

## How to Download Data

### Data Download Directory

The data download tool consists of an index of downloadable data files. The files are organized by state, level (school, school district, or state) and by year. In large states, school files are further subdivided by alphabetic grouping, based on the school name. School names beginning with numbers are included in the first alphabetic grouping.

A single directory file is provided for each level within each state. The directory file contains descriptive information for all the entities in a given state at a particular level for which data have been provided (i.e. a school level directory file for Delaware would include descriptive information for all the schools in Delaware for which data are available).

### Downloading

To download a file, click on the file name and choose a location to save the file to your computer.

### File Size

The downloaded files are compressed and will need to be unzipped by a standard compression utility such as WinZip. The Data Download files may be quite large. For example, a compressed file may be 6 MB and an uncompressed file may be over 100 MB.

### File Format

The files are in a flat, pipe-delimited format. Figure 1 shows a sample of the data.

Figure 1. Sample of Data File Format

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1000080|Appoquinimink School District|2006|Community Demographics|District Median Age (#)|31
bution|14.30|1000080|Appoquinimink School District|2006|Community Demographics|Household Inco
School District|2006|Community Demographics|Population Total|33,3370|1000080|Appoquinimink S
Math Hispanic Proficiency (y/n)|Yes0|1000080|Appoquinimink School District|2006|NCLB|Element
s0|1000080|Appoquinimink School District|2006|NCLB|Elementary AYP Read Asian Participation (
LB|Elementary AYP Read NatAm Participation (y/n)|n.a.0|1000080|Appoquinimink School Distri
istrict|2006|NCLB|High AYP Math Black Participation (y/n)|Yes0|1000080|Appoquinimink School
ct|2006|NCLB|High AYP Math studwDis Proficiency (y/n)|n.a.0|1000080|Appoquinimink School Dist
poquinimink School District|2006|NCLB|High AYP Reading Hispanic Participation (y/n)|n.a.0|100
al (y/n)|Yes0|1000080|Appoquinimink School District|2006|NCLB|Met AYP CO High Schools Total
le AYP Math EconDis Participation (y/n)|Yes0|1000080|Appoquinimink School District|2006|NCLB
t|2006|NCLB|Middle AYP Math white Proficiency (y/n)|Yes0|1000080|Appoquinimink School Distri
iciency (y/n)|Yes0|1000080|Appoquinimink School District|2006|NCLB|Middle AYP Reading LEP Part
Dis CCD (%)|13.90|1000080|Appoquinimink School District|2006|S&P Ratios|Math Proficiency All
P Ratios|RAMP Score (%)|83.70|1000080|Appoquinimink School District|2006|S&P Ratios|RAMP Math
ol District|2006|S&P Ratios|Ramp Scores - Female|84.70|1000080|Appoquinimink School District
00080|Appoquinimink School District|2006|S&P Ratios|Reading Proficiency Female (%)|89.70|100
adcount Grade 1|6000|1000080|Appoquinimink School District|2006|School Environment|Headcount
adcount Grade 3 / Headcount Total|8.20|1000080|Appoquinimink School District|2006|School Env
nment|Headcount Grade 9|6330|1000080|Appoquinimink School District|2006|School Environment|He
|72.40|1000080|Appoquinimink School District|2006|Student Performance|State Test Math Grade 1
ack Pass Advanced (%)|n.a.0|1000080|Appoquinimink School District|2006|Student Performance|St
Grade 10 EconDis Pass Below Basic (%)|n.a.0|1000080|Appoquinimink School District|2006|Studer
ce|State Test Math Grade 10 Female Pass Proficient (%)|n.a.0|1000080|Appoquinimink School Di
rict|2006|Student Performance|State Test Math Grade 10 LEP Pass (%)|n.a.0|1000080|Appoquinim
t Performance|State Test Math Grade 10 Male Pass Basic (%)|n.a.0|1000080|Appoquinimink School
|2006|Student Performance|State Test Math Grade 10 Migrant Pass L5 (%)|n.a.0|1000080|Appoqui
ol District|2006|Student Performance|State Test Math Grade 10 NatAm Tested (#)|n.a.0|1000080
chool District|2006|Student Performance|State Test Math Grade 10 StudwDis Pass Basic (%)|n.
1000080|Appoquinimink School District|2006|Student Performance|State Test Math Grade 10 Tot
n.a.0|1000080|Appoquinimink School District|2006|Student Performance|State Test Math Grade 10
)|78.90|1000080|Appoquinimink School District|2006|Student Performance|State Test Math Grade
)|17.20|1000080|Appoquinimink School District|2006|Student Performance|State Test Math Grade
L5 (%)|12.30|1000080|Appoquinimink School District|2006|Student Performance|State Test Math

