zeros.	
asset_prime	int	3	Category indicator for primary applicant asset considered in application process	
asset_prime_txt	varchar	50	Text description of the primary asset considered in the application process	
asset_aux	int	3	Category indicator for auxiliary applicant asset considered in application process	Optional
asset_aux_txt	varchar	50	Text description of the auxiliary asset considered in the application process	Required if asset_aux is not null
deficiency_prime	int	3	Category indicator for primary applicant deficiency identified in application process	Required if decision = 2
deficiency_prime_txt	varchar	50	Text description of the primary deficiency considered in the application process	Required if deficiency_prime is not null

STUDENT ADMISSIONS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
deficiency_clear_date	date	10	Date that identified applicant deficiency was cleared; use mm/dd/yyyy format	Required if decision = 2
deficiency_aux	int	3	Category indicator for auxiliary applicant deficiencies identified in application process	Optional
deficiency_aux_txt	varchar	50	Text description of the auxiliary deficiency considered in the application process	Required if deficiency_aux is not null
decision	int	2	Indicator of applicant acceptance to program	
endorse_code_initial	varchar	6	Applicant declared endorsement goal at time of application	
expected_compl_yr	varchar	4	The calendar year in which the applicant is expected to complete the program they have applied to	

STUDENT ASSESSMENTS

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
year*	varchar	6	Current PESB reporting year; ex: 201415	
inst_code*	varchar	4	Institution code	

STUDENT ASSESSMENTS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
stu_id*	varchar	10	Institutional student ID	
prog_type*	int	3	Type description of program	
cred_role*	int	3	Credential description	
cred_type*	int	3	Type description of credential	
assess_code	int	4	PESB assigned code for the reported assessment	
test_code	int	3	PESB assigned code identifier for test and vendor of reported assessment	
assess_name	varchar	60	PESB approved name for reported assessment	
rubric_name_edTPA	varchar	25	Score name identifier for subscale of edTPA being reported	Required if test_code = 40
test_date	date	10	Date student took reported assessment; use mm/dd/yyyy format	
score	int	6	Student score on reported assessment (report for entrance exams as well as other assessments); report most recent score if test_code = 40; report best score for all other assessments	
passed	int	2	Pass / no-pass indicator for reported assessment	

EXPERIENCE COLLECTION

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
year	varchar	6	Current PESB reporting year; ex: 201415	
inst_code	varchar	4	Institution code	
stu_id*	varchar	10	Institutional student ID	
prog_type*	int	3	Type description of program	
cred_role*	int	3	Credential description	
cred_type*	int	3	Type description of credential	
prac_name	varchar	50	Institution assigned descriptive name for student clinical practice	
prac_type	int	3	Type description of clinical practice	
lead_mentor_cert	varchar	10	Certificate number of lead mentor teacher overseeing student clinical practice	
prac_start	date	10	Clinical practice start date; use mm/dd/yyyy format	
prac_hours	int	5	Number of total hours of clinical practice	
prac_weeks	int	5	Number of weeks clinical practice lasted	
prac_outcome	int	3	Program supervisor report of student performance status in clinical practice	

2019-2020 COLLECTION AND FALL 2020 REPORTING

All fields that institutions are asked to collect will be reported, as applicable. This means the reporting formats are in fact the elements to be collected. The 2020 reporting file formats are given here in this manual; the lookup table for the valid values is provided on Tab A of the Data Manual Appendices Excel Workbook.

2020 Reporting File Formats.

All files submitted to the ERDC will be submitted through the SFT system and are to be in .csv format. The data elements for each file are listed below. Excel file submission templates are available on the ERCD website where this manual is published and can be used by programs to create the final files for submission.

For 2020 fall reporting, the following files are required:

1) PEAB Meetings
2) Institution file
3) Program file
4) Student Demographics
5) Student Admissions
6) Student Assessments
7) Clinical Practice

Who to Report On. All elements should be reported for all students. Even those students who are enrolled only for an additional endorsement should be reported in all relevant collections, including the admissions collection, to the extent that the elements apply.

What Timeframe to Report For. For the 2020 collection, we are asking for a 5-year look back with all the new elements, and are asking programs to put forth their best effort to submit as complete a data set as possible. Going forward from 2020, only one year of data will be required each year, as the historical record will be established. See the 2019 reporting guidelines for an explanation of academic year versus aggregation reporting year.

Other Considerations. Note that the file formats are not the same thing as the submission templates. The file formats tell you what data is to be reported along with metadata information for the field; valid values are provided in a lookup table on Tab A of the Data Manual Appendices Excel Workbook. The submission templates can be used to actually enter data into and then submit to the ERDC.

Required data elements are to be collected and reported as instructed in this manual. Edit checks for 2020 will again be done manually and institutions will be notified of the results when the process is

complete. In the future, the edit checks will be built into the data submissions framework and will be automatic. Cross-field validations as well as out-of-range validations will be done; if a submission does not pass the edit checks, the data will not pass into our system, and information will be returned to the submitter about the errors so the file can be amended and the data resubmitted.

2020 Reporting Schedule

Previously, when programs were reporting their aggregated data files directly to PESB, all data files were due by October 31st. This deadline will remain in effect for reporting student-level files to the ERDC. The window for submitting data will open at 12:01 AM on September 1st of each year and close at 12:00 midnight on October 31st. It is strongly suggested that programs have their data submitted early to ensure all data files pass edit checks and are of sufficient quality. For technical assistance during the submission window, submitters can contact either of the ERDC staff listed on the front of this manual.

