



BDI-2 Data Examiners Manual

BDI-2 Data Manager™ **Guide to Use for the South Dakota Birth-to-Five Child Outcomes Measurement System**

The Data Manager is a product of
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Introduction and Getting Started

The *Battelle Developmental Inventory™, 2nd Edition*, (BDI-2™) is an early childhood assessment instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

This manual is intended for users of the BDI-2 Data Manager in the South Dakota Birth-to-Five Child Outcomes Measurement System. Data collected will be used to report on Indicator 3 (Part C) and Indicator 7 (Part B) of the State Performance Plan. These indicators relate to outcomes for preschool children with disabilities. South Dakota is required to report on whether preschool children with disabilities are making progress in:

1. Social/emotional skills
2. Skills related to the acquisition and use of knowledge (to include communication and early literacy skills), and
3. The use of appropriate behaviors to meet their needs (adaptive skills).

Each user is assigned a login and password depending on the functions they need to perform and the data they are entitled to access.

Benefits

- New items based on the current best practices in early childhood standards
- Clear, comprehensive norms, sensitive to the rapid development of children
- Clear, comprehensive scripted Interview items with follow-up probes designed to provide complete information of the child's development
- Flexible administration allows for use by a team of professionals
- Expanded range of items in all domains to measure development from birth through 7.11 years
- CD-Rom and Web-based computer scoring options give a wide range of reports from which to choose
- *BDI-2 Spanish* version also available
- Ideal for [universal screening](#) in problem-solving models like [Response to Intervention \(RTI\)](#)

Technical Support

For technical assistance regarding use of the Data Manager, please use the following contact information:

E-mail: rpcsupport@hmhpub.com

Phone: 800.323.9540 ext 6070

Hours: Monday-Friday 8AM to 6PM CT

Logging on to BDI-2 Data Manager

1. Enter the following link in your internet browser: <http://www.bdi2datamanager.com>
2. Enter your **Login ID**
3. Enter your **Password**
4. Click **Login**

(To receive a login and password, please contact Wendy.Trujillo@state.sd.us)



Battelle
Developmental
Inventory
2nd edition

Please provide your login credentials

Login ID:

Password:

[Forgot my password](#)

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Searching for child records

Before adding a child record, first search for the child.

1. To locate a child's record, choose **Child Administration** → **Search Child**.



2. A) To see all children in your district or program, select the top level of the drop-down list in the blue box and click Search. **The ONLY records you will see are children whose assessment data were entered by your district or program.**

OR

- B) Enter information in one or more of the identifying information fields and/or select criteria from the drop-down list.

Child - Search and Manage
Use this page to locate and manage child records.
Note: Search capabilities are defined by your authorized privileges.

To view a list of all the child records in the organization, click the **Search** button. To narrow your search, enter information in one or more of the identifying information fields and/or select criteria from the drop-down lists. To narrow your search further, click the check boxes. When the Search Results appear in the list, locate the child's record.

To edit the record, click the **Edit** icon.

To remove a record from the list, click the **Delete** icon. To add a deleted record to the list, click the **Undelete** icon.

To add a new assessment to the record, click the **Assessment** icon.

To produce a report from the child's record, click the **Report** icon.

To add notes to the record, click the **Notes** icon.

To clear the search results, click the **Clear** button.

First Name:
Last Name:
Child ID:

Only Unassigned Children
 Only Deleted Children

Search **Clear**

PK01 - All Locations
PK01 - All Children

3. If the child exists in the system, you can complete the following activities for that child:

Search Results:

Action Icons: Edit:  Delete:  Undelete:  Assessment:  Report:  Head Start Notes: 

Last Name	First Name	Gender	Child ID	Assigned	School	Birth Date	Actions
Adams	Michelle	Female		N	South Dakota-School	09/04/2003	    

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- Edit a child's identifying information (this can always be updated and/or changed)
- Delete a child's assessment (can undelete the assessment later, if necessary)
- Enter or change **assessment data**
- Create and view a **report**
- Enter test item notes

Special Notes:

1. Level of access permission determines children you can view.

District Permission: Person can view all children assigned or not assigned to a classroom and children in all schools listed under the district.

