

# SMS DATA LOADING SPECIFICATION

In order to best utilize the RightPath™ integrated system, the district will need to supply the following information. We will request periodic updates of this information to ensure that the RightPath™ system is up to date.

Each of the tables below identifies one file to create for the RightPath™ interface. CSV file format is preferred.

- Schools File
- Administrators File
- Staff File
- Classes File
- Students File
- Additional Teacher Class File
- Student Class File

## SCHOOLS FILE

Provides the list of school buildings in the district that will be loaded into the RightPath™ system.

| Field Name  | Length | Description                            |
|-------------|--------|--|
| School Code | 50     | A uniquely coded value for the school. |
| School Name | 255    | The full school name.                  |

## ADMINISTRATORS FILE

Administrator – The list of administrators to be given access to the RightPath™ system. Administrators will be given access to conduct walkthroughs and observations as well as review SLOs. Note, if a building administrator serves in more than 1 building, provide two records for the same employee specifying different building codes.

| Field Name | Length | Description   |
|------------|--------|---|
| Staff ID   | 50     | The unique ID that identifies the staff member in your SMS. This number must remain the same during the staff member's employment (i.e. year after year) and may not be reused by a different employee. |
| First Name | 50     |   |
| Last Name  | 50     |   |
| Username   | 32     | Another unique value you would rather use for each user's username to log in to RightPath™. For example, their network username, or e-mail address (minus the @xyz.com)                                 |
| Password   | 255    | <b>(Optional)</b> The password to set for this user. If not specified, the default of <i>password</i> will be used.   |
| SchoolCode | 50     | The building to which this administrator should have access. If the administrator should have district wide access, this field should be left blank.  |
| Title      | 255    | <b>(Optional)</b>   |

## TEACHER (STAFF) FILE

The staff file includes individuals who need to be able to create SLOs and be observed in walkthroughs and observations.

| Field Name   | Length | Description   |
|--------------|--------|---|
| Staff ID     | 50     | The unique ID that identifies the staff member in your Student Management System. This number must remain the same during the staff member's employment (i.e. year after year) and may not be reused by a different employee. |
| First Name   | 50     |   |
| Last Name    | 50     |   |
| Username     | 32     | Another unique value you would rather use for each user's username to log in to RightPath™. For example, their network username, or e-mail address (minus the @xyz.com)   |
| Password     | 255    | <b>(Optional)</b> The password to set for this user. If not specified, the default of <i>password</i> will be used.   |
| UserGrouping | 50     | This will be the NYSED (unique“State”) ID for the teacher.  |

## CLASSES FILE

Provides a list of class periods to include in RightPath™. If there are classes you do not wish to include (e.g. lunch periods, bathroom monitoring duty, etc.) that are tracked in your SMS, exclude them from the feed delivered to RightPath™. Classes are included so that teachers may specify which classes to include on an SLO, and also so that administrators can specify during which class period an observation or walkthrough occurred.

| Field Name                 | Length | Description   |
|----------------------------|--------|---|
| Class ID                   | 50     | This must be unique for each record in this list. If this value does not exist, please include in place of this all columns of data that create a unique class (e.g. Course Number, Section, Period, SchoolID). |
| School Code                | 50     | The school that the class is in. This school code should be in the Schools file.  |
| Local Course Number        | 50     |   |
| Course Name                | 255    |   |
| Subject                    | 50     | <b>(Optional)</b>   |
| From Period                | 50     | At least one of the From/to Period field should be filled in.   |
| To Period                  | 50     |   |
| Section Number             | 50     |   |
| Teacher of Record Staff ID | 50     | The teacher of record for this class (please note: if there is a co-teacher, there is an additional file which would contain that co-teacher's information – see page 8).                                       |

## STUDENTS FILE

A list of the students to include in RightPath™. Students are required so that they can be included in the population of an SLO.

| Field Name  | Length | Description  |
|-------------|--------|--|
| Student ID  | 30     | The unique identifier for a student. This number must remain the same during the student's time at the district (i.e. year after year) and may not be reused by a different student. |
| First Name  | 50     |  |
| Middle Name | 50     | <b>(Optional)</b>  |
| Last Name   | 50     |  |
| Gender      | 10     | Valid values:<br>Male<br>Female<br>Unknown   |
| Grade       | 50     | The student's current grade level. If possible, please use K and PK for Kindergarten and Pre-Kindergarten respectively.  |
| School Code | 50     | The school in which they are enrolled.   |
| Username    | 32     | Another unique value you would rather use for each user's username to log in to RightPath™. For example, their network username, or e-mail address (minus the @xyz.com).             |
| BirthDate   | 10     | Specifies the student's birthday as MM-DD-YYYY   |

