

Completing your Work Order and Data File For Early Online Enrollment and/or Scan Sheet Pre-Printing

You have two options to begin using the PRO-Ohio system this year:

1. “Early Enrollment”—allows students and teachers to immediately begin using the PRO-Ohio Short Cycle Web Assessment (SCWA) online program at the beginning of the school year, *prior to* administering the PRO-Ohio paper-pencil diagnostic assessments.
2. “PO Testing First”—allows you to administer the PRO-Ohio paper-pencil diagnostic assessments *prior to* using the SCWA online program. This option gives you time to adjust students’ and teachers’ classes before online enrollment.

There is more information about each option below. Refer to the **Flow Chart** in Section A of this Manual to help you decide which option is right for your school or district.

You will be emailed two documents: (1) a **Work Order** form, and (2) a **Data File** template. Pay particular attention to the section below titled “Grouping Students and Organizing Your Data File” depending on which option you choose. If you intend to administer the PRO-Ohio paper pencil assessments, you will also be emailed separately a **Test Order** form. (*see* Section C).

In order to take advantage of the full power of the PRO-Ohio Assessment system, we recommend that your students be grouped, enrolled and/or tested by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

Completing Your Work Order Form

The first document you will receive is named “**TWM PO Work Order.doc**” Complete all the requested information. Missing information may delay your school enrollment or delay the printing and shipping of your scan sheet order.

✓ There are **four Enrollment** options :

TWM Educational Support and OMR Scanning Services
7450 Leroy Thompson Road • Thompson, OH 44086 • (440) 298-1511
>>> RETURN THIS FORM and DATA FILE via e-mail to: TWMS@WINDSTREAM.NET <<<

> Select ONE Enrollment option:

- 1. We want “early enrollment” of our students and teachers in the PO online system. We will also be administering the PO paper-pencil tests to the same groups of students in the same subject classes.
- 2. We want “early enrollment” of our students and teachers in the PO online system. We intend to administer PO paper-pencil tests in only some subjects and grades to some or all the enrolled students.
- 3. We want to administer the PO paper-pencil tests first—or only. We will submit our test response scan sheets in the order we want students and teachers enrolled in the PO online system (if applicable).
- 4. We want to enroll our students and teachers in the PO online system only. We will not be administering PRO-Ohio paper-pencil tests. (Allow 1 week to initial log-in)

Work Order form [**Enrollment Options**]

Click on
ONE
Enrollment
Option

Select Enrollment **Option 1** if you intend to administer the PRO-Ohio paper-pencil diagnostic tests following early enrollment to the same groups of students. We will enroll your students, teachers, and classes in the PO SCWA online system within a week after we receive your enrollment data file. We will then use all the same data to pre-print your student and teacher response scan sheets based on the Data File Option you select below.

Select Enrollment **Option 2** if you intend to administer the PRO-Ohio paper-pencil diagnostic tests following early enrollment in only some subjects and grades to some or all the students being enrolled. We will enroll your students, teachers, and classes in the PO SCWA online system within a week after we receive your enrollment data file. You will need to identify which records we will need for pre-printing OR send a new or modified data file for pre-printing your student and teacher response scan sheets. (see Data File Option 3 below)

Select Enrollment **Option 3** if you intend to administer the PO paper-pencil tests prior to your students and teachers using the PO SCWA online system. We will pre-print your student and teacher response scan sheets based on the Data File you submit. You will then send your completed test response scan sheets in the order you want your students, teachers and classes enrolled in the PO SCWA online system. Select this option also if you are NOT using SCWA.

Select Enrollment **Option 4** to enroll students, teachers, and classes in the PO SCWA online system only. We will enroll your students, teachers, and classes within one week after we receive your enrollment data file. We will not send you pre-printed scan sheets.