From November 2 through November 17th, 2019 ERDC will work with the submitted data and perform all the data cleaning and aggregation routines and load the results into the Tableau dashboard framework for validation. From November 19th through December 3th, 2019 institutions will have the opportunity to review and accept the aggregated results that will be reported to PESB. Between December 4th and December 15th 2019, ERDC will be performing additional data formatting to meet the technical needs of PESB, and on December 16st, all aggregated results will be released to them.

This means that even though the validation window is open until December 3rd, institutions need to have accepted their results before that date. If an institution waits until December 3rd to review their data aggregations, and find they are unwilling to accept the results, then ***their submission to PESB will be late.***

To recap the timeline:

- September 1st – submission window opens, institutions begin submitting data
- October 31st – submission window closes, all data must be in to ERDC
- November 2nd – 17th – data cleaning and aggregation work by ERDC
- November 18th – December 3rd – institutions validate aggregation results in Tableau
- December 4th – December 15th – data formatting to PESB specs
- December 16th – aggregated data files released to PESB

2020 file formats:

Starred fields comprise the key and repeat across all student level files. These are the elements the files will be joined on.

PEAB MEETINGS

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
inst_code	varchar	4	Institution code	
mtg_date	date	10	Date of PEAB meeting; use mm/dd/yyyy format	
cred_role	int	3	Credential role reviewed	
adv_grp_name	varchar	60	Official name of the advisory group	
comp_flg	int	2	All WAC defined appointments are in place	
exp_num	int	2	Expected number to attend	
attnd_num	int	2	Actual number in attendance	
prog_data	int	2	Indicator that data from the program was presented	
prog_data_sat	int	2	Average satisfaction score the quality and appropriateness of the program data	
pesb_data	int	2	Indicator that data from PESB was presented	

PEAB MEETINGS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
pesb_data_sat	int	2	Average satisfaction score the quality and appropriateness of the PESB data	
stand_rev	varchar	3	Standard / Domain that was reviewed during the meeting	
component_area	varchar	3	Component area of the standard / domain that was reviewed during the meeting	
component	varchar	3	Specific component of the component area that was reviewed under this standard / domain during the meeting	
recommendation	int	3	Subject area code of recommendation made, if any	
recommend_text	varchar	255	Summary text of recommendation made, if any	Optional
prev_yr_response	varchar	255	Summary of response made to previous year's recommendations	

INSTITUTION FILE

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
inst_code*	varchar	4	Institution code	
inst_enroll_year*	varchar	6	academic enrollment year (institutional academic year); ex: 201415	
summer_lead	int	3	Summer term is considered the beginning of the academic year (lead), as opposed to the end of the year (lag)	
inst_enroll_term	varchar	2	Term for which institution term dates are being reported	
course_campus	varchar	50	Campus where courses of a program are delivered for which dates are being reported	
campus_enroll_term_sys	int	3	Term system for campus where program courses are delivered	
campus_enroll_term_start	date	10	First day of attendance for term and campus being reported; use mm/dd/yyyy format	
campus_enroll_term_end	date	10	Last day of term for campus being reported; use mm/dd/yyyy format	
campus_enroll_census	date	10	Date for term and campus being reported when census is taken; use mm/dd/yyyy format	

PROGRAM FILE

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
inst_code	varchar	4	institution code	
year	varchar	6	Current PESB reporting year; ex: 201415	
prog_award_name	varchar	50	institution assigned program name	
prog_id	varchar	9	institution assigned program ID	
prog_term_type	int	2	indicator of program term system (may differ from institution system)	
prog_award_level	int	3	highest level of award earned from completion of program	
prog_award_req_cred	int	5	number of credits required to earn highest program award	
prog_length_min	int	3	minimum number of terms of regular full-time enrollment expected to complete the program	
prog_length_max	int	3	maximum number of terms of regular full-time enrollment expected to complete the program	
prog_field	varchar	25	institution description of the field of study associated with the reported program	
prog_field_CIP	varchar	6	program field of study CIP code (6-digit)	
prog_conc	varchar	25	institution description of the concentration, focus, or emphasis within the field of study for the reported program	Optional
prog_conc_CIP	varchar	6	program area of concentration CIP code (6-digit)	Optional

STUDENT DEMOGRAPHICS

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
year*	varchar	6	Current PESB reporting year; ex: 201415	
inst_code*	varchar	4	institution code	
stu_id*	varchar	10	institutional student ID	
prog_type*	int	3	Type description of program	
cred_role*	int	3	Credential description	
cred_type*	int	3	Type description of credential	
first_name	varchar	50	student first name	
last_name	varchar	50	student last name	
middle_name	varchar	50	Student middle name	
birth_date	date	10	student date of birth; use mm/dd/yyyy format	
ssn	int	9	student ssn	
first_gen	int	2	First generation indicator; a student is considered first generation if the parent(s) the student lives (lived) with the majority of the time has (had) not attained a Bachelor's degree (while the student lived with them). REPORTED AS OF TIME OF ADMISSION	

STUDENT DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
first_lang_Eng	int	2	English is first language indicator; REPORT AS OF TIME OF ADMISSION	
gender	int	2	student self-reported gender	
race_code1	int	3	student self-reported race	
race_code2	int	3	student self-reported race	Optional
race_code_HISP	int	3	student self-reported race – Hispanic use only	Optional
prev_degree	int	5	Indicator of highest level of previous completed college award, if any	
gpa	int	4	Cumulative GPA AT TIME OF ADMISSION, calculated from the most recent 45 quarter credits earned (or all credits if less than 45, or simple high school cumulative GPA if from high school) of the highest education level attempted, irrespective of institutions attended; assigned grades above "A" = 4 points	
gpa_level	int	3	indicator of the level the GPA field was calculated at	
prog_id	varchar	12	institution assigned ID for the program student is enrolled in	
enroll_date	varchar	6	first institutional academic year term student was counted as enrolled for credit in prog_id at census date; use termYYYY format	Required if number of enrolled terms is > 0
terms_attended	int	3	number of terms to date student has enrolled for credits in the specific program_id and attended past census day	

