

THE CAREER ACADEMIES PROJECT

SITE AGREEMENT

This Agreement dated as of September 1, 2009 is by and between MDRC, a Delaware not-for-profit corporation with its principal offices located at 16 East 34th Street, New York, NY 10016, and the Mt. Diablo Unified School District (the "District"), located at 1026 Mohr Lane, Concord, CA, 94518.

WHEREAS, MDRC is the recipient of funding from United States Department of Education ("ED") dated July 1, 2009 (R305B070702) to implement a project designed to strengthen Career Academies, which is expected to be named "The Career Academies Project: Linking Education and Careers", or similar words (the "Project"). The Project will develop the capacity for high-quality college and career preparation activities and work-based learning in Career Academies and will assess the promise of this intervention for improving educational and career-related outcomes for high school students; and

WHEREAS, as part of this study, MDRC wishes to utilize District's services, to employ a part-time College and Career Development Coordinator ("Coordinator"), to identify other personnel essential to the Project, to provide school records data, and to participate in all respects with the Project; and

WHEREAS, MDRC and District have reached agreement regarding the terms and conditions for the provision of DISTRICT's services and wish to set them forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. Term.

The Term of this Agreement shall be from September 1, 2009 through June 30, 2011. The funds received in accordance with this Agreement shall be used exclusively to support activities relative to the tasks and goals described in this Agreement.

2. Responsibilities of the District.

The District, principally through its College and Career Development Coordinator, agrees to provide services in support of the research activities of the Project, in accordance with Exhibit A, Scope of Work; Exhibit C, the College and Career Development Coordinator ("Coordinator") Roles and Responsibilities; and the Data Agreement, Exhibit D.

3. Disbursement of Funds by MDRC and the District's Reporting Obligations.

In consideration for the District's participation in the research activities, which are to be performed principally by the College and Career Development Coordinator, MDRC shall disburse a total of \$70,000 to the District, in accordance with the Budget, attached hereto and incorporated in as Exhibit B.

MDRC's payments are subject to the District's satisfactory performance in accordance with the terms of this Agreement. MDRC will monitor the District's performance through District's annual statement of project activities and expenses incurred submitted to MDRC prior to June 1, 2010 and June 1, 2011.

4. District Records and Monitoring.

The District shall maintain all books, records and documents that support the services provided to demonstrate that the funds expended are in accordance with this Agreement and that the District has complied with all terms and conditions.

The District agrees that MDRC or its representatives shall, until the expiration of five (5) years after final payment under this Agreement, have access to and the right to examine any books, documents, papers or records of the District involving transactions directly related to this Agreement, and MDRC shall have the right to challenge any costs claimed, even if payment for those costs has been made.

MDRC will seek to perform any such financial or performance review at a time mutually convenient for all the parties. The District agrees to make available, upon reasonable notice, at the office of the District during normal business hours, for the term of this Agreement and the retention period, any of the books, records and documents for inspection, audit or reproduction by MDRC, or its authorized representative.

5. Rights to Data.

During the Term of this Agreement, MDRC retains the rights of authorship for all reports and publications. The District's authorship and contribution will be reflected in such reports and publications.

If the District wishes to publish findings and reports, Subcontractor shall obtain MDRC's prior written permission and will provide MDRC with no less than 60 days to review and comment on the proposed publication.

6. Protection of Participant Information.

The District will comply with confidentiality requirements applicable to educational districts. In addition, the District will comply with confidentiality requirements developed for and/or applicable to the Project. The District will adhere to best practices for administrative and physical safeguards to ensure the protection of data that are collected for project purposes, including the data described in Exhibit D.

All District personnel responsible for transferring or handling participant personally identifiable information for research purposes in connection with the Project shall execute confidentiality pledges in a form approved by MDRC to ensure the protection of individual subjects and personally identifiable data.

The District may not divulge or disseminate to any third party any confidential research information or other private or proprietary information belonging to MDRC that becomes known to the District during performance of this Agreement. Use of or disclosure to any third party of any such private or proprietary information is a breach of the terms of this Agreement.

In the event the District wishes to conduct research in addition to that provided for under this Agreement, the District will secure permission from MDRC, an approved Institutional Review Board and any other applicable regulatory authorities such as the U.S. Office of Management and Budget.

