

APPENDIX B: Checklist of Steps in “Polishing” Your Support Services Received Data File

Doing a Summary Table (Known as a Pivot Table in Excel) for Questions 5, 10 & 11

Done ✓	Q 5: Returning/New Student	Q10: Academic Outcomes	Q11: Grade Placement
STEP A: Under Data Menu, select PivotTable Report			
STEP B: At the dialog box "PivotTable Wizard -- Step 1 of 3", select the option " Microsoft Excel List or database. Then click Next>			
STEP C: In the range box of "PivotTable Wizard -- Step 2 of 3" indicate the column of the data that you want Excel to summarize.			
STEP D: At the dialog box "PivotTable Wizard -- Step 3 of 3", tell Excel where to put the summary table & what you want the summary table to look like.			
STEP E: Excel will now put a summary table on a new worksheet tab.			

Doing counts for Questions 6, 7, 8, and 9

Done ✓	Q 6: Instruc. Setting	Q7: Sch Student Support Services	Q8: Other Support Services	Q9: CAHSEE
STEP A: Transform all the X's to 1's.				
<i>A(1) Highlight Columns L through BZ.</i>				
<i>A(2) & A(3) Use Replace to change X's to 1's.</i>				
STEP B (1) - (3): "Write" a formula that will sum the 1's in each column.				
<i>B(4) Now that you have the formula entered, you can copy the formula and paste it for all the other columns (on my example spreadsheet N - BZ) for the information for Questions 6, 7, 8, and 9.</i>				
<i>B(5) "Freeze" the results from the formulas.</i>				
Paste values into table templates.				

**APPENDIX C: Table Templates for Support Services Received Form Data
(contained in file: Support Services Summary Tables Templates.xls found
on the www.gradstar.com website)**

Question 6: Instructional Setting or Strategy: Please mark ALL the academic settings/strategies that the student experienced at any time during the current academic year.

	count
Question 6: 100A - Mainstreamed at a Comprehensive Sch (Middle or HS)	
Question 6: 100B - Self-Contained Classroom	
Question 6: 100C - Independent Study	
Question 6: 103- Home and Hospital Instruction	

Question 7: School Student Support Services: Please mark ALL school student support services that the student experienced at any time during the current academic year.

	Count
Question 7: 113- Regional Occupational Center/Program (ROC/P)	
Question 7: 114- Title 1	
Question 7: 115- English Language Learner (ELL/ESL)	
Question 7: 116- National Free/reduced Lunch Program	
Question 7: 117- Special Education	
Question 7: 118- Homeless	
Question 7: 119-Foster Youth	
Question 7: None of the above are applicable to this student	
Question 7: Other, please specify	

Question 8: Other Support Services: Please mark ALL of the following support services that the student experienced at any time during the current academic year (even if for one day).

	Count
Question 8: 100-Academic: 101- Adult Education Classes	
Question 8: 102- Continuation School	
Question 8: 104- Opportunity full-day classes	
Question 8: 105- Vocational Education classes	
Question 8: 106- Adult Basic Education	
Question 8: 107- CA Partnership Academy	
Question 8: 108- Cal-Serve	
Question 8: 109- Migrant Education	
Question 8: 110- Gifted & Talented (GATE)	
Question 8: 111- Advanced Placement	
Question 8: 112- Community College classes	

Question 8: 200 - Counseling/Health/Medical: 201- Case Mgmt AFLP	
Question 8: 202- Case Mgmt Cal-Learn	
Question 8: 203- Case Mgmt Other	
Question 8: 204- Child/Domestic Abuse Edu, Counseling, Services	
Question 8: 205- Substance Abuse Edu/Counsel/Treatment	
Question 8: 206- Crisis Intervention/Counseling	
Question 8: 207- Family Support & Dvpmt, Fam/Indiv Counseling	
Question 8: 208- Peer Support Groups & Counseling	
Question 8: 209- Mental Health Assmt, Intervention, & Referral	
Question 8: 210- Health Educ, inclu Reprod Health Care & Fam Plan	
Question 8: 211- Perinatal Educ/Care, inclu Childbirth Preparation	
Question 8: 212- Medical services	
Question 8: 213- Medi-Cal	
Question 8: 214- Dental services	
Question 8: 215- Meal Supplements for Pregnant or Lactating Students	
Question 8: 216- Nutrition Educ, Counsel, Food Stamps (inclu WIC)	
Question 8: 217- Other: Please specify in the space below.	
Question 8: 300 - Educ/Employ/Financial: 301- Academic Supp, tutor/mentor/ intern	
Question 8: 302- Parenting/Life Skills Ed	
Question 8: 303- Career Counseling/Job Training	
Question 8: 304-Transition to post grad ed/training	
Question 8: 305- Transition to post grad employment	
Question 8: 306- Housing/utilities assist	
Question 8: 307- Legal services	
Question 8: 308- Other: Please specify below.	
Question 8: 400 - Child Services: 401- Develop Assess/Services	
Question 8: 402- Head Start, or other CD Prog	
Question 8: 403 - Cal-Learn Child Care	
Question 8: 404- Other: Please specify below.	
Question 8: 500 - Other Services: 501- Enrich and Rec Activities	
Question 8: 502- Safe Home-to-School transport	
Question 8: 503- Sch safety/violence prevention	

Question 8: 504- Support serv for relatives not in program	
Question 8: 505- Other: Please specify below.	
Question 8: The student did NOT receive any of the support services listed above.	
Question 8: Other, Please Specify Below	

Question 9: 601-CAHSEE: As of today's date, has the student passed BOTH sections of the CAHSEE (English/Language Arts & Math)?

	Count
Question 9: Yes	
Question 9: No	
Question 9: Not applicable to this student. [9th grader or younger]	