STUDENT DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
crntyr_endorse_active	varchar	6	endorsement goal actively pursued during PESB reporting period	
endorse_complete_date	varchar	6	PESB reporting term and year student completed all requirements for endorsement; use format termYYYY	Optional
endorse_recommend	int	2	indicator of recommendation of student for endorsement	Required if endorse_complete_date is not null
prevyr_endorse_inactive	varchar	6	endorsement goal actively pursued in the PESB reporting year prior to the current reporting period, but which student DID NOT complete	Optional
inactive_endorse_year	int	4	PESB reporting year in which inactive endorsement was last pursued	Required if prevyr_endorse_inactive not null
cw_completion_date	varchar	6	Institutional academic term and year student completed all program coursework requirements AND submitted PGP; use format termYYYY	Optional
cwtest_completion_date	varchar	6	Institutional academic term and year student completed all coursework AND testing requirements; use format termYYYY	Optional
recommend	int	3	certification recommendation indicator	
Title_II_flag	int	2	Indicator that this student is considered by the institution to be a completer for the purposes of Title II reporting	
exit_date	varchar	6	last term and year of enrollment for program leaver; use termYYYY format	Optional
exit_reason	int	2	Category for reason student left program	Required if exit_date is not null

STUDENT ADMISSIONS

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
year*	varchar	6	Institutional academic year; ex: 201415	
inst_code*	varchar	4	institution code	
stu_id*	varchar	10	institutional student ID	
prog_type*	int	3	Type description of program	
cred_role*	int	3	Credential description	
cred_type*	int	3	Type description of credential	
applicant_id*	varchar	20	Unique applicant ID assigned at time of application screening; is the concatenation of first four letters of last name, first name initial, application date, and program id number, with trailing zeros. For names shorter than 4 letters, fill with zeros.	
asset_prime	int	3	category indicator for primary candidate asset considered in application process	
asset_prime_txt	varchar	50	text description of the primary asset considered in the application process	
asset_aux	int	3	category indicator for auxiliary candidate asset considered in application process	Optional
asset_aux_txt	varchar	50	text description of the auxiliary asset considered in the application process	Required if asset_aux is not null

STUDENT ADMISSIONS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
deficiency_prime	int	3	category indicator for primary candidate deficiency identified in application process	Required if decision = 2
deficiency_prime_txt	varchar	50	text description of the primary deficiency considered in the application process	Required if deficiency_prime is not null
deficiency_clear_date	date	10	date that identified candidate deficiency was cleared; use mm/dd/yyyy format	Required if decision = 2 and enroll_date is not null
deficiency_aux	int	3	category indicator for auxiliary candidate deficiencies identified in application process	
deficiency_aux_txt	varchar	50	text description of the auxiliary deficiency considered in the application process	Required if deficiency_aux is not null
decision	int	2	indicator of candidate acceptance to program	
endorse_code_initial	varchar	6	Student declared endorsement goal at time of enrollment	
waitlist_date	date	10	date student was placed on waitlist; use mm/dd/yyyy format	Required if decision = 3
entrance_exam1	int	3	entrance exam type	
basic_skills_area1	int	3	basic skills area this exam was used for in the admissions process	Required if entrance_exam1 is not null
score_exam1	int	6	score student obtained for the basic skills section reported	
exam_stat1	int	3	status of exam performance	Req if entrance_exam1 not null
alt_comp_demo_txt1	varchar	255	description of how degree of competency in basic skill area 1 was determined if not solely based on test performance, and remediation status of candidate	Required if exam_stat1 = 20

STUDENT ADMISSION, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
entrance_exam2	varchar	25	name of other entrance exam	
basic_skills_area2	int	3	basic skills area this exam was used for in the admissions process	Required if entrance_exam2 is not null
score_exam2	int	6	score student obtained for the basic skills section reported	
exam_stat2	int	3	status of exam performance	Required if entrance_exam2 is not null
alt_comp_demo_txt2	varchar	255	description of how degree of competency in basic skill area 2 was determined if not solely based on test performance, and remediation status of candidate	Required if exam_stat2 = 20
entrance_exam3	varchar	25	name of other entrance exam	
basic_skills_area3	int	3	basic skills area this exam was used for in the admissions process	Required if entrance_exam3 is not null
score_exam3	int	6	score student obtained for the basic skills section reported	
exam_stat3	int	3	status of exam performance	Required if entrance_exam3 is not null
alt_comp_demo_txt3	varchar	255	description of how degree of competency in basic skill area 3 was determined if not solely based on test performance, and remediation status of candidate	Required if exam_stat3 = 20

STUDENT ASSESSMENTS

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
year*	varchar	6	Current PESB reporting year; ex: 201415	
inst_code*	varchar	4	institution code	
stu_id*	varchar	10	institutional student ID	
prog_type*	int	3	Type description of program	
cred_role*	int	3	Credential description	
cred_type*	int	3	Type description of credential	
assess_code	int	4	PESB assigned code for the reported assessment	
test_code	int	3	PESB assigned code identifier for test and vendor of reported assessment	
assess_name	varchar	60	PESB approved name for reported assessment	
rubric_name_edTPA	varchar	25	score name identifier for subscale of edTPA being reported	Required if test_code = 40
test_date	date	10	date student took reported assessment; use mm/dd/yyyy format	
score	int	6	earned score on reported assessment; if edTPA, use most recent score, all others use best score	
passed	int	2	pass / no-pass indicator for reported assessment	