School Permission: Person can view all children assigned to specific schools.

Classroom/Teacher Permission: Person can view children assigned to a specific classroom/teacher.

2. If you have entered a child but cannot locate when you do a search, please call Wendy Trujillo (605)773-3678 prior to entering child information in the system again.

Adding child records

1. If a child is not found in the system after conducting a search, add the child's record by choosing **Child Administration → Add Child**.



2. Fill in the required information (fields marked with a red asterisk). These include: First name, last name, child ID (SIMS # if available), DOB (must be entered as MM/DD/YYYY), gender, and ethnicity. The child's ethnicity must be entered using the menu provided.

Child Information
Fields with * are required fields
This page provides fields for entering a child's identifying information and assigning the child to a class or group. A child can be assigned to more than one class or group.

Enter information in the fields and use the drop-down lists to identify the child. Fields marked with a red asterisk (*) are required.
After completing the fields, click the **Save** button.

First Name:*	<input type="text"/>	Last Name:*	<input type="text"/>
Child ID:	<input type="text"/>	DOB:*	<input type="text"/>
Gender:*	<input type="text"/>	Ethnicity:*	<input type="text"/>
Language:	<input type="text"/>	Disability:	<input type="text"/>
Address:	<input type="text"/>	Zip Code:	<input type="text"/>
Address 2:	<input type="text"/>	Country:	<input type="text"/>
City:	<input type="text"/>	Phone:	<input type="text"/>
State:	<input type="text"/>	E-mail:	<input type="text"/>

Assign Child
To assign the child to a school, expand the hierarchy list and select a location. You must select a location on the lowest level of your hierarchy. Click the **Assign** button after making your selection.
When the location appears in the School Summary box, click to highlight it. Then scroll down to locate the Available Class box and select a group in which to assign the child. Click the **Assign** button to add the child to the selected

3. Scroll down and select the name of the Local Program or School District to which the child will be assigned. The name will be highlighted. In some cases there may be more than one option to assign.

School*
South Dakota

School Summary:
South Dakota-School

Available
23 23's Inactive
24 24's Inactive
25 25's Inactive
26 26's Inactive
27 27's Inactive

Class/Teacher:

Assigned
State Admin's Elementary Preschool

Buttons: Assign >>, << Unassign

4. Next, Click **Assign**. In a couple of seconds, the name of the Program or District you selected will now show in the **School Summary**.
5. Select the Location until highlighted and Scroll down to the **Class/Teacher**. Click or select the classroom the child will be assigned to.
6. Next, click **Assign**. The group or class you selected will now show in the area entitled **Assigned**. The child is now assigned to this group or class, and a description of the group or class is shown in the area entitled Class/Teacher Summary.

Special note: You must assign each child to an available School and Classroom!

7. Click **Save** to finish or click **Save & Add Another Child** if you want to add another child's record.

home county: xxx:
 xxx: xxx:

Family Information:

Family Last Name: Family ID:
 Number of Adults: Ethnicity:
 Number of Children: Language:

Mother Information:

First Name: Last Name:
 DOB: Employment:
 Education Level:

Father Information:

First Name: Last Name:
 DOB: Employment:
 Education Level:

Buttons: Save, Save & Add Another Child, Cancel

Moving a child to a different classroom or school within the district

1. Search for the child record.
2. Click on the "edit" icon



A horizontal bar containing student information: a checkbox, 'Student185', 'Test185', 'Female', and '09/09/2000'. On the right side, there are several icons: 'EDIT', a red 'X', 'TEST', a bar chart, and a document icon. A yellow arrow points to the 'EDIT' icon.

3. Scroll down to class/teacher, select the classroom child is moving to, then select "assign."



The interface shows two columns: 'Available' and 'Assigned'. The 'Available' column has a list of options: '23 23's Inactive', '24 24's Inactive', '25 25's Inactive', '26 26's Inactive', and '27 27's Inactive'. Below this list is a 'Class/Teacher:' label. To the right of the list are 'Assign >>' and '<< Unassign' buttons. The 'Assigned' column shows 'State Admin's Elementary Preschool'.

