

## Directions for Completing the Personal Literacy Plan (PLP) Data Upload in February and June

In an effort to help streamline data collection, District PLP data will be collected at the individual student level through the Enrollment Census application in eRIDE. It is absolutely essential that PLP Coordinators work with Data Managers before the district data is uploaded to ensure that every student reading below level is accounted for and after the upload to verify accuracy of information prior to the sign-off by the Superintendent.

Please follow this link for general submission instructions (<https://www.eride.ri.gov/doc/enrollCensus08.asp>). Below are additional directions to code the PLP students in an Excel document and submit the data through Enrollment Census.

### PLP Coding Instructions

Field Description	Field Name	Requirement	Permitted Values
STATE ASSIGNED STUDENT ID	SASID	Required	State assigned 10 digit student identification number
LOCALLY ASSIGNED STUDENT ID	LASID	Required	District assigned student identification number (up to 16 alphanumeric code)
REPORTING DISTRICT CODE	DISTCODE	Required	State assigned two digit alpha-numerical code
STUDENT LAST NAME	LASTNAME	Required	Up to 50 characters in length
ELIGIBLE/PARTICIPATING PROGRAM CODE	PROGRAM_CODE	Required for all students reading below grade level	<b>Code 1510:</b> A student in grade K-5 reading below grade level; <b>PLP required;</b> Program Start Date required <b>Code 1520:</b> A student in grade 6-12 reading less than 1 year below grade level; reading services required; <b>no PLP required</b> <b>Code 1521:</b> A student in grades 6-12 reading 1 or more years below grade level; <b>PLP required;</b> Program Start Date required
PROGRAM START DATE	PROGRAM_SDATE	Required for all students with PLP	Enter <b>date</b> (e.g., 9/4/2011) when the PLP was developed and implemented; students who are continuing with PLPs from the previous school year, the start date should be the first day of the current school year
PROGRAM END DATE	PROGRAM_EDATE	Required for all students with PLP and exited program	Enter <b>date</b> (e.g., 12/1/2011) when student exited program for any of the reasons listed below
PROGRAM EXIT STATUS	PROGRAM_EXIT_CODE	Required for all students who exited PLP program	<b>Code 1:</b> Completed Program: Students in grades K-12 who are reading on grade level and no longer require a PLP <b>Code 2:</b> Students in grades K-12 who are no longer enrolled in the district (e.g., moved) <b>Code 3:</b> Students in grades 6-12 reading less than 1 year below grade level and no longer require a PLP; reading services required

### Students in Grades K-5

**Scenario 1:** *Deanna Raphael (SASID 1000567890, LASID 12345) is a fifth grade student reading below grade level in the Providence Public Schools. Deanna's PLP was initially developed and implemented in grade 3; therefore, the date listed in the Program Start Date would be the first day of this current school year (August 26, 2011). Her information should be entered as:*

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567890	12345	28	Raphael	1510	8/26/2011		

**Scenario 2:** *Colleen O'Brien (SASID 1000567891, LASID 23456) is a second grade student reading below grade level in the Providence Public Schools. Her PLP was developed and implemented on October 12, 2011. Her information should be entered as:*

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567891	23456	28	O'Brien	1510	10/12/2011		

**Scenario 3:** Diane Girard (SASID 1000567892, LASID 34567) is a third grade student reading below grade level in the Providence Public Schools. Her PLP began when she was in Kindergarten. School started on August 26, 2011 this year; however, on January 5, 2012 she moved to Massachusetts. Her information should be entered as:

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567892	34567	28	Girard	1510	8/26/2011	1/5/2012	2

**Scenario 4:** Mario Goncalves (SASID 1000567893, LASID 45678) is a fourth grade student reading below grade level in the Providence Public Schools. His PLP began in first grade; however, on January 20, 2012 he was discontinued from his PLP because he is now reading on grade level. This year, school started on August 26, 2011. His information should be entered as:

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567893	45678	28	Goncalves	1510	8/26/2011	1/20/2012	1

## Students in Grades 6-12

**Scenario 5:** Deanna Raphael (SASID 1000567890, LASID 12345) is an eighth grade student who is reading less than 1 year below grade level in the Providence Public Schools. She has been reading less than 1 year below grade level since grade 6. She does not require a PLP but will continue to receive reading services until she is reading on grade level. This year, school started on August 26, 2011. Her information should be entered as:

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567890	12345	28	Raphael	1520	8/26/11		

**Scenario 6:** Betty Landry (SASID 1000567895, LASID 67890) is a seventh grade student reading 1 or more years below grade level in the Providence Public Schools. Betty's PLP was initially developed and implemented in grade 4; therefore the date listed in the Program Start Date would be the first day of this current school year (August 26, 2011). Her information should be entered as:

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567895	67890	28	Landry	1521	8/26/2011		

**Scenario 7:** Diane Girard (SASID 1000567892, LASID 34567) is a tenth grade student reading 1 or more years below grade level in the Providence Public Schools. Her PLP was developed and implemented on October 12, 2011. However, on January 5, 2012 she moved out of district. Her information should be entered as:

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567892	34567	28	Girard	1521	10/12/2011	1/5/2012	2

**Scenario 8:** Mario Goncalves (SASID 1000567893, LASID 45678) is a sixth grade student reading 1 or more years below grade level in the Providence Public Schools. His PLP began in first grade; however, on January 20, 2012 he was discontinued from his PLP because he is now reading on grade level. This year school started on August 26, 2011. His information should be entered as:

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567893	45678	28	Goncalves	1521	8/26/2011	1/20/2012	1

**Scenario 9:** Colleen O'Brien (SASID 1000567891, LASID 23456) is a ninth grade student in the Providence Public Schools who came in with a PLP from the previous year. This year school started on August 26, 2011. On December 17, 2011 she was identified as reading less than 1 year below grade level. She will continue to receive reading services however she no longer needs a PLP, start date is December 18, 2011. Her information should be entered as:

SASID	LASID	DISTCODE	LASTNAME	PROGRAM_CODE	PROGRAM_SDATE	PROGRAM_EDATE	PROGRAM_EXIT_CODE
1000567891	23456	28	O'Brien	1521	8/26/2011	12/17/2011	3
1000567891	23456	28	O'Brien	1520	12/18/2011		