✓ There are **four Data File** options :

Click on ONE Data File Option →

➤ **Select ONE Data File option:**

- 1. The data file we are sending is for "early enrollment" of our students and teachers in the PO online system. Use this same data file for pre-printing student and teacher scan sheets for PO testing.***see below
- 2. The data file we are sending is for "early enrollment" of our students and teachers in the PO online system. Wait until _____(date), then use the online enrollment data to pre-print student and teacher scan sheets.***
- 3. The data file we are sending is for "early enrollment" of our students and teachers in the PO online system. We will send a new or modified data file on _____(date) to use to pre-print student and teacher scan sheets.***
- 4. The data file we are sending is for enrollment of our students and teachers in the PO online system only. OR for ordering scan sheets for PRO-Ohio paper-pencil testing only.

Work Order form [**Data File Options**]

Select Data File **Option 1** if your data file is organized for early enrollment of students and teachers AND you want us to immediately use your data file to pre-print and ship your student and teacher response scan sheets for PO paper-pencil testing. **Select this option if the students you enroll are the same students taking the PO diagnostic paper-pencil tests in the same teacher-classes.**

Select Data File **Option 2** if your data file is organized for early enrollment of students and teachers in the PO SCWA online system, BUT you want us to wait at least one week—or the date you specify—to use the online data to pre-print and ship your student and teacher response scan sheets for PO paper-pencil testing. **This option allows you time to move students or teacher classes or add new students at the beginning of the school year in the online system before we export the online data for pre-printing your student and teacher response scan sheets for PO paper-pencil testing.**

Select Data File **Option 3** if your data file is organized for early enrollment of students and teachers in the PO SCWA online system, BUT you want us to wait until the date you specify, so you can send us a new or modified data file for pre-printing your student and teacher response scan sheets for PO paper-pencil testing. **This option is useful if some of the students and teacher classes you are enrolling in the online system will NOT be taking the PO diagnostic paper-pencil test, i.e. if your enrollment data is quite different from your testing data.**

Select Data File **Option 4** if your data file is organized for early enrollment of students and teachers in the PO SCWA online system ONLY, or you ONLY intend to administer the PRO-Ohio paper-pencil diagnostic tests. **You should choose this option if you selected Enrollment Option 3 above.**

In all cases above, we recommend that you group, enroll and/or test your students by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

The Work Order form is a MS Word document template that allows you to save the form with your information in a standard Word document (.doc) format. Simply type your responses directly in the shaded spaces provided on the form. Fill-in all the requested information.

Type your responses in the shaded boxes

Today's Date: FORM A Testing Date: FORM B Testing Date:
*Initial Testing Date for pre-test, usually at the beginning of year. ** Follow-up Testing Date for interim or post-test, given later in year.

School Name: School District:

Ship to Address: City: State: Zip:

Contact Person: Title of Contact person:

Email: Email cc: Phone:

Special Sort Order requested or Shipping/Delivery instructions:

Type-in enrollment count

Total Number of Students in your school being enrolled into the PRO-Ohio online system =

Work Order form [School Information]

Scan Sheet Order Counts

Complete the next section of the Work Order if you need Student Response scan sheets and Teacher Cover sheets to administer the PRO-Ohio diagnostic paper-pencil assessments.

Type-in scan sheet counts

Enter below, the number of Student Names, and Estimate the Maximum Number of Pre-Printed Student Response Scan Sheets Needed		Enter below, the number of Teacher Names, and Estimate the Maximum Number of Pre-Printed Teacher Cover Scan Sheets Needed	
Total Number of unique Student Names (individual students) taking the PO paper-pencil tests	Total Pre-Printed Student Response Scan Sheets needed	Total Number of unique Teacher Names or individual teacher classes testing	Total Pre-Printed Teacher Class Cover Scan Sheets needed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Number of **BLANK** Student Response sheets requested for possible new students.
- Number of **BLANK** Teacher Cover sheets requested for possible additional class sets.

Work Order form [Scan Sheet Information]

In the **first column**, enter the number of individual students who are taking PRO-Ohio paper-pencil diagnostic tests.

