

Menands School District – Data Collection Request

The following data will be requested for the upcoming work related to the demographic study. **Cropper GIS Consulting (Cropper)** will be developing various components to assist in the study. These components include:

- Mapping of student enrollment and analysis of student residential densities and locations throughout the district.
- Development of enrollment forecasts by grade, and district level race/ethnic forecasts.

Data requested for the project includes:

School District Information

- Current Year's Student Database. (2014-15). The current enrollment database is preferred to be dated near Early/Mid-October, or close to the state reporting date. If it is an issue to get the data from this date, then the current data is adequate. It is important that the file have unique student records. So if there are 200 students enrolled in the Menands School District, the file should contain 200 records. Useable formats in order of preference are Microsoft Excel (.xlsx), Access (.mdb), or a Text file (.csv, .txt with pipe delimiters). The common fields include:
 - o Student ID
 - o Student Address
 - o City
 - o State
 - o Zip
 - o Grade Level
 - o School Name
 - o School Number
 - o ESL / LEP Information
 - o Ethnicity
 - o Free/Reduced Lunch attributes
 - o Special Education Information
- 10-year Historical enrollment by grade. Official BEDS Counts for 2005-06 through 2014-15. Microsoft Excel is preferred.
- 5 to 10-year Historical race/ethnic composition for district level. Prefer 2005-06 through 2014-15, but 5 years will suffice if it is difficult to obtain the data.

Please don't hesitate to contact our office if you have any questions, or you can contact Matthew Cropper directly at 614.208.9110 or mcropper@croppergis.com