## STUDENTS FILE (CON'T)

| <i>The following fields are all optional and will not impact the ability of teachers to create SLOs. These fields simply allow reports to be filtered and grouped based on the various demographics.</i> |               |  |
|--|---------------|--|
| <b>Field Name</b>  | <b>Length</b> | <b>Description</b>   |
| Ethnicity  | 2             | <b>(Optional)</b> Specify the student's ethnicity using the letter codes below:<br>AI - American Indian or Alaska Native<br>AS - Asian<br>B - Black or African American<br>PI - Native Hawaiian/Other Pacific Islander<br>W - White<br>M - Multiracial   |
| IEPEligibility   | 3             | <b>(Optional)</b> Specify the student's IEP eligibility using the letter codes below:<br>ID - Intellectual Disability<br>A - Autism<br>DB - Deaf-Blindness<br>ED - Emotional Disturbance<br>HI - Hearing Impairment (Including Deafness)<br>MD - Multiple Disabilities<br>OI - Orthopedic Impairment<br>OHI - Other Health Impairment<br>SLD - Specific Learning Disability<br>SLI - Speech Or Language Impairment<br>TBI - Traumatic Brain Injury<br>VI - Visual Impairment (Including Blindness) |
| IsMigrant  | 1             | <b>(Optional)</b><br>0 – No<br>1 – Yes   |
| IsHomeless   | 1             | <b>(Optional)</b><br>0 – No<br>1 – Yes   |
| IsNeglected  | 1             | <b>(Optional)</b><br>0 – No<br>1 – Yes   |
| IsIncarcerated   | 1             | <b>(Optional)</b><br>0 – No<br>1 – Yes   |
| Has504   | 1             | <b>(Optional)</b><br>0 – No<br>1 – Yes   |
| ELLStatusFormer  | 1             | <b>(Optional)</b><br>0 – No<br>1 – Yes<br>2 - Former   |
| IEPStatusFormer  | 1             | <b>(Optional)</b><br>0 – No<br>1 – Yes<br>2 - Former   |

|              |   |   |
|--------------|---|---|
| ELLYears     | 2 | <b>(Optional)</b><br>0<br>1<br>2<br>3<br>4<br>5+  |
| IsHispanic   | 1 | <b>(Optional)</b><br>0 – No<br>1 – Yes  |
| ELLLevel     | 1 | <b>(Optional)</b><br>0 -None<br>1- Beginning<br>2 - Intermediate<br>3- Advanced<br>4 - Proficient |
| PovertyLevel | 1 | <b>(Optional)</b><br>0 – None<br>1 – Reduced<br>2 - Free  |

## ADDITIONAL TEACHER (CO-TEACHER) CLASS FILE

In some instances, more than one teacher is involved in providing instruction in a classroom. While the primary teacher is specified in the classes file, you may also provide these additional staff members in the Additional Teacher Class File. This allows all teachers in the classroom to be able to create an SLO for the classes.

| Field Name | Length | Description                           |
|------------|--------|---------------------------------------|
| Staff ID   | 50     | The Teacher ID from the Teacher file. |
| Class ID   | 50     | The Class ID from the Class file.     |

## STUDENT CLASS FILE

In order to create an SLO, the students must be associated with classes so that they can appear on the population. The Student Class File provides this association.

| Field Name | Length | Description                           |
|------------|--------|---------------------------------------|
| Student ID | 30     | The Student ID from the Student file. |
| Class ID   | 50     | The Class ID from the Class file.     |



# SLO SUMMARY DATA LOADING SPECIFICATION

In order to utilize the SLO assessment results and Goal Form generation features of RightPath™, your district will need to supply Right Reason with information about your SLO assessments.

In addition to the data in this document, please reference the *SMS Data Loading Specification* document. This document defines the interfaces required (from your SMS) for all RightPath™ clients. This document outlines the additional data required for SLO processing.

Each of the tables below identifies one file to create for the RightPath™ interface. CSV file format is preferred.

## SLO REQUIREMENT – THE LIST OF TEACHERS REQUIRED TO COMPLETE AN SLO

| Field Name  | Description   |
|-------------|---|
| Staff ID    | The unique ID that identifies the staff member in your Student Management System. This number must remain the same during the staff member's employment (i.e. year after year) and may not be reused by a different employee. <b>Note:</b> This must match the ID provided in your SMS data feed. |
| Reviewer ID | <b>(Optional)</b> Specifies the Staff ID of the person who is required to review this teacher's SLO.  |

## EXAM CATALOG DATA

With the volume of SLO tests that are possible, clients must provide Right Reason with a list of their SLO exams. This file must be provided as soon as practicable in order that teachers can choose the SLO assessment administered in their classes when creating an SLO goal form. This file should be provided in the format below.

| Field Name | Description  |
|------------|--|
| Exam Name  | The name of the exam to be displayed in the system.  |
| Exam ID    | A district defined code that uniquely identifies a specific SLO exam. If this ID cannot be provided with the initial file, the district must provide the IDs at a later date prior to exam processing. |

After the exams are entered into the RightPath™ system, Right Reason will provide a list to the district of the same exams, with the RightPath ExamID. These RightPath Exam IDs must be present on the *Student Results Data File* outlined below.