ATLANTA PUBLIC SCHOOLS DATA GUIDEBOOK

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Introduction and Background

This guidebook provides an introduction to the data sharing process in Atlanta Public Schools (APS). It provides definitions, availability, and source information for data most frequently requested from APS. This guide is intended as a resource for external researchers, and community-based organizations and businesses who partner with APS to serve APS students.

For all historical data requests, APS pulls end-of-year snapshots that are archived each summer. Where appropriate, APS will direct requestors to the Georgia Department of Education (GADOE), the Governor's Office of Student Achievement (GOSA), and/or APS Insights to access publicly available data.

Requests for data: Identifiable data will be shared under the following circumstances:
- Researcher or organization has received parent authorization for APS to share data through an APS approved consent form. These requests are usually facilitated through a Memorandum of Understanding, Data Sharing Agreement, or through the Research Application Process.
- If APS outsources institutional services or functions such as direct student support services (e.g., tutoring, wrap-around services, etc.) to a third party, APS could categorize the organization as a "school official" which would grant them contractor access to select data.
- To organizations conducting studies for, or on behalf of, educational agencies and institutions for the purposes of developing, validating, or administering predictive tests, administrating student aid programs, or improving instruction.

Linking student records: The APS Student Number is used to link student biographical and enrollment data to assessment records. Organizations or researchers who are serving students should make every effort to collect the APS Student Numbers directly from parents and/or students during their enrollment process.

Data Sources

Available data comes from multiple sources. For student data elements (e.g., student demographics, student attendance, discipline, and course performance), we use student data that are collected and stored in the district's student information system (Infinite Campus).

APS receives state testing data (e.g., Georgia Milestones, GKIDS) from GADOE, as well as student, staff, and parent climate surveys. Data may also come from other sources, such as the National Student Clearinghouse's postsecondary enrollment tracking system, the College Board, ACT, and other testing agencies/platforms used by the district.

Student Biographical Data

Student biographical data is reported by students and/or parents and is updated as needed in Infinite Campus during the course of the school year. Student biographical data may change based on updates to student records.

DATA ELEMENT	DESCRIPTION
Student Number*	Assigned and maintained by APS that is unique for each student in the district over time.
First Name	Student first name
Last Name	Student last name
Date of Birth	Day, month, and year on which a student was born
Race / Ethnicity	The general racial category that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.
Primary Language	Primary language spoken at home
Limited English Proficiency	Student has been identified as having limited English proficiency and receives ESL services.
Economically Disadvantaged**	Student identified as economically disadvantaged
Student w/ Disability	Student identified as having a disability
Gifted	Student identified as eligible to receive services through the Gifted Program.
Gender	The gender identity of a student
Address (Street and Zip)	Primary residential address
Diploma Date	The day, month, and year on which a student received a high school diploma.

*Student identifiers are included in all data collected and maintained by APS, and are used to match and merge data collected from external systems. Data provided to external researchers and community-based organizations/businesses will include a unique research id for de-identification purposes unless noted otherwise in the Data Sharing Agreement.

**Student economically disadvantaged indicator as defined by qualifying for free and reduced price lunch can only be released with a signed parent consent form (see National Student Lunch Act Privacy Protection for more details). During the 2019-2020 school year, the Community Eligibility Provision (CEP) was extended to all schools serviced by the Atlanta Public Schools Nutrition Department. As a result, all students enrolled in an Atlanta Public School serviced by the Atlanta Public Schools Nutrition Department are classified as economically disadvantaged for the 2019-2020 school year, even though not all of the students may be individually qualify for free and reduced price lunch. Use the following link to see a list of schools serviced by the Atlanta Public Schools Nutrition Department.

School Enrollment and Attendance

School enrollment data is available starting in School Year 2008. Data files will include all schools attended during the requested period. Due to COVID-19 related school closures, student attendance data for the 2019-2020 school year is available through 03/13/2020. This is the last day students physically attended school during the 2019-2020 school year.