7. Termination.

This Agreement may be canceled with or without cause by MDRC or the District during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement. If MDRC terminates this Agreement, the District shall stop work on the date the termination notice is received. MDRC shall pay, if not previously paid, the District for work performed or products delivered and accepted hereunder through the date of termination.

8. Dispute Resolution.

In the event of any dispute or disagreement between the parties, either with respect to the interpretation of any provision of this Agreement or the Scope of Work or with respect to performance by MDRC or by the District, each of the parties will appoint a designated officer to meet for the purpose of endeavoring to resolve such dispute or to negotiate for an adjustment to such provision. No formal proceedings for the resolution of such dispute may begin until the dispute resolution procedure has been elevated to the President level, in the case of MDRC, and the President level, in the case of the District, and either of such officers of the parties in good faith conclude, after a good faith attempt to resolve the dispute, that amicable resolution through continued negotiation of the matter at issue does not appear likely.

9. Key Personnel.

- a. Key Personnel. The following District personnel are key employees for purposes of this Agreement: Mark Westwood, Coordinator; Randy Depew, Co-Lead Teacher for the Academy. These key personnel are considered to be material to this Agreement and essential to the work performed. These key personnel may not be diverted from the Project or substituted without the prior written consent of MDRC.
- b. Unavailability of Key Personnel. Whenever key personnel become unavailable for assignment under this Agreement, or are unable to commit the level of effort required without substantial deviation (more than 10 percent), the District shall notify immediately. the District shall provide MDRC with written justification (including background documentation) of any proposed substitution.
- c. MDRC Study. Before diverting the specified individual from assignment hereunder, or reducing the level of effort anticipated, the District shall give MDRC at least thirty (30) days notice of its intention to do so and shall submit justification (including name and background of proposed substitution), in sufficient detail to permit evaluation of the impact of the diversion or reduction in the work.
- d. MDRC Consent. No diversion or reduction in level of effort of key personnel or substitution thereof shall be made without prior written consent of MDRC. Such consent shall be given in a timely fashion and not be unreasonably withheld.

10. Indemnification.

The District shall defend, indemnify and hold harmless MDRC and its officers, employees and agents from any and all claims, judgments or liabilities to which they may be subject because of any act or omission of the District, its employees, agents, representatives or subcontractors in connection with the Agreement, or because of any negligence or any fault or default of the District, its employees, agents, representatives or subcontractors; provided, however, that nothing

in this paragraph shall impose any liability on the District for the acts, omissions, negligence or fault of MDRC or its officers, employees and agents.

11. Insurance.

During the Term, the District shall maintain the following insurance coverage and limits of liability:

- a. Workers Compensation Insurance with statutory limits including a stop gap endorsement and all states endorsement, to include Employers' Liability Insurance in an amount not less than \$500,000 per coverage section.
- b. Commercial General Liability Insurance written on an occurrence basis. The limit shall not be less than \$1,000,000 per occurrence, \$2,000,000 aggregate personal injury and \$500,000 property damage, or \$5,000,000 combined single limit. Coverage should include employee benefits liability at a limit of \$1,000,000. Coverage shall include premises and operations, explosion, collapses, and underground hazards, products and completed operations, contractual, independent contractor, broad form property damage.
- c. Comprehensive Automobile Liability Insurance for owned, hired, or non-owned vehicles in an amount not less than \$1,000,000 per occurrence.
- d. Professional Liability Errors and Omissions Insurance in an amount not less than \$1,000,000 for each occurrence. Coverage shall not exclude sexual abuse or molestation.
- e. Employment Practices Liability Insurance to include coverage for third parties and independent contractors at a limit of no less than \$1,000,000.
- f. The District shall name MDRC as an additional insured in its insurance policies (not to include workers compensation or automobile liability) and provide Certificates of Insurance from its insurance carrier or agent as proof of the above required coverage and limits of liability, including expiration dates of coverage. Certificates shall indicate 30 days notice of cancellation or material change.
- g. The District's insurance policies shall be placed in carriers licensed to do business in the state where the District conducts operations, shall be acceptable to MDRC and shall be rated by Best's (or similar rating organization) at no less than A-VIII.
- h. The District shall be responsible for any policy deductibles. All policies shall contain a waiver of subrogation in favor of MDRC.

