User Guide to
DIBELS 6th Reporting

Connecticut State of Education Department

Bureau of Teaching and Learning

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Contact List

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This data collection is managed through the CSDE Performance Office and is listed among the state data collections in the Data Collection Guide. This document may be access at this address:

http://www.sde.ct.gov/sde/lib/sde/pdf/evalresearch/collectionsguide18.pdf

Handbook/Reference Guide

Connecticut K-3 Reading Assessment Overview

Introduction to the Approved Assessments

Administration of a reading assessment is mandated for all Connecticut Priority School Districts (PSDs). Eight reading assessments have been approved for use: DIBELS 6th , DIBELS NEXT, NWEA MAP, STAR, AIMSweb, STEEP, EdChekup and iReady. Each is an individual reading assessment with tests designed to assess students' reading performance in the Fall, Winter, and Spring of kindergarten through Grade 3. These assessments provide teachers with information that helps them determine a student's independent reading level and is useful to identify what the student needs to learn next. As of September 2009, all Priority School Districts are required to use one of the approve assessments district-wide in Grades K – 3 for the state-required assessment and for purposes of ongoing assessment to inform instruction.

Section 10-265g(b) of the Connecticut General Statutes (CGS) requires districts to identify students who are most at-risk of failing to read on grade level by the end of each grade (Kindergarten through Grade 3) and to provide immediate and ongoing intervention for identified students until they are reading at a level determined to be proficient. On December 1, 1999, the State Board of Education (SBE) adopted the Developmental Reading Assessment (DRA) as the approved standardized assessment for identifying which students are *Substantially Deficient* in reading and in need of additional support for students in Grades K – 3. Since 2014, seven approved assessment options have replaced the administration of DRA2 and in 2016, an additional assessment (iReady) was approved.

The legislation requires that if a student's reading level is found to be "substantially deficient" based on the mid-year or end-of-year evaluation, "…*the school shall notify the parents or guardians of the student of such result*..." District and school personnel should develop a letter to inform the student's family about the student's performance. In addition, PSDs are required to complete an Individual Reading Plan (IRP) that outlines additional instructional support and monitors progress. PSDs shall require students in Kindergarten – Grade 3, who are determined to be substantially deficient in reading based on the spring/end-of-year administration of an approved assessment, to attend summer school.

There are three testing periods per year, Fall (September), Winter Session (midyear) and Spring Session (end-of-year). A student will achieve a proficient level if he/she exceeds the required scores in each session. A student will be considered as Substantially Deficient if he/she gets the scores equal to or less than a certain level in the testing. A student who is determined to be at a proficient level in the Spring Session will have met eligibility to be promoted to next grade placement in reading. Otherwise, further evaluation or even Summer School is needed. If a student finally fails to be promoted before the starting of Fall Term of school year, he/she will be retained in the grade for another year.

A major objective of this assessment plan is to provide an automated method to collect individual student data reporting approved assessment results. The data collected include student testing results in each testing session and a Rationale for the promotion of students for whom Substantially Deficient scores were reported during the school year. These data will be used for analysis and the evaluation of developmental reading performance of students in PSDs.

Time Periods and Deadlines

There will be four collections per school year—three during the school year and one at the beginning of the next school year. Each collection has its time window to be open for data submissions, during which the approved assessment data are entered and certified. The record layout requirements for the Fall, Winter and Spring batch files are specified in the **Record Layout** section.

1. Fall:
   a. Assessment window: September 1- 30.
   b. Data Due: October 25 of each year or the next following business day.
2. Winter:
   a. Assessment window: Select four (4) week period in January – February. This should be done at the district level taking into account February vacation
   b. Data Due: March 1 of each year or the next following business day.
3. Spring:
   a. Assessment Window: four (4) week period in later April – middle May
   b. Data Due: June 10 of each year or the next following business day.
4. Summer:
   a. An final data-entry for substantial deficient promotion is due by the end of September.
   b. The requirements for this batch file is specified in the **Substantially Deficient Promotion Record Layout** section.