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Figure 2 shows a sample of the data imported into a spreadsheet.

**Figure 2. Sample of Data imported into a Spreadsheet**

5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort StudwDis Tested (#)	39
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort Total Participation (%)	95.4
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort Total Pass (%)	76.7
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort Total Pass Basic (%)	52.3
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort Total Pass Below Basic (%)	23.3
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort Total Pass Proficient (%)	24.4
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort Total Tested (#)	438
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort White Participation (%)	94.6
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort White Pass (%)	85.4
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort White Pass Basic (%)	48.1
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort White Pass Below Basic (%)	14.6
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort White Pass Proficient (%)	37.3
5100060	Accomack County Public Schools	2006	Student Performance	State Test Read HS Cohort White Tested (#)	212
5100090	Albemarle County Public Schools	2006	Community Demographics	District Median Age (#)	36
5100090	Albemarle County Public Schools	2006	Community Demographics	Education Adults with at Least a Bachelors Degree / Adults (%)	51.4
5100090	Albemarle County Public Schools	2006	Community Demographics	Education Adults with at Least a High School Diploma / Adults (%)	90.7

As shown above, the data files contain the following:

- Column 1: Location Code
- Column 2: Name
- Column 3: Year
- Column 4: Category
- Column 5: Variable Name
- Column 6: Data

Location Code is the school, district or state code used by NCES. Where NCES IDs are not available, state assigned identifiers are used. NCES codes may contain leading zeros. Import the data in text format to avoid losing leading zeros.

Name is the name of the education entity.

Year reflects the end of the school year for which data are provided. For example, 2006 reflects data from the 2005-06 school year.

Category reflects the category under which the data can be found on the SchoolDataDirect website.

Variable Name provides a description of the data. For example, State Test Read HS Male Total Pass (%) is the variable name for the passing rate for males on the state reading test.

State tests use the following naming convention:

Data Type > Subject > Grade or School Level > Subgroup > Measure

For example:

State Test Read Grade 3 White Proficiency (%)

The variables available will vary from state to state depending on the data elements that were provided by the state department of education. If a variable name identified in one state does not appear in another state, it is because that element was not provided by the second state. For example, "State Test Read Grade 9 Total Pass (%)" will appear in a state that tests grade 9, but will not appear for a state that does not test grade 9.

The format for the data files is consistent for school, district and state level information. In the directory files, descriptive information varies for the school, district and state levels, so these files include column headers in the data, as shown in Figure 3.