4. Select save at the bottom of the screen.

Special note: If a child has moved into your district from another SD district, please contact Wendy.Trujillo@state.sd.us to have your district added to the child's list of districts.

Adding Assessment Data

After a child's record has been added, assessment data can be entered for the child.
Enter new assessment data for a selected child

1. **To add assessment data to a child's record, first search for the child.**
2. Click the **Assessment** icon () to add assessment data to a child's record.
3. If this is the first assessment on this child, you will receive the message that there are no assessments for the child. If the child has been assessed previously, you will see the date the assessment was administered, along with general information on which subtest data were entered.

Assessment(s) for Thomas Armstrong

Use this page to view a list of assessments administered to a child and to edit or add assessments to a record.

To view only complete assessments, click **Complete Assessment** button. To view only screener assessments, click **Screener** button. To view all the assessments for the child, click **All** button. To view assessments that were deleted from the record, click **Deleted** button.

To add a new assessment to the record, click the **New Complete Assessment** button. To add a new screener to the record, click the **New Screener** button.

To merge assessment information, click the check boxes preceding the assessments you want to combine, and then click the **Merge Selected** button.

Note: You cannot undo a merge after it has been completed.

To delete an assessment from the child's record, click the corresponding **Delete** icon. When the Delete confirmation dialog appears, click **OK** button to remove the assessment from the list.

To undelete an assessment, click the **Undelete** icon. Click **OK** button to reinsert the assessment into the record.

Complete Assessment Screener Deleted All

New Complete Assessment

Actions:   

New Screener

There are no assessment(s) for this child

(This child has no assessment data in Data Manager as indicated by the message "There are no assessment(s) for this child" at the bottom). To enter assessment data, select either "**New Complete Assessment**" or "**New Screener**."

4. To continue an assessment that was started previously or view assessment scores, click on the date (under First Date) to open the record.

Assessment(s) for Morgan Addison

Use this page to view a list of assessments administered to a child and to edit or add assessments to a record.

To view only complete assessments, click **Complete Assessment** button. To view only screener assessments, click **Screener** button. To view all the assessments for the child, click **All** button. To view assessments that were deleted from the record, click **Deleted** button.

To add a new assessment to the record, click the **New Complete Assessment** button. To add a new screener to the record, click the **New Screener** button.

To merge assessment information, click the check boxes preceding the assessments you want to combine, and then click the **Merge Selected** button.

Note: You cannot undo a merge after it has been completed.

To delete an assessment from the child's record, click the corresponding **Delete** icon. When the Delete confirmation dialog appears, click **OK** button to remove the assessment from the list.

To undelete an assessment, click the **Undelete** icon. Click **OK** button to reinsert the assessment into the record.

Complete Assessment Screener Deleted All

New Complete Assessment **New Screener**

Merge Selection	First Date	Retest	Instrument	ADP	P-S	CDM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	8/29/2007	-	Complete Assessment	X	I	X	X	X	X	Program Note	

Merge Selected

This child has had assessment data entered previously (the Complete Assessment on August 29, 2007). To enter new assessment data, select either **New Complete Assessment** or **New Screener**.

5. Depending on which assessment was administered or is being administered to the child, select either **New Complete Assessment** or **New Screener**. (For this example, **New Complete Assessment** has been selected.)
6. Select **Item Details or Raw Scores**. This will depend on whether or not you have previously scored the assessment by hand. If you have not scored the assessment by hand you will need to select the item details tab. If you have already scored the assessment by hand you will need to select the raw score tab and manually enter the scores.

