

Observing and Assisting in Partnership Schools

WJU School of Education

Step One

- Sign in on my.jessup.edu
- File path:
 - Academics
 - Professional Schools
 - School of Education
 - Liberal Studies OR Master of Arts in Teaching
 - Course Documents
 - Partnership Partnerships List

Step Two

If your professor has indicated that you may observe in any school, you may contact any school on the Partnership Schools List. See Step Nine for some hints about how to set up an appointment. If a school you wish to visit is not on the list, contact the Field Experience Coordinator about setting up an MOU (Memorandum of Understanding), so that we can initiate a new partnership.

If your professor has specified that you are to observe in a “Title One” school, use the process that begins on the next slide.

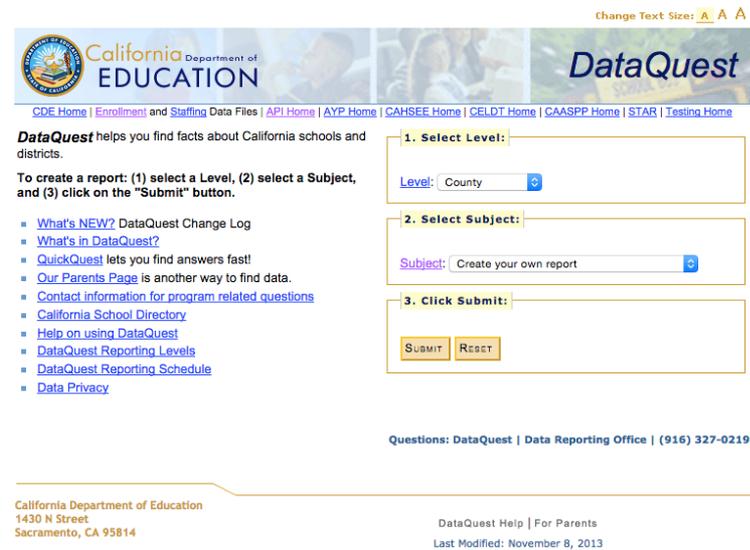
“Title I, (Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards”

Step Three

Go to the DataQuest website: <http://dq.cde.ca.gov/dataquest/>

From the drop down menus, choose

1. County
2. Create your own report
3. Submit



The screenshot shows the DataQuest website interface. At the top right, there is a link to "change Text Size: A A A". The header features the California Department of Education logo and the "DataQuest" title. Below the header is a navigation menu with links: CDE Home, Enrollment and Staffing Data Files, API Home, AYP Home, CAHSEE Home, CELDT Home, CAASPP Home, STAR, and Testing Home. The main content area is divided into three sections:

- 1. Select Level:** A dropdown menu labeled "Level:" with "County" selected.
- 2. Select Subject:** A dropdown menu labeled "Subject:" with "Create your own report" selected.
- 3. Click Submit:** Two buttons labeled "SUBMIT" and "RESET".

On the left side of the main content area, there is a brief description of DataQuest and a list of links:

DataQuest helps you find facts about California schools and districts.

To create a report: (1) select a Level, (2) select a Subject, and (3) click on the "Submit" button.

- What's NEW? DataQuest Change Log
- What's in DataQuest?
- QuickQuest lets you find answers fast!
- Our Parents Page is another way to find data.
- Contact information for program related questions
- California School Directory
- Help on using DataQuest
- DataQuest Reporting Levels
- DataQuest Reporting Schedule
- Data Privacy

At the bottom right, there is a contact information section: "Questions: DataQuest | Data Reporting Office | (916) 327-0219".

At the bottom left, there is the California Department of Education address: "California Department of Education, 1430 N Street, Sacramento, CA 95814".

At the bottom right, there is a footer: "DataQuest Help | For Parents, Last Modified: November 8, 2013".

Step Four

From the drop down menus, choose

1. Year range (choose most current)
2. Select County -- Placer, El Dorado, Sacramento, San Jose...

Click “Submit”



The screenshot shows the DataQuest interface. At the top, there is a header with the California Department of Education logo and the text "DataQuest". Below the header, there is a breadcrumb trail: "CDE Home » DataQuest » Select Criteria". The main heading is "Select Year of Data and County". The first step is "1) Determine a time frame." with a radio button selected for "Single year -- select year:" and a dropdown menu showing "2014-15". The second step is "2) Select County." with a dropdown menu showing "31 PLACER". Below the dropdowns is a "SUBMIT" button. At the bottom right, there is a contact number: "Questions: DataQuest | Data Reporting Office | (916) 327-0219". At the bottom left, there is the California Department of Education address: "California Department of Education, 1430 N Street, Sacramento, CA 95814". At the bottom right, there is a link to "DataQuest Help | For Parents" and the text "Last Modified: March 20, 2015".