**Figure 3. Sample of Directory File Format**

	A	B	C	D	E	F	G	H
1	location_name	location_code	address	city_name	zip_code	county_name	phone	district_nar
2	Academy Of Dover Charter School	100001700144	104 Saulst	Dover	19904	Kent	(302)674-0684	Academy C
3	Albert H. Jones Elementary School	100020000229	Christiana	Newark	19702	New Castle	(302)454-2131	Christina S
4	Alexis I. Dupont High School	100130000276	50 Hillside	Greenville	19807	New Castle	(302)651-2626	Red Clay C
5	Alexis I. Dupont Middle School	100130000272	3130 Kenn	Greenville	19807	New Castle	(302)651-2690	Red Clay C
6	Allen Frear Elementary School	100018000038	238 Sorghi	Camden-Wv	19934	Kent	(302)697-3279	Caesar Ro
7	Alternative Center For Education (Ace)	100023000061	1701 Soult	St. George	19733	New Castle	(302)323-2700	Colonial Sc
8	Alternative Programs	100020000010	1800 Pros	Wilmington	19805	New Castle	(302)429-4146	Christina S
9	Anna P. Mote Elementary School	100130000254	2110 Edwa	Wilmington	19808	New Castle	(302)992-5565	Red Clay C
10	Appoquinimink Early Childhood Center	100008000103	502 South	Middletown	19709	New Castle	(302)376-4400	Appoquin
11	Austin D. Baltz Elementary School	100130000264	1500 Spru	Wilmington	19805	New Castle	(302)992-5560	Red Clay C
12	Bancroft Elementary School	100020000233	700 North	Wilmington	19801	New Castle	(302)429-4102	Christina S
13	Bayard Elementary School	100020000232	200 South	Wilmington	19805	New Castle	(302)429-4118	Christina S
14	Beacon Middle School	100017000037	19483 Joh	Lewes	19958	Sussex	(302)645-6288	Cape Henl
15	Benjamin Banneker Elementary School	100108000107	449 North	Milford	19963	Kent	(302)422-1630	Milford Sch
16	Blades Elementary	100153000020	900 South	Seaford	19973	Sussex	(302)629-7194	Seaford Sc
17	Booker T. Washington Elementary Scho	100019000057	901 Forest	Dover	19904	Kent	(302)672-1900	Capital Sch
18	Brandywine High School	100124000242	1400 Foulk	Wilmington	19803	New Castle	(302)479-1600	Brandywine

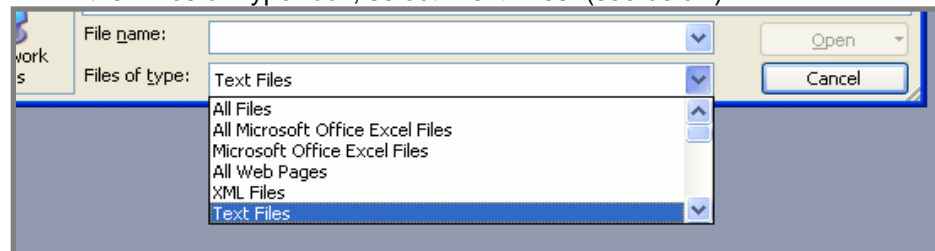
### Opening the Files

Some of the files contain too many records to be opened fully in spreadsheet applications, so ***it is highly recommended that you use statistical analysis software (such as SAS) to work with the files***, particularly if you are working with school or school district data. If you are interested in downloading data for a small number of schools or districts (up to 100), use the Create Your Own Table tool, also available on SchoolDataDirect.org.

If you are working with a smaller file (such as a state level file) and you would like to use Microsoft Excel, you can follow the process outlined below to open the file.

