Steps to create a Living Priority for Service (PFS) List

**Who has priority for services in the MEP?**

*Section 1304(d) of the statute gives priority for services to migrant children:*

*(1) who are failing, or most at risk of failing, to meet the State’s challenging State academic content standards and challenging State student academic achievement standards,*

***AND***

*(2) Whose education has been interrupted during the regular school year.* Non-Regulatory Guidance - October 2010, page 69.

**PFS Myths:**

All kindergarten through second grade is automatically PFS.

**False**.

Students who are missing academic data ***DO NOT*** automatically fit the definition of not meeting state’s challenging standards. Regional programs must now gather data to support “not meeting” academic standards plus gather data to support education interruption before adding the student on to the Living PFS list.

**What is a Living PFS list?**

The Living PFS list, list **current** MEP student who have priority of service for the **current** school year. This list is not to be confused with the funding PFS list. A Living PFS list helps program coordinators facilitate services to students who are most in need of academic help. Students on the list must be served by Title IC first.

**How do I create a Living PFS list?**

At times the funding PFS is the inception of the Living PFS list. The Living PFS list is updated continuously depending upon the child’s academic status or migrant lifestyle change. Regional programs can start the Living PFS list using funding PFS List (PFS allocations from ODE). A Living PFS list contains the most recent data, using the most current data available to review and evaluate.

**First Step**

Using the 1314 Finalregional021 file to:

* Filter for PFS flag
* Select certain fields
* Copy to new worksheet
* Save file as ***1314PFS.xls***
* Convert numeric fields to TEXT

**Step One:**

1. ***Download and open*** the ***1314 finalregional021.xls*** filelocated on the OMSIS secure site.
2. ***Highlight*** the ***first row*** and then ***set filter*** ***ON***.
3. ***Go to Column U (shPriority1)***, ***click*** on the ***down arrow,*** ***Click*** on ***Select All,*** ***Select*** **“1”** and then ***Click*** on ***OK***.
4. The system will display the number of PFS students at the bottom left-hand corner.
5. Select ***ONLY*** the columns you wish to have on the ***13.14 PFS.xls*** file. To select columns, ***Highlight*** the ***entire column*** and ***hold down*** on the ***Ctrl*** ***key*** as you ***click*** on the other ***columns***. Suggestions of fields to *select (OMSIS ID, First & Last, Gr Level, shPriority1, RL\_Asmt\_plg, MA\_asmt\_plg, El\_Asmt\_plg).*
6. ***Copy*** all ***Columns*** and ***paste*** it to a new Excel worksheet. Don’t forget to copy the headers. Once you’ve saved on the new worksheet, you can change the column headings to something that makes sense to you.
7. Rename the worksheet to ***“1314PFS.xls”.***
8. ***Convert*** all ***numeric*** ***fields*** into ***TEXT***. From Home menu, ***Highlight*** the following fields, OMSIS ID, Gr Level, shPriority1,RL\_Asmt\_plg, MA\_asmt\_plg, El\_Asmt\_plg, ***Click*** on the down arrow to the right of ***General***, ***scroll down*** then ***click*** on ***TEXT***.
9. ***Click*** on ***SAVE***, to save the changes.

**Second Step**

RAW DATA:

* Request the most recent RAW DATA from OMESC
* Download RAW DATA to the desktop
* Save file to import into ACCESS
* Import ***RAW Data.xls*** and ***1314PFS.xls*** to ACCESS