CLINICAL PRACTICE

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
year*	varchar	6	Current PESB reporting year; ex: 201415	
inst_code*	varchar	4	institution code	
stu_id*	varchar	10	institutional student ID	
prog_type*	int	3	Type description of program	
cred_role*	int	3	Credential description	
cred_type*	int	3	Type description of credential	
prac_name	varchar	50	institution assigned descriptive name for student clinical practice	
prac_type	int	3	type description of clinical practice	
dist_code	int	5	OSPI district code of district where majority of clinical practice is performed; if site is not a school building, enter the district code for the district in which the site is located	
bldg_code	int	5	OSPI building code for school building where majority of clinical practice is performed if applicable	
lead_mentor_cert	varchar	10	certificate number of lead mentor teacher overseeing student clinical practice	
lead_mentor_contact	varchar	35	mentor teacher work email address	
prac_start	date	10	clinical practice start date; use mm/dd/yyyy format	

CLINICAL PRACTICE, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	RULES
prac_end	date	10	clinical practice end date; use mm/dd/yyyy format	
prac_hours	int	5	number of total hours of clinical practice	
prac_outcome	int	3	program supervisor report of student performance status in clinical practice	Required if prac_end is not null

DATA DEFINITIONS & SUBMISSION INSTRUCTIONS

Data Definitions – Alphabetical Listing

ELEMENT	DESCRIPTION	COLLECTION
adv_grp_name	This is the name that the advisory group is called by the Institution. It can be whatever the institution determines it should be.	PEAB Meetings
alt_comp_demo_txt1 alt_comp_demo_txt2 alt_comp_demo_txt3	These fields are provided so the program can give more information about what method was used to determine a an applicant's competency in the basic skills area indicated by the accompanying fields in those instances when competency was not determined solely based on the results of the test. These fields should also include information about whether the determination by other methods noted resulted in a need for remediation in the specific basic skills area. If an alternate assessment method was used and no remediation is needed, a simple statement of that fact should be included.	Admissions

ELEMENT	DESCRIPTION	COLLECTION
applicant_id	Each applicant to the program that is considered needs to have a unique identifier. Since some applicants may not be admitted and therefore will not be assigned an institution id, the institution id is not sufficient here. Further, for research purposes across institutions, the applicant id needs to have a common format. Please use the format of first four letters of the applicant last name, first name initial, application date (mmddyyyy) and program id for the program they applied to. Fill the remainder of the bytes in the field with zeroes so the id is a full 20 characters long. EXAMPLE: SMITJ032220191234500 *IF THE APPLICANT HAS A LAST NAME OF LESS THAN FOUR LETTERS, FILL IN THE MISSING LETTERS WITH A ZERO.* EXAMPLE: Lin Vu applied to program ID 12345 on April 24, 2018. The applicant ID would be VU00L042420181234500.	Admissions
assess_code	This is the value found in the column of the "*Appendix for Report Guidance & Data Manual*" on the PESB website (link provided in Appendix B of this document) marked Assessment Code for the specific assessment and test code you are reporting. This is the same information you have reported in previous years.	Assessment
assess_name	This is the value found in the column marked Assessment Name in the same spreadsheet referenced in the previous element (assess_code).	Assessment

ELEMENT	DESCRIPTION	COLLECTION
asset_aux	The collection of applicant assets and deficiencies has been reconfigured for research purposes. A program must report at least one asset for each applicant that was the strongest asset that applicant brought to the table. This asset is reported in the asset_prime field. If a program wishes to report additional assets that the applicant demonstrated, or that the program considered in the application process, they can be reported here in the asset_aux field. Multiple records can be submitted to indicate more than one additional asset. The long list of previous program-specified assets and deficiencies has been categorized into a smaller number of broad areas. In the asset and deficiencies fields, the category number that most closely corresponds with the asset or deficiency should be entered. The asset and deficiency text fields are used to describe in greater detail what the specific asset or deficiency is.	Admissions
asset_aux_text	A text description of any additional assets reported in the asset_aux field goes here.	Admissions
asset_prime	The category label for the primary asset of the applicant considered in the application process is entered in this field. The accompanying text field allows for additional description.	Admissions
asset_prime_text	A text description of the primary applicant asset considered during the application process can be entered here.	Admissions
attend_num	The number of advisory committee members actually in attendance at the PEAB meeting being reported.	PEAB Meetings

ELEMENT	DESCRIPTION	COLLECTION
basic_skills_area1 basic_skills_area2 basic_skills_area3	These fields are used to indicate which basic skills area is being evaluated by the reported assessment. Each assessment has a corresponding category code. These codes are not the same as codes listed in the PESB assessment workbook.	Admissions
birth_date	This is the applicant / candidate's date of birth. Use format mm/dd/yyyy, including the slash marks.	Student Demographics
bldg_code	OSPI maintains a list of codes for all school buildings and district offices. This combined list is provided on Tab D in the Appendices Workbook. If a candidate's clinical practice was performed at a district office, enter the district code in both the bldg_code and dist_code fields. If the clinical practice was performed at a location other than a school building or a district office, enter the district code of the school district in which the clinical practice site is located in both the bldg_code and dist_code fields.	Clinical Practice
campus_enroll_term_sys	This field is used to indicate the structure of the term system that is used on the campus being reported for an institution. For example, an institution may use a quarter system on one campus, while using a semester system on another campus. Each campus would be reported for the institution with its specific term system indicated in this field.	Institution
campus_enroll_term_start	Enter the date the specified term begins (first day of attendance) for the specified campus, using the mm/dd/yyyy format, including slash marks.	Institution

