

## **Acadience Data Entry Guidelines**

When entering DIBELS data in the system it's important that all D7 elementary schools are consistent with what student data is accounted for.

### Data Entry:

1. All classes will be entered with this naming pattern; Last name-grade level (Beck-1 or Feskens-2), capitalize the name, no spaces, only the number (5 not 5<sup>th</sup>)
2. All student names will be entered with the naming pattern; Last name, First name (Zottola, Casey) space after the comma between names, capitalize both names
3. Retained students will be entered with a (R) at the end of their name
4. Promoted students will be entered with a (P) at the end of their name

Universal Screening: ALL students are expected to be administered the universal screening assessment unless otherwise indicated below.

1. Special Programs: See by program, data on self- contained rosters if applicable
  - a. Lifeskills – No universal screening unless requested by the IEP team
  - b. Explorations – Yes universal screening
  - c. PALS – No universal screening unless requested by team
2. Students on an IEP should be included in universal screening data as per their IEP and data should be placed on the regular classroom teacher's roster
3. Parent exemptions
  - a. If a parent refuses to allow their child to be given any portion of the universal screening data, document the parent request
  - b. Leave blank any data the parent wishes to exempt their child from
4. For mute children who do not speak: if you attempt to test then enter a zero, if not tested then leave blank. Attempt STAR reading for data and information
5. Enrollment guidelines
  - a. Enrolled during district's testing window (September, January, May)– input in the universal screening data
  - b. If enrolled outside the school's testing window, use universal screening booklet, input as progress monitoring data
6. Data input – done by the Title One teacher only

Progress monitoring decision made by team

1. Follow D7 guidelines
2. Enter those students identified as needing progress monitoring
3. T1 and SPED teachers may enter progress monitoring data