



South Carolina
Department of Education

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SASI
SC STUDENT SUPPLEMENTAL ATOM
User Manual

2008-2009

This manual gives instruction on the purpose, use, and completion of each field in the SASI South Carolina Student Supplemental defined atom.

Educational Services Division, Office of Technology Services (OTS)
South Carolina Department of Education (SCDE)

The SC Student Supplemental Atom provides fields for school-level student data collected for use by SC districts and schools, and for SCDE offices including but not limited to Quality Assurance, Research, Exceptional Children, Healthy Schools, Public School Choice, Career and Technology, Academic Standards, and Assessment. Data collected from the School Administration Student Information system (SASI) will directly impact funding decisions, your schools Report Card and AYP reports. You will want to ensure quality data are available for each quarterly collection through SWEET or other extractions throughout the school year.

Specific **changes** in data elements collected in this atom for the 2008-09 school year include these fields: Alt School Program, Group Home, 504 Plan, and 9GR. Review the Data Collection Manual located at this web site: <http://ed.sc.gov/agency/Educational-Services/Technology-Services/SASI-Manuals-and-Reference-Materials.html> for required fields to populate for the current school year.

Last Name	First Name	Middle Name	Grd	Gen	Student ID			
			↓	↓				
Diploma Ord	Award Ord	Scholarship Ord	Order No	Diploma Earn	Award Earn	Retain Reason		
XDO ↓	XAO ↓	XSO ↓	XON ↓	XDE ↓	XAE ↓	XRR ↓		
Times Retain	Student Path	Alt Sch Prog	Group Hm	504 Plan	CHE	PE	BMI	BMI Rank
	XST ↓	XBY ↓	XGH ↓	XNP ↓	XXC ↓	XPE ↓		XBM ↓
9GR	Sorting ELA	Sorting Math	Sorting Science	Sorting Social Studies	AtomDate			
XNG ↓					↓			

Diploma Ord (Diploma Document Ordered) {Quality Assurance: Dr. Elwood Lewis, 803-734-8340}

Select the most appropriate form(s) at the time you collect counts for ordering your diplomas and certificates. The Office of Quality Assurance coordinates the ordering of high school diplomas, State certificates, and Academic Honors Awards.

Blank = None [default]

A = Standard Diploma

The student must (1) complete a minimum of 24 units of credit as prescribed and (2) meet the standard on all three parts of the exit examination.

The prescribed unit requirements for a state high school diploma are as follows: English/language arts – 4; math - 4; physical education or JROTC (Junior Reserve Officer Training Corps) - 1; U.S. History - 1; economics - .5; U.S. Government - .5; other social studies - 1; science - 3; computer science (including keyboarding) – 1; foreign language or career and technology education – 1; and electives - 7.

C = State Certificate

For a student to receive a state high school certificate, he or she (1) must complete 24 units of credit as prescribed and (2) must have failed to meet the standard on all three parts of the exit examination.

E = Standard Diploma & State Certificate

The student will receive only a diploma or a certificate; however, if the student whose completion of credits or final scores for exit examinations is not known at the time school officials need to place an order, selecting the E will ensure there is an appropriate award available for the student.

Award Ord (Award Document Ordered) {Quality Assurance: Dr. Elwood Lewis, 803-734-8340}

Enter an "I" in this field for students who will receive academic honor awards.

Blank = None [default]

I = Academic Honors

For a student to receive an Academic Achievement Honors Award, the student must (1) complete twenty-four units of credit as prescribed; (2) meet the standard on all subtests of the Exit Examination; (3) receive a minimum grade of "B" for each semester course in grades 9-12 through the seventh semester; and (4) achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT math, or an ACT score of 30 on English or 33 on mathematics - OR – (1) Each student shall have completed twenty-four units of high school credit; (2) be eligible for graduation with a

state high school diploma; (3) have a combined score of 1400 on the SAT verbal and math sections, or an ACT composite score of 31.

Of the twenty-four units earned, eighteen units must be college preparatory coursework, four units in additional electives, and two units in one or more of the following: English, science, social studies or mathematics.

College preparatory coursework includes: English [English I or above] (four units); Mathematics [Algebra I or above] (four units); laboratory science (three units); social studies [United States/South Carolina studies, Economics/Government, and one unit of global studies/world history, global studies/world geography, or western civilization] (three units); computer science (one unit); physical education (one unit); and foreign language (two units).]

