**LAUSD data files and analysis notes for LAEPP research and data sharing**

**Version 3 – 3/1/17**

*This document outlines the employee data files created by LAUSD for the LAEPP research and data sharing project. In general, data files are created with the intention of reflecting the data as it appears in the source as closely as possible and avoiding pre-processing/analysis. Each university is provided with the matches found in employee data for the records provided in the full candidate file and all school data.*

*This document also provides notes on approaches to analysis for the LAUSD data files provided to each of the universities that participated in LAEPP data sharing on 2/1/17. These notes mainly serve as a starting point, focusing on the individual files. However, most of the originally intended research and analysis will require merging or appending files, particularly with the information in the candidate files created by each university (for example, examining employee information for the different programs/pathways).*

*Important reminder: throughout the data files, matched candidates’ employee records are provided, irrespective of when the candidate completed their university programs. For example, a candidate that completed a program and was recommended for a credential in the Spring of 2014 could appear in employee data files for SY 2012-13 if they were employed by the district in any capacity prior to completion of their program.*

**File name: Detailed school information**

Description and time span: Includes all current school location details including types and codes. Please note that this includes units within schools such as magnets. A school by the state definition will include a CDS code.

Analysis notes:

This file will provide the ability to connect all school/location information to employee information using various codes (cost center code, location code, CDS code, etc.). A “school” is typically defined as a location with a CDS code and is served by a single principal. Within the district, this is known as “Preferred Location” whereas cost center or location codes could refer to smaller units within a school (such as a magnet program within the school). These locations and cost centers can be “rolled up” to a school.

Field definitions: See Glossary tab in file

**File name: School Demographics**

Description and time span: Includes teacher turnover, principal longevity and experience, etc. for SY 2013-14, SY 2014-15, SY 2015-16 based on norm day.

Analysis notes:

All schools are included for comparison purposes. The number of school locations vary per year based on schools opening or closing. Data is aggregated at the “Preferred Location” level. These data provide a picture of school stability. Comparisons could be made between schools where candidates come to be employed compared to the other schools.

Fields included and notes:

|  |  |
| --- | --- |
| Location Code | School location code |
| Location | School location |
| Local District | Local district in which school is located |
| Average years of principal duration (last 8 years) | Measures average principal longevity at a school over the past 8 years.  Calculated as 8 / the number of principals in the last 8 years (or for a new school, the number of years the school has been open). |
| 1-Year Teacher Turnover | See example of calculation below |
| 3-Year Teacher Turnover | Example: For 2014-15, this turnover rate is calculated using the number of teachers in SY 2011-12 as the base (denominator).  Any staff from the 2011-12 teacher roster that are no longer at the school this current year SY 2014-15 are considered “turnover” (numerator).  For example, if there were 10 teachers in SY 2011-12 and seven of them remain at the site in SY 2014-15 (and three are no longer there), the 3-Year Teacher Turnover is 30%. |
| Cert Staff last year (Norm Day) | Regular certificated employees (excluding substitutes and administrators) as of last year norm day |
| Evaluations Completed in Previous Year | Number of evaluations of certificated staff completed in the prior school year |

**File name: School Attendance**

Description and time span: School-level attendance information for SY 2013-14, SY 2014-15, SY 2015-16

Analysis notes:

All schools are included for comparison purposes. The number of school locations vary per year based on schools opening or closing. Data is aggregated at the “Preferred Location” level. These data provide a picture of school conditions. Comparisons could be made between schools where candidates come to be employed compared to the other schools.

Fields included and notes:

|  |  |
| --- | --- |
| Local District | Local district of school |
| Location | School location |
| Location Type | School type |
| Unprotected Absence Rate | Overall unprotected absence rate for all employees (certificated and classified) at the school |
| Percent at 96% - Total | Percentage of employees at the school with attendance at or above 96% |
| Target | District target |
| Difference | Actual minus target |
| Location Code | School location code |

**File name: Employee attendance**

Description and time span: Attendance for matching employees by year from SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16. Summarizes all hours across positions/assignments for an individual employee.