12. Equal Opportunity/Non-Discrimination.

The District shall comply with all applicable federal and state civil rights and non-discrimination laws, rules and executive orders. This Agreement may be suspended or terminated, in whole or in part, in the event of the District's noncompliance with this clause and the District may be declared ineligible for further contracts with MDRC.

13. Licenses and Permits.

The District represents that it has or shall (at its own expense) obtain all licenses, certifications, permits, approvals, inspections and other authorizations required to perform the services. Inability or failure to obtain such items shall not excuse the District's failure to strictly comply with the terms of this Agreement.

14. Miscellaneous.

- a. Severability. The invalidity or unenforceability of any particular provision of this Agreement shall not affect any of the provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
- b. Notice. Each notice, approval or consent given by MDRC or the District hereunder shall be in writing and shall be delivered or mailed to the following respective addresses, or to such other addresses as either party may designate to the other by notice as herein provided:

MDRC:

MDRC

16 East 34th Street
New York, NY 10016

Attn: Jesus M. Amadeo, Senior Vice President

Mt. Diablo:

Mt. Diablo Unified School District

1026 Mohr Lane
Concord, CA 94518

Attn: Stephanie Roberts, Director of Development

- c. Independent Contractors. It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.
- d. Representations and Warranties. Each party represents and warrants to the other that it has the full right and authority to enter into and perform the Agreement, and is not party to any agreement or understanding in conflict with the Agreement.
- e. Release of Claims. The District's acceptance of final payment hereunder constitutes its full and final release of all claims against MDRC which are in any way related to the Agreement, whether the basis therefore is then known or unknown to the District or MDRC, except as to criminal conduct or gross negligence of MDRC.
- f. Governing Law, Jurisdiction. The Agreement shall be construed and enforced in accordance with the laws of the State of New York. The exclusive forum for all disputes in connection with the Agreement shall be the federal and state courts situated in New York County and the District hereby irrevocably consents to the exclusive jurisdiction and venue of said courts for that purpose.

g. Amendments; Merger.

- i. The Agreement may be altered, amended or modified only by a writing executed by duly authorized representatives of both parties.
- ii. The Agreement and all attachments constitute the complete and final agreement between MDRC and the District, and supersedes all prior agreements, written or oral, relating to the subject matter hereof.

h. Survival. The terms of the Agreement that, by their nature, would need to survive the expiration or other termination of the Agreement shall survive the expiration or other termination of the Agreement.


i. Titles. Titles of sections are for convenience only, and neither limit nor amplify the provisions of the Agreement itself.

j. Successors. This Agreement shall be binding upon and insure to the benefit of the parties hereto and their permitted successors, assigns and legal representatives.

k. Subcontracts/Consulting Agreements. All terms and conditions of this Agreement are binding on any consultants or subcontractors hired by the District.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

MDRC



9/24/09

Jesús M. Amadeo

Date

Senior Vice President

Mt. Diablo Unified School District

Dick Nicoll

Date

Interim Superintendent

THE CAREER ACADEMIES PROJECT

SCOPE OF WORK ASSOCIATED WITH SITE PAYMENT

This Scope of Work details the roles and responsibilities of the District, Host High School, and Academy as well as the responsibilities of MDRC, and its subcontractor, Bloom Associates, (hereafter referred to as the "Project Team").

Roles and Responsibilities of the District, Host High School, and Academy:

1. Identify a District Point Person to be the key contact at the district level responsible for the Project.
 - The District will assume the cost of sending this person to the cross-site training meetings so that the District will be fully informed about the intervention and ready to support its implementation at the chosen high school. At least one of the three meetings will be held locally.
 - The District Point Person will participate in some of the on-site visits by the Project Team as requested by the Project Team. He/she will participate occasionally in the regular phone calls with the Coordinator and the Project Team when the topics will benefit from a district perspective.
 - The District Point Person will support the goals of the project with district administrators, including granting credit for the internship seminar, involving district-level industry advisory boards to mobilize their networks for internships, job shadows, etc, providing transportation for students to group job shadows, and coordinating with WIA and other public systems to help the project.
 - The District Point Person will work with the Academy to consider a plan to continue the work of strengthening the programs and activities after the project is over in June 2011.

Employ a College and Career Development Coordinator ("Coordinator").