**Step Two:**

1. Download the ***1415 Raw Data*** filelocated on the Data File directory from the OMSIS secure site.
2. ***Open*** and **Save** the file as ***RawData1415.xls*** or name the file anything you like.
3. ***Close*** both the ***Raw Data*** and the ***1314PFS Excel files***.
4. ***Open*** Microsoft ***Access.***
5. ***Double Click*** on the ***Blank Database*** icon. This will open a database container.
6. At the top menu, ***Double******Click*** on ***External Data.***
7. At the top menu, under ***Import***, ***Click*** on ***Excel.***
8. At the ***“Select the source and destination of the data”*** window, ***Click*** on ***Browse***.
9. ***Locate*** the ***Raw Data file (rawdata1415)*** on your computer and then ***Double Click***.
10. At the “Select the source and destination of the data”, ***Click*** on ***OK***.
11. At ***Import Spreadsheet Wizard***, make sure the ***“✓”*** appears under ***“First Raw Contains Column Headings.”***
12. ***Click*** on ***NEXT***.
13. ***Click*** on ***NEXT***, again.
14. **Click** on ***“No Primary Key”***.
15. ***Click*** on ***NEXT***.
16. At Import to Table, you can ***rename*** ***the file*** or leave it as ***RawData1415***. Make sure you don’t have a period in the file name.
17. ***Click*** on ***Finish***.
18. At ***“Save Import Steps”***, ***Click*** on ***Close***.
19. The ***RawData1415*** table should appear on the left hand side under ***Tables***.

**Importing the 1314*PFS.xls to ACCESS***

1. Now, import the ***1314 PFS.xls*** to ACCESS.
2. At the top menu, ***Double*** ***Click*** on ***External Data.***
3. At the top menu, ***Click*** on ***Excel.***
4. At the “Select the source and destination of the data”, ***Click*** on ***Browse***.
5. ***Locate*** the ***1314 PFS.xls*** on your computer and then ***Double Click***.
6. Make sure to select ***“Import the source data into a new table in the current database.”***
7. At the “Select the source and destination of the data”, ***Click*** on ***OK***.
8. You might get the message, “Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like? ***Click NEXT***.
9. At ***Import Spreadsheet Wizard***, make sure the ***“✓”*** appears under ***“First Raw Contains Column Headings.”***
10. ***Click*** on ***NEXT***.
11. ***Click*** on ***NEXT***, again.
12. **Click** on ***“No Primary Key”***.
13. ***Click*** on ***NEXT***.
14. At Import to Table, name the file ***1314PFS;*** make sure you don’t have a period the file name.
15. ***Click*** on ***Finish***.
16. At “Save Import Steps”, ***Click*** on ***Close***.
17. The ***1314PFS*** and ***RawData1415*** table should appear on the left hand side under ***Tables***.

**Third Step**

**Building a Query in Access**

* Creating a query to produce the current PFS list
* Relating the two files in ACCESS
* Filtering for 2014.20.15 PFS Students
* Save the file
1. At the menu, ***Click Create***
2. ***Double Click*** on ***Query Design,*** the ***Show Table*** window pops-up
3. ***Double Click*** on ***RawData1415***, to select
4. ***Double Click*** on ***1314PFS***, to select. Both tables should appear in the work area.
5. At ***“Show Table”*** window, ***Click*** on ***Close***.
6. At ***RawData1415*** table, ***Double Click*** on the ***“\*”***, to select all fields.
7. At ***1314PFS*** table, ***Double Click*** on the ***“\*”***, to select all fields.