DATA ELEMENT	DESCRIPTION
School	School(s) student attended (includes Summer School).
School Code Number	A unique identifier associated with a school which is consistent across years and locations. The school code is managed by GADOE.
Grade	The grade the student is currently in, or was in during a specified time period.
Cohort	The graduation cohort is based on when the student first becomes a high school freshman. Cohort data is only available for high school students.
Enrollment Start Date	Start date at each enrolled school.
Enrollment Start Status	The reason for a student's enrollment in the receiving school. Enrollment statuses are based on state codes.
Enrollment End Date	Date student withdrew from enrolled school.
Enrollment End Status	Reason student left APS (withdrew, transfer, etc.). Enrollment statuses are based on state codes. Enrollment end statuses include whether a student was flagged as graduated - this can be provided at the end of the school year for individual students, but should not be used to calculate a school/district graduation rate.
Number of Days Absent	The total number of days for which a student was absent more than one-half of the instructional day at each school attended during the school year. Includes excused and unexcused absences.
Number of Unexcused Absent Days	The total number of days the student failed to attend school or a school approved function during the school year, with or without the knowledge of the parent, for reasons other than those specifically outlined as an excused absence in the State Board of Education Rule 160-5-1-.10
Membership Days	The total number of days a student has been enrolled at each school attended during the school year.
Program Enrollment	Student participation in key district initiatives (e.g., Target 2021, etc.).
Program Start Date	Date student was enrolled in / started program.
Program End Date	Date student withdrew from program or program ended.

Student Behavior

Behavior by Discipline Incident

Student discipline is reported by school personnel and recorded in Infinite Campus. Discipline data is reported to the Georgia Department of Education. The following data elements provide each behavior incident and the resolution for a given time period. Due to COVID-19 related school closures, student behavior data for the 2019-2020 school year is available through 03/13/2020. This is the last day students physically attended school during the 2019-2020 school year.

DATA ELEMENT	DESCRIPTION
Behavior Incident	Description of behavior incident type
Behavior Date	Date event occurred
State Event Code	GA event code
Behavior Resolution	Description of resolution
Resolution State Code	GA resolution code
Suspension Type	The type of suspension assigned to a student for the associated behavior incident (i.e., In-School Suspension (ISS) or Out-of-School Suspension (OSS))
Suspension Days	Number of days suspended for incident (if applicable)

Behavior by Discipline Consequence

Student discipline is reported by school personnel and recorded in Infinite Campus. Discipline data is reported to the Georgia Department of Education. The following data elements provide a summary of the number of discipline consequences for a given time period. Due to COVID-19 related school closures, student behavior data for the 2019-2020 school year is available through 03/13/2020. This is the last day students physically attended school during the 2019-2020 school year.

DATA ELEMENT	DESCRIPTION
Out-of-School Suspensions	The total number of Out-of-School Suspensions (OSS) during the school year or a given time period
OSS Days	The total number of OSS days during the school year or a given time period
In-School Suspensions	The total number of In-School Suspensions (ISS) during the school year or a given time period
ISS Days	The total number of ISS days during the school year or a given time period

Academic Performance

APS Course Enrollment and Performance

Data reflects performance reported on student transcripts. Student transcript grades are reported at the end of each school year for elementary school students; mid-year and end of year for middle school students; and after each credit earning term for high school students.

DATA ELEMENT	DESCRIPTION
Course Term	Term associated with the course grade
Term Start Date	Start date of the grading period for the specified term
Term End Date	End date of the grading period for the specified term
Course Name	APS course name
State Course Number	State course number
Course Content Area	Course content area (e.g. math, language arts, social studies, etc.)
Course Grades	Course grades are assigned on a semester / quarterly basis and can be provided for all grade levels. APS grade distribution: A: 90+, B: 80-89, C: 70-79, F<70.
Credits Earned	Total number of credits earned for each course. Credits are earned only for high school courses (some middle school students take high school courses).
Credits Attempted	Total number of credits attempted for each course. Credits are earned only for high school courses (some middle school students take high school courses).
Grade Point Average (GPA) – 100 point	GPAs are weighted and based on a 100-point scale. GPA's are only calculated at the high school level.
Grade Point Average (GPA) – 4 point	GPAs are weighted and based on a 4-point scale. GPA's are only calculated at the high school level.