- The Project Team will be responsible for selecting the Coordinator with input from the participating district and school.
 - The Coordinator position may be shared between two or more individuals as agreed to by the Project Team.
 - Participating districts and schools will assure that the Coordinator is able to work at least 17.5 hours per week to conduct the tasks described in Exhibit C.
 - The Coordinator will work under the direction of the Project Team on tasks related to implementing the intervention and research and described in detail in Exhibit C.
 - The remainder of this person's time may be allocated to work at the high school or district, with the district supplementing the Coordinator's salary to a full-time position or as a second part-time position.
3. Identify and enable at least one CTE teacher to implement the College and Career Prep Activities. The teacher(s) will participate in trainings, although the Project Team will cover the travel costs of only one CTE teacher.

4. Identify and enable at least one teacher to teach the Internship Seminar. This person will participate in a training conference; the travel costs will be paid by the project team.
5. Enable core academic teachers to participate in activities associated with the intervention, such as preparing assignments and activities that connect the work-based learning experiences and college awareness activities with material taught in core academic classes, accompanying students on job shadows, visiting internships, and participating in team meetings.
6. Provide detailed feedback and suggestions for improvement of the curriculum and guides based on implementation experience. This will be accomplished through weekly phone calls scheduled with the Coordinator, use of observation checklists, review of student materials and assessments, surveys of students and employers, and other data collection strategies. Each version of the intervention materials will require feedback from the Coordinator and selected Academy staff to support continuous improvement efforts.
7. Help schedule meetings, interviews and observations during site visits by the Project Team.
8. Support the Project Team as needed in obtaining informed consent from parents/guardians. Parents will be provided with the option to have their child not participate in research activities.
9. Provide MDRC with school records data as outlined in Exhibit D.
10. Refrain from sharing the curricula or guides obtained through this project with any other high schools for a period of at least two years.

Roles and responsibilities of the Project Team:

1. Pay for a part-time College and Career Development Coordinator ("Coordinator") who will be responsible for helping to implement the intervention and other tasks (see roles and responsibilities of Coordinator in Exhibit C).
2. Provide training opportunities for Career Academy staff to become familiar with materials and guides developed for the intervention:
 - Two-day cross-site training in Fall 2009 for CTE teacher(s), the Coordinator, and academic teachers if paid for by the District
 - Two-day cross-site training meeting in Spring/Summer 2010 for Internship Seminar teacher and the Coordinator and academic teachers if paid for by the District
 - Two-day cross-site meeting in Summer/Fall 2010 for the Coordinator

All travel, lodging and meal costs associated with the trainings described above for the Coordinator and CTE teachers will be covered by the Project Team.

3. Provide on-going technical assistance and coaching to support implementation of the intervention. This includes:
 - Up to four site visits by the Project Team each semester;
 - Regular phone meetings (weekly at first; bi-weekly at the discretion of the Project Team) with the Coordinator (and occasionally other staff, when available); and
 - Access to Project Team members, as needed by phone or email.
4. Keep all student information strictly confidential, only making the information available to the Project Team for the purposes of research and refining the curriculum, training, and technical assistance. All members of the Project Team will follow guidelines and procedures pertaining to confidentiality and data security, and will sign confidentiality agreements in a form approved by MDRC. The Project Team will prepare all necessary materials for Institutional Review Board (IRB) approval and will submit materials to the IRB, as required, for continuing review.
5. Provide Academies with all versions of the curriculum and implementation guides, including guides, student materials, materials for employers, etc.
6. Work with the district to facilitate the transfer of school records data as outlined in Exhibit D, in accordance with confidentiality and security requirements applicable to the Project. All members of the Project Team will abide by district and research requirements related to secure access, transfer, and storage of these data.