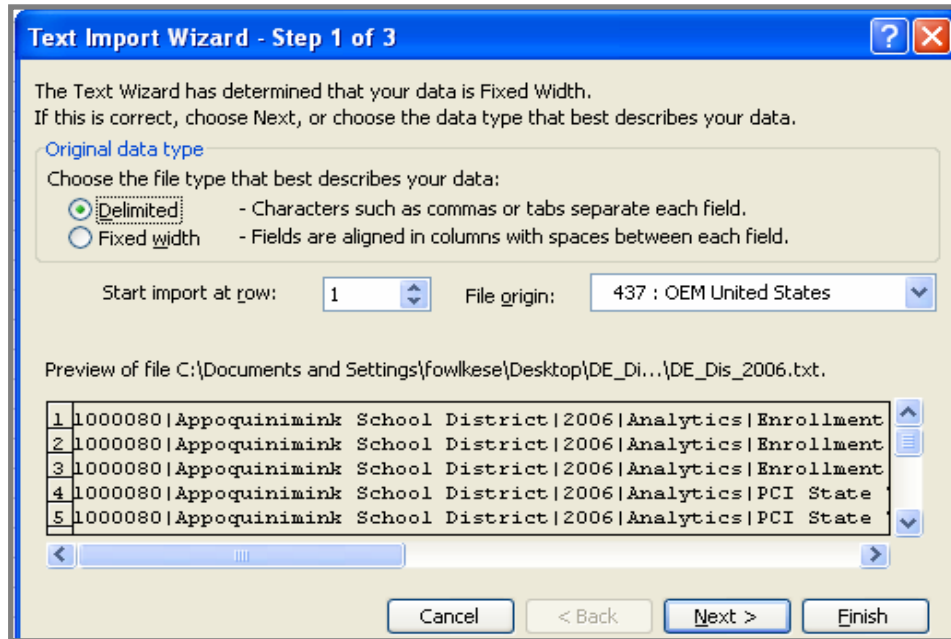
#### Microsoft Excel Instructions

1. Uncompress the downloaded file using a standard compression utility such as WinZip and save the uncompressed file someplace you will remember.
2. Launch Excel.
3. Using the Excel menus, select File > Open.
4. In the "Files of Type" box, select "Text Files" (see below).