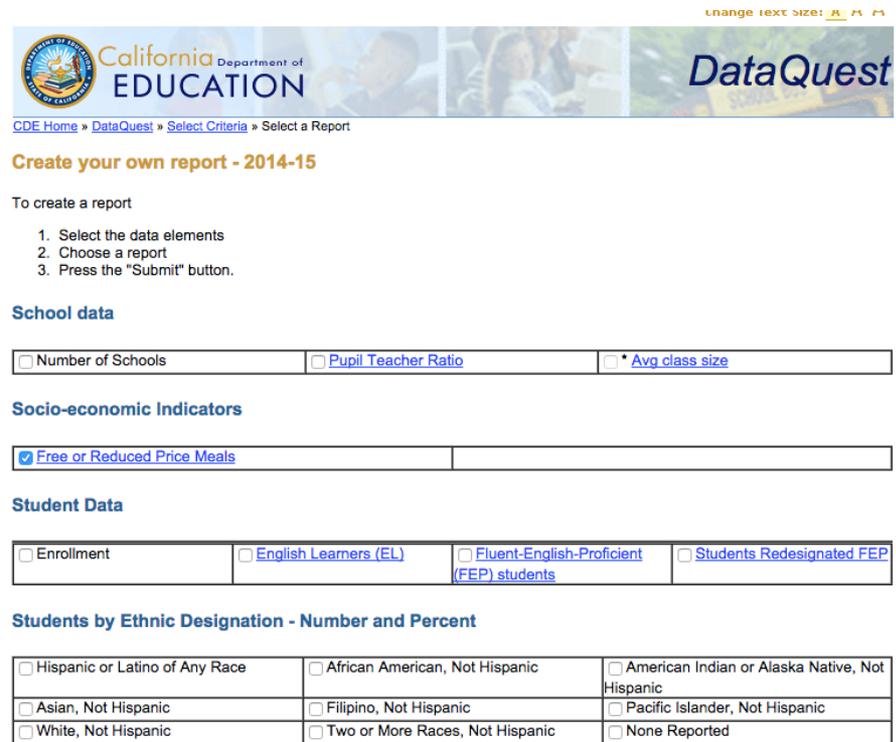
Step Five

From the drop down menus, choose the elements you are interested in viewing (for example, you could look up the percentage/number of ELs).

To identify Title One schools, go to:

“Socio-economic Indicators”

Click on “ Free or Reduced Price Meals”



Change text size: [A](#) [A](#) [A](#)

 California Department of EDUCATION 

[CDE Home](#) » [DataQuest](#) » [Select Criteria](#) » Select a Report

Create your own report - 2014-15

To create a report

1. Select the data elements
2. Choose a report
3. Press the "Submit" button.

School data

<input type="checkbox"/> Number of Schools	<input type="checkbox"/> Pupil Teacher Ratio	<input type="checkbox"/> * Avg class size
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Socio-economic Indicators

<input checked="" type="checkbox"/> Free or Reduced Price Meals	
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Student Data

<input type="checkbox"/> Enrollment	<input type="checkbox"/> English Learners (EL)	<input type="checkbox"/> Fluent-English-Proficient (FEP) students	<input type="checkbox"/> Students Redesignated FEP
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Students by Ethnic Designation - Number and Percent

<input type="checkbox"/> Hispanic or Latino of Any Race	<input type="checkbox"/> African American, Not Hispanic	<input type="checkbox"/> American Indian or Alaska Native, Not Hispanic
<input type="checkbox"/> Asian, Not Hispanic	<input type="checkbox"/> Filipino, Not Hispanic	<input type="checkbox"/> Pacific Islander, Not Hispanic
<input type="checkbox"/> White, Not Hispanic	<input type="checkbox"/> Two or More Races, Not Hispanic	<input type="checkbox"/> None Reported

Step Six

Scroll to the bottom of this same page

At the bottom, under
“Select a Report”

Click the second radio
button: “County Summary
(with district data)”

Click “Submit”

Graduates (Prior Year)

<input type="checkbox"/> Graduates	<input type="checkbox"/> Grads Completing UC/CSU Classes
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Dropouts (Grade 9-12) Prior Year

<input type="checkbox"/> Number of Dropouts (9-12)	<input type="checkbox"/> 1 yr dropout rate (9-12)	
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Staffing

<input type="checkbox"/> FTE Administrators	<input type="checkbox"/> FTE Pupil Services	<input type="checkbox"/> FTE Teachers	<input type="checkbox"/> * # Classified staff
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* Indicates a field that is not yet available for the selected year.

County Selected: **31 PLACER**

Select a Report

- County summary (summary data only)
- County summary (with district data)

Questions: [DataQuest](#) | [Data Reporting Office](#) | (916) 327-0219

Step Seven

On the table that comes up, click on the district name

For example

“Rocklin Unified”



California Department of Education

Data Reporting Office
Prepared: 10/7/2015 1:17:15 PM

-Select another year-

Selected County Level Data - PLACER
for the year 2014-15

Click on the district name to generate a report for that district.

