

How to Filter Scorecard Student Datafiles

Identifying your Enrolled, Full Academic Year (FAY), and/or Bottom 30% Students

Download Your Scorecard Student Data File

1. Authorized users* login to the Michigan School Scorecard at <https://baa.state.mi.us/BAASecure/Login.aspx>.
2. Click on the “Scorecard” menu item and then the “Scorecard” option in the dropdown box.
3. Search for your district/building scorecards, then click the overall status color to view your specific scorecard details.
4. Click the below the building/district scorecard summary on the button that states: “Download Student Information.”
5. Open the downloaded file in Microsoft Excel. Excel may warn you that the file is a different format than the file extension shows and if you want to proceed in opening the file. Click yes to open the file.

*Not authorized to view your district's preliminary school scorecard? Have your district administrator on the new secure site give you “District Accountability” access or “School Accountability” access. You can automatically request access from your district admin by logging into the secure site with your MEIS account. You will be directed to the “request access” screen.

Filter Columns in Your Spreadsheet Software

You will need to filter the datafile appropriately so that you can view the students that contribute to your school’s accountability data. Only full academic year (FAY) students count toward your school’s accountability performance results (Scorecard, Top-to-Bottom School Rankings, etc.) Only enrolled students count toward your school/district assessment participation rates. This file can be used to verify assessment participation rates (enrolled students in your building/district during the testing window and tested/not tested) and assessment proficiency rates (based solely on Full Academic Year students that have been present in the school/district long enough to be counted for accountability purposes).

Turn on the filtering feature in Microsoft Excel or other spreadsheet software. If you are using MS Excel and do not know how to filter in MS Excel, you can watch this video on YouTube:

<http://youtu.be/zQMA9lw4EyU>.

In the next section, the specific columns you will need to filter on will be detailed. You will need to know your district code (DCode) and building code (Bcode) to filter the data appropriately. District and school codes can be found at www.mi.gov/eem.

Filtering for Assessment Participation

1. Filter column O “Enrollment” for TRUE.

	Enrollment	Enr
	TRUE	820

- Filter column P “Enrollment District Code” to your district code.
- Filter column Q “Enrollment Building Code” to your building code. Do not set a filter on this field if trying to match your district scorecard numbers.

Enrollment District Co	Enrollment Building Co
82060	1554
82060	1554
82060	1554
82060	1554
82060	1554

- At this point, you can add a filter to column G (Grade) to show only grades relevant to the subject of interest.

Subject:	Math	ELA	Science	Social Studies
Grades:	3-8, 11/12	3-8, 11/12	4, 7, 11/12	5, 8, 11/12

*These are your **expected to test students**.

- Filter for the subject of interest’s valid column to be set to 1 to only show students with a valid test in that subject.

Subject:	Math	ELA	Science	Social Studies
Column:	AH	BR	AV	BG

- Filter to exclude “EE” (excluded enrollment) from the assessment type column for the subject.

Subject:	Math	ELA	Science	Social Studies
Column:	AE	BO	AS	BD

*These are your students considered as **tested**.

Filtering for Assessment Proficiency

- Filter column S “meap D Code Feeder” to your district code.
- Filter column T “meap B Code Feeder” to your building code.

meap D Code Feed	meap B Code Feed
82060	1554
82060	1554
82060	1554
82060	1554
82060	1554

- Filter column AC "District FAY" and column AD "School FAY" to True. If you are attempting to match or verify district numbers, do not set school FAY to true.

District FAY	School FAY
TRUE	TRUE

*These are your **FAY students**.

- At this point, you can add a filter to column G (Grade) to show only grades relevant to the subject of interest.
- Filter for the subject of interest's valid column to be set to 1 to only show students with a valid test in that subject. Doing this yields the specific students contributing to your scorecard **proficiency rates**.
- Filter for your Bottom 30% FAY Students, a subset of your FAY proficient students if desired. The bottom 30 subject columns show:
 - "1" to identify a top 30% student
 - "2" to identify a middle 40% student
 - "3" to identify a bottom 30% student

Subject:	Bottom 30% Column Location:
ELA	BS
Math	AI
Science	AW

	Enrollment	En
	TRUE	820

Special note for filtering proficiency for students with mixed test types in different content areas and districts with SEE/S2E2 students:

(MIXED Test Types and SEE/S2E2 Students)

- For schools and districts with individual students having been assessed a mix of assessment types, (ie, they take MEAP-Access for reading and MI-Access for math), you will also need to filter column M "Enrollment" for TRUE.

- For SEE/S2E2 Participating Districts: While working with district download files, not school files, it is necessary to remove students that are marked “1” in the column “SEE Student” field (column L) having a Resident District Code (column P) of your district.

Attendance and Graduation Rates

Attendance and graduation rates utilized in this year’s Scorecards are derived from student data collected during the 2013-14 school year and as such, scorecard datafiles do not necessarily contain student data for those contributing to your 2013-14 attendance or graduation rate data. Those that appeal attendance rates will be provided their attendance data to correct and return to the Secure Site by uploading the edited excel spreadsheet into your existing, submitted attendance appeal. Graduation rates are calculated by CEPI and were appealed/corrected during the GAD window for the 2013-14 school year, as such these rates are not appealable during the Preliminary Scorecard window.

Questions?

Email: MDE-Accountability@Michigan.gov OR Call: 877-560-8378