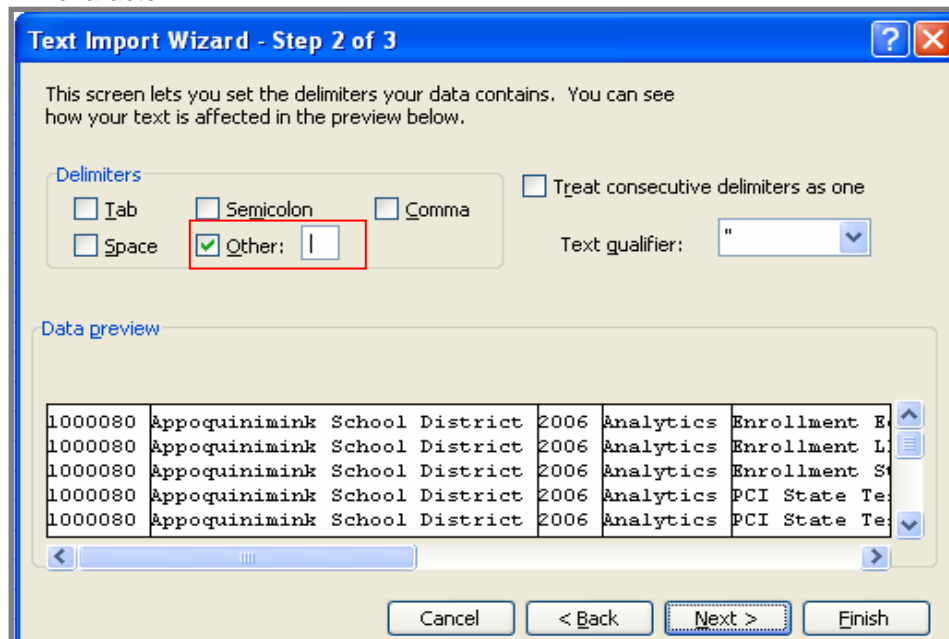


5. Locate the uncompressed data file, select it and click open. This will launch the Text Import Wizard.

6. Select "Delimited".

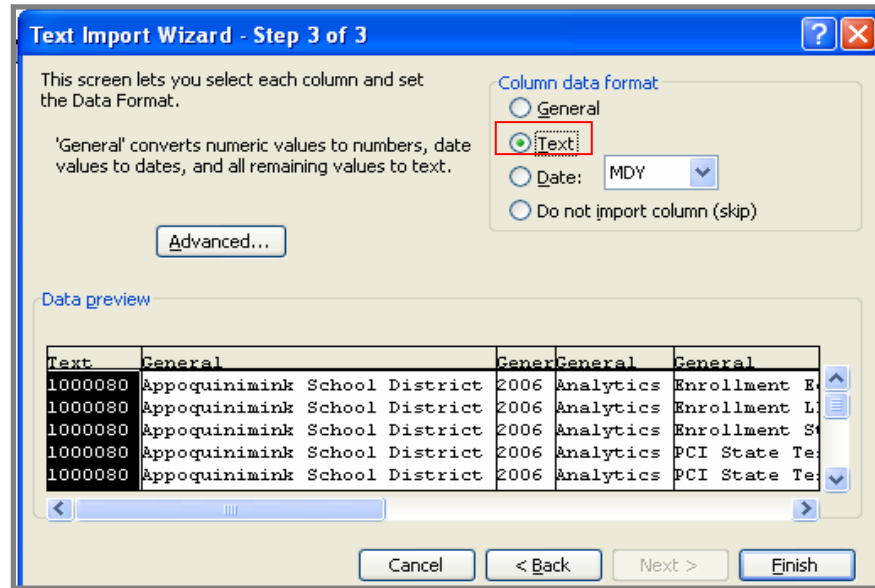


7. Click Next to proceed.
8. Set the Delimiters parameter to "Other" and then type in a pipe character. Hold down the Shift key and the Backslash key (above the Enter key) to type the pipe character.



9. Click Next.

10. Set the Column data format to "Text"



11. Click Finish.

### Using Pivot Table to Work with a Small Amount of Data

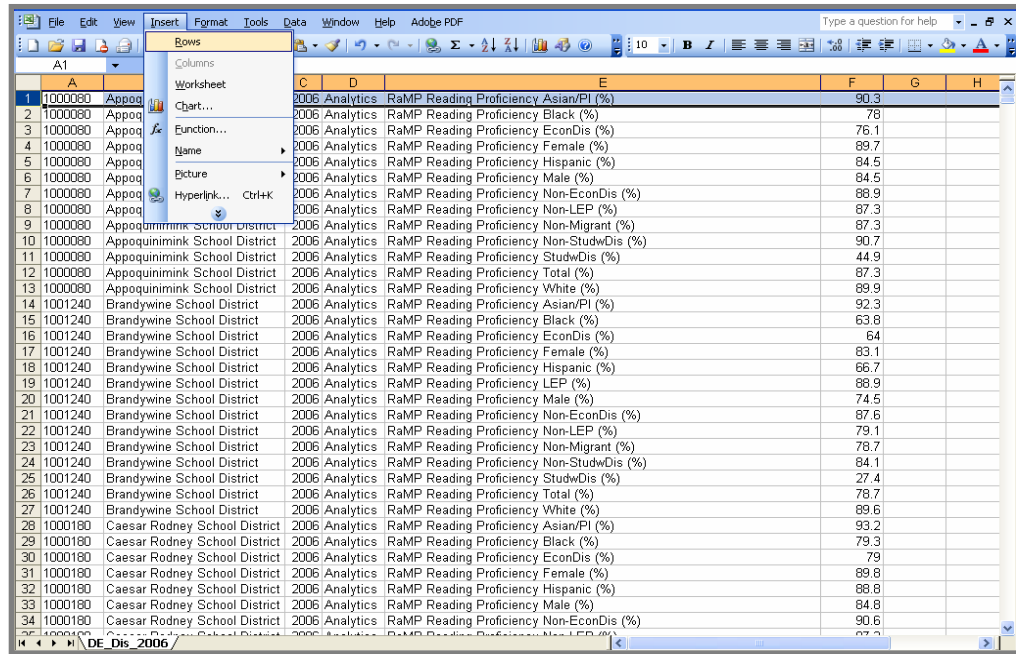
If you are working with a small amount of data in Excel (fewer than 256 rows of data) and would like to view the data with the variables across the top of your spreadsheet and the locations down the side, you can use the following procedures to pivot the data.