First Test Date:
Birthdate: 4/21/2005

Raw Scores 123
 Item Details 123

Select Domain	<input checked="" type="checkbox"/> All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive								
Self-Care	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Personal Responsibility	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-

7. Click the check boxes to select the administered subdomains or click **All** to select all subdomains.

Raw Scores 123
 Item Details 123

Select Domain	<input checked="" type="checkbox"/> All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive								
Self-Care	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Personal Responsibility	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Personal-Social	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Adult Interaction	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Self-Concept and Social Role	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Communication								
Receptive Communication	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Expressive Communication	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Motor								
Gross Motor	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Fine Motor	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Perceptual Motor	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Cognitive								
Attention and Memory	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Reasoning and Academic Skills	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Perception and Concepts	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-

8. Enter the test date, evaluator and Raw score. Then select "save."

[Home](#)
[Hierarchy Organization](#)
[Staff Administration](#)
[Child Administration](#)
[Reports](#)
[Import/Export](#)

Peer Interaction 123	<input type="checkbox"/>	9/1/2006	Beth G	21	<input type="checkbox"/>	<input type="checkbox"/>	30	37	9
Self-Concept and Social Role 123	<input type="checkbox"/>	9/1/2006	Beth G	21	<input type="checkbox"/>	<input type="checkbox"/>	17	<1	2
Communication									
Receptive Communication 123	<input type="checkbox"/>	9/1/2006	Beth G	14	<input type="checkbox"/>	<input type="checkbox"/>	6	<1	1
Expressive Communication 123	<input type="checkbox"/>	9/1/2006	Beth G	17	<input type="checkbox"/>	<input type="checkbox"/>	11	<1	1
Motor									
Gross Motor 123	<input type="checkbox"/>	9/1/2006	Beth G	23	<input type="checkbox"/>	<input type="checkbox"/>	6	<1	1
Fine Motor 123	<input type="checkbox"/>	9/1/2006	Beth G	21	<input type="checkbox"/>	<input type="checkbox"/>	10	<1	1
Perceptual Motor 123	<input type="checkbox"/>	9/1/2006	Beth G	12	<input type="checkbox"/>	<input type="checkbox"/>	<24	9	6
Cognitive									
Attention and Memory 123	<input type="checkbox"/>	9/1/2006	Beth G	11	<input type="checkbox"/>	<input type="checkbox"/>	3	<1	1
Reasoning and Academic Skills 123	<input type="checkbox"/>	9/1/2006	Beth G	14	<input type="checkbox"/>	<input type="checkbox"/>	28	25	8
Perception and Concepts 123	<input type="checkbox"/>	9/1/2006	Beth G	12	<input type="checkbox"/>	<input type="checkbox"/>	13	<1	2

Entering the Program Note

1. Once the test has been completed you will need to save the information
2. After the assessment has been saved you will need to scroll back down and select the "back" button.
3. Next, select the bottom right tab labeled "program note".



The screenshot shows a software interface with a table of assessment records. At the top, there are radio buttons for 'Complete Assessment', 'Screener', 'Deleted', and 'All', with 'All' selected. Below these are buttons for 'New Complete Assessment' and 'New Screener'. The table has columns: Merge Selection, First Date, Retest, Instrument, ADP, P-S, COM, MOT, COG, Observations, Program Note, and Delete. Two rows are visible, both with 'Complete Assessment' as the instrument and 'Program Note' in the Program Note column. A yellow arrow points to the 'Program Note' column header.

Merge Selection	First Date	Retest	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	9/1/2006	-	Complete Assessment	x	x	x	x	x	-	Program Note	
<input type="checkbox"/>	7/14/2004	-	Complete Assessment	x	x	x	x	x	-	Program Note	

This notifies the state of the district's "purpose of the testing" and helps track data. Districts must enter one of the following BDI-2 program notes for each child.

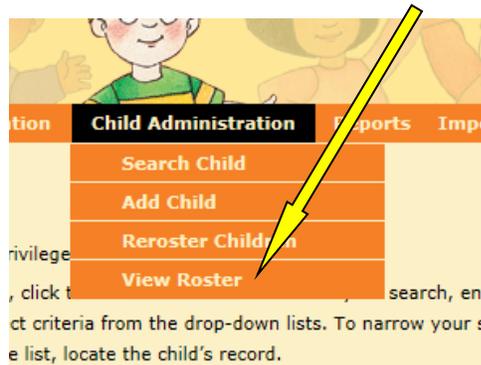
You may type the wording in program note 1 **or** use the program note 2 dropdown menus.