ELEMENT	DESCRIPTION	COLLECTION
campus_enroll_term_end	Enter the date of the last actual day of the specified term for the specified campus, using the mm/dd/yyyy format, including slash marks.	Institution
campus_enroll_census	Mandated reported for federal funding streams requires that enrollment be reported as of "Day 10" for each enrollment period for a campus / institution. This is also called "census day" and does not necessarily fall on the exact tenth day of the enrollment period. In this field please indicate what date for each term / campus the enrollment snapshot is made as the official federal day 10 count. Use the mm/dd/yyyy format, including the slash marks.	Institution
comp_flg	This field is used to indicate whether a program is in compliance with administrative and other PESB rules with regards to the composition and operation of the PEAB group whose activity is being reported on.	PEAB Meetings
component	This field is used to report the specific Component of a Component Area of a Domain Standard that was discussed during the reported PEAB meeting. See Tab F in the Appendices Workbook for a fully expanded list of Components and Component Areas for the Domain Standards.	PEAB Meetings

ELEMENT	DESCRIPTION	COLLECTION
component_area	The PEABs are tasked with discussing relevant data and issues related to the Domain Standards outlined in the WACs. These seven Domain Standards are comprised of Component Areas, and subdivided further into Components. This field is to indicate which Component Area of a Domain Standard was discussed. Please refer to Tab F in the Appendices Workbook for the fully expanded list of Domain Standards, Component Areas and Components.	PEAB Meetings
course_campus	Report here the name of a campus where student instruction occurs. If an institution has multiple campuses, then multiple records will be needed.	Institution
cred_role	This is one of several fields used to indicate the nature of study a candidate has undertaken. This element is also part of the key (collection of elements) used to match student information across the various collections. Use the category system to determine the appropriate role for the candidate's program of study. This element also appears in the PEAB Meeting collection, defined as the credential role that is the subject of the group or discussion.	PEAB Meeting Student Demographics Admissions Assessment Experience / Clinical Practice
cred_type	This field is also one of the fields used in the matching key to connect student information across the collections. The list of valid values has been condensed down to just three. Enter the appropriate value for the type of credential the candidate is pursuing.	Student Demographics Admissions Assessment Experience / Clinical Practice

ELEMENT	DESCRIPTION	COLLECTION
crntyr_endorse_active	Use this field to indicate the endorsement code for the endorsement actively pursued by the candidate during the PESB reporting year. Actively pursed means engaged in activity required to be recommended for the endorsement. If more than one endorsement was actively pursued during the reporting year, insert additional records, one for each endorsement, to indicate all endorsement activity for the candidate for the reporting year.	Student Demographics
cw_completion_date	This field is used to capture the institutional year term when all required coursework was completed by the candidate for the credential they are pursuing. Coursework for this purpose does NOT include testing requirements, but DOES include successful submission of the PGP. Use the format termYYYY, where term is the two letter value provided in the valid values table in the Appendices Workbook, or as indicated in the file formats previously presented here in this document.	Student Demographics
cwtest_completion_date	When both coursework requirements AND testing requirements have been completed, the institutional year term and year when both are done is indicated in this field. Use format termYYYY.	Student Demographics
decision	This field is used to describe the decision that was made about an applicant's admission to a program.	Admissions

ELEMENT	DESCRIPTION	COLLECTION
deficiency_aux	If an applicant had multiple deficiencies that were considerations in the application process, especially if they led to rejection of the applicant, those deficiencies should be reported in the deficiency fields. The biggest deficiency, or in other words, the one that carried the most impact in the decision process, should be reported in the deficiency prime field. All others can be reported in the deficiency aux field, with multiple records submitted if there is more than one auxiliary deficiency. The same category list used for describing assets is to be used here, and accompanying text fields are provided so a more detailed description of the deficiency can be given.	Admissions
deficiency_aux_txt	Detailed description can be given in this field for any auxiliary deficiency that has been reported.	Admissions
deficiency_clear_date	If a candidate was admitted conditionally with a deficiency that needed to be cleared, enter in this field the date the program acknowledged the deficiency to have been cleared.	Admissions
deficiency_prime	Use this field to indicate what the main deficiency of the applicant was, especially if that deficiency led to a rejection of the applicant for the program. If an applicant is conditionally admitted, this field is required.	Admissions
deficiency_prime_txt	A detailed description of the primary deficiency noted for the applicant is provided here.	Admissions

ELEMENT	DESCRIPTION	COLLECTION
dist_code	Enter the OSPI district code for the district in which the candidate's clinical practice is located. For non-school sites, this will be a duplication of the bldg_code field. Codes are provided on Tab D in the Appendices Workbook. See the definition for the bldg_code field for additional clarification on how to report non-traditional sites.	Clinical Practice
endorse_code_complete	NEEDED FOR 2019 REPORTING ONLY!! For those students who are being reported as being completers, this field is used to indicate the endorsements they were recommended for associated with the reported completion.	Student Demographics
endorse_code_initial	When an applicant makes application to a program, they may declare an intent to pursue a particular endorsement. Even though this may change after admission to the program, or they may decide to pursue a different endorsement in actuality, this field is intended to capture what endorsement an applicant indicated intent to pursue at the time of admission.	Admissions
endorse_complete_date	This field is in reference to the endorsement pursuit recorded in the crntyr_endorse_active field. If the candidate completes all requirements for the endorsement reported in the crntyr_endorse_active field during the reporting year, the institutional academic term and year should be recorded in this field. Use termYYYY format.	Student Demographics