Analysis notes:

The district has set the benchmark for good attendance at 96% based on the historical average of overall employee attendance. Oftentimes, for analysis and goal-setting purposes, the preferred metric is the number of employees meeting this benchmark - the proportion of employees at or above 96%.

As noted above, this file contains attendance information for district employees matched with candidate records regardless of the date of program completion and the attendance includes any paid position in the district.

Fields included and notes:

|  |  |
| --- | --- |
| IHE\_NAME | University name |
| YEAR | Program year of candidate |
| Masked\_ID | Candidate’s masked identifier |
| OverallActualWorkableHrs | All basic assigned hours minus vacation and holiday hours for the employee across positions for the school year.  In MyTeam, this field is equivalent to the SAP “Actual Workable Hours”, which is “Estimated Workable Hours” minus “Protected Hours” |
| OverallActualWorkedHrs | Employee’s number of basic assigned hours worked (includes: regular time, miscellaneous, and professional development; does not include vacation or holiday hours taken) across positions for the school year |
| OverallAttendanceRate | Overall (regular time, miscellaneous, professional development hours) divided by (actual workable hours) |
| OverallProtectedHrs | Overall number of FMLA, CFRA, PDL, Jury Duty, Kin Care, and some Military Leave hours taken (year-to-date) |
| OverallUnprotectedHrs | Overall number of Illness, half-pay illness, personal necessity, unpaid time hours taken (year-to-date) |

**File name: Employee Course Assignments**

Description and time span: Course assignments and classroom demographics by year from SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16. This information comes from our student information system, so could vary slightly from HR transactional information particularly regarding location.

Analysis notes: As noted above, this file contains course assignment information for roster-carrying classroom teachers matched with candidate records regardless of the date of program completion. Not everyone working in teacher positions carry rosters. Analysis could be done on the courses candidate are placed in as well as the broad categories of students they are teaching.

Fields included and notes:

|  |  |
| --- | --- |
| IHE\_NAME | University name |
| YEAR | Program year of candidate |
| Masked\_ID | Candidate’s masked identifier |
| SchoolYear | LAUSD school year |
| Department | Department under which the course falls, can be unknown |
| Location | School location |
| LocationCode | School code |
| CourseGrade | Course or Grade |
| TotalNumberofStudents | Total number of students enrolled in that course for the school year |
| EL | Percentage of students classified as English language learners |
| SWD | Percentage of students classified as students with disabilities |
| FRL | Percentage of students participating in the free/reduced lunch program |

**File name: Assignment History**

Description and time span: All assignments for matching employees from Dec. 2006 to Aug. 2016. Please note that this information comes from our HR transactional system, so information mostly pertains to assignment, location, bargaining unit, pay, benefits, etc. Older records are less reliable, due to a new system adoption. Missing information and occasional data entry issues do occur. This will include any school or non-school location in which the employee worked. Some school locations may have closed and will therefore not be included on the detailed school file.

Analysis notes: Possible focus could be positions held prior to program completion vs. after program completion, the gap in time between program completion and obtaining a (teaching) position at the district, and ultimately retention at the district.

Fields included and notes:

