Utah State Office of Education

Guidelines for the End of Year Testing of Students in Grade Three to Measure Reading Grade Level

Pursuant to 53A-1-602(2)(e)

March 2011

1. Utah Code 53A-1-603 requires the administration and reporting of an end of year 3rd grade reading test. In the past the 3rd grade Iowa was used for this purpose.

2. This year, the DIBELS Oral Reading Fluency end of year benchmark (EOY) subtest must be administered to all 3rd grade students for whom DIBELS is appropriate. Exceptions include:
   a. Students who are deaf (or for whom assistive technology is not sufficient for participation)
   b. Students with disabilities that result in slow or dysfluent speech
   c. Students with significant cognitive disabilities as determined by the IEP
   d. English Language Learners as determined by their ELL plan

3. Administering and scoring will be done the same way as the mid-year DIBELS Oral Reading Fluency Benchmark done for SB150.

4. The testing window for the end of year Third Grade reading test is the same as your CRT testing window.

5. Electronic copies of the reading passages will be provided.

6. Specific instructions for submitting data to USOE are included as Appendix A.

<u>End of year</u> reporting of data for the Third Grade DIBELS Oral Reading Fluency End of Year (EOY) Benchmark Test

1. This data will not be entered directly into SIS for purposes of clearinghouse reporting.

2. LEAs will report the data using a preformatted spreadsheet supplied by USOE.

Appendix A
End of Year 3rd Grade Reading Assessment File Submission

For the 2010-11 LEAs must submit a supplemental file to the USOE in addition to the normal Clearinghouse file. This supplemental file is for reporting the end of year 3rd grade reading assessment (DIBELS End of Year Oral Reading Fluency).

File Specification

- It is due the same date as the end-of-year Clearinghouse file, July 7th.

- It must be in Microsoft Excel 2007 format (.xlsx extension). This document and accompanying Excel template/sample file further define the structure and content of that file. **Please note the imbedded comments in the accompanying Excel file.**

- It must be named according to this naming convention "EOY2011DIBELSDD where DD is the USOE/CACTUS two character district/charter LEA number.

- It will be edited ONLY at the USOE applying most of the rules that apply to those fields it shares with the regular 2010-11 Clearinghouse unless otherwise noted lower in this document. You may want to reference the 2010-11 Clearinghouse specification at: http://schools.utah.gov/computerservices/DOCS/dataclearinghouse/Clearinghouse_YE_SY2011.aspx. While that document is very similar to this one it is written specifically for the reporting of End-of-year reading test outcomes and not the end-of-year 3rd grade DIBLES administration for which this documents is intended.

- **Only student s in the 3rd grade during the end-of-year reading on grade level testing period/window will be reported.**

- Do not use heading in actual spreadsheet being submitted. They are in the template only for the purpose of additional documentation.

This spreadsheet must include only the data for the end of year (EOY) 2010-11 Oral Reading Fluency DIBELS administration to third graders. The data MUST NOT INCLUDE the data for the middle of year (MOY) 2010-11 Oral Reading Fluency DIBELS administration for 1st, 2nd, or 3rd grade. Those data must be reported in the regular end of Clearinghouse file.

Supplemental Field/Column Specifications All FIELDS ARE REQUIRED UNLESS OTHERWISE STATED.

1. **LEA NUMBER:** two character district or charter USOE/CACTUS code. May have alpha characters. This will be validated against the schools in the CACTUS database.

2. **SCHOOL NUMBER:** The actual three digit school number. This will be validated against the schools in the CACTUS database.

3. **SSID (STATEWIDE STUDENT ID):** The number assigned to the student using the Statewide Student Identifier (SSID) assignment process. MUST be a NUMERIC value greater than 1,000,000.
   Note: There MUST be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn't been 'merged' away). If there is NO location row OR there is a location row but the SSID is not active, an error will be issued and the update will be aborted.

4. **LAST NAME:** Student's last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 20 characters in length. ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

5. **FIRST NAME:** Student's first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length. ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

6. **MIDDLE NAME:** (Optional) Student's middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length. ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

7. **BIRTH DATE:** Student's birth date, it must include the century. The format is MM/DD/YYYY.

8. **GENDER:** Student's gender code. M = Male Student; F = Female Student

9. **READ GRADE LEVEL: refers to the end-of-year designation given for SB150.** <u>There are three possible ways to respond to this field:</u>
   Y = Yes. This means the student was enrolled in 3rd grade, and was designated as "**At or Above Grade Level**" at the end-of-year designation for SB150.
   N = No. This means the student was enrolled in 3rd grade, and was designated as "**Below Grade Level**" at the end-of-year designation for SB150.
   U = Untested. This means the student was enrolled in 3rd grade, but was not given a end-of-year grade level reading at grade level designation. This will usually mean that the student was not given an end-of-year designation because they were not enrolled during the end-of-year testing window.

   Note: ALL students in enrolled in 3rd grade for any amount of time must have a "Y", "N", or "U" designation.