ELEMENT	DESCRIPTION	COLLECTION
endorse_recommend	This field is also in reference to the crntyr_endorse_active field. Once a candidate completes all requirements and a program officer has officially recommended to OSPI that the endorsement be granted, this field should reflect a 1 for recommended. Otherwise, while the student is actively pursuing the endorsement and until they have been officially recommended, the value in this field should be left at 0.	Student Demographics
enroll_cat	NEEDED FOR 2019 REPORTING ONLY!! Because the new fields are not for reporting in 2019, there is no way to identify the completers unless we retain this field from the old collections. Please report this as you have in the past.	Student Demographics
enroll_date	This is the first term of enrollment for a candidate in a particular program. If the student was enrolled on the census date of the first term of their program, then they can be counted as having begun the program. Use the institutional academic termYYYY format.	Student Demographics
entrance_exam1 entrance_exam2 entrance_exam3	Candidates can use the SAT, ACT, or West-B to satisfy the requirement of taking a basic skills exam in each of the three required areas (math, reading, writing). These fields are used to indicate which exam was used for which basic skills area. Use code 99 if the candidate is returning for only an added endorsement, or for some other reason does not need to take an entrance exam.	Admissions

46

ELEMENT	DESCRIPTION	COLLECTION
exam_stat1 exam_stat2 exam_stat3	These fields are intended to help us understand how the basic skills exams are used to determine competency in the basic skills areas. A passing score is not required by law, but the exam can be used as a diagnostic and planning tool. Choose the value that best describes how the test results were used in relation to the assessment of an applicant's proficiency level in the indicated basic skills area.	Admissions
exit_date	This information has been on the list of data to collect, but has not previously been reported. If a candidate leaves the program for some reason, whether by their own choice or by request of the program, the nature of the reason and the date of departure should be documented. This field is to record the last term of attendance for a candidate who leaves. Use the termYYYY format.	Student Demographics
exit_reason	As indicated in the previous field definition, the nature of the reason for a candidate leaving a program before completion should be documented. Choose the category value that most closely describes why a candidate has left a program before completion.	Student Demographics
exp_num	Of the total number of members on an advisory board, this field records how many were expected to attend the meeting being reported.	PEAB Meetings

47

ELEMENT	DESCRIPTION	COLLECTION
expected_compl_year	NEEDED FOR 2019 REPORTING ONLY!! The new fields to be collected in 2020 will provide information necessary to estimate this element; however, for 2019 the programs still need to provide the best estimate they can of what year candidates are expected to complete their programs. Use the YYYY format for this field.	Admissions
first_gen	For 2019 reporting: Report continuing candidates as first generation according to whatever definition was used at the time of admission. If a candidate does not have a first gen determination, use the 2020 definition. For 2020 collection and reporting: A candidate is considered to be a first generation college student if the parent(s) a candidate lives (lived) with the majority of the time has (have, had) not attained a Bachelor's degree (while the student lived with them).	Student Demographics
first_lang_Eng	Report in this field whether English is the candidate's first language or not.	Student Demographics
first_name	Candidate's complete legal first name	Student Demographics
gender	Candidate self-reported gender; note that response options include "X" for non-binary identification, and is intended to align with recent changes regarding gender designation options for birth certificates.	Student Demographics

ELEMENT	DESCRIPTION	COLLECTION
gpa	This field is intended to capture the GPA used at the time of admission in the admissions process. To promote standardization across applicants and across programs and institutions, the following method of calculating a GPA is to be used and results reported here. Note that this requirement does not preclude a program from taking into consideration GPAs that are calculated according to a different methodology or timeframe. For the purpose of reporting here, GPA should be calculated from the most recent 45 quarter credits earned (or all credits earned if less than 45) at the highest education level attempted, irrespective of institutions attended; assigned grades above "A" = 4.00 grade points.	Student Demographics
gpa_level	In recognition of the disparities in GPA as a measure of ability across different education levels, it is important for us to know at what education level the 45 quarter credits were earned. This field allows programs to report the education level of the GPA credits use for their applicant's at the time of admission.	Student Demographics
inactive_endorse_year	This field is in reference to the information entered for the prevyr_endorse_inactive field. If a student changes their endorsement pursuit during the reporting year, you will enter the endorsement they dropped into the prvyr_endorse_inactive field. Then, in this field, you will record the year they last pursued that endorsement. Use the YYYY format.	Student Demographics

ELEMENT	DESCRIPTION	COLLECTION
inst_code	State assigned institution code; see list on Tab E of the Appendices Workbook.	Institution Program PEAB Meeting Student Demographics Admissions Assessment Experience / Clinical Practice
inst_enroll_term	This field indicates the term for which the start, end, and census dates are being reported.	Institution
inst_enroll_year	This field indicates the institutional academic year for which the term information is being reported. EXAMPLE: 201415	Institution
last_name	Candidate's full legal last name, excluding any suffix	Student Demographics
lead_mentor_cert	Enter the OSPI certificate number of the lead mentor teacher for a candidate's clinical practice experience.	Clinical Practice
lead_mentor_contact	Enter the work related email address of the lead mentor teacher for a candidate's clinical practice experience.	Clinical Practice