|  |  |
| --- | --- |
| IHE\_NAME | University name |
| YEAR | Program year of candidate |
| MASKED ID | Candidate’s masked identifier |
| EMPLOYEE\_TYPE\_NAME | Certificated, classified or unclassified |
| JOB\_NUMBER | Number corresponding to position |
| JOB\_LONG\_DESCR | Description corresponding to position |
| K12\_TEACHER | Flag for whether the position is one of the primary K-12 classroom teacher jobs |
| COST\_CENTER | Work location code for budget |
| ESC\_CODE | Local district code |
| ESC\_NAME | Local district name |
| LOCATION\_CODE | Work location code |
| LOCATION\_NAME | Work location name |
| PREFERRED\_LOCATION\_CODE | Code for main school corresponding to location |
| PREFERRED\_LOCATION\_NAME | Code for main school corresponding to location |
| START\_DATE | First date of the assignment and location |
| END\_DATE | Last date of the assignment and location |
| MAJOR\_ACTIVE\_ASSIGNMENT\_FLAG | Flag for primary assignment, only available for open assignments |
| EVER\_MAIN\_ASSIGNMENT\_FLAG | Flag for position ever being main assignment |
| EMPLOYMENT\_STATUS\_CODE | Code for status of position, only available for open assignments |
| EMPLOYEE\_STATUS\_NAME | Description of status of assignment, only available for open assignments |
| PERSONNEL\_AREA\_CODE | Details on assignment type |
| PERSONNEL\_AREA\_NAME | Details on assignment type |
| PERSONNEL\_SUBAREA\_CODE | Details on assignment type |
| PERSONNEL\_SUBAREA\_NAME | Details on assignment type |
| EMPLOYEE\_GROUP\_CODE | Details on assignment type |
| EMPLOYEE\_GRP\_NAME | Details on assignment type |
| EMPLOYEE\_SUBGRP\_CODE | Details on assignment type |
| EMPLOYEE\_SUBGRP\_NAME | Details on assignment type |
| ACTION\_TYPE\_CODE | Details on action taken on the assignment, for action associated with last end date for this assignment and location |
| ACTION\_TYPE\_DESC | Details on action taken on the assignment, for action associated with last end date for this assignment and location |
| ACTION\_TYPE\_REASON | Details on action taken on the assignment, for action associated with last end date for this assignment and location |
| ACTION\_REASON\_DESC | Details on action taken on the assignment, for action associated with last end date for this assignment and location |

**File name: Employee Final Evaluation**

Description and time span: All final evaluation ratings available for matched employees across evaluation sources back to 2004. Please note that ratings levels/scales vary by evaluation source or type and year and not every employee is evaluated every year.

Analysis notes: Possible focus could be examining the broad categories of evaluation rating levels.

|  |  |  |
| --- | --- | --- |
| **Evaluation source** | **Years in use** | **Ratings categories (lowest to highest)** |
| EDSSL - MANAGEMENT | SY 2015-16 to present | Ineffective, Developing, Effective, Highly Effective |
| STULLS - MANAGEMENT | SY 2003-04 to SY 2014-15 | Below Standard Performance, Meets Standard Performance |
| EDST - INSTRUCTIONAL | SY 2015-16 to present | Below Standard Performance, Meets Standard Performance, Exceeds Standard Performance |
| TNL - INSTRUCTIONAL | SY 2013-14 and SY 2014-15 | Below Standard Performance, Meets Standard Performance |
| STULLS - INSTRUCTIONAL | SY 2003-04 to present (for instructional staff not yet using TNL or EDSL) | Below Standard Performance, Meets Standard Performance |
| STULLS - SERVICE | SY 2003-04 to present | Below Standard Performance, Meets Standard Performance |
| STULLS - 1022 | SY 2003-04 to present | Less Than Satisfactory, Meets Standard Performance, Exceeds Standard Performance |

Fields included and notes:

|  |  |
| --- | --- |
| IHE\_NAME | University name |
| YEAR | Program year of candidate |
| Masked\_ID | Candidate’s masked identifier |
| SchEndYr | LAUSD school end year (ex. 2016 is for school year 2015-2016) |
| EvaluationResult | Result of final evaluation |
| EvaluationSource | Evaluation type/form covering the different evaluations available for different roles |

**File name: Employee Observation Ratings**

Description and time span: Observation ratings for elements of our Teaching and Learning Framework by year from SY 2013-14, SY 2014-15 and SY 2015-16. Note that fields differ slightly by year due to changes to our evaluation software, however the 15 focus elements remain the same (see LAUSD TLF 2015-16 Focus Elements). The number of ratings and rating levels also vary by year.