2017-2018 Data Collection Guide, P. 16:

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Fall	October 25, 2017	November 1, 2017	November 1, 2017
Winter	March 1, 2018	March 8, 2018	March 8, 2018
Spring	June 10, 2018	June 17, 2018	June 17, 2018
Summer	September 30, 2018	October 7, 2018	October 7, 2018

District Certification

Priority School Districts are required to sign-off/certify on the content of their data, which in turn locks the data against any further changes. You may not add, change, or delete any student records after certification.

To certify your district, you have to collect all student records of your district, including students who did not take the approved assessment test. You need to go over the data of your entire district and sign-off in the best of his/her knowledge. The deadline to sign-off is determined by Reading Assessment Reporting administrator in SDE office.

A district cannot modify their certified data. If you want to make any changes to your certified data, you have to request SDE administrator to decertify. After update is done, you have to re-certify your district.

Managing Student Data

In entering student information into the Reporting Template, the format requirements described here should be strictly followed. This document will describe the information to include and the format to enter that information.

The completed Reporting Template .csv document should be uploaded to the CT.gov website by following the instructions in the following section.

Error messages for each of the student entries will not be provided for this first reporting. Errors will be checked manually after submission.

DIBELS 6th Record Layout

Data Types:
Char - Character, Alphanumeric
Num - Numeric

Requirements:
Mandatory – If this field is not complete, an error is generated. Fields are mandatory for this Collection.
Optional –Districts have the option to report this field or leave it blank.
Recommended – We recommend that this field be reported, but the district has the option to or leave it blank.
Conditional – This field may be required depending upon the response to a related field.
Disallowed – Districts may not report this field for this submission. This field is for display purposes only.

Origins of Data:
PSIS - Public School Information System
LEA - Local Education Agency

	Field Name	Excel Column	Data Type	Max Length	Requirements (M, O, R, C, D)	Valid Values
1	Reporting District	A	Num	3	M	### (Including Leading zeros if applicable
2	Facility Code	B	Num	7	M	### (Including Leading zeros if applicable
3	State Assigned Student ID (SASID)	C	Num	10	M	Numeric
4	Date of Birth	D	Char	8	M	MMDDYYYY
5	Grade	E	Char	2	M	Character, KF, 01, 02, 03
6	District Student ID	F	Char	20	O	Character
7	Testing Session	G	Char	7	M	FALYYYY or WINYYYY or SPRYYYY
8	Test Used	H	Num	2	M	Numeric
9	Student Not Tested	I	Num	1	M	1 = Student Not Tested, 0 = Student Tested
10	Reason Not Tested	J	Char	2	C	Numeric
11	Reason Not Tested -Other	K	Char	200	C	Character Allowing a dash, period, space and apostrophe
12	Percentile Score (Pctl)	L	Num	3	O	Grade K-FWS and Grade 1-FWS
13	DIBELS Letter Naming Fluencey (LNF)	M	Num	3	O	Grade K-FW, Grade 1-F
14	DIBELS Initial Sound Fluencey (ISF)	N	Num	3	O	Grade K-FW
15	DIBELS Phoneme Segmentation Fluency (PSF)	O	Num	3	C	Grade K-S, Grade 1-FWS
16	DIBELS Nonsense Word Fluency (NWF)	P	Num	3	O	Grade K-S, Grade 1-WS
17	DIBELS Oral Reading Fluencey (ORF, and also DORF)	Q	Num	3	C	Grade 1-WS, Grade 2-FWS, Grade 3-FWS
18	End of Record Marker	R	Char	1	M	

Note: The above layout describes the fixed length format. For districts providing a comma-delimited or tab-delimited file, please follow the above layout for field sequence and maximum length. Also, please include a carriage return (cr) and line feed (lf) after each record regardless of format.

Instructions

Enter each student in a new row. Descriptive information about the school and student are are first and highlighted in Yellow. The student's scores are listed next. The full list of tests is given, but each student will likely only take some tests.

The key below describes which tests should be reported for which students. White cells indicate that a score should be reported if available. Black cells indicate the test is not valid for that grade level. * indicates that the score must be reported.