Scholarship Ord (Scholarship Document Ordered) {Quality Assurance: [Dr. Elwood Lewis, 803-734-8340](#)}

Enter the scholarship type for which this student qualifies -- for district ordering purposes only.

Blank = None [default]

K = Life

L = Palmetto Fellows

M = Life & Palmetto Fellows (Combination of K & L)

Order No (Order Number) {Quality Assurance: [Dr. Elwood Lewis, 803-734-8340](#)}

Select the appropriate order. Order number specifies the number of the order you send to the Office of Quality Assurance throughout the current fiscal year; for example, your first order for 2008-09 will be 01, your second order for 2008-09 will be 02, etc.

01 = Order 1	06 = Order 6	11 = Order 11	16 = Order 16
02 = Order 2	07 = Order 7	12 = Order 12	17 = Order 17
03 = Order 3	08 = Order 8	13 = Order 13	18 = Order 18
04 = Order 4	09 = Order 9	14 = Order 14	19 = Order 19
05 = Order 5	10 = Order 10	15 = Order 15	20 = Order 20

Diploma Earn (Diploma Document Earned) {Quality Assurance: Dr. Elwood Lewis, 803-734-8340}

Enter the diploma type earned by the student.

Blank = None [default] F = Standard Diploma
H = State Certificate

Award Earn (Award Document Earned) {Quality Assurance: Dr. Elwood Lewis, 803-734-8340}

Enter the Award document earned by the student.

Blank = None [default] J = Academic Honors

Retain Reason (Why Student was Retained) {Research; Margarita Diaz, 803-734-0639}

Enter the most appropriate reason the student was retained for the current year.

- 01 = Poor grades**
- 02 = Low test score**
- 03 = Teacher judgment**
- 04 = Poor grades & Low test score**
- 05 = Poor grades & Teacher judgment**
- 06 = Low test score & Teacher judgment**
- 07 = Poor grades & Low test scores & Teacher**
- 0 = Other**

Note: New to collected data elements for 2008-2009.

Times Retain {Regional Services: Dr. John Lane, 803-734-8125}

Key in the number of years a student has been retained in a grade while at this school.

For example, a sixth grade student is enrolled for the school year 2006 in ABC Middle School that houses grades 6-8. If he failed to advance to the seventh grade for the year 2007; and he was retained for one year, key a "1" in the Times Retain field. If he failed to advance to the seventh grade for the year 2008, edit this field to reflect the change from one year by keying the number "2" in this field.

Note: New to collected data elements for 2008-2009.

Student Path (Course of Study) {Research: [Margarita Diaz, 803-734-0639](#)}

Enter the most appropriate path – course of study for this student.

C = College Path

Curriculum consisting of courses required for entrance into South Carolina's public colleges and universities.

D = Dual

Curriculum consisting of courses required for both a College Prep path and a Technical path.

N = None

T = Tech Path

Curriculum consisting of courses required for entrance into post-secondary education and the completion of a career major.

Alt Sch Prog (Alternative School Program) {Research: [Margarita Diaz, 803-734-0639](#)}

Indicate whether or not a student participated in an alternative school program during the current year.

Blank = No [default]

Blank indicates No – the student is not in Alternative School Program.

Y = Yes

Indicates the student is in Alternative School Program.

Note: [Students who are enrolled in alternative programs based on special needs (e.g. 504 plan or IEP), should not be included here.

The student is or has been enrolled for **at least two weeks** during this school year in an alternative school program. An Alternative School Program is defined as one "designed to provide appropriate services to students who for behavioral or academic reasons are not benefiting from the regular school program or may be interfering with the learning of others." (South Carolina Code of Laws, 1976 (as amended, 1990); Chapter 63, Title 59, Article 13; Section 59-63-1300).

Group Hm (Group Home) {Exceptional Children: Lori James, 803-734-8221; Research; Margarita Diaz, 803-734-0639}

Indicate the type of group home to which student was assigned for the current year. The following codes reflect federal changes for the 2008-09 year:

Blank = No [default] (This student does not reside at a group home facility.)

FT = Grp Hm-Full Time at School (Resides at facility; receives full time educational services at the public school.)

HB = Grp Hm -Homebound/based thru School (Resides at facility; receives educational services through the public school.)

PT = Grp Hm-Part Time at School (Resides at facility, receives part time educational services at the public school.)

RC = Grp Hm-Served Only at and by Facility (Resides at facility; receives educational services only through a facility program.)