Analysis notes: Rating levels can be converted to numeric rankings (ineffective=1, developing=2, effective=3, highly effective=4) and averaged.

Fields included and notes:

|  |  |
| --- | --- |
| IHE\_NAME | University name |
| YEAR | Program year of candidate |
| Masked\_ID | Candidate’s masked identifier |
| Framework | Teaching and learning framework |
| EvaluationDate | Date evaluation took place |
| Status | Status of evaluation |
| RatingPeriod | Observation rating period |
| DateofObservation | Date of observation |
| SchoolCode | Code for school location where observation took place |
| a2FocusKnowledgeofConte | see LAUSD TLF 2015-16 Focus Elements |
| b1FocusAwarenessofStude | see LAUSD TLF 2015-16 Focus Elements |
| d1FocusStandardsBasedLe | see LAUSD TLF 2015-16 Focus Elements |
| e2FocusPlanningAssessmen | see LAUSD TLF 2015-16 Focus Elements |
| a3FocusClassroomClimateR | see LAUSD TLF 2015-16 Focus Elements |
| c1FocusManagementofRout | see LAUSD TLF 2015-16 Focus Elements |
| d2FocusMonitoringandRes | see LAUSD TLF 2015-16 Focus Elements |
| a1FocusCommunicatingthe | see LAUSD TLF 2015-16 Focus Elements |
| a4FocusUseofAcademicLa | see LAUSD TLF 2015-16 Focus Elements |
| b1FocusQualityandPurpos | see LAUSD TLF 2015-16 Focus Elements |
| b2FocusDiscussionTechniq | see LAUSD TLF 2015-16 Focus Elements |
| c1FocusStandardsBasedPr | see LAUSD TLF 2015-16 Focus Elements |
| c2FocusPurposefulandPro | see LAUSD TLF 2015-16 Focus Elements |
| d3FocusFeedbacktoStuden | see LAUSD TLF 2015-16 Focus Elements |
| a2FocusUseofReflection | see LAUSD TLF 2015-16 Focus Elements |

**File name: Employee Professional Responsibility Ratings**

Description and time span: Professional responsibility ratings from final evaluation by year from SY 2013-14, SY 2014-15 and SY 2015-16. Note that fields differ slightly by year due to changes to our final evaluation form. See LAUSD Teacher Professional Responsibilities by year for details.

Analysis notes: Rating levels can be converted to numeric rankings (ineffective=1, developing=2, effective=3) and averaged.

Fields included and notes:

|  |  |
| --- | --- |
| IHE\_NAME | University name |
| YEAR | Program year of candidate |
| Masked\_ID | Candidate’s masked identifier |
| School Code | Location of final evaluation |
| 1. Arrives on time, starts class on schedule | See LAUSD Teacher Professional Responsibilities |
| 2. Regularly in attendance for the total contract day | See LAUSD Teacher Professional Responsibilities |
| 3. Effectively reviews and evaluates the work of pupils | See LAUSD Teacher Professional Responsibilities |
| 4. Provides effective supervision and control of students both within and outsid | See LAUSD Teacher Professional Responsibilities |
| 5. Engages families in the instructional program through participation in Open H | See LAUSD Teacher Professional Responsibilities |
| 6. Communicates and interacts professionally with students, parents, colleagues, | See LAUSD Teacher Professional Responsibilities |
| 7. Collaborates with colleagues to improve teaching and learning | See LAUSD Teacher Professional Responsibilities |
| 8. Attends all required school meetings and staff development programs | See LAUSD Teacher Professional Responsibilities |
| 9. Engages in ethical conduct and complies with school, District and State rules | See LAUSD Teacher Professional Responsibilities |
| 10. Regularly prepares appropriate lesson plans, available for substitute if emp | See LAUSD Teacher Professional Responsibilities |
| 11. Maintains accurate and timely records | See LAUSD Teacher Professional Responsibilities |