Instrument	Measurement	Type of Assessment	K F	K W	K S	1 F	1 W	1 S	2 F	2 W	2 S	3 F	3 W	3 S
DIBELS 6th Edition	Composite (Percentile Score - Pctl)	CBM												
	Letter Naming Fluency													
	Initial Sound Fluency														
	Phoneme Segmentation Fluency				*	*								
	Nonsense Word Fluency													
	Oral Reading Fluency						*	*	*	*	*	*	*	*

* = mandatory if test is used

F = Fall
W = Winter
S = Spring

Field Descriptions

Reporting District - The District that is reporting the score / the District that evaluated the student. It must be equal to the District (Administrative Organization) of the logged on user. This field is mandatory. Source: LEA

Facility Code – Seven-digit code of the school attended by the student. This field is mandatory. Source: PSIS (From your PSIS Data Manager)

State Assigned Student ID (SASID) – Unique 10 digit numeric code assigned to student. This field is mandatory. Source: From your PSIS Data Manager

Date of Birth – Student's date of birth in the format MMDDYYYY where "M" = Month, "D" = Day, "Y" = Year. This field is mandatory Source: PSIS

Grade – The grade placed when the student takes the test in the current facility. This field is mandatory. Source: PSIS

District Student ID – ID generated by local district/school based system. This field is optional.

Testing Session – The time period when the testing holds. Its value could be WINYYYY or SPRYYYY or FALYYYY, where WIN = winter, SPR = spring, FAL = fall (autumn), YYYY = Year. This field is mandatory.

Test Used – The number cooresponding to the test administered to the student. This field is mandatory. The possible tests are 1 = DRA2; 2 = AIMSweb; **3 = DIBELS, 6th**; 4 = DIBELS Next; 5 = Edcheckup; 6 = STEEP; 7 = NWEA MAP; 8; 9=iReady.

Reason Not Tested – This field is optional. Mandatory if a student does not take the test. The possible reason code could be: 1 = Moved/Transferred; 2 = Long Term Absence; 3 = Refused; 4 = Exempt; 5 = Other.

Reason Not Tested –Other – This is conditional. Mandatory if code 5 (Other) is submitted in the Reason Not Tested field. Describe the reason in 200 characters or less including spaces. Dashes, periods, apostrophes, letters, and spaces are the only charaters allowed.

PCTL – Percentile composite score. This field is optional.

LNF – Letter Naming Fluency score. This field is conditional on whether the LNF test was administered.

ISF – Initial Sound Fluency score. This field is conditional on whether the ISF test was administered.

PSF – Phoneme Segmentation Fluency score. This field is conditional on grade. PSF is mandatory for Winter and Spring of Kindergarten and Fall of First Grade. PSF is optional for all other grades.

NWF – Nonsense Word Fluency score. This field is conditional on whether the NWF test was administered.

ORF or DORF – Oral Reading Fluency score. This field is conditional on grade. ORF is mandatory for Winter and Spring of First Grade, as well as Fall, Winter, and Spring of Second and Third Grade.

End of Record Marker – "X" has to be included to mark the end of a record row. This field is mandatory.

Substantially Deficient Promotion Record Layout

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Requirements (M, O, R, C, D)	Valid Values/ Default Values/Notes
1.	Reporting District	A	Num	1	3	3	M	### (Including Leading zeros if applicable)
2.	State Assigned Student ID (SASID)	B	Num	4	13	10	M	Numeric
3.	Date of Birth	C	Char	14	21	8	M	MMDDYYYY
4.	Is Promoted	D	Char	22	22	1	M	"Y" for promoted, "N" for Not Promoted
5.	Rationale Code	E	Char	23	24	2	M	Alphanumeric
6.	Rationale - Other	F	Char	25	224	200	C	Character Allowing a dash, period, space and apostrophe
7.	District Student ID	G	Char	225	244	20	O	Character
8.	Reserve1	H	Char	245	294	50	O	Character Allowing a dash, period, space and apostrophe
9.	Reserve2	I	Char	295	344	50	O	Character Allowing a dash, period, space and apostrophe
10.	End of Record Marker	J	Char	345	345	1	M	The letter "X" must be included in this position to mark the end of each record

Note: The above layout describes the fixed length format. For districts providing a comma-delimited or tab-delimited file, please follow the above layout for field sequence and maximum length. Also, please include a carriage return (cr) and line feed (lf) after each record regardless of format.