Pivot table is a feature that enables one to summarize large amounts of data. It can be used to rotate the layout of downloaded data files.

1. You must have fewer than 256 rows of data to create a pivot table. Delete any data elements you are not interested in, or cut and paste elements you are interested in to a new worksheet so that you end up with a worksheet containing fewer than 256 rows. In the example illustrated below, only Reading Proficiency rows are included.

	A	B	C	D	E	F	G	H
1	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Asian/PI (%)	90.3		
2	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Black (%)	78		
3	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency EconDis (%)	76.1		
4	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Female (%)	89.7		
5	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Hispanic (%)	84.5		
6	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Male (%)	84.5		
7	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Non-EconDis (%)	88.9		
8	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Non-LEP (%)	87.3		
9	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Non-Migrant (%)	87.3		
10	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Non-StudwDis (%)	90.7		
11	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency StudwDis (%)	44.9		
12	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Total (%)	87.3		
13	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency White (%)	89.9		
14	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Asian/PI (%)	92.3		
15	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Black (%)	63.8		
16	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency EconDis (%)	64		
17	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Female (%)	83.1		
18	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Hispanic (%)	66.7		
19	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency LEP (%)	88.9		
20	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Male (%)	74.5		
21	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Non-EconDis (%)	87.6		
22	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Non-LEP (%)	79.1		
23	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Non-Migrant (%)	78.7		
24	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Non-StudwDis (%)	84.1		
25	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency StudwDis (%)	27.4		
26	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency Total (%)	78.7		
27	1001240	Brandywine School District	2006	Analytics	RaMP Reading Proficiency White (%)	89.6		
28	1000180	Caesar Rodney School District	2006	Analytics	RaMP Reading Proficiency Asian/PI (%)	93.2		
29	1000180	Caesar Rodney School District	2006	Analytics	RaMP Reading Proficiency Black (%)	79.3		
30	1000180	Caesar Rodney School District	2006	Analytics	RaMP Reading Proficiency EconDis (%)	79		
31	1000180	Caesar Rodney School District	2006	Analytics	RaMP Reading Proficiency Female (%)	89.8		
32	1000180	Caesar Rodney School District	2006	Analytics	RaMP Reading Proficiency Hispanic (%)	88.8		
33	1000180	Caesar Rodney School District	2006	Analytics	RaMP Reading Proficiency Male (%)	84.8		
34	1000180	Caesar Rodney School District	2006	Analytics	RaMP Reading Proficiency Non-EconDis (%)	90.6		
35	1000180	Caesar Rodney School District	2006	Analytics	RaMP Reading Proficiency Non-LEP (%)	87.3		

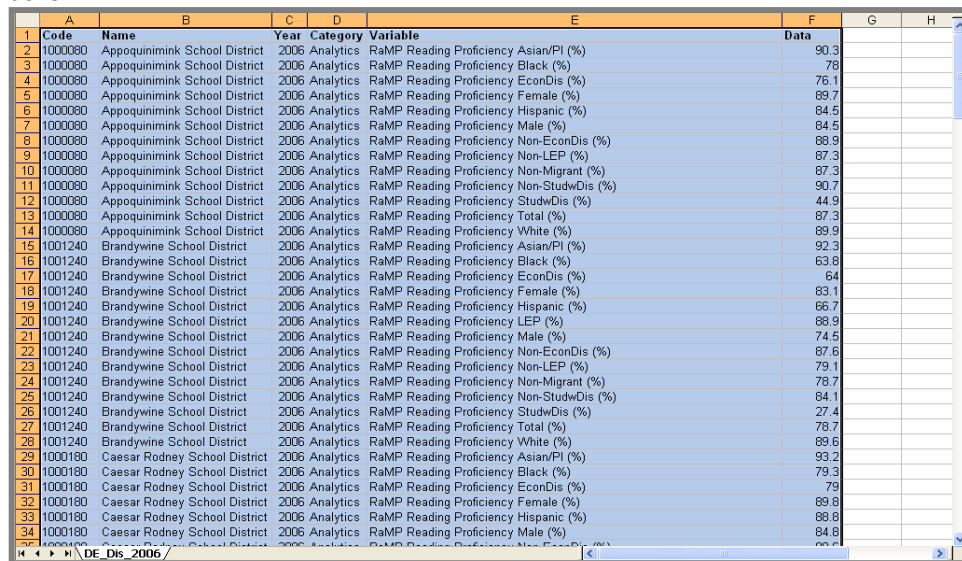
- Highlight the top row in your worksheet and use the Excel menus to select Insert > Rows.