- **Part C Entry** (child is eligible for b-3 services)
- **Part C Exit** (child is exiting b-3 services and not eligible for 3-5)
- **Transition** (child is aging out of Part C and determined eligible for Part B)
- **Part B Entry** (child is eligible for 3-5 and was not previously in b-3)
- **Part B Exit** (child is exiting the 3-5 program or turning 6)
- **NA** (child not initially determined eligible for Special Education or assessment was given for purposes other than that required by the State Performance Plan)

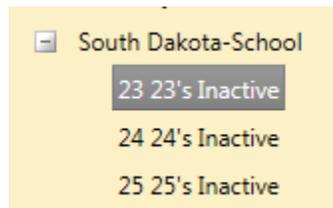
Program notes must be entered exactly as stated above. No additional words or word variations will be accepted.

Merging duplicate child records

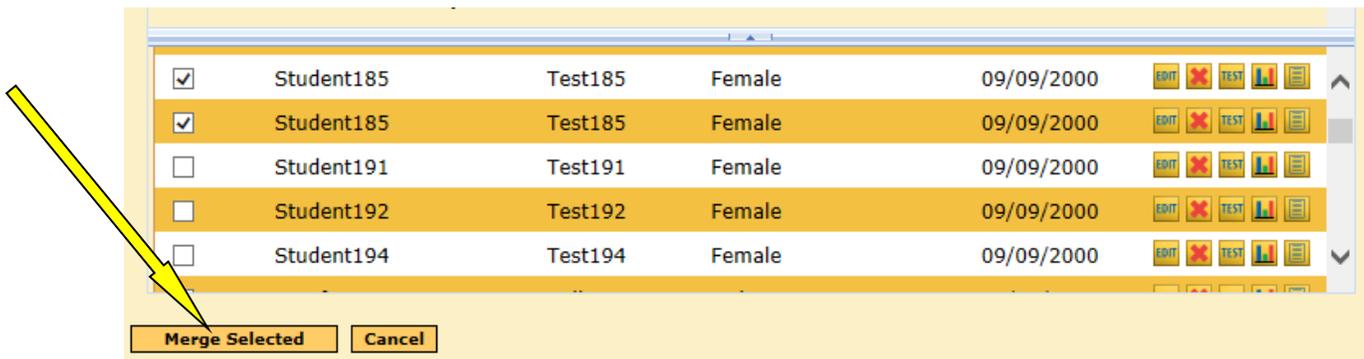
1. To merge a child's record you must go to "View Roster"



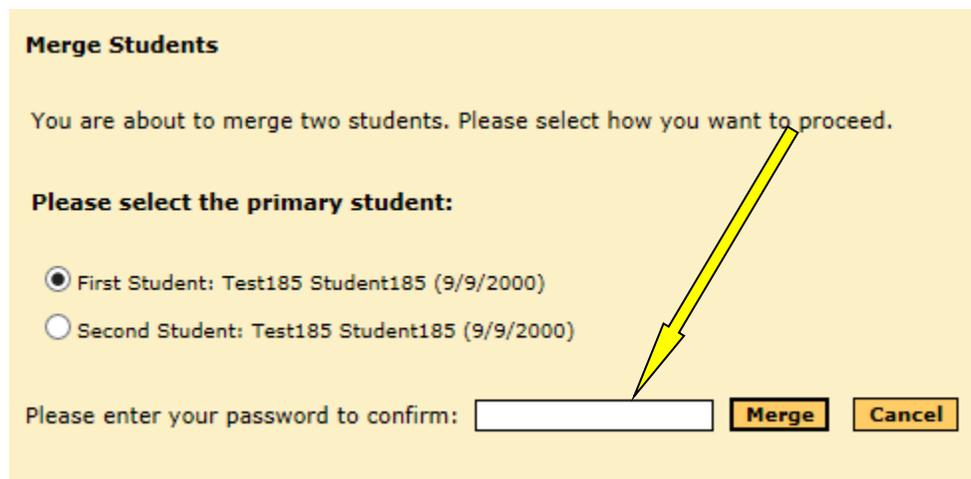
2. Select the classroom that the duplicate child records are in and a list of children in that classroom will appear below.