Substantially Deficient Promotion Field Descriptions

Reporting District - The District that is reporting the K-3 Reading Initiative assessment results / the District that evaluated the student. It must be equal to the District (Administrative Organization) of the logged on user. This field is mandatory.

State Assigned Student ID (SASID) – Unique 10 digit numeric code assigned to student. This field is mandatory.

Date of Birth – Student's date of birth in the format MMDDYYYY where "M" = Month, "D" = Day, "Y" = Year. This field is mandatory

Is Promoted – Indicates if a student who was found to be Substantially Deficient was promoted to next grade. "Y" is for a student who was promoted. "N" is for a student who was NOT promoted, in other words, retained in the same grade.

Rationale Code – Standard Code for promotion. This field is mandatory and conditional on the classification in the **Is Promoted** field.
> If **Is Promoted** is "Y", then the Rationale code must be one below:
> a. Review of additional reading assessments indicates sufficient reading proficiency; please identify assessments in "Additional Information" column
> b. Teacher recommendation based on review of student's academic progress
> c. Student is in a Special Education program and has an Individualized Education Program (IEP) to address his/her reading needs
> d. Student has previously been retained
> e. Other factors strongly suggest retention could be emotionally harmful to student
> f. English Language learner
> g. Other
>
> If **Is Promoted** is "N", then the Rationale code must be one below:
> a. Not promoted based on assessment results & additional student data
> b. Not promoted other

Rationale - Other – This field is conditional. Mandatory if **Is Promoted** field is "N". Also mandatory if **Rationale Code** is "a" or "g".

District Student ID – ID generated by local district/school based system. This field is optional.

Reserve1– This is a reserved field and optional. Any information district considers is necessary to the substantially deficient promotion record.