APS District-wide Assessments

Renaissance Star

For SY2018 and SY2019, Renaissance Star is the District's universal screener for students in K-8 and for a select group of identified 9th and 10th grade students. In SY2017, Renaissance Star was the District's universal screener for students in grades K-5. This assessment is administered three times a year (i.e., Fall, Winter, and Spring).

Beginning in SY2020, Renaissance Star Reading and Early Literacy assessments will be administered in select grades and testing windows. For more information, the current testing calendar can be found here: Testing and APS Calendars.

DATA ELEMENT	DESCRIPTION
Subject	Tested subject (Math, Reading, Early Literacy)
Tested School	Name of the school where student tested
Assessment Date	Date assessment was taken
Grade Level	Student grade at time of test administration
Scaled Score	Scaled Score of student's Renaissance Star Reading or Math test (0-1400)
STAR Georgia Milestone Predictor	Predicted Georgia Milestone achievement level based on the Renaissance Star assessment score.
Percentile Rank	Norm-referenced score that provides a measure of student's ability compared to other students in the same grade nationally; it indicates the percentage of the students nationally who obtained scores equal to or lower than the score of the student. Scores range from 1 to 99.

Computer Adaptive Assessment (CAAS) Performance Series

SY2017 was the last year the CAAS was administered in the District. In SY2017, CAAS was the District's universal screener for students in grades 6-12. Prior to SY2017, CAAS was administered to various grades. CAAS data is available beginning SY2012.

DATA ELEMENT	DESCRIPTION
Subject	Students were assessed in reading and math
School	School student was enrolled in at the time of test administration
Grade	Student grade at time of test administration
Test Date	Date of administration. Tests are administered three times each year – Fall, Winter, Spring
Test Score	Scale score for each test administered (1300-3700)
Lexile	The Lexile measure, is a standard score that matches a student's reading ability with the difficulty of textual material. The Lexile is based on performance on the reading assessment.

Georgia State-wide Assessments

Georgia Milestones Assessment System (Georgia Milestones)

The Georgia Milestones are a comprehensive summative assessment program spanning grades 3 through high school. The Georgia Milestones assessment, were first administered in SY2015.

DATA ELEMENT	DESCRIPTION
End of Grade / End of Course Subject	Students in grades 3-8 take an end-of-grade assessment in core subjects (English Language Arts and Mathematics for all grades; Science and Social Studies for 5th and 8th grade). Students enrolled in high school courses take an end-of-course assessment for each of the courses designated by the State Board of Education.
School	School student was enrolled in at the time of administration
Tested Grade	Student grade at the time of administration
Scale Score	A scale score is a mathematical transformation of the total number of points earned (i.e., the raw score).
Lexile	The Lexile measure, is a standard score that matches a student's reading ability with the difficulty of textual material. The Lexile is based on student performance on the EOG ELA, Ninth Grade Literature, or the American Literature assessment. It is generally not appropriate to calculate a mean Lexile score for a class, school, or system.
Achievement level	An achievement level refers to a range of scores that defines a specific level of achievement. There are four achievement levels for each EOG and EOC assessment: Beginning Learner, Developing Learner, Proficient Learner, and Distinguished Learner.
Testing Period	Indicates test administration window: winter(EOC only), spring, summer

Georgia Kindergarten Inventory of Developing Skills (GKIDS)

The GKIDS is a year-long, performance-based assessment aligned to state mandated content standards. Teachers evaluate each content standard element within the academic domains and non-academic categories using performance levels. Results for GKIDS are reported as the average percent of elements achieved by students. The GKIDS assessment was first administered in SY2009.

