

NMTEACH: STUDENT ROSTER REPORT GUIDE

DEFINITIONS OF CODES USED IN STUDENT ROSTER REPORT:

| Field | Description | Sample Data |
|-----------------------|---|---|
| District Name | ALBUQUERQUE | |
| Location Name | DENNIS CHAVEZ ELEMENTARY | |
| License Number | 6 digit License Number (includes leading zeros) | 012564 |
| Sub | Sub-field is used by district to indicate that the primary Teacher is a substitute teacher. | Empty or N = Primary Teacher of Record Y = Substitute Teacher |
| CourseIDState | 4 digit district course code includes leading zeros | 0004 |
| StudentID | 9 digit State Student ID (includes leading zeros when applicable) | 999999999 |
| FirstName | Tommy | |
| MiddleInitial | B | |
| LastName | Good | |
| Grade | Student Grade Level | PK, KN, KF, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 |
| CourseType | The Course Type field is used by districts to indicate that the Teacher, Student, and CourseID State Data Link is a duplicate record that will result in the student being counted twice for a particular teacher and state assessment | 1 = Primary Course 2 = Duplicate course record |
| SubjectStaff | SubjectStaff is used by the district to indicate the subject area for which the Primary StaffID teacher is responsible. This is primarily used with the elementary courses that have three leading zeros. These courses usually include Homeroom, Reading, Math, Science, and Social Studies... | If empty = Apply all subjects to primary StaffID; Homeroom or Null = Apply no subjects to primary StaffID; Reading = Apply only reading assessments to teacher, Math = Apply on Math assessments to teacher, Science = Apply only Science assessments to teacher, All combinations are allowed/possible |
| Proportion | Used to count the number of district snapshot reporting periods (40 day count, 80 day count, 120 day count) that a student was with a teacher and course divided by the number of snap shot periods that the teacher taught the course. Districts report class roster with other data 4 times per year (40, 80, 120, and end of year (EoY)) these are called snapshots. | Examples: 1 = indicates that the student was with the teacher and course for 3 out of 3 snapshots .667 = indicates that the student was with the teacher and course 2 out of 3 snapshots .333 = indicates that the student was with the teacher and course 1 out of 3 snapshots |