Reserve2– This is a reserved field and optional. Any information district considers is necessary to the substantially deficient promotion record.
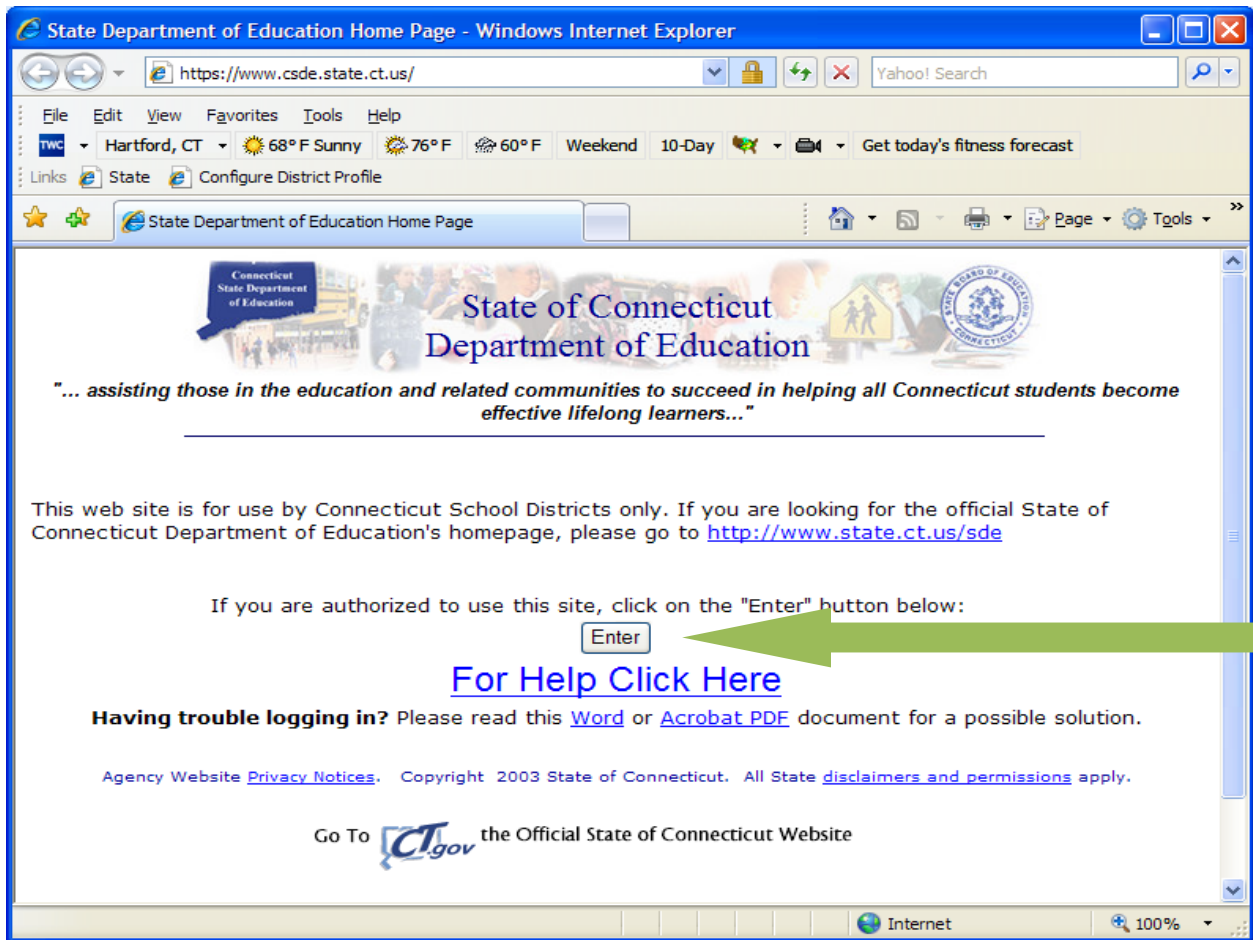
End of Record Marker – "X" has to be included to mark the end of a record row. This field is mandatory.
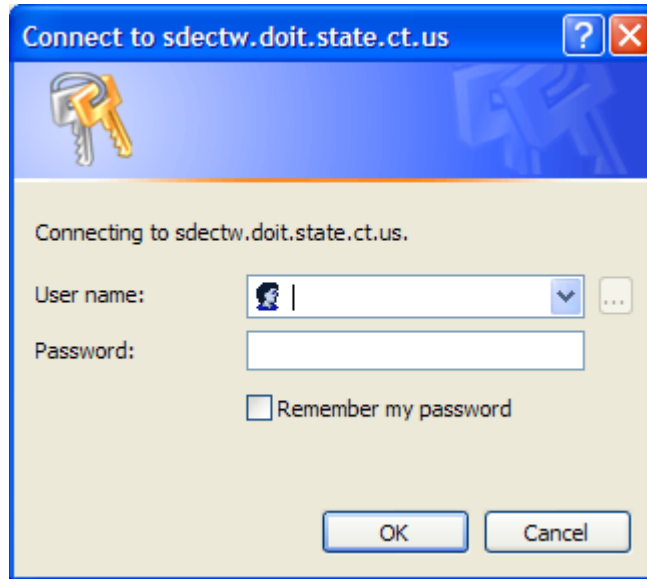
Uploading Student Data

The completed Reporting Template Excel document should be uploaded to the CT.gov website by following these steps.

Error messages for each of the student entries will not be provided for this first reporting. Errors will be checked manually after submission.