DATA ELEMENT	DESCRIPTION
Test Name	Name of Assessment
Number of Elements	Total number of elements for each strand/content area (All elements of a given strand may not have been assessed at the time of the state mandated end of year reporting schedule in mid-May)
Number of Elements Assessed	Number of elements assessed for each strand/content area
Number of Elements Met	Number of elements assessed at the performance level of Demonstrating or Exceeding the Georgia Standards of Excellence (GSE)
Percent of Elements Met	The percent of elements assessed at the performance level of Demonstrating or Exceeding the Georgia Standards of Excellence (GSE)

Criterion-Referenced Competency Tests (CRCT)

The CRCT was the state administered comprehensive assessment and was administered in SY2002 – SY2014. The CRCT was administered to students in grades 3-8

DATA ELEMENT	DESCRIPTION
CRCT Subject	Administered in Reading, English/Language Arts, Math, Science and Social Studies
Scale score	A scale score is a mathematical transformation of the total number of points earned (i.e., the raw score).
Domain	A domain is a group of related curricular standards within a content area.
Domain score	Score for each subject domain
Lexile	The Lexile measure, is a standard score that matches a student's reading ability with the difficulty of textual material. The Lexile is based on a student's performance on the Reading CRCT
Performance Level	A performance level is a range of scores that define a specific level of performance, as articulated in the Performance Level Descriptors. There are three performance levels for each of the CRCTs: Exceeds the Standard, Meets the Standard, and Does Not Meet the Standard.
Testing Period	Indicates year of test administration

End of Course Test (EOCT)

The EOCT was the state administered comprehensive assessment for core courses. The EOCT was retired after SY2014.

DATA ELEMENT	DESCRIPTION
EOCT Course	Course of assessment.
Scale Score	A scale score is a mathematical transformation of the total number of points earned (i.e., the raw score).
Domain	A domain is a group of related curricular standards within a content area.
Domain Score	Score for each subject domain
Lexile	The Lexile measure, is a standard score that matches a student's reading ability with the difficulty of textual material. The Lexile is based on student performance on Language Arts Assessments
Performance Level	There were three performance levels for each of the EOCTS: Exceeds the Standard, Meets the Standard, and Does Not Meet the Standard.
Testing Period	Indicates year of test administration.

Note. All state-required Spring 2020 state testing windows, including GKIDS 2.0, GAA 2.0, Georgia Milestones EOG and EOC assessments, were cancelled due to COVID-19 school related closures during the 2019-2020 school year.

College and Career Readiness

SAT (College Board)

In SY2013, APS received student-level SAT scores. Current year data is available within a few months after each administration. Beginning in 2019, separate Reading and Writing/Language test scores are available.

DATA ELEMENT	DESCRIPTION
Assessment date	Date assessment was taken
SAT total score	The total score is on a scale of 400–1600. Tests administered before March 2016 are based on a 600 – 2400 score scale.
Math & EBRW score	Evidence-Based Reading and Writing (EBRW), and Math section scores are on a scale of 200–800. Tests administered before March 2016 have three sections.
Math & EBRW National Percentile Ranks	The percentage of students whose score is equal or lower than their scores.
Math & EBRW College and Career Readiness Benchmark	Students who scores meet both the Evidence-Based Reading and Writing (EBRW) and Math benchmarks are considered college and career ready.

PSAT (College Board)

In SY2016, APS received student-level PSAT scores. Current year data is available within a few months after each administration.

DATA ELEMENT	DESCRIPTION
Assessment date	Date assessment was taken
PSAT total score	The total score is the sum of the two section scores and is on a scale of 320-1520.
Math & EBRW score	Evidence-Based Reading and Writing (EBRW), and Math section scores are on a scale of 160-760.
Math & EBRW National Percentile Ranks	The percentage of students whose score is equal or lower than their scores.
Math & EBRW College and Career Readiness Benchmark	Students who scores meet both the Evidence-Based Reading and Writing (EBRW) and Math benchmarks are considered college and career ready.

ACT

APS Student-level ACT scores are available starting in SY2014. Current year data is available within a few months after each administration.