In the **second column**, estimate the number of student response scan sheets you need. The number of student response scan sheets you need may vary between 1 and 4. It will depend on whether the students are enrolled in a “self-contained” class with the same group of students having the same teacher in two or more subjects—common in elementary schools, or whether the students are enrolled in “non-self-contained” classes with students having different teachers for different subjects—common in secondary schools. **Students in self-contained classes in the same teacher class group can mark their responses for up to 4 subjects on one response sheet. (see Appendix)**

In the **third column**, enter the number of individual teachers who are administering the PRO-Ohio paper-pencil diagnostic tests.

In the **fourth column**, estimate the number of teacher class cover scan sheets you need. The number of Teacher Cover scan sheets you need will depend on whether the teachers’ classes are “self-contained” with teachers teaching the same group of students in two or more subjects—common in elementary schools, or whether teachers teach different groups of students in “non-self-contained” classes in the same or different subjects—common in secondary schools.

In the latter case, teachers will need a different teacher cover sheet for each different class group. **NOTE: See the section below titled “Grouping Students and Organizing Your School Data File” for more information.**

Finally, estimate the number of “**blank**” scan sheets you may need for new students who may enroll in your school prior to test administration or for additional teacher classes. We minimally send an addition 5% blank scan sheets with your order.

Save the Work Order document using the name of your school. Then send the saved document attached to an email along with your school data file. (*next*)

Completing Your Data File Spreadsheet

The second document you will receive is named " **TWM PO School Data.xls**" This is an Excel spreadsheet template that you can use to collect the required student and teacher data. Some of the data is optional, but the data file itself is **REQUIRED** to enroll your students and teachers and/or to pre-print your test response scan sheets.

You should email your Work Order and School Data files at least **1 week prior** to your planned initial SCWA system log-in date so that we may set up classes in a timely manner. You should allow **2-3 weeks** for processing, printing, and shipping your scan sheets.

	A	B	C	D	E	F	G
1	District Name	School Name	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade
2							
3							

- Column A—district name
- Column B—school name
- Column C—student last name
- Column D—student first name
- Column E—**unique Student ID**. This number must match the student’s SCWA enrollment log-in ID number with the student's response sheet ID. Up to 9 digits.
- Column F—student’s gender
- Column G—student’s grade level

	H	I	J	K
1	Class Teacher - Last Name only	Teacher First Initial (for duplicate names)	Class Period if applicable (#1-9 only)	Test Form Subject & Grade only
2				
3				

- Column H—class (subject) teacher’s last name **ONLY**
- Column I—class (subject) teacher’s first name **INITIAL**. This is needed for online enrollment if two teachers in the school have the same last name
- Column J—class period-group. Use only numbers 1 to 9. This is needed for online enrollment if the teacher has more than one different class in the same subject.
- Column K—**Test Form subject and grade. This is REQUIRED for early enrollment. Use these abbreviations: Math=M; Sci=S; SocSt=C; Read=R**

	L	M	N	O	P	Q
1	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator	DataMap: OAA or OGT Score
2						
3						

- Columns L-P—student’s Demographic Subgrouping Codes
See the section below “**Entering Subgroup Special Codes in the School’s Data File**”
- Column Q—*optional* student’s OAA or OGT Score for the PO *DataMap* program

Grouping and Organizing Students, Teachers, and Classes

In order to take advantage of the full power of the PRO-Ohio Assessment system, we recommend that your students be grouped, enrolled and/or tested by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

Early Enrollment student data should be grouped and organized by individual teacher classes. If you are then administering the PRO-Ohio paper-pencil diagnostic tests, we will use your enrollment data for pre-printing your student and teacher scan sheets. You will also have the option to send a modified or new data file specifically for scan sheet pre-printing as explained above.

Non-early enrollment students administered the PRO-Ohio paper-pencil tests will be enrolled in the PRO-Ohio Short Cycle Web System based on how your test response scan sheets are grouped and organized as explained above. We recommend they be grouped and organized by individual subject teacher classes when they are returned for scoring. .