Step One: Go to the URL www.csde.state.ct.us and click "Enter"

Step Two: Log in

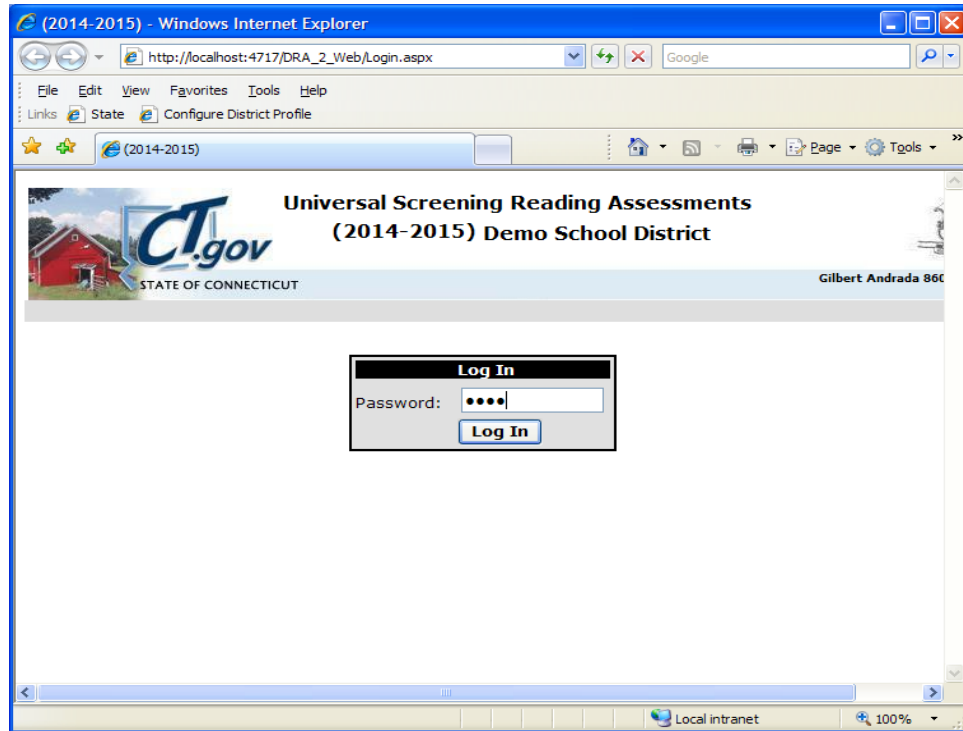Step Three: On the home page, click the link for "K-3 Reading Data Portal"
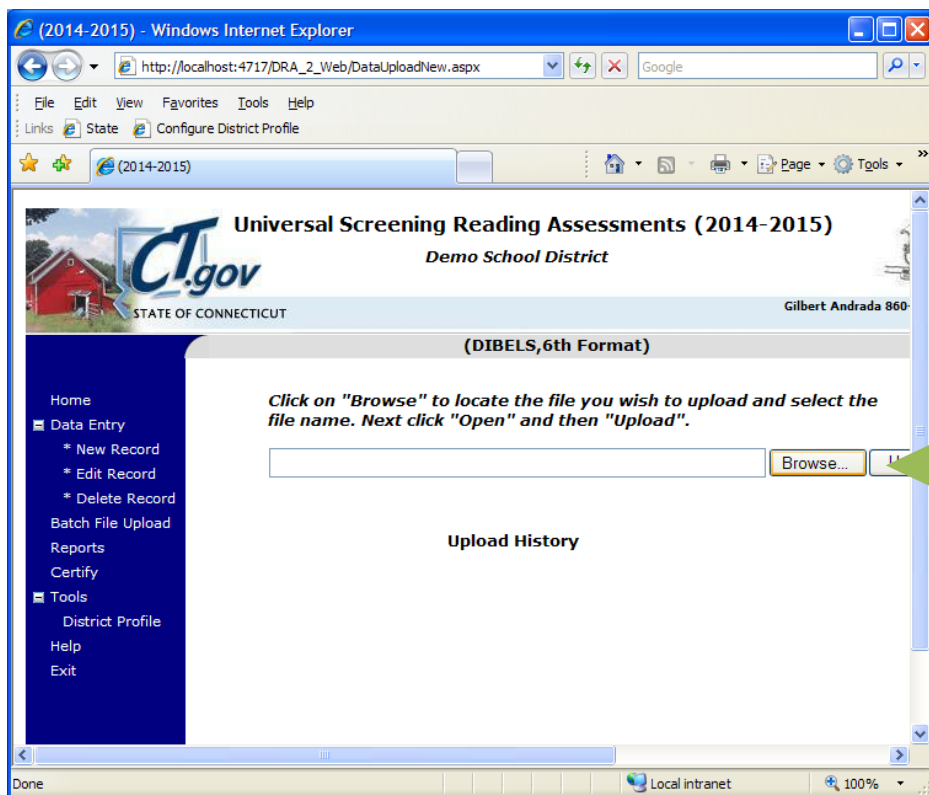
Step Four: Log in

