Code Book for Dual Language Spreadsheets

Use the Excel spreadsheet to record the information.
BE CONSISTENT IN YOUR DEFINITION OF CODES
Variable names appropriate for SPSS are listed in parentheses next to regular variable name[1]

THESE ARE RELATIVELY FIXED – not likely to fluctuate from year to year

Student ID (ID) -- enter the district or state ID number, whichever is appropriate (Double check your entry)

Student NAME (NAME) -- Last name, first name

ETHNIC (ETHNIC) -- use the following categories **ONLY** to code the student's ethnic background:
      1 = Hispanic/Latino/Mexican
      2 = European American, White, Other than Hispanic
      3 = African American, Black, Other than Hispanic
      4 = Asian American
      5 = Native American/Eskimo/Aleut
      9 = Other

LANGUAGE (Language) -- Primary language or language spoken at home
      1 = English
      2 = Spanish (if your 2nd language is something other than Spanish, you would want that here)
      3 = …

LANGUAGE GROUP AT ENTRY -- EL/EP (LANGROUP) -- indicate whether this student *began* the program as LEP/ELL or EP (not what the student is now)
      1 = ELL
      2 = EP/EO
      You need to determine whether you have a significant BILINGUAL population that you want to code for 3=BIL

THE VALUES FOR THE REMAINING VARIABLES MAY CHANGE FROM YEAR TO YEAR and should be noted by the appropriate academic year. You can code year in any way you want. If you are only looking at one year of data, the year is not a problem. However, if you have a dataset spanning several years, then it could become confusing as to which data were from which years. So, you could represent the year according to the academic year (e.g., academic year 2006/07 would be delineated as 06.). You need to think about how you will represent test scores that

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[1] SPSS requires that variables names be no longer than 8 characters in length.

are collected in the spring, and are listed on printouts as 07, since they are collected in April or May or June of 2007. If you put 07 at the end of the variable names, you might later get confused about whether this data was part of the academic year 06 or part of the academic year 07. I (Kathryn Lindholm-Leary) always use the fall designation of the academic year (in this case, 06) even for data that are collected in spring because I want to keep all the academic year consistent. However, you are free to use whatever designation you want. Just keep good notes that explain when the data were collected.

CURRENT DATA (You can represent current by last 2 digits of academic year. Academic year 2006/07 = 06 in examples below

PROGRAM TYPE (PRGTYP06) -- Enter the program type in which the student is
participating – if all students are in the two-way/dual language program, no
need to enter this information.
1 = TWI
2 = DB
3 = SEI
4 = English mainstream

GRADE (GRADE06) – current grade level of student
0 = kinder
1 = first, etc

CURRENT LANGUAGE GROUP -- EL/FEP/EP (LANGRP06) -- indicate whether
this student *is currently* ELL, R-FEP (redesignated as FEP) or EP
1 = ELL
2 = R-FEP
3 = EP/EO

CURRENT ENGLISH LANGUAGE PROFICIENCY SCORE – enter the student's
language proficiency score in ENGLISH. *(COMMENT: If you have a state or district
designated test, you may want to have one or more columns for that test and one
column for a rubric, like FLOSEM. You will need one column for each score).*

EXAMPLE 1:
CURRENT CELDT Score (CEL_T06) – Total:
CURRENT CELDT Score (CEL_LS06) – Listening/Speaking
CURRENT CELDT Score (CEL_R06) – Reading
CURRENT CELDT Score (CEL_W06) – Writing

1 = Beginning	2 = Early Intermediate	3 = Intermediate
4 = Early Advanced	5 = Advanced	

EXAMPLE 2:
CURRENT FLOSEM Score (FLOSE06) – this would be a score from 5-30

CURRENT <u>SPANISH</u> LANGUAGE PROFICIENCY SCORE – enter the student's language proficiency score in SPANISH.

EXAMPLE:
>   **CURRENT FLOSEM Score (FLOSS06)** – this would be a score from 5-30

(Note that the SPSS names for the FLOSEM are FLOSE06 with the E for English, and FLOSS with the S for Spanish – both end in 00 designating 2006/07 as the academic year)

CURRENT <u>ENGLISH</u> ACADEMIC ACHIEVEMENT SCORE:

READING/LANGUAGE ARTS – enter the student's academic achievement score in ENGLISH – in ____ (*COMMENT: Select appropriate type of score*)

In the examples below, note that the dates are listed as 07 even though all the rest of the data are listed as 06. The reason is that it might be confusing to some people who enter or examine the data if the date on the test publisher's list and the date of the student administration (e.g., spring 2007) are different from the date on the variable (if we used academic year, it would be 06). Personally, I (Kathryn Lindholm-Leary) would use 06 to be consistent. Others might want to use 07 to be consistent with the date of actual administration. Again, you can use whichever date you want—just be consistent and explain it somewhere.

EXAMPLE:
>   **CURRENT CST[2] Scale Score (CELA_S07)**
>   **CURRENT CST Proficiency Level Score (CELA_P07)**

1 = Far Below Basic	2 = Below Basic	3 = Basic
4 = Proficient	5 = Advanced	

MATHEMATICS – enter the student's academic achievement score in ENGLISH – in ____ (*COMMENT: Select appropriate type of score*)

EXAMPLE:
>   **CURRENT CST[3] Scale Score (CMth_S07)**
>   **CURRENT CST Proficiency Level Score (CMth_P07)**

1 = Far Below Basic	2 = Below Basic	3 = Basic
4 = Proficient	5 = Advanced	

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[2] CST = California Standards Test, see glossary. You would enter your appropriate state's test name (and variable name for SPSS if you're using SPSS)

[3] CST = California Standards Test, see glossary. You would enter your appropriate state's test name (and variable name for SPSS if you're using SPSS)

**CURRENT   SPANISH   ACADEMIC   ACHIEVEMENT   SCORE:
READING/LANGUAGE ARTS –** enter the student's academic achievement score in
SPANISH – in NCE (*COMMENT: You can select NCE or scale score*)

EXAMPLE:
> **CURRENT APRENDA NCE Score (SRT07N – S for Spanish, R for
> Reading, T for total as opposed to subscores, 07 for year of
> administration--2007, and N for NCE)** – score would be between 1-99

MATH – enter the student's academic achievement score in SPANISH – in NCE
(*COMMENT: You can select NCE or scale score*)

EXAMPLE:
> **CURRENT APRENDA NCE Score (SMT07N – S for Spanish, M for Math, T
> for total as opposed to subscores, 07 for administration in spring 2007,
> and N for NCE)** – score would be between 1-99

**Answer 1 for YES only where applicable (a blank will assume a NO answer) --
to the following**:
SES (SES06) -- Eligible for free/reduced price lunch during academic year 2006/07
RETAIN (RETAIN06) -- Retained in Grade during academic year 2006/07
SPEC ED (SPEDED06) -- Referred for special education during academic year
2006/07
GIFTED (GIFTED06) -- Referred for gifted education during academic year 2006/07

**Remember that these are all examples and suggestion -- not requirements.
You may collect whatever data you choose and name it whatever you wish in
your spreadsheet.**