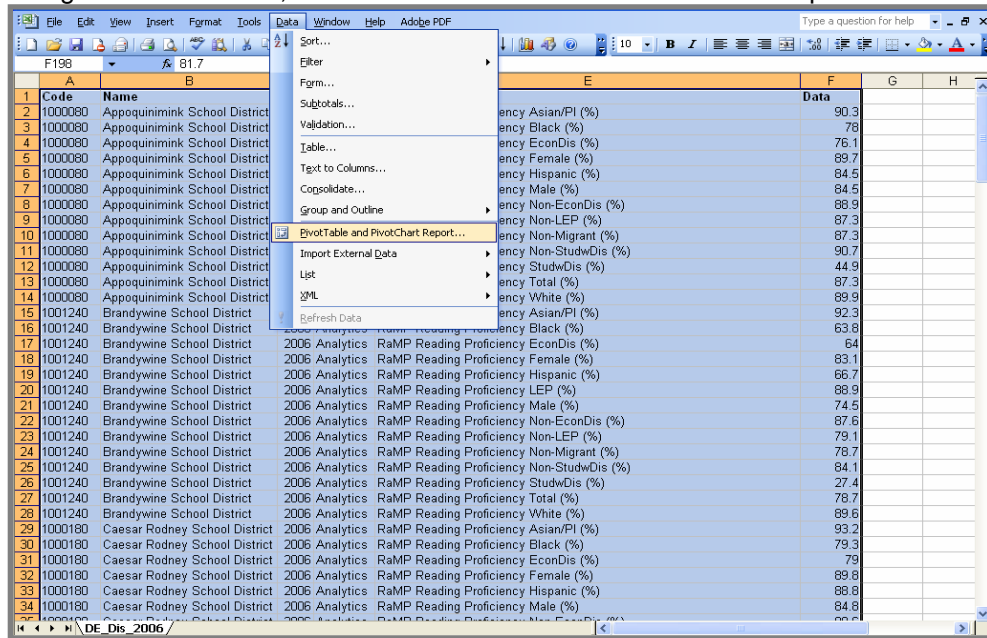
- Create headers for the data that will help you identify the type of data in each column. Suggested headers are illustrated below.

	A	B	C	D	E	F	G	H
1	Code	Name	Year	Category	Variable	Data		
2	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Asian/PI (%)	90.3		
3	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Black (%)	78		
4	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency EconDis (%)	76.1		
5	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Female (%)	89.7		
6	1000080	Appoquinimink School District	2006	Analytics	RaMP Reading Proficiency Hispanic (%)	84.5		