RD = Grp Hm-Served Only at Facility by School (Resides or attends a facility; receives educational services only at the facility through a district program.)

Note: In previous years this field was blank by default. Data entry persons were asked to indicate a Y (Yes) for students who resided in a group home/orphanage or state operated health facility or N (No) if they did not.

The drop-down menu for the Group Home field indicates the nature of educational services delivery for any student who resides in or attends a group home, orphanage, residential treatment facility, or state operated facility.

504 Plan (504 Accommodations Plan)

{Exceptional Children: Lori James, 803-734-8221}

Select the primary life function (only one) in which the student is most substantially limited according to documentation of disability. The following codes are changes for the 2008-09 year:

Blank = No Plan [default]

The student does not have a 504 Accommodations Plan that specifies testing modifications and/or accommodations.

BH = Breathing

CFO = Caring for Oneself

ET = Eating
HR = Hearing
IWO = Interacting with Others
LN = Learning
LT = Lifting
PMT = Performing Manual Tasks
SE = Seeing
SK = Speaking
THK = Thinking
WK = Walking
WOK = Working

The student may have a 504 Accommodations Plan, which specifies testing modifications and/or accommodations, required owing to a documented disability. The student has a record of having or may be regarded as having a physical or mental impairment which substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, hearing, speaking, breathing, learning, or working, but does not require the student to be classified as special education.

Contact your district SASI coordinator if your 504 Plan "drop-down" list has not been updated for 2008-09 reflecting the above choices.

CHE (Comprehensive Health Education) {Youth Services: Christine Beyer, 803-734-2782}

Select the appropriate CHE status for each student based on the following choices:

- 01 = Yes, requirement met** (In a separate health course)
- 02 = Yes, except for written exempt** (Requirement met in a separate health course except for written exemption from sexuality instruction)
- 03 = Yes, integrated units** (Requirement met with health integrated into another subject area)
- 04 = Integrated units, exempt** (Requirement met with health integrated into another subject area except for written exemption from sexuality instruction)
- 05 = No, requirement not met**

The specific content and time required for Comprehensive Health Education instruction for students is required by the Comprehensive Health Education Act (Chapter 32, Section 59-32-5 through section 59-32-90 of the SC Code of Laws). Districts and schools are held accountable for providing this instruction.

The time required for health instruction shall not be less than that required in the 1986-87 school year. The SDE Defined Minimum Program for 1986-87 states the K-6 receive 45 hours of health instruction per year, grades 7-8 requires 37.5 hours, and in grades 9-12 students must receive a minimum of 750 minutes of reproductive health and pregnancy prevention in addition to the other content areas of health instruction.

The Department is mandated to ensure compliance with the CHE Act and schools are required to report annually. The options for meeting the requirement in a separate course or integrated units are specifically stated in the law. The option of written parent exemption from the sexuality portion of instruction is clearly permitted in the law.

PE (High School Physical Education) {[Academic Standards: James \(Skip Strainer, 803-734-8099\)](#)}

Select the most appropriate answer for this question: Did the student receive instruction in compliance with the High School Physical Education Course of Study law?

Note: In previous years IEP (08) was combined with Medical or Religious Exemption (06); you now have two separate selections.

01 = Yes, Personal Wellness / Lifetime Fitness (One semester of personal fitness and wellness, and one semester of lifetime fitness received.)

02 = No, 1 Sem of Personal Wellness (Only one semester of personal fitness and wellness received.)

03 = No, 1 Sem of Lifetime Fitness (Only one semester of lifetime fitness received.)

04 = No, Neither Received

05 = No, ROTC Equivalent

06 = No, Medical or Religious Exemption

07 = No, Adaptive Physical Education

08 = No, IEP Exemption

COMPLIANCE WITH THE HIGH SCHOOL PHYSICAL EDUCATION COURSE OF STUDY, SC Code of Laws – Chapter 32, Section 59-29-100:

Supervision of administration of physical education program by State Superintendent of Education.

The State Superintendent of Education shall supervise the administration of Section 59-29-80 and shall prescribe the necessary course or courses in

physical education, training, and instruction. Beginning with school year 1995-96, the required physical education course in the secondary schools shall occur over two semesters. For one semester, a personal fitness and wellness component must be taught and for one semester a lifetime fitness component must be taught either over the semester or in two nine-week divisions. The State Board of Education is authorized to promulgate regulations and prepare or cause to be prepared, published, and distributed a manual of instruction, courses of study, or other matters as it considers necessary or suitable to carry out the provisions of this section.