Organizing your Data File for Scan Sheet Pre-Printing

If you are administering the PRO-Ohio paper-pencil diagnostic assessment first, or if you are submitting a separate scan sheet pre-printing data file, how you organize the records in your data file should directly relate to how you want to distribute the scan sheets when you administer the paper-pencil tests. We recommend that teachers administer the PRO-Ohio tests in their individual classrooms so that the scan sheets can be *easily* distributed and collected by individual subject area classes and diagnostic test results provided on a class-by-class basis.

If you are not doing early enrollment, how you collect and group the scan sheets will determine how the test reports are organized, and how students, teachers, and classes will be enrolled in the SCWA system. We recommend you collect scan sheets by individual teacher class with a different Teacher Cover sheet separating each teacher’s class. (*see* Section D for more information)

There are two ways to organize your data for scan sheet distribution and pre-printing depending on whether (a) a teacher teaches a “self-contained” class group (two or more subjects with the same group of students—the same students with the same teacher is common in elementary schools), or whether (b) the teacher teaches “non-self-contained” classes (the same subject with different groups of students in more than one class—students a with different teacher in each subject is common in secondary schools).

- A. In **self-contained classes**, only ONE Student Response scan sheet per student name and ONE Teacher Cover scan sheet per teacher name are needed for all subjects IF each class teacher is administering the SAME FORM of the test to the SAME group of students. Each response sheet contains separate response areas for all four tests: mathematics, science, social studies, and reading. Examine the data file collection sample on the next page.

	C	D	E	F	G	H	I	J	K	S
	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period-if applicable (#1-9 only)	Test Form Subject & Grade only	Section
1										
2	Hensley	Ashley	190681	F	2	BROWNR	R		M2	
3	Sharpe	Alisha	179116	F	2	BROWNR	R		M2	
4	Silyuk	Anastasia	189292	F	2	BROWNR	R		M2	
5	Sutton	Blake	181563	M	2	BROWNR	R		M2	
6	Hensley	Ashley	190681	F	2	BROWNR	R		R2	
7	Sharpe	Alisha	179116	F	2	BROWNR	R		R2	
8	Silyuk	Anastasia	189292	F	2	BROWNR	R		R2	
9	Sutton	Blake	181563	M	2	BROWNR	R		R2	
10	Burger	Allen	181465	M	3	SMITH			C3	
11	Harrison	Amanda	183778	F	3	SMITH			C3	
12	Spaulding	Leslie	187899	M	3	SMITH			R3	
13	Webb	Malcolm	190254	M	3	SMITH			R3	
14	Baker	Aaron	181671	M	4	BROWNS	S		S4	
15	Caballero	Yvonne	188601	F	4	BROWNS	S		S4	
16	Cantrell	Andrew	182015	M	4	BROWNS	S		S4	
17	Martin	Deshaun	190544	M	4	BROWNS	S		S4	
18	Baker	Aaron	181671	M	4	BROWNS	S		C4	
19	Caballero	Yvonne	188601	F	4	BROWNS	S		C4	
20	Cantrell	Andrew	182015	M	4	BROWNS	S		C4	
21	Martin	Deshaun	190544	M	4	BROWNS	S		C4	

Self-contained classes data sample

In the above class sample there are 20 students, 3 teachers, and 6 classes. Teachers BROWNR and BROWNS classes are self-contained. SMITH's classes are not. You would need **4 Teacher Class Cover Sheets** (1 for BROWNR, 2 for SMITH, 1 for BROWNS). You would need **14 Student Response** scan sheet. (Only 1 sheet for each student named in the self-contained classes, and 1 for each student in SMITH's classes.). **The scan sheets will be delivered for distribution in the order that the names appear in the spreadsheet.**

B. In **non-self-contained classes**, ONE Student Response scan sheet per student name and ONE Teacher Cover scan sheet per teacher class are needed for each subject IF each class teacher is administering a DIFFERENT subject or form of the test to a DIFFERENT group of students.