3. Select the two child records you want to merge (only two can be merged at a time) then select "merge selected."



4. You will be asked to select as the primary. The primary overwrites the secondary child's demographic information. All testing information will remain the same. Once you have chosen the primary you will enter your login password and select "Merge."



Special Note: Date of Birth on both child records must match or the system will not allow a merge.

Exporting child data

To verify your district data, analyze data, and cleanup your data you can follow the export process below.

How to Export Data:

1. Sign in to the data manager and go to Import/Export.



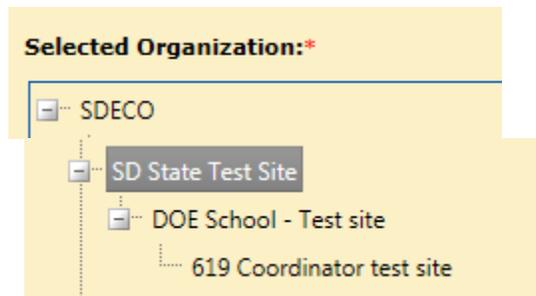
2. Hover over Import/Export to bring up menu and select "Export."



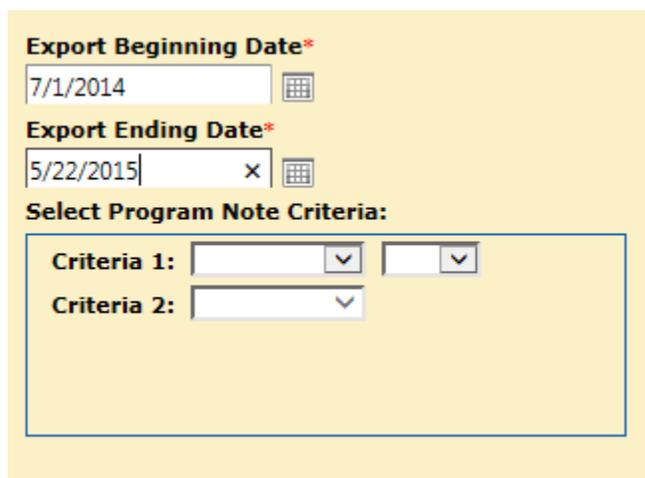
3. Select the type of report you want to export. To get student assessment information and demographics you will select "Student and Assessment Summary."



4. Select the district, school, or class you want to pull data from.



5. Choose the range of dates you want to pull. Data is pulled for fiscal year for state reports which is July 1 through June 30.



- Dates can be extended to see all students in the BDI system, students who have aged out, students who will be turning 6, etc.
- If a student has not been assigned to a classroom they may not show up on the report. Only district people with "district permissions" will be able to pull those students.

6. Enter your email address; you will then receive notifications that the report is being gathered and when the report is available. Then select "Schedule Export."

Export File Format

Select File Delimiter

Tab
 Comma
 Xml

E-mail:* x

Schedule Export

7. You will be taken to the "Schedule Queue" page where you will see your request at the bottom of the list. It will be listed as "Not started" while the program is running your report.

Job ID	Start Date	End Date	Description	File Name	Status	Action
19364	11/19/2014	11/19/2014	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19364.zip	Finished	[X] [Down Arrow] [Up Arrow]
19924	01/07/2015	01/07/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19924.zip	Finished	[X] [Down Arrow] [Up Arrow]
19932	01/08/2015	01/08/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19932.zip	Finished	[X] [Down Arrow] [Up Arrow]
21372	03/25/2015	03/25/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21372.zip	Finished	[X] [Down Arrow] [Up Arrow]
21385	03/27/2015	03/27/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21385.zip	Finished	[X] [Down Arrow] [Up Arrow]
*22385	05/22/2015		Export - Student and Assessment Summary		Not Started	[X] [Down Arrow] [Up Arrow]

An automatic email will be sent to the email address provided below is an example.