Rationale -- The Superintendent and the State Board of Education are specifically mandated in the law to ensure compliance with the high school physical education requirement.

BMI (Body Mass Index)

{[Healthy Schools: Lynn Hammond, 803-734-8076](#)}

Enter the numerical BMI-for-age value (example: 30.8) in the field provided.

Note: This information is considered confidential and should be accessible only to those who have a bona fide need for its knowledge.

BMI = Numerical BMI for age value

BMI-for-age is a measure of body fat based on the stature, weight, age and gender of a child. Children's level of body fat changes over the years as they grow. Girls and boys differ in amount of body fat as they mature. In children and teens, body mass index is used to assess underweight, overweight, and risk for overweight.

BMI Rank (Body Mass Index Rank)

{[Healthy Schools: Lynn Hammond, 803-734-8076](#)}

Choose the most appropriate option that provides an analysis of the student's weight status. Note: This information is considered confidential and should be accessible only to those who have a bona fide need for its knowledge.

Blank = None [default]

A = At Risk of Overweight

O = Overweight

U = Underweight

W = Within Normal Range

In children and teens, body mass index is used to assess underweight, overweight, and risk for overweight. You should base your choice on the current Centers for Disease Control and Prevention's BMI-for-age interpretation parameters (www.cdc.gov/growthcharts).

9GR (First Time in 9th Grade) {[Research; Gary West, 803-734-8395 or Margarita Diaz, 803-734-0639](#)}

Choose the code to indicate the school year in which the student first enrolled in grade 9. The data are used to determine which students are to be included in HSAP analyses and which students are to be used in the calculation of graduation rates for a particular year.

- If the student was enrolled in grade 9 for only one semester during a school year, the student should be coded as enrolled.
- If the student first enrolled in grade 9 in another school or another school district, the student should be coded as enrolled.
- If the student skipped grade nine, code the school year in which the student first enrolled in grade 10.

00 = 1999-2000
 01 = 2000-2001
 02 = 2001-2002
 03 = 2002-2003
 04 = 2003-2004
 05 = 2004-2005
 06 = 2005-2006
 07 = 2006-2007
 08 = 2007-2008
 09 = 2008-2009

10 = 2009-2010
 11 = 2010-2011
 12 = 2011-2012
 13 = 2012-2013
 14 = 2013-2014
 15 = 2014-2015
 99 = 1998-1999

Note: Use two digits beginning with the 2008-09 records; do not edit previous years' records.

There are exceptions for each grade level and year based on retentions for students. Please note exceptions and ensure accurate coding for those students.

Sorting ELA (Materials) {[Assessment: Susan Creighton for PACT, 803-734-8535; Nancy Whitlock for HSAP, 803-734-0664](#)}

Use one of four options:

- a 3-digit teacher number to sort ELA materials by teacher,
- **AWS** to sort materials alphabetically within the school,
- **AWG** to sort materials alphabetically within each grade, or
- blank to sort materials by advisor number.

Sorting Math (Materials) {Assessment: [Susan Creighton for PACT, 803-734-8535](#);
[Nancy Whitlock for HSAP, 803-734-0664](#)}

Use one of four options:

- a 3-digit teacher number to sort Mathematics materials by teacher,
 - **AWS** to sort materials alphabetically within the school,
 - **AWG** to sort materials alphabetically within each grade, or
 - blank to sort materials by advisor number.
-

Sorting Science (Materials) {Assessment: [Susan Creighton for PACT, 803-734-8535](#);
[Nancy Whitlock for HSAP, 803-734-0664](#)}

Use one of four options:

- a 3-digit teacher number to sort Science materials by teacher,
 - **AWS** to sort materials alphabetically within the school,
 - **AWG** to sort materials alphabetically within each grade, or
 - blank to sort materials by advisor number.
-

Sorting Social Studies (Materials) {Assessment: [Susan Creighton for PACT, 803-734-8535](#);
[Nancy Whitlock for HSAP, 803-734-0664](#)}

Use one of four options:

- a 3-digit teacher number to sort Social Studies materials by teacher,
 - **AWS** to sort materials alphabetically within the school,
 - **AWG** to sort materials alphabetically within each grade, or
 - blank to sort materials by advisor number.
-