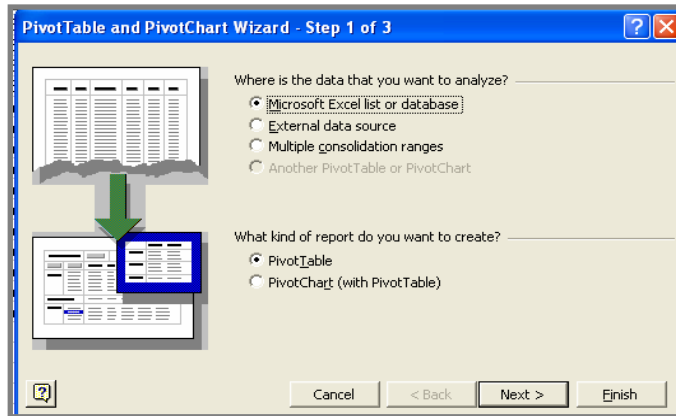
- Highlight all the data (including the headers) by clicking and dragging across the cells.



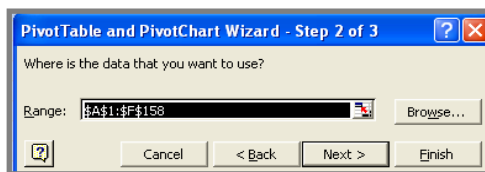
- Using the Excel menus, select Data > PivotTable and PivotChart Report.



- For the question “Where is the data that you want to analyze?” click “Microsoft Excel list or database.” For the question “What kind of report do you want to create?” select “PivotTable”.

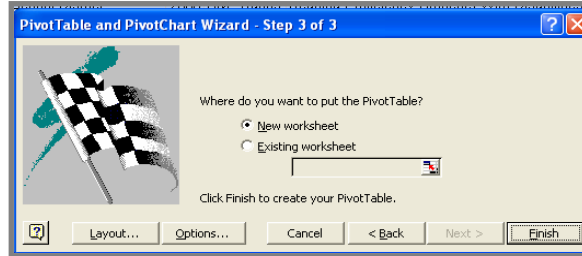


- Click Next to proceed.
- The wizard will pre-populate the data you selected.



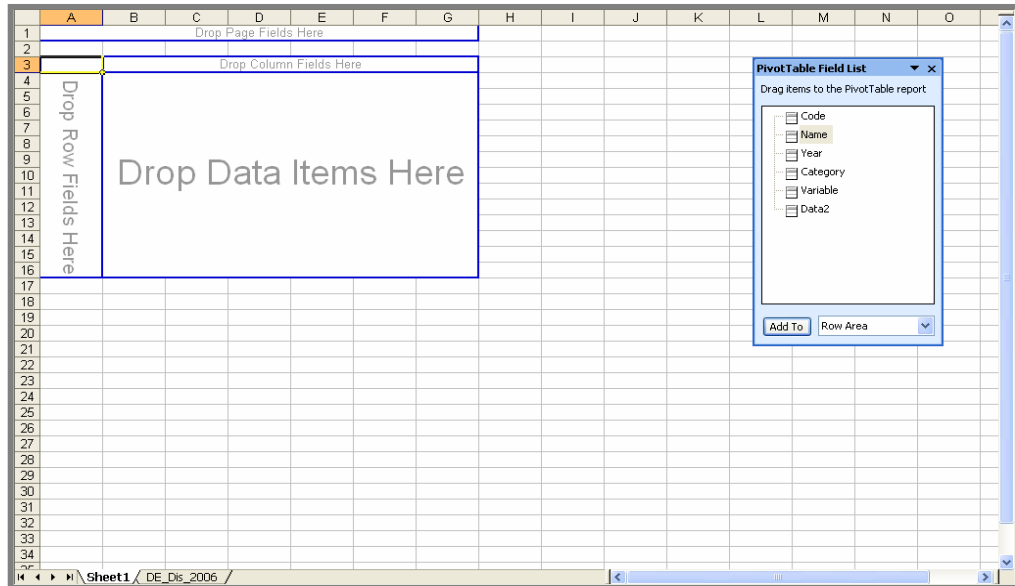
- Click Next to proceed.

10. Select "New Worksheet" as where you want to put the PivotTable.

