

## Alternative CCRI Self-Report Spreadsheet Instructions

The CCRI Self-Report Spreadsheet should be filled out and the total points earned submitted no later than end of day JULY 30. RETAIN FINAL SPREADSHEET AND SUPPORTING DOCUMENTATION AND ALL OTHER RECORDS RELATED TO CALCULATIONS OF THE COLLEGE AND CAREER READINESS POINTS FOR INSPECTION AND AUDIT BY THE STATE, CONSISTENT WITH RECORD RETENTION POLICIES. The spreadsheet will include clickable arrows (numbered 1-18) to jump directly to the item in the instructions. Cells that should be filled with data are colored light green. If an unacceptable response is entered, an error message will appear with the acceptable responses. Points are calculated automatically after each entry.

1. District - Enter your district or charter holder name.
2. School - Enter school name. Note: one school per spreadsheet.
3. "Entered By - Enter your name. THE AUTHORIZED REPRESENTATIVE HEREBY ATTESTS TO THE ACCURACY AND COMPLETENESS OF THE DATA PROVIDED. ANY PERSON WHO KNOWINGLY MAKES, USES, OR CAUSES TO BE MADE OR USED, A FALSE RECORD IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES."
4. Approved By - Enter the name of the person that has approved the document. The "Approved By" name listed here should match the name of the person that will enter the "Points Earned" on the ADEConnect website. THE AUTHORIZED REPRESENTATIVE HEREBY ATTESTS TO THE ACCURACY AND COMPLETENESS OF THE DATA PROVIDED. ANY PERSON WHO KNOWINGLY MAKES, USES, OR CAUSES TO BE MADE OR USED, A FALSE RECORD IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.
5. Number of Students - This number is the same number as your reported "On-Track" students. Students should be included in the spreadsheet if they meet either of the following criteria: 1. the student graduated at any point during the 2022-2023 school year OR 2. the student meets the "On-Track" criteria (students who are enrolled at the school on January 31, 2023 and need 3 credits or less to meet SBE established graduation requirements with no more than 1 of those credits being mathematics OR the student graduated during fiscal year 2023 prior to January 31, 2023). A student should only be included in the spreadsheet once.
6.
  - a. SSID - Enter the SSID of each student. After you click ""Enter"" the rest of the row will populate so you can mark the appropriate indicators. If the student does not meet any

of the indicators, simply leave the row blank and click on the next cell under ""SSID"" to enter the next student. To correct a SSID, highlight the cell by clicking on it, enter the correct ID, and hit ""Enter"". If a student's SSID is deleted, the entered indicator amounts will remain. Manually delete your indicator responses for the deleted SSID. If you accidentally delete a SSID, the indicator responses will still remain populated. Re-enter the SSID in that column.

- b. If a SSID cell is red, there is a duplicate SSID already entered in the spreadsheet. Cell D6 shows how many duplicate SSIDs you currently have. Check to make sure you haven't already entered the SSID erroneously in the spreadsheet and correct the ID or delete the duplicate submission. We recommend entering each student's CCRI information before entering the next SSID, so you don't lose track of the row for which you are entering data."
7. Enter a response for each indicator that the student meets. There are three different types of responses for the indicators. Each type is detailed below in the "Notes" section.
8. This is the total number of CCRI points your school has earned. Ensure that no cells are highlighted, the total number students matches the number of SSIDs entered, and no error messages are showing up. This is the total number that should be reported to ADE through ADEConnect before end of day - July 30<sup>th</sup>. **RETAIN THE FINAL SPREADSHEET, SUPPORTING DOCUMENTATION, AND ALL OTHER RECORDS RELATED TO CALCULATIONS OF THE COLLEGE AND CAREER READINESS POINTS FOR INSPECTION AND AUDIT BY THE STATE, CONSISTENT WITH RECORD RETENTION POLICIES.**

## Notes

9. Enter Type - This indicates the type of response needed. Each indicator can be marked "yes" in two different ways: all-or-nothing = x or a number (i.e. number of AP courses) = Total # courses.
10. Indicator - Unlike the traditional CCRI Spreadsheet, the spreadsheet for alternative schools does not distinguish between "red" and "blue" indicators. For convenience and review, the indicators have been grouped by type (i.e. "Earn College Credit"). A student must have at least 1-point total in order to receive points towards the school's total. Students receiving less than 1 point

will count as earning "0" points. There are no bonus points for achieving higher than the 1 point necessary to earn points for the school's average.

11. Check Box - Enter an "x" if the student satisfies this type of indicator. If the student does not, simply leave it blank. If you try to enter a 0 or anything other than an "x" in this field, an error message will pop up. If you need to get rid of your entry, just delete the "x" and hit "Enter."
12. Quantity Indicator- Enter the number of courses, tests, or benchmarks the student has passed/achieved for the description above. If you try to enter a number greater than the accepted amount or less than 1 in this field, an error message will pop up. The maximum number you can enter is capped based on the maximum number of points you can earn for each indicator type. It is possible that a student has achieved more than the maximum number allowed for an indicator. I.e. The most points a student can earn is 1 total point, so the maximum number entered for meeting the cut score on the SAT exam is 2. If you need to get rid of your entry, just delete the number and hit "Enter."
13. Indicator Name – This cell has the name, description of the indicator, and the cut scores of each indicator (where applicable) if you hover over the cell. This indicator has different cut scores depending on when the student took the test. Make sure the student meets the cut score for the date tested.
14. E8 - Students either receive full points or no points. This cell indicates how many students fall into the two categories.
15. Total Score Per Student - Identifies how many points that student has earned towards your total CCRI points. The number of students that have earned points (>0) toward the CCRI is viewable in cell D6.
16. Total Points - This is the total points that all students earned. This number is divided by the total number of students to get your school's Total Points Earned (Number 8).
17. Diploma Seals - Accountability was directed to gather information on Diploma Seals. Indicate if each student earned a Diploma Seals, and the name of the seal the student earned. In the event that a student earned more than one seal, pick the most prominent one to include in the "Name of Seal" field. Also, please indicate in the additional seals column that the student earned more than one seal. This will help guide decisions on how diploma seals should be utilized for future CCRI components.