Mt. Diablo Unified School District (MDUSD)
 Budget and Quarterly Financial Reporting Form
 Strengthening Career Academies Project

Exhibit B

MDRC
 9/18/09

SITE BUDGET FORM

	Fall 09 (Sept - Dec 09)	Spring 10 (Jan - June 10)	Fall 10 (Sept - Dec 10)	Spring 11 (Jan - June 11)	TOTAL Sept 09- June 11
	ESTIMATED BUDGET (payment date 9/1/09)	ESTIMATED BUDGET (payment by 06/1/10)	ESTIMATED BUDGET (payment date by 9/1/10)	ESTIMATED BUDGET (payment by 6/1/11)	ESTIMATED BUDGET
PROGRAM SUPPORT from MDRC Budget Proposed for MDUSD					
Site Coordinator (salary & benefits) ¹	16,364.5	16,364.5	16,364.5	16,364.5	65,458
District Indirect Rate (5.06%) ²	885.5	885.5	885.5	885.5	3,542
Incidentals (non-personnel) ³	250	250	250	250	1,000
SUBTOTAL (MDRC funds)	17,500	17,500	17,500	17,500	70,000
TOTAL (all funding sources)	17,500	17,500	17,500	17,500	70,000

MDRC ESTIMATED PAYMENT AMOUNT

<u>PAYMENT TYPE</u>	<u>ESTIMATED AMOUNT</u>	<u>DATE</u>
Fall 09 payment	17500	9/1/2009
Spring 10 payment	17500	6/1/2010
Fall 10 payment	17500	9/1/2010
Spring 11 payment	17500	6/1/2011
TOTAL CUMULATIVE PAYMENTS		4

NOTES

1 May be distributed across more than one key staff performing duties of the Site Coordinator (Exhibit C), as agreed upon by the District and the Project Team.

2 As agreed upon by the District and the Project Team and not to exceed this percentage

3 Up to \$1,000 per site for the duration of the project can be used for incidentals such as the rental of a bus for a college visit or job shadow, event refreshments, etc. at the discretion of the site

THE CAREER ACADEMIES PROJECT

COLLEGE AND CAREER DEVELOPMENT COORDINATOR ROLES AND RESPONSIBILITIES

The College and Career Development Coordinator ('+Coordinator') will be responsible for overseeing the implementation of the intervention at the participating career academy. The duties of the Coordinator position may be carried out by more than one individual if agreed to by the Project Team. Specifically, the Coordinator will:

1. Facilitate Project Team and Academy/District Communications

- a. Serve as the primary point of contact between the Project Team and the participating career academy.
- b. Prepare for and participate in regular 1-hour phone meetings with the Project Team (weekly unless otherwise directed by the Project Team).
- c. Attend cross-site trainings provided by the Project Team (travel costs will be paid by the project) and help to coordinate logistics if academy is the host site (each site may be asked to host one training each year).
- d. Prepare for and participate in up to four site visits each semester by the Project Team.
- e. Serve as the point person to receive original and updated versions of curricula, guides, materials, and recordkeeping forms from the Project Team and maintain a master set of all current materials.

2. Oversee Implementation of Intervention Components

- a. Build partnerships with local employers with the goal of creating job shadow or internship opportunities for all students in the academy.
- b. Develop and monitor internships for all students during the summer after junior year and/or during senior year of high school utilizing the Internship Implementation Guide provided by the Project Team.
 - i. Communicate learning objectives with employers and work with them to create an experience that meets those objectives.
 - ii. Work with academy teachers to implement a series of activities in preparation for the internship as part of the College and Career Preparation Activities: see below.
 - iii. Work with school administration, local foundations, and employers to obtain funding resources for paid internships, if applicable, and establish a policy for student compensation for internships.

- c. Teach or arrange for another trained individual to teach an internship seminar to be offered at any time students are working in internships that uses the Internship Seminar Curriculum provided by the Project Team.
 - i. Work with school administrators to be sure students are scheduled for the seminar and that students receive credit for their internship and for the seminar.
 - ii. The internship seminar teacher's time will be paid for by the school district. Coordinator may teach the seminar, or will coordinate with a seminar teacher.
 - iii. Coordinators (and internship seminar teachers) will adapt the seminar curriculum by tailoring examples and bringing in materials specific to the academy's theme focus.
- d. Develop and coordinate job shadow experiences for all students in the academy utilizing the Job Shadow Guide provided by the Project Team. The objective is for every student to accomplish a minimum of one job shadow every year.
 - i. Communicate learning objectives with employers and work with them to create an experience that meets those objectives.
 - ii. Work with academy teachers to implement a series of activities before, during and after the job shadow experience (as part of the College and Career Preparation Activities, see below).
 - iii. Work with the school administration to schedule the job shadows and arrange transportation.
- e. Oversee implementation of College and Career Preparation Activities (CC-prep) in career technical class utilizing College and Career Workshops for Career Academies provided by the Project Team.
 - i. Together with the Project Team, adapt CC-Prep curriculum to accommodate any existing curriculum already offered in the academy.
 - ii. Ensure through coaching and support that the CTE teacher delivers the curriculum for the duration of the project in all grades. The Coordinator may also deliver these units.
 - iii. Coordinate CC prep units on job shadow or internship preparation and reflection during the implementation of these activities
 - iv. Plan and accompany students on at least one visit to a local college campus per year.
 - v. Work with Academy counselors and host high school teachers to ensure that all students take college-prep courses so that they are "college ready" eligible to enroll in college upon high school graduation.
- f. Support implementation of retention strategies for at risk students: Coordinator will work with the Project Team to develop and test strategies to retain at risk students:
 - i. With Academy teachers, identify the efforts that are now being made to retain at risk students.