ELEMENT	DESCRIPTION	COLLECTION
middle_name	Legal middle name of candidate. If candidate has more than one middle name include all with a space between them. Maintain consistency in the order in which the names are presented wherever documented or reported.	Student Demographics
mtg_date	Enter the date when the PEAB meeting that is being reported occurred. Use mm/dd/yyyy format, including the slash marks.	PEAB Meetings
passed	Indicate in this field whether the candidate passed the reported assessment or not. If the reported assessment is an edTPA test, use the code "99" to designate this.	Assessment
pesb_data	Use this field to indicate whether the data reviewed by the advisory board was data that had been analyzed by PESB staff and provided to the program staff (as opposed to data that was analyzed by the program staff themselves).	PEAB Meetings
pesb_data_sat	Advisory boards are asked to rate on a scale of 1-5 their level of satisfaction with the data that was presented during their meeting. This field is where you record the AVERAGE of all the advisory board members' scale ratings for the data they reviewed that was a result of analyses done by PESB and provided to program staff, and then passed on to the for their review.	PEAB Meetings
prac_hours	This is the total number of hours the clinical practice experience is intended to provide.	Clinical Practice

ELEMENT	DESCRIPTION	COLLECTION
prac_name	Descriptive name given by the program to identify the candidate's specific clinical practice experience.	Clinical Practice
prac_outcome	This field is to capture a very high level assessment by the program-based clinical experience supervisor of whether the candidate successfully completed the experience or met with challenges that impeded progress. A rating scale is provided. Note: If the student has taken a leave of absence or has temporarily paused their participation in a clinical experience use response category "30" for in-progress.	Clinical Practice
prac_start	This is the first day the candidate is on site at their clinical practice location. Use the mm/dd/yyyy format, including the slash marks.	Clinical Practice

ELEMENT	DESCRIPTION	COLLECTION
prac_type	This is a descriptive category field for the type of clinical practice experience the candidate is participating in, in accordance with the role for which the candidate seeks certification. Clinical practice for teacher candidates in programs approved to offer traditional routes to certification must consist of no less than 450 hours in a classroom setting with a qualified mentor teacher. Candidates in programs approved for alternative routes to certification must participate in residency experiences that consist of no less than 540 hours in a classroom setting with a qualified mentor teacher. APPLICATION: If a student is an alt route student, they should be coded with a residency clinical practice experience (no less than 540 hours). If they are a traditional route student, they should be coded in a student teaching experience of no less than 450 hours. TAB F of the appendices workbook provides the Domain Standards. See Domain Standard 6 for more information about clinical practice requirements and details related to Superintendent, Principal, and CTE clinical practice experiences.	Clinical Practice
prac_week	This is the total number of weeks the candidate will be participating in the clinical experience. If the candidate participates only one day or part of one day in a week, count the week as one week.	Clinical Practice
prev_degree	Choose the response category that describes the highest level of any previous educational attainment by the candidate.	Student Demographics

ELEMENT	DESCRIPTION	COLLECTION
prev_yr_response	This is a text field for the program to include a summary of what response was made to a recommendation from the advisory board as documented in the previous year's PEAB data collection. This field will be collected for the first time in 2020, and programs will be provided a list of the recommendations that were submitted for which they need to include a summary response. It is possible and a valid response to indicate that the recommendation was not acted upon. Rationale for that determination should be included in the summary response.	PEAB Meetings
prevyr_endorse_inactive	If during the reporting year the candidate changed the endorsement they are pursuing, this is where you would indicate what endorsement they dropped. Use multiple records if more than one endorsement was dropped.	Student Demographics
prog_data	Indicator field that data reviewed by the advisory board was the result of data analyses done by program staff, and not done by PESB and provided to the program.	PEAB Meetings
prog_data_sat	This field is in reference to the PEAB meeting and data reviewed by the advisory board that was the result of analyses done by program staff. This field is where you record the AVERAGE satisfaction scale rating of the advisory board members for data that came to them from analyses done by the PROGRAM staff.	PEAB Meetings

ELEMENT	DESCRIPTION	COLLECTION
prog_award_level	In this field indicate what the highest available award for the reported program is. Even if there are options that involved additional credits to earn, and some students do not earn the higher option, if it is considered all one program, enter only the highest award that can be earned	Program
prog_award__name	This is the name the institution has given the specific program being reported.	Program
prog_award_req_cred	Record here the number of credits required to earn the highest award available for this program.	Program
prog_conc	Within fields of study there can be different areas of focus. For example, within education there can be a focus on areas that are not reflected by a particular endorsement, like for music. This field is where you can record what might be a particular area of focus within a program, if there is any at all.	Program
prog_conc_cip	Enter the six digit CIP code that most closely reflects the area of concentration entered in the prog_conc field for the program.	Program
prog_field	This field is for an institution defined description of the field the program is designed to prepare students for.	Program
prog_field_CIP	Enter the six digit CIP code that most closely reflects the field the program is designed to prepare students for.	Program

ELEMENT	DESCRIPTION	COLLECTION
prog_id	This is for the institution defined, unique program identifier. Each program or unique pathway an institution offers for students should be given its own identification number.	Program
prog_length_min	This is the minimum number of terms estimated by the program a student can complete the program in, if enrolled as a regular full-time student taking an average number of credits per term.	Program
prog_length_max	This is the maximum number of terms estimated by the program that are needed for a student to complete the program and still be considered an on-time completer, based on full-time enrollment and an average number of credits per term. By setting a minimum and maximum expectation, the program has the flexibility to account for normal variations in student participation, based on the program's history and experience with students.	Program
prog_term_type	A program may run a different type of term schedule that its parent institution. This field is to indicate the term structure of the specific program being reported.	Program
prog_type	This is a category field to describe the type of program according to categories defined by PESB.

