**MiRead Readiness Script**

The purpose of the MiRead Readiness Script is to ensure that all the data needed for MiRead to run is present in the Michigan Data Hub (MiDataHub).

**Steps to Run the Script**

1. Log into the cockpit application and navigate to your district landing page (Choose ISD to expand the list, then choose your district).
2. Click on the Reports menu and choose Manage Custom Exports.
3. Select one of the following options based on how your custom export screen is populated:
	1. If there are no Export Sets, click the Add New Export Set button.
	2. If there are one or more Export Sets, but you would like to create a new export set, click the Add New Export Set button.
	3. If you would like to add to an existing Export Set, click on the name of the export set to drill into the set. From the next screen, click the link to Create Another Query.
4. On the Add Query screen, enter the following values and click the Continue button.
	1. Query Name: MiRead Readiness Script
	2. I wish to add my query by: Writing/Pasting the Query in T-SQL
5. In the Write Query screen, click on the Query Bank dropdown (Select…) and locate the MiRead Readiness Script. The list isn’t alphabetized, so it may be at the very end or it could be the first one on the list. Click on the Preview Results button.
6. The Preview Data screen will show the results. You can use the Preview ODS Year dropdown to look at data for different school years, but our primary interest is the upcoming school year (2019-2020 currently. Click on the Continue button when done with the preview.
7. Back on the Export screen, you should see the MiRead Readiness Script listed in the “Queries included in the export set:” area. Ensure that the Export Set Name is filled in with an appropriate name if you chose option 3c above (we recommend Data Validation Queries). Also, ensure that the File Extension dropdown is set to .csv and click Save.
8. Back on the Manage Export Sets screen, click name of the export set you created/edited in step 7 above.
9. On the line that starts with MiRead Readiness Script as the Query Name, click on the link to Create Download File for 2019-2020. If the school year doesn’t show properly in the filename, us the Select ODS Year to get the 2019-2020 school year.
10. When the export completes generating, the file, the link will change to say Download File for 2019-2020. Click the link and the file should download to our computer. Opening the file should open it up in Microsoft Excel so you can view and work with it as needed.

**Interpreting the Results**

The table below is a sample table that shows the expected results of the script. It is intended to give a breakdown of the data loaded by building.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SchoolId | State Organization Id | NameOfInstitution | Student Enrollments | Staff Assigned | Sections | Student Section | Staff Section | Acadience | NWEA | Star |
| 952332 | 952332 | Mary  | 311 | 31 | 3417 | 3533 | 1010 | 0 | 372 | 0 |
| 950421 | 950421 | McTier Public School | 247 | 30 | 698 | 1865 | 117 | 1328 | 676 | 0 |
| 951696 | 951696 | Sheila Public School | 465 | 29 | 2065 | 5371 | 293 | 8600 | 2375 | 166 |

Specific interpretation of the fields and things to look for are detailed below:

* SchoolId – This is the school identifier that the SIS sends. It is not important for the most part.
* StateOrganizationId – This should be the state building code for the building. It is a 5-digit number, but often has a leading zero, which is typically cut off. The lack of the leading zero is fine, but please ensure the correct state building code is in place.
* NameOfInstitution – This is the name of the school as it will show in MiRead. You will want to ensure that all the buildings you will be using in MiRead are listed.
* StudentEnrollments – These are the number of students with enrollment records in the school. It will also include records for dropped students, so may be higher than the actual student count. It should not be lower than the expected student count.
* StaffAssigned – This is the approximate number of teachers and other staff assigned to the school. It should be at least as large as the number of teachers in the building.
* Sections – This is the number of sections defined. A section would be a class period for each term (marking period, quarter, semester, trimester, year), so can be fairly large. The only concern is if the number is zero or very low.
* StudentSection – This is the assignment of each student to a section. At a minimum, this would be the number of students times the number of class periods if classes are year-long (2x for semesters, 3x for trimesters, etc.). The only concern is if the number is relatively low.
* StaffSection – This is the assignment of each staff to a section. At a minimum, this would be the number of teachers times the number of class periods if classes are year-long (2x for semesters, 3x for trimesters, etc.). The only concern is if the number is relatively low.
* Acadience – The number of Acadience reading assessment records for students in the school. If this number is populated, MiRead should be able to show that data for students. At the beginning of the year, it is expected the number will be zero until assessments are given. The number may also reflect prior year data loaded into the current year if data exists at the beginning of the year. The only concern is if the number is zero, but data was loaded.
* NWEA – The number of NWEA reading assessment records for students in the school. If this number is populated, MiRead should be able to show that data for students. At the beginning of the year, it is expected the number will be zero until assessments are given. The number may also reflect prior year data loaded into the current year if data exists at the beginning of the year. The only concern is if the number is zero, but data was loaded.
* Star – The number of Renaissance STAR reading assessment records for students in the school. If this number is populated, MiRead should be able to show that data for students. At the beginning of the year, it is expected the number will be zero until assessments are given. The number may also reflect prior year data loaded into the current year if data exists at the beginning of the year. The only concern is if the number is zero, but data was loaded.
* AimsWebPlus (Planned enhancement) – The number of aimsWebPlus assessment records for students in the school. If this number is populated, MiRead should be able to show that data for students. At the beginning of the year, it is expected the number will be zero until assessments are given. The number may also reflect prior year data loaded into the current year if data exists at the beginning of the year. The only concern is if the number is zero, but data was loaded.

If any of the items above are of concern based on these descriptions, please contact support@midatahub.org for assistance.

**Revision History**

08/20/2019 – DRD – Original draft