- ii. Together with the Project Team, involve staff of the academy, guidance and administration in developing strategies for enhancing retention.

3. Provide feedback and documentation as requested on use and usefulness of materials and guides

- a. Provide on-going written and oral feedback (iterative review) to the Project Team regarding the use of the new curricula and guides and recommend revisions of curricular, guides, staff training, and program modifications.
- b. Complete documentation forms (time logs, feedback forms, record-keeping) as requested by Project Team. Collect completed forms from students, staff, and employers as intervention components are implemented.
- c. Assist the Project Team in data collection efforts such as up to two in-class student surveys, one employer survey, obtaining parent consent for student participation, and facilitating the transfer of student records.

THE CAREER ACADEMIES PROJECT
DATA AGREEMENT
FOR MDRC AND MT. DIABLO UNIFIED SCHOOL DISTRICT

MDRC is interested in how the career/college exploration and work-based learning enhancements of the Strengthening Career Academies Project affect student engagement-, academic-, and career-related, outcomes. Therefore, Mt. Diablo Unified School District agrees to provide MDRC with individual-level data as detailed in this attachment to the Strengthening Career Academies Project Agreement. MDRC will work with the district to meet all district requirements related to the secure access, transfer, and storage of the data.

Data Format

Student records will be collected once for each participating Academy, in Spring 2011, to capture student data for the first and second semesters of the 2009-2010 school year and the first semester of the 2010-2011 school year.

Measures

We would like to receive the closest equivalent available measures to those listed below. We recognize that actual available data may vary from this request.

I. Student Characteristics

- Name
- Student ID
- Ethnicity/Race codes
- Gender
- Date of birth
- Special education status codes
- Gifted/talented status codes
- ESL/LEP status codes
- Free/reduced price lunch eligibility codes
- Address
- Academically at-risk as available and defined by the District

II. Attendance Rate (days absent, present, enrolled)

III. Enrollment

- Entrance and exit dates from academy (if different from high school)
- Entrance/exit dates and codes (including drop-out)
- Schools attended and dates

IV. Promotion/Retention

V. GPA (by term, year and cumulative)

VI. Credits Attempted and Earned

VII. Courses taken, Grade in Course (if letter grades, please specify numerical ranges, i.e.: A+ = 98-100),
Completion Status

- CTE, other electives, academic classes
- Completion of requirements to be "college ready"

VIII. Standardized Test Scores – All Subjects (including a continuous measure, i.e. scaled scores)

- State achievement exams- either content based or norm-referenced
- National achievement exams- either content based or norm-referenced
- Exit exam (pass/fail)

IX. High School Diploma

- Awards

X. Disciplinary codes (if available)

Documentation and Description of Data

Please include the following items to help us understand and utilize the data you send to us:

- a code book that describes the structure of the file and variables included (similar to the code books that come with most standardized test score data files);
- definitions of district codes where appropriate (for instance, definitions of codes used for Ethnicity/Race or reasons for entrance/exit from school);
- the raw numerator and denominator used to calculate the indicated rate or percentage (for example, the attendance rate can be calculated as the number of days present over the days school was in session.) We realize that the raw numerator and denominator are not always available, and we will accept the closest equivalent available measures:
- explanations of how indicators are calculated for your district where appropriate (for instance, how attendance rate or GPA was calculated).