DATA ELEMENT	DESCRIPTION
Assessment month	Month assessment was taken
ACT Composite score	The Composite score is the average of the four test scores (English, Math, Reading, and Science), rounded to the nearest whole number.
English, Math, Reading, Science Score	Range for each score is 1-36

International Baccalaureate (IB)

APS Student-level IB scores are available starting in SY2017. Current year data is available within a few months after each administration.

DATA ELEMENT	DESCRIPTION
Assessment Year	Year assessment was taken
Subject	The subject assessed.
Category	Category of registration (Diploma = candidate intending to complete the requirements for the IB Diploma award; Retake = previous IB Diploma candidate seeking to improve their results by retaking one or more subjects; Course = candidate taking one or more subjects who are not seeking the award of IB Diploma; Anticipated = candidates intending to complete the requirements for one or two standard level subjects at the end of their first year of the Diploma Programme).
Level	The level of the subject assessed (HL = higher level subjects, 240 recommended teaching hours for each subject; SL = standard level, 150 recommended teaching hours for each subject).
Subject Grade	Students receive grades ranging from 7 to 1, with 7 being the highest. Students receive a grade for each diploma programme course attempted.
Total Points	A student's total points are made up of the combined scores for each subject. The diploma is awarded to students who gain at least 24 points, subject to certain minimum levels of performance including successful completion of the three essential elements of the diploma programme core.

Advanced Placement (AP) Assessment

Advanced Placement courses are college-level courses offered by trained high school teachers in the regular high school setting. AP scores are available starting in SY2012.

DATA ELEMENT	DESCRIPTION
Exam Code	Unique code representing the exam the student took.
Exam Name	Exam name
Exam Grade	Student's exam score. Scores are reported on a 5-point scale (5= extremely well qualified; 4 = well qualified; 3 = qualified; 2 = possibly qualified; 1 = no recommendation]. Qualified means the student is capable of doing the work of an introductory-level course in a particular subject at college.
Administration Year	Year in which the student took the exam

College Enrollment and Persistence

APS receives annual college enrollment and persistence data from the National Student Clearinghouse. Data for the latest graduating class is typically available the following February. Data is available for four-year graduates beginning with high school cohort 2013. Due to our agreement with the National Student Clearinghouse, college enrollment and persistence data can only be shared in a de-identified form (i.e., student and post-secondary institution identifiable information will not be shared).

DATA ELEMENT	DESCRIPTION
College state	State in which the first college that the student attended is located.
College type	Type of college that the student attended (4 = 4-year or higher institution 2 = 2-year institution L = less than 2-year institution)
Public/Private	Indicates whether the college that the student attended is a "Public" or "Private" institution
Enrollment begin date	Begin date for the student's period of attendance.
Enrollment end date	End date for the student's period of attendance.
Enrollment status	The last enrollment status reported for the student
Graduated	Graduation status information available from the reporting college (Y = College reported the student as graduated N = College did NOT report the student as graduated)
Graduation date	Date of student's graduation or degree achievement as provided by reporting college.
Degree title	If available, the title of the degree the student received as provided by the reporting college.
Major	If available, the major associated with the student's enrollment record as provided by the reporting college
College sequence	The sequential order of each school that the student attended.