Confirmation of Scheduled Export

RPCBDI2Support@hmhpub.com

Sent: Fri 05/22/2015 9:43 AM

To: Trujillo, Wendy

Thank you for requesting an export from the *Battelle Developmental Inventory™*, Second Edition (BDI-2™) *Data Manager*. Exported files may take up to 24 hours to process. Once the export is complete, you will receive another e-mail indicating that your file is ready for viewing and downloading. This file will be available for 2 weeks. Included below is the list of filters you used to create the export file. If you have any questions or concerns, please contact Riverside Software Support team at rpcbdi2support@hmhpub.com.

Filters:

Job ID: 22385

Description: Export - Student and Assessment Summary

Organization Name: SD State Test Site

From Date: 07/01/2014

To Date: 05/22/2015

Delimiter: Tab

Program Note Criteria 1:

And/Or Operator:

Program Note Criteria 2:

When the report is ready to view, you will receive another email.

Scheduled Export is Now Available

RPCBDI2Support@hmhpub.com

Sent: Fri 05/22/2015 9:59 AM

To: Trujillo, Wendy

Your exported file from the *Battelle Developmental Inventory™*, Second Edition (BDI-2™) *Data Manager* is now available for viewing and downloading in the Scheduled Queue, located under the Import/Export tab. This file will be available for 2 weeks, so please plan accordingly. If you have any questions or concerns, please contact Riverside Software Support team at rpcbdi2support@hmhpub.com.

How to access the report

(If you don't close the browser you can refresh the page when the report is available).

1. Hover over the Import/Export from the menu select "Schedule Queue."



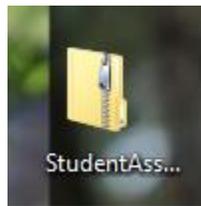
2. Find your report at the bottom of the list. Select the  button.

19364	11/19/2014	11/19/2014	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19364.zip	Finished	 
19924	01/07/2015	01/07/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19924.zip	Finished	 
19932	01/08/2015	01/08/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19932.zip	Finished	 
21372	03/25/2015	03/25/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21372.zip	Finished	 
21385	03/27/2015	03/27/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21385.zip	Finished	 
22385	05/22/2015	05/22/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB22385.zip	Finished	 