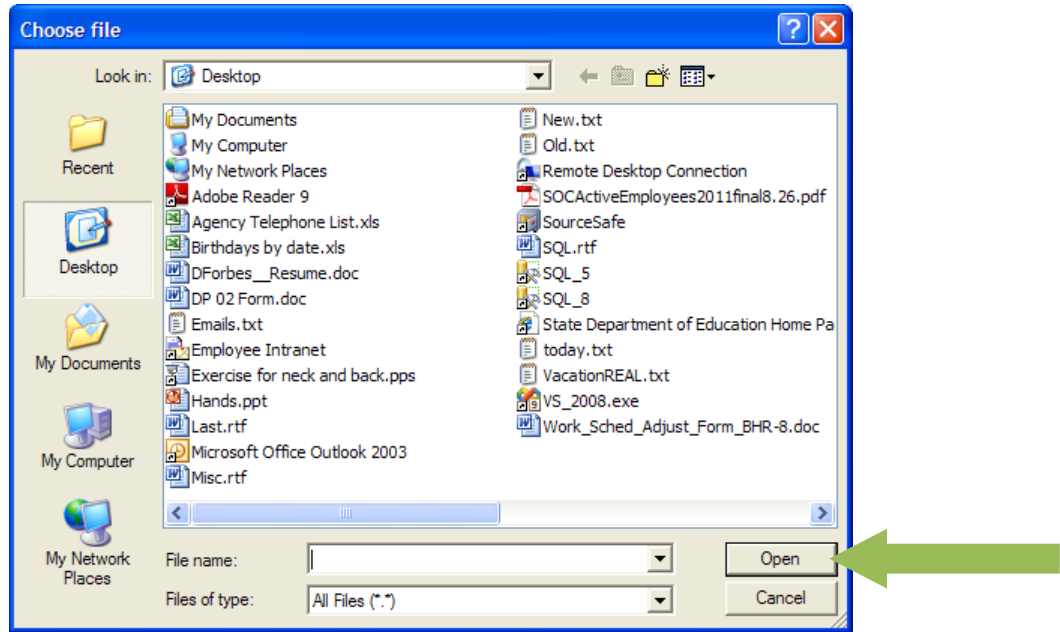Step Five: Click the "OK" button next to "DIBELS, 6th Edition"
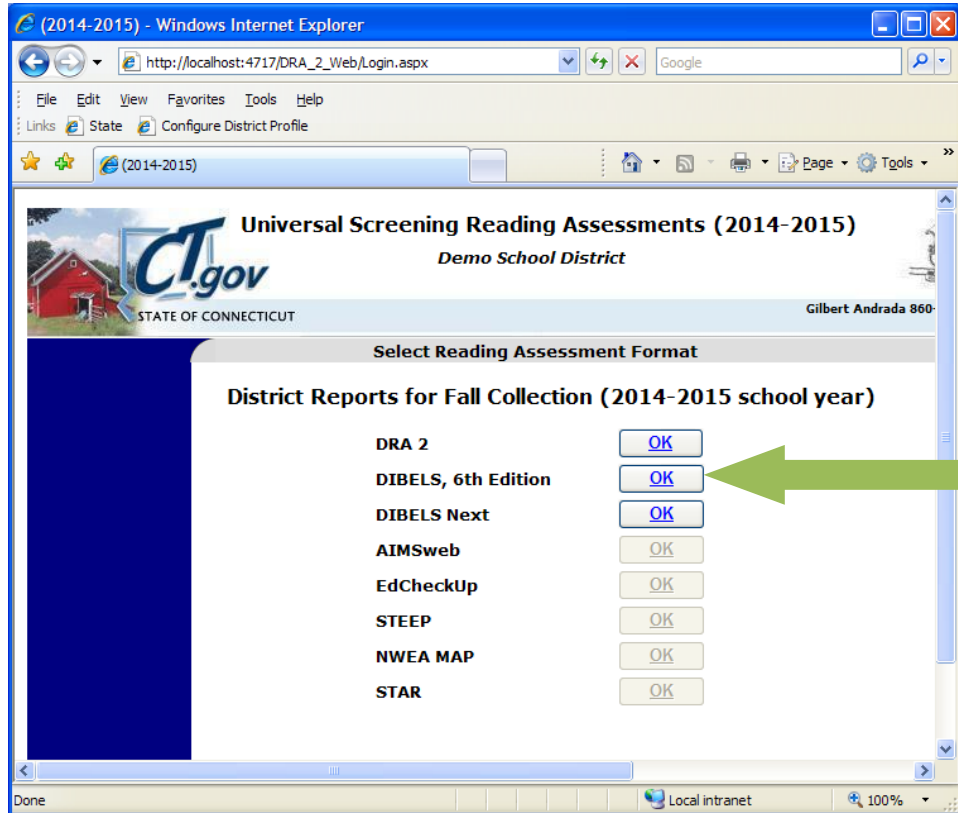
Step Six: In the drop down box choose the current data collection period.
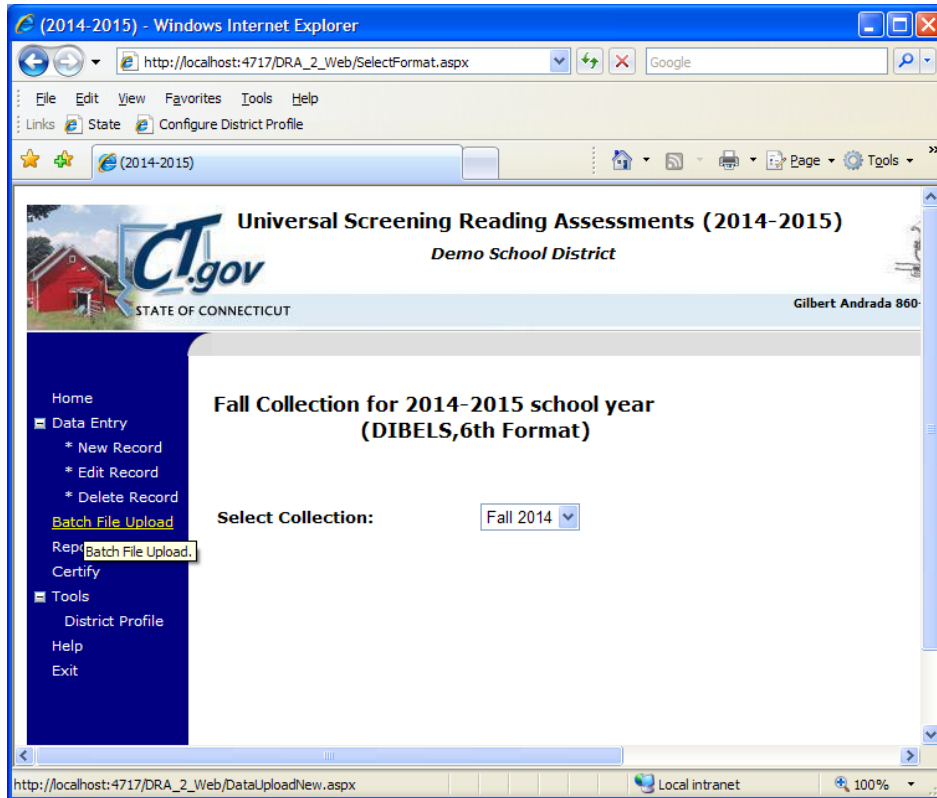
Step Seven: Click "Browse"

Step Eight: Select the .csv file containing the student data then click "Open"

Step Nine: Click "Upload". If the upload is successful the message "The File Has Been Successfully Uploaded." will appear.