**To relate the two tables**

1. At the ***RawData1415*** table, locate and ***Click*** the field name ***“sistudenti”*** and then ***Click + Hold and Drag*** the field to ***1314PFS, “sistudenti”*** and ***drop.***
2. ***Double Click*** on the line between the two tables.
3. At the ***Join Properties, Select option #2.***
4. ***Click on OK***.
5. At the top left, ***Click*** on ***RUN***. This will run the query. Now you have a current enrollment list of students in your area along with the PFS flag from 2013.2014 School Year.
6. To Export the file entire file, ***Go to Steps #14***. To Export only the PFS students ***Go to “A.* *Filtering in ACCESS and Exporting ONLY PFS students”*** below.
7. ***Click*** on ***External Data, Go*** to ***Export,*** and ***Double Click*** on ***Excel.***
8. ***Click*** on the ***Browse*** button to save the worksheet on your computer.
9. ***Name*** the file to something that will make sense to you. Example, ***14.15 Enrollment With PFS 05.20.2015.***
10. ***Click*** on ***SAVE***.
11. ***Click*** on the ***Box*** next to ***Export Data*** ***with Formatting and layout***.
12. ***Click on OK*** and then ***Click*** on ***Close***. The file is exported in Excel to the designated location.
13. **Filtering in ACCESS and Exporting ONLY PFS studentsto Excel**
14. ***Scroll*** to the right to find the column name, ***“shPriority1”.***
15. ***Click*** on the ***arrow*** to the right, ***Click*** on ***“Select All”,*** ***Click*** on ***”1”*** and then ***Click*** on ***OK***. Now you have a list of only the PFS students who are attending the 2014.2015 school year. This will be the beginning of your Living PFS List.
16. To export to Excel, ***Click*** on ***External Data***, ***Go*** to ***Export, Double Click*** on ***Excel.***
17. ***Click*** on the ***Browse*** button to save the worksheet on your computer.
18. ***Name*** the file to something that will make sense to you. Example, *14.15 PFS Enrollment 05.20.2015.*
19. ***Click*** on ***Export Data*** ***with Formatting and layout***.
20. ***Click*** on ***OK,*** and then ***Click*** on ***Close***.

**Opening the files in Excel**

When you open the file in Excel, you might get an error saying, “File error. Some number formats may have been lost.” ***Click*** on ***OK***.

**Converting the text field to date field in Excel:**

When files are exported from Access to Excel the date fields at times will not covert properly.

**To format text field to Date field in Excel:**

1. ***Highlight*** the ***entire date column.***
2. ***Right Click.***
3. ***Click*** on ***Format Cell.***
4. ***Click*** on ***Date.***
5. ***Click*** on ***OK.***

**Fourth Step**

**Maintaining a Living PFS List**

To ensure that you have a Living PFS List; keep up with the student’s enrollment status by:

1. reviewing COEs for education interruption.
2. obtaining raw data file from OMESC for education interruption.
3. checking the MSIX system for test data
4. checking the local SIS system for test data.

Some recommendations to for the maintaining the Living PFS List:

1. Add new students that met the criteria:
	1. Not meeting academic status & Education Interruption
		1. Keep a worksheet of Student’s who did not meet using local assessments, state assessments, or assessment data on MSIX for 2014.2015 RSY.
		2. Keep a worksheet for Education Interruption (review QAD on new COEs).
	2. Using the two worksheets (Not meeting academic status & Education Interruption), import into Access and relate the two files. Like the steps above. (See instructions on Third Task above)
2. Remove student who no longer meet the criteria.
	1. Remove student who have ***exited ELL***, if ELL is the qualifier.

**Tips and reminders:**

The PFS definition is twofold, student must not have meet academic standard **AND** must have had an education interruption within the last 12 months during the Regular School Year.

1. **To qualify for Did-Not-Met Academic Standard.** Staff must check State Assessments (**OAKS, SBAC) or local assessment data** **first**: Student must meet **ONE** of the criteria below:
2. Did-not-meet academic standard for ***Reading***, ***OR***
3. Did-not-meet academic standard for ***Math.***

**If and ONLY IF test data is NOT available,** then student must meet **ONE** of the criteria below:

1. Student is Limited English Proficient ***(LEP)***,

2. Student is ***not*** at ***age/grade*** level, ***OR***

3. Student is ***retained*** a grade.

1. **To qualify for Education Interruption (EI).** Staff may request raw data from the OMESC or develop a mechanism for tracking EI. Students must meet **ONE** of the criteria below to qualify for Education Interruption:
2. ***COE QAD*** date between ***09/01/2014 and 06/15/2015***,

2. ***TWO*** or more enrollment lines on OMSIS during RSY,

3. ***Enroll Date*** between ***09/15/2014 and 05/30/2015***,

4. ***Withdraw Date*** between ***09/15/2014 and 05/30/2015***, ***OR***

5. ***Absent*** for more than ***10 days***.