3. You will get a pop-up with the option to save. You will need to save the file to your computer.

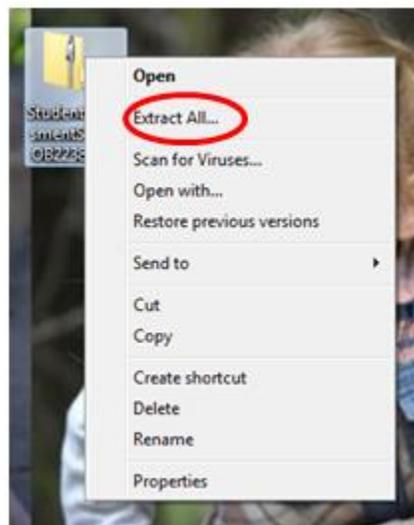


4. Once you have saved, you will get a folder that looks like this. You will then need to extract the file.

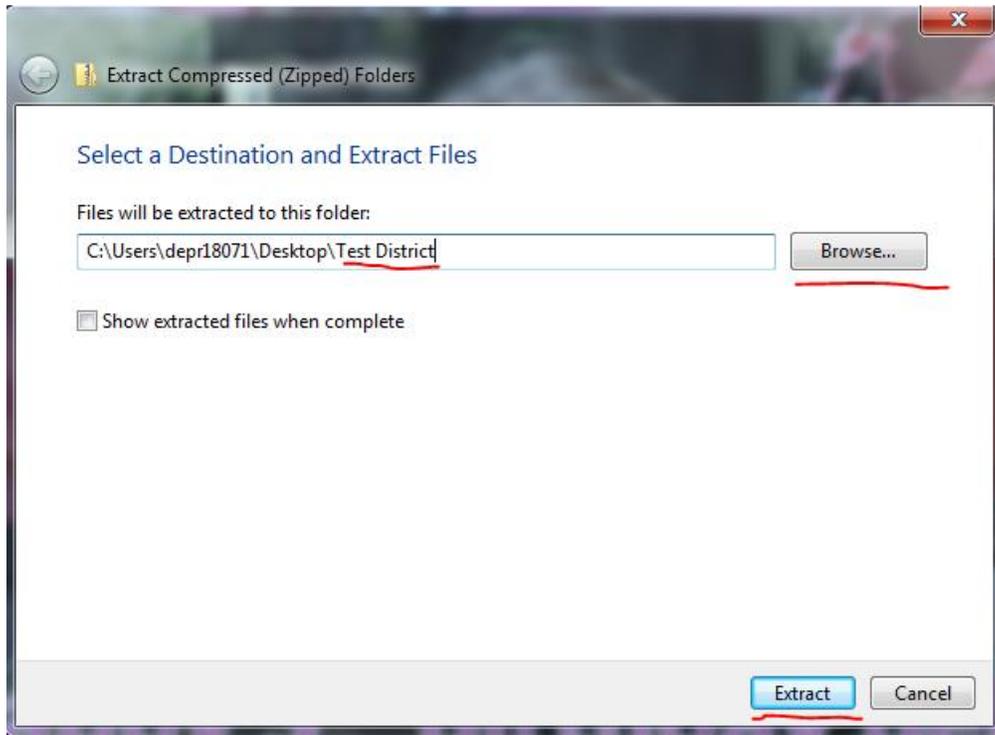


How to extract the file

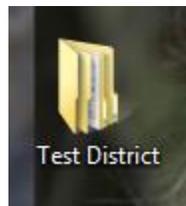
1. Right click on the exported file and select "Extract All."



1. You will get a new pop-up to select where you want to save the new file, choose where you want to save. You may want to rename the file so you can distinguish between the extracted file and the exported file. Select Extract when you have the file name and location set.



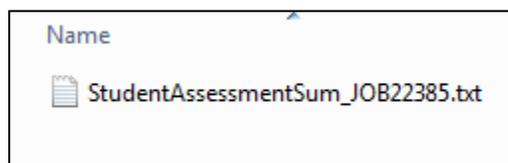
2. The new file will show up in the location you chose. Open the file.



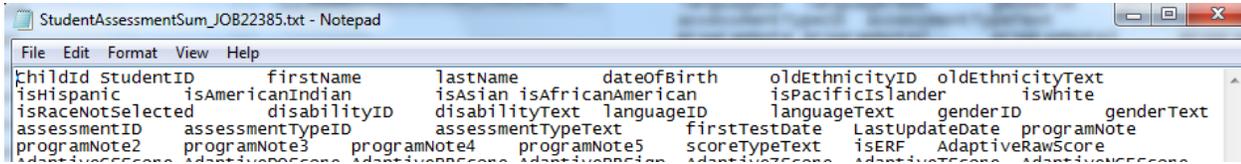
3. Open the file several times to get to the document needed. Below is the series of icons you will see as you open the files.



This is the final file with the data you need.



- Open the StudentAssessmentSum text file to get data that looks like the image below. In order to view and manage the data you will need to copy and paste the data into an excel file.



How to Transfer Data to Excel

- Open Excel File
- Select first cell and choose "Paste" from menu at the top.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ChildId	StudentID	firstName	lastName	dateOfBir	oldEthnici	oldEthnici	isHispanic	isAmerica	isAsian	isAfricanA	isPacificIs	isWhite	isRaceNot
2														
3														

- Delete the columns you do not need.

These are the columns I use when I am looking at duplicates and program notes.

C	D	E	W	Z	AA
firstName	lastName	dateOfBir	assessmentTypeText	programNote	programNote2

IB	IC	ID
School	District	State

Additional Information

District Reports:

If you would like a copy of child specific information from the available APR reports, please email Wendy.Trujillo@state.sd.us.

For information please contact Wendy Trujillo by email Wendy.Trujillo@state.sd.us or phone (605)773-3678.

