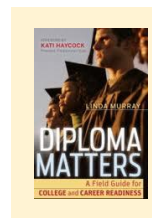


DIPLOMA MATTERS

A Field Guide for College and Career Readiness



Educational Opportunity Audit Artifacts

Educational Opportunity Audit Artifacts		
	Artifact Needed	
1	Senior Transcripts of the most recent graduating class containing (in addition to normal transcript information): Student ethnicity, special needs, English Learner assessments, SAT score results, other relevant high school testing data	
2	Senior Transcripts (same students as above) w/ Middle School Transcript or 8 th grade report card (at least math enrollment/grades)	
3	District and High School Demographic Data Break out by sub-group	
4	Latest Achievement Data District and break out by high school, sub-groups, grade level where possible; percentages of Special Education and ELL (note dominant home language) population at the high school level.	
5	Course Catalog for the District/School	
6	Master Calendar Denote all events scheduled during school hours (last year's calendar is acceptable)	
7	Current Graduation Requirements Include credit requirements for continuation schools	
8	Course Guide for each High School Include course descriptions/codes for continuation high school, special education classes, and vocational/career-tech classes where available	
9	Master Schedule for each High School Teacher, subject and class for each period	
10	Class Load Analysis for each High School Include breakdown of number of students per grade level by teacher; electronic format preferred: excel spreadsheet	
11	Bell Schedules Include the minimum day bell schedule and any special schedules for each school	
12	Testing Date Information List by school the number of days and hours allotted to testing (statewide, benchmark, and final exams)	
13	Teacher Credential Information List of teachers, subject teaching, areas of credential, and years of teaching experience (in and outside of the the district) by school.	
14	Safety Net/Curricular Intervention Programs List of programs by high school, approximate number of students serviced, average length of intervention, how students are identified, and any benchmark assessments used with these programs	