District Name	District Code	Free & Reduced Price Meals	Enrollment Used for Meals
Ackerman Charter	3166761	150 (27.0%)	556
Alta-Dutch Flat Union Elementary	3166779	40 (38.8%)	103
Auburn Union Elementary	3166787	1,090 (52.9%)	2,060
Colfax Elementary	3166795	164 (51.2%)	320
Dry Creek Joint Elementary	3166803	2,397 (35.7%)	6,715
Eureka Union	3166829	312 (9.3%)	3,338
Foresthill Union Elementary	3166837	160 (40.7%)	393
Loomis Union Elementary	3166845	541 (14.9%)	3,636
Newcastle Elementary	3166852	246 (13.3%)	1,844
Placer County Office of Education	3110314	220 (30.3%)	726
Placer Hills Union Elementary	3166886	263 (32.8%)	801
Placer Union High	3166894	988 (23.9%)	4,137
Rocklin Unified	3175085	2,352 (18.5%)	12,738
Roseville City Elementary	3166910	3,039 (30.9%)	9,820
Roseville Joint Union High	3166928	2,992 (29.3%)	10,223
SBE - Western Sierra Collegiate Academy	3176570	n/a	0
Tahoe-Truckee Unified	3166944	1,532 (38.5%)	3,978
Western Placer Unified	3166951	3,771 (41.4%)	9,116
County Totals:		20,257 (28.7%)	70,504
State Totals:		3,655,624 (58.6%)	6,236,439

Step Eight

Look at the column marked – “Free or Reduced Price Meals”
 Greater than 40% indicates
 A higher need school

In the Rocklin Unified
 example, just two schools
 fit this criteria –

Antelope Creek (43.2%)
 Rocklin Elementary (40.1%)



California Department of Education

Data Reporting Office
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-Select another year-

Selected District Level Data - 3175085--Rocklin Unified
 for the year 2014-15

School	CDS Code	Free or Reduced Price Meals	Enrollment Used for Meals
Non-public non-sectarian schools	3175085000001	0	9
Antelope Creek Elementary	31750856110647	203 (43.2%)	470
Breen Elementary	31750856111975	85 (15.0%)	566
Cobblestone Elementary	31750856109870	98 (26.1%)	376
Granite Oaks Middle	31750856116057	111 (12.0%)	928
Maria Montessori Charter Academy	31750850117879	72 (26.3%)	274
Parker Whitney Elementary	31750856031207	133 (32.4%)	410
Rock Creek Elementary	31750856119853	110 (20.6%)	534
Rocklin Academy	31750856118392	23 (6.2%)	368
Rocklin Academy at Meyers Street	31750850114371	13 (7.4%)	175
Rocklin Elementary	31750856031215	216 (40.1%)	539
Rocklin High	31750853130150	262 (14.0%)	1,872
Rocklin Independent Charter Academy	31750850128561	42 (35.3%)	119
Ruhkala Elementary	31750850108050	49 (12.4%)	395
Sierra Elementary	31750856118533	61 (11.5%)	529
Spring View Middle	31750856100903	216 (26.8%)	805
Sunset Ranch Elementary	31750850121244	71 (9.1%)	782
Twin Oaks Elementary	31750856115844	82 (19.3%)	425
Valley View Elementary	31750856118517	31 (7.3%)	422
Victory High	31750853130200	19 (23.2%)	82
Western Sierra Collegiate Academy	31750850119487	60 (8.2%)	732
Whitney High	31750850108084	395 (20.5%)	1,926
District Total:		2,352 (18.5%)	12,738
County Total:		20,257 (28.7%)	70,504
State Totals:		3,655,624 (58.6%)	6,236,439

Step Nine

Once you have determined which schools you wish to visit, google the school(s) to obtain pertinent contact information such as the principal's name and school phone number (or click on the hyperlink from the Partnership School list). Spend some time on the website, learning more about their program. When you are ready to make an appointment:

- Find a quiet place to make the phone call.
- Use your professional voice.
- Identify yourself as a William Jessup University Education (or Master of Arts in Teaching) student and ask about the process for setting up a time to observe (or assist) as appropriate.
- Remember that you are the guest. Have several time options available on your calendar so that you visit at their convenience, not yours.
- Be sure to thank the person you have been speaking to for their time and help in setting this up.
- If they provide a contact person and an email address, then follow up in writing. Again, be professional in your tone, using correct grammar and layout.

Step Ten

On the day of your visit –

- Dress professionally. First impressions count.
- Show up in the office at least 10 minutes prior to the appointed time
- Office staff will show you where to sign in
- Wear your WJU Lanyard & ID. They may ask you to wear a sticker as well.
- Enter the classroom quietly. Make eye contact with the teacher and smile. Then sit or stand somewhere in the back until they approach you.
- When approached, introduce yourself and express appreciation for having you in.
- Engage in note-taking (if observing). Ask what you can do to help (if assisting).
- Be sure you have your documents signed before you leave (if requested by your professor).

Follow Up

After the visit,

- Consider sending a hand-written note to the teacher and a separate one to the principal.
 - Thank him/her for opening their classroom and school to you.
 - Specifically make note of two or more positive aspects you are taking away from your experience.
 - Express your enthusiasm for the profession.
 - Double check your spelling and grammar!
 - Sign your name clearly. They may very well remember you!