Minnesota Department of Education

2012-13 District and School Web Collection User Guide

(Formerly referred to as Report Card Collection)

The 2012-13 District and School Web Collection requires districts and schools to provide information about the school programs and opportunities that will be available to their students during the 2012-13 school year. Use this guide to prepare for your data entry and submission.

The current Minnesota Department of Education (MDE) Data for Parents and Educators reports include data from several collection years. For example, graduation rates are based on data from two years ago, assessment data is based on tests administered in the past school year, and the questions about your school and district opportunities reflect the current school year (2012-13).

To ensure a complete and up-to-date reflection of district data, we ask that you submit your data now by completing these steps:

☐	Identify specific grades served by your district or school in the School Verification website. Note: If you completed the District and School Site Verification this step is complete.
☐	Register as “active” within the MDE School Verification website. (Contact your School Site Verification Coordinator if you have questions.) Note: If you completed the District and School Site Verification this step is complete.
☐	Prepare your data and submit it using the District and School Web Collection site.

After the initial fall publication, corrections and additions can be made through the same website and will appear in the published web display on the next business day.

District Information

Salaries: Use your district salary grid to enter the following information:

1. Average salary for School Board Members
2. Teacher salary at the beginning level Bachelor’s degree
3. Teacher salary at the highest level Bachelor’s degree
4. Teacher salary at the highest level Master’s degree

School Information

The following information should be entered for every school in your district.

General Information for all Schools:

1. Is any grade at the school available for open enrollment during the 2012-13 school year?

School Opportunities

This is an informational section of the report card designed to showcase additional highlights about your school. Answer “Yes” or “No” about the following statements for schools in your district for the 2012-13 school year.

Elementary Schools: grades K-6

Students at this school can participate in:

1. Half Day/Part-Time Kindergarten
2. Full Day/Full Week Kindergarten
3. Before and After School Programs
4. Early Childhood Family Education Activities
5. Physical Education
6. Dance, Media Arts, Music, Theater and/or Visual Arts

Middle Schools/ Junior High: grades 7-9

Students at this school can participate in:

1. Athletic Activities
2. Dance, Media Arts, Music, Theater and/or Visual Arts
3. Family Involvement Activities
4. Student Clubs and Organizations

High School: grades 10-12

Students at this school can participate in:

1. Competitive Athletics
2. Non-competitive Athletics
3. Co-curricular Activities
4. Dance, Media Arts, Music, Theater and/or Visual Arts

State Approved Alternative Programs

Students at this school can participate in:

1. Individualized Learning Plans
2. Leadership Development: MAAP (MN Assoc. of Alternative Programs), STARS (Student Organization for Alternative Programs), 4H, etc.
3. Support Services such as Mentoring or Counseling
4. Community Partnerships
5. Career Development or Career Classes
6. Job Shadowing
7. Service Learning
8. Career Immersion: Youth Build, Americorp, Apprenticeships, etc.
9. Physical or Educational Competitive Events