

## Traditional 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 Cohort 2024 Students - Enter the total number of Cohort 2024 students enrolled in your school from October 1, 2023 to May 1, 2024 including those Cohort 2024 students that graduated early. If this box is left empty or does not match the number of student records you enter in the spreadsheet, it will turn red and have the following error message to the left: "Total students must be equal to the count of SSIDs." The total points earned (#9) will not be calculated until this error is corrected. If the count of SSIDs entered is less than the number of students you have filled out, you will receive a yellow error message in cell E9 that says "SSID Count < # of students." Make sure you are entering the SSID of each student that is part of cohort 2024 - regardless of whether they meet any of the indicators - to ensure this number matches with the number of SSIDs.

6.
  - a. SSID - Enter the SSID of each Cohort 2024 students. 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 E6 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. If your school meets this bonus, you will receive 1 bonus point in the "Bonus" cell. Note: This calculation will not be done for you. You will need to calculate whether there has been an increase in the percent of students from the prior fiscal year to the current fiscal year or a total of 85% of students in post-secondary enrollment and/or military service.
9.
  - a. This is the total number of CCRI points your school has earned. Ensure that no cells are highlighted, the total number of Cohort 2024 students matches the number of SSIDs entered, and no error messages are showing up. This is the number that should be reported to ADE through ADEConnect before end of day on JULY 30. **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.**
  - b. These are the bonus points earned in H5. A school can earn either 1 or 0 points

## Notes

10. Enter Type - This indicates the type of response needed. Each indicator can be marked "yes" in three different ways: all-or-nothing = x, a number (i.e. number of AP courses) = Total # courses, or undetermined color = "r" or "b."
11. Red or Blue Indicator - Enter "r" or "b" to indicate whether you want the student's points to count towards either the red or blue indicator. NOTE: To receive the maximum number of points for each student, the red/blue split indicator should be utilized to give the student 1 total points of each indicator type. For example, if the student already has 1.5 points for the blue indicator but only .75 points for red, you will want to mark it with an "r" so the student can earn you 22 points as opposed to 20. We recommend you fill out this one last so you know what option will have the most impact. If you need to change the indicator type, click on the box and enter what type you would like to switch it to ("r" or "b") and hit "Enter." The box will highlight the color of the new indicator type. If you need to delete your entry entirely, highlight the box and delete the letter. Trying to enter 0 or any other answer will show an error.
12. 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."
13. 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 color. 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 toward the blue or red indicator is 2 points, so the maximum number entered for meeting the cut score on the AP exam is 4. If you need to get rid of your entry, just delete the number and hit "Enter."
14. Indicator Name – This cell has the name, description of the indicator, and the cut scores of each indicator (where applicable). 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.
15. Blue Indicator Points Total – This is the total for all blue-indicator points for each student. NOTE: Use these two boxes as a quick guide to determine whether to mark an item as "r" or "b" for a student.

16. Red Indicator Points Total – This is the total for all red-indicator points for each student. NOTE:  
Use these two boxes as a quick guide to determine whether to mark an item as “r” or “b” for a student.
17. Total of Blue and Red Indicator Points – This is the total of all the indicator points.
18. 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.
19. 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.