	C	D	E	F	G	H	I	J	K	S
	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period-if applicable (#1-9 only)	Test Form Subject & Grade only	Section
1										
2	Hensley	Ashley	190681	F	7	BROWN		4	M7	
3	Sharpe	Alisha	179116	F	7	BROWN		4	M7	
4	Silyuk	Anastasia	189292	F	7	BROWN		4	M7	
5	Sutton	Blake	181563	M	7	BROWN		4	M7	
6	Baker	Aaron	181671	M	7	BROWN		6	M7	
7	Caballero	Yvonne	188601	F	7	BROWN		6	M7	
8	Hatley	Zachary	182635	M	7	BROWN		6	M7	
9	Martin	Deshaun	190544	M	7	BROWN		6	M7	
10	Hensley	Ashley	190681	F	7	SMITH		5	R7	
11	Sharpe	Alisha	179116	F	7	SMITH		5	R7	
12	Silyuk	Anastasia	189292	F	7	SMITH		5	R7	
13	Sutton	Blake	181563	M	7	SMITH		5	R7	
14	Baker	Aaron	181671	M	7	SMITH		8	R7	
15	Caballero	Yvonne	188601	F	7	SMITH		8	R7	
16	Hatley	Zachary	182635	M	7	SMITH		8	R7	
17	Martin	Deshaun	190544	M	7	SMITH		8	R7	
18	Burger	Allen	181465	M	8	JONES		1	C8	
19	Harrison	Amanda	183778	F	8	JONES		1	C8	
20	Spaulding	Leslie	187899	M	8	JONES		2	S9	
21	Webb	Malcolm	190254	M	8	JONES		2	S9	

Non-self-contained classes data sample

In the above class sample there are 20 students, 3 teachers, and 6 classes. The classes are not self-contained. You would need **6 Teacher Class Cover Sheets** (2 for BROWN, 2 for SMITH, 2 for JONES). You would need **20 Student Response** scan sheet. (1 sheet for each student in each class). **The scan sheets will be delivered for distribution in the order that the names appear in the spreadsheet.**

In non-self-contained classes, the teacher will have the students respond in only one section of the Student Response scan sheet. In early enrollment, class period numbers must be used to identify different class groups of students; otherwise, students will be enrolled as one large subject class group. Use only numbers between 1 and 9.

See Section D of this Manual for additional scan sheet count examples.

To avoid confusion, we recommend that PRO-Ohio tests be administered in each individual teacher’s classroom. If you decide to test in a “large group” or homeroom setting, your data file should be sorted in the manner you intend to distribute the scan sheets to the named students. However, the student forms must be collected by teacher-class period with a proper Teacher Cover Sheet over each class set, and shipped to us for processing, so that we may generate class teacher reports and enroll students, teachers, and classes properly in the PRO-Ohio online system.

WARNING:

If you are not doing “early enrollment,” or sending us your pre-printing data file separately, your pre-printing data file must be emailed to us at least **3-4 weeks** before the PRO-Ohio Diagnostic tests are administered in your school.

Data submitted less than three weeks prior to the testing period may result in your not receiving you scan sheets before your testing date or may require additional shipping and handling charges for “rush” or overnight shipping.

Acceptable data file formats are Excel spreadsheet or ASCII (plain text)—either tab-delimited or comma-delimited.

Entering Subgroup Special Codes in the School’s Data File

In addition to Grade and Gender “fields”, there are five special code fields in the school’s data file template that can be used to indicate student demographic subgroups. This data is not required, but is very useful if you wish to compare PRO-Ohio test results across the various demographic areas. ((*GO TO the next page for Special Codes information*))

	K	L	M	N	O	P	Q
Test Form Subject & Grade only	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator	DataMap: OAA or OGT Score	
M7	5	1	2	1		403	
M7	2			1		373	
M7	3	1				383	

DataMap: OAA or OGT student score

Column Q is used for students’ OAA or OGT scores for schools enrolled in the PRO-Ohio **DataMap** program; otherwise, leave it blank. *Contact Ben Hemingway for more information about enrolling in the DataMap program.*

Entering Subgroup Special Codes in the School's Data File

In addition to Gender and Grade *fields*, there are five Special Code fields in the school's data file template that can be used to indicate student demographic subgroups.