School Level Data

DATA ELEMENT	DESCRIPTION
School Name	Name of school
School Code Number	A unique identifier associated with a school which is consistent across years and locations. The school code is managed by GADOE.
Cluster / Region	APS is divided into nine clusters based on school feeder patterns.
Graduation rate	The GADOE is the official calculator of school graduation rates. GADOE uses an adjusted cohort graduate rate. Graduation rates are not available until fall for the previous school year. Graduation data can be accessed here: GA Department of Education Graduation Results
Community Eligibility Provision	The Community Eligibility Provision (CEP) is a meal service option for schools and school districts in low-income areas. All students enrolled at CEP school sites receive free breakfast, lunch, and afterschool snack every day. The list of APS schools is available here: APS Schools Nutrition Department
State Calculated Attendance	The state calculated attendance rate is the percentage of time the student was present for at least one-half of the instructional day during the enrollment period. This rate is used in state accountability measures.
Average Daily Attendance (ADA)	The ADA is the primary metric used by APS to measure aggregate attendance. The formula for ADA is sum(membership days of each student) MINUS (sum(full-day exact absences by those students))/sum (membership days of each student))
School performance on GA Milestones	School achievement is usually provided as the percentage of students scoring at or above Proficient Learner on the Georgia Milestones Assessments. School-level Milestones data can be accessed here: Georgia Milestones Assessment System
School enrollment	APS provides school enrollment data to GADOE in October and March of each school year. These data are used for budgetary and reporting purposes. Use links to access data: School enrollment by grade Enrollment by ethnicity/race and gender Enrollment by disability
Free and Reduced Lunch (FRL)	APS provides GADOE information by school of the total number of students eligible for free meals, reduced meals, based on October enrollment. Use link below to access data: Free and Reduced Price Meal Eligibility
Student Discipline	APS provides annual school discipline data to GADOE regarding disciplinary and placement actions taken during the prior school year. Student Discipline data can be accessed here: GA Department of Education Student Discipline Data
College and Career Ready Performance Index (CCRPI)	The College and Career Ready Performance Index – CCRPI – is Georgia's annual tool for measuring how well its schools, districts, and the state itself are preparing students for the next educational level. CCRPI data can be accessed here: GA Department of Education CCRPI Data

The Governor's Office of Student Achievement (GOSA) provides downloadable spreadsheets with district and/or school level data for all schools across Georgia from 2010-2011 to present. Please use the following link to explore publicly available data: GOSA Downloadable Data

*Additional school-level data can be found on APS Insights, a data website for Atlanta Public Schools.

Staff Biographical and Employment

DATA ELEMENT	DESCRIPTION
School Year	The academic school year of the employment record
First Name	Teacher first name
Last Name	Teacher last name
Staff Position Title	Official job title
School	Assigned school(s)
Staff Email Address	APS Email address for staff
Courses/Class Taught	Assigned subject matter
Gender*	Gender identity
Race/ethnicity*	The general racial category that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.
Certification Type*	Staff certification type and level
Years of Experience in APS*	Number of years employed by APS (in any capacity)

*Employee biographical data will only be shared in a de-identified form. Data provided to external researchers and community-based organizations/businesses will include a unique research id for de-identification purposes unless noted otherwise in the Data Sharing Agreement.

Surveys

The Georgia Department of Education measures school climate perceptions and identifies safety and health issues that have a negative impact on student achievement and school climate through scores on the anonymous, statewide Georgia Student Health Survey. Documents related to the survey questions can be found using the following link Georgia Student Health Survey.

Raw survey data is not available to the public. Survey Results are available in Excel spreadsheets using the following link Georgia Student Health Survey Results. Survey Results are updated annually in the Fall by the Georgia Department of Education.

DATA ELEMENT	DESCRIPTION
Georgia Student Health Survey 2.0 – Elementary school (grades 3-5)	Administered by GADOE. Must be completed by at least 75% of students at each grade level. Completion rate factors into school's Climate Star Rating. Anonymous. Administered October - March
Georgia Student Health Survey 2.0 - Middle School (grades 6-8)	Administered by GADOE. Must be completed by at least 75% of students at each grade level. Completion rate factors into school's Climate Star Rating. Anonymous. Administered October - March
Georgia Student Health Survey 2.0 - High School (grades 9-12)	Administered by GADOE. Must be completed by at least 75% of students at each grade level. Completion rate factors into school's Climate Star Rating. Anonymous. Administered October - March
Georgia School Personnel Survey	Administered by GADOE. Must be completed by at least 75% of certified and classified staff members who work at least 50 percent of the day in the school. Anonymous. Administered October - March
Georgia Parent Survey	Administered by GADOE. Anonymous. Administered October - March