A student should be coded as "Hybrid" when they are a traditional candidate enrolled in a program that is approved to offer an alt route pathway. | Student Demographics Admissions Assessment Experience / Clinical Practice |

ELEMENT	DESCRIPTION	COLLECTION
race_code1 race_code2	These two fields are given so that a three digit census code to describe the race of the candidate can be entered here. Entry of two different codes is considered a multi-racial entry. Census codes are given on Tab B of the Appendices Workbook. For continuing students whose race detail may not have been captured previously, a program can use the three digit code that reflects the higher level category that was used to report race previously For example, the three digit code for White is 800, for African American it is 872, etc. Find the code for the category you wish to report and enter it in one of these fields. If you are reporting only one race, enter the code in the first race code field (race_code1). If the student is of Hispanic ethnicity, and indicates other multiple races in addition, code the other races in the race_code1 and race_code2 fields, and enter the appropriate Hispanic code in race_code_HISP. This student will be counted in the Hispanic category, not the multi-racial category, but the detail in the race_code1 & 2 fields will be used in future detailed analyses regarding involving racial disaggregations. If the student is of Hispanic ethnicity and no other race is indicated, use the appropriate Hispanic code in both race_code1 and race_code_HISP.	Student Demographics
race_code_HISP	If the candidate identifies as having an Hispanic ethnicity, the appropriate three digit code is entered in this field. See the instructions in the race_code1 and race_code2 field definitions for additional reporting clarification.	Student Demographics

ELEMENT	DESCRIPTION	COLLECTION
recommend	This field is to indicate the status of the candidate with regards to the program recommendation for certification of their endorsement. Choose the appropriate category to enter in this field.	Student Demographics
recommend_txt	This field is used in reference to the recommendations made by an advisory board. This is a text field to provide space for a program to add context and detail from an advisory board's discussion about a recommendation that was made.	PEAB Meetings
recommendation	This is a category response field to indicate the subject matter of a recommendation made by an advisory board. Choose the most closely matching category to describe the topic of the recommendation.	PEAB Meetings
rubric_name_edTPA	This field replaces the previous StudentTestCode.ScoreName field to describe which subscale of the edTPA is being reported on. The Appendix for Report Guidance and Data Manual Workbook found on the PESB website lists the subscales with the simple names of SCORE 1, SCORE 2, SCORE 3…..SCORE 18. These names are what would be entered in this field accordingly. The field was simply renamed to be more descriptive of the information being reported.	Assessment
score	Report the actual score obtained by the student for the test being reported on. Even though passing scores are not required for the basic skills exams, the actual scores obtained will be reported, but not in this field. The basic skills exams have their own score fields to be used for this purpose.	Assessment

ELEMENT	DESCRIPTION	COLLECTION
score_exam1 score_exam2 score_exam3	Even though applicants to a program are only required to TAKE the basic skills assessments, not PASS them, the scores obtained on those exams should be reported in these fields.	Admissions
ssn	This is the student's full nine digit social security number.	Student Demographics
stand_rev	The number of the Standard / Domain that was reviewed during the meeting. See Tab F in the Appendices Workbook for the full list of Standards / Domains.	PEAB Meetings
stu_id	This is the institution assigned student identifier for the student.	Student Demographics Admissions Assessment Experience / Clinical Practice
summer_lead	This field is for the institution to indicate whether they consider summer term to be leading the academic year or ending it. All reporting done by state offices will report results with summer term as leading. Institutions where summer is considered lagging will have transformations applied to their data during analysis phases of reporting to align them with the rest of the state schools, which are summer leading institutions. This ensures comparability of results across institutions.	Institution

ELEMENT	DESCRIPTION	COLLECTION
terms_attended	This field is for a count of the number of terms a candidate has been enrolled for credit in the program id they were accepted to. Enrollment in a term is counted if the candidate attends instruction beyond the census date.	Student Demographics
test_code	This field is for the test code number indicated in the Appendix for Report Guidance and Data Manual Workbook on the PESB site for the assessments. Take the number from the column labeled Test Code on the tab for the assessment being reported on.	Assessment
test_date	The date that the candidate took the assessment being reported on.	Assessment
Title_II_flag	This field is used to identify those students the program considers to be reportable for Title II purposes. PESB will report relevant information in their Title II reporting for students identified by the programs via this flag. This field is new, but is required for 2019 reporting due to the nature of the reporting requirements and the difficulty in identifying these students through other means.	Student Demographics
waitlist_date	If a student is placed on a wait list for entrance to a program, the date their name was put on that list should be recorded here.	Admissions

ELEMENT	DESCRIPTION	COLLECTION
year	FOR 2019 REPORTING: this field is used to report EITHER the PESB reporting year OR the institutional academic year. See the file format pages for the definition that applies for each specific file format. In summary, the Institution and Admissions collections should be reported according to the institutional academic year; all other collections are reported using the PESB reporting year. See pages 11-12 for a more detailed explanation of the difference between these two definitions and the rationale for using both. For the 2020 collection, this mixed use of the year field will be corrected so the field is consistent in definition across all file formats.	Program Student Demographics Admissions Assessment Experience / Clinical Practice

APPENDIX A
Data Manual Appendices Excel Workbook

https://erdc.wa.gov/data-resources/EPP-programs

APPENDIX B
APPENDIX FOR REPORT GUIDANCE & DATA MANUAL (Workbook) PESB Assessment Code Tables

https://docs.google.com/spreadsheets/d/1y6jNmsGK7RIoSjDqltk3_sj_K3JAuEXvQ2v88sryFSI/edit#gid=4