In the example below, the first student is an **American Indian** with **Limited English Proficiency**, **Academically Disadvantaged** with **IEP** accommodations = Code **51210**

	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period-if applicable (#1-9 only)	Test Form Subject & Grade only	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator
2	Hensley	Ashley	190681	F	7	SMITH		4	M7	5	1	2	1	
3	Sharpe	Alisha	179116	F	7	SMITH		4	M7	2			1	
4	Silyuk	Anastasia	189292	F	7	SMITH		4	M7	3	1			
5	Baker	Aaron	181671	M	7	JONES		6	M7	1		1	1	
6	Caballero	Yvonne	188601	F	7	JONES		6	M7	1				
7	Hatley	Zachary	182635	M	7	JONES		6	M7	2				1

Sample School Data File with Subgroups

The codes in Columns L – P are converted to “real” words or abbreviations on PRO-Ohio reports.

Below is a summary of the five PRO-Ohio Subgroup Codes and field placement. *See the complete list of ODE Codes and descriptions on the following page.*

ETHNIC/RACIAL GROUP CODES (field 1):

- 1 - White (non-Hispanic, non-Latino)
- 2 - African-American (non-Hispanic, non-Latino)
- 3 - Hispanic or Latino
- 4 - Asian or Pacific Islander
- 5 - American Indian or Alaskan Native
- 6 - Multiracial

LIMITED ENGLISH PROFICIENCY GROUP (field 2):

- 1 - Limited English Proficiency (LEP)

DISADVANTAGEMENT GROUP (field 3):

- 1 - Economically Disadvantaged
- 2 - Academically Disadvantaged (CTAE students only)
- 3 – Economically and Academically Disadvantaged

SPECIAL EDUCATION GROUP (field 4):

- 1 - IEP/SWD/504 Plan Accommodation(s)

GIFTED GROUP (field 5):

- 1 - Gifted

(see detailed Special Codes information on the next page)

ODE = PRO-Ohio Student demographic and other subgroup fields.

Below are the “official” fields and alpha-numeric codes the ODE uses in EMIS Records.

PRO-Ohio will convert/use only the codes listed below in the Subgroup fields in your School Data File.

ELEMENT (Field)	CODES: ODE = PO
Student ID [numeric code]	Locally determined [up to 9 digits]
Grade [numeric code]	01 – 12 grade level
Gender [alpha code]	M – Male = M F – Female = F
Racial/Ethnic Group [PO Subgroup field 1]	W - White (Non-Hispanic) = 1 Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. B - Black (Non-Hispanic) = 2 Persons having origins in any of the black racial groups in Africa. H - Hispanic = 3 Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. A - Asian or Pacific Islander = 4 Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. I - American Indian or Alaskan Native = 5 Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. M - Multiracial = 6 Persons having origins in two or more of the above options.
Limited English Proficiency [PO Subgroup field 2]	N – No, the student is not of Limited English Proficiency = 0 Y – Yes, the student is of Limited English Proficiency and was enrolled in US Schools for the first time BEFORE the first day of the current school year. = 1 L – Yes, the student is of Limited English Proficiency and was enrolled in US Schools for the first time on or after the first day of the current school year. = 1 M – LEP – Trial-Mainstream, the student is of Limited English Proficiency and in his/her trial-mainstream period. = 1
Disadvantage [PO Subgroup field 3]	N or * - not applicable = 0 1 - Economic disadvantage = 1 2 - Academic disadvantage (CTAE students only) = 2 3 - Both Economic and Academic disadvantage = 3 (CTAE students only)
Special Education [IEP/SWD/504 Plan] [PO Subgroup field 4]	N or ** - not applicable = 0 Y or 01-15 [various conditions/services/options] = 1
Gifted Identification [in specific area] [PO Subgroup field 5]	N – No = 0 Y – Yes = 1

See Appendix B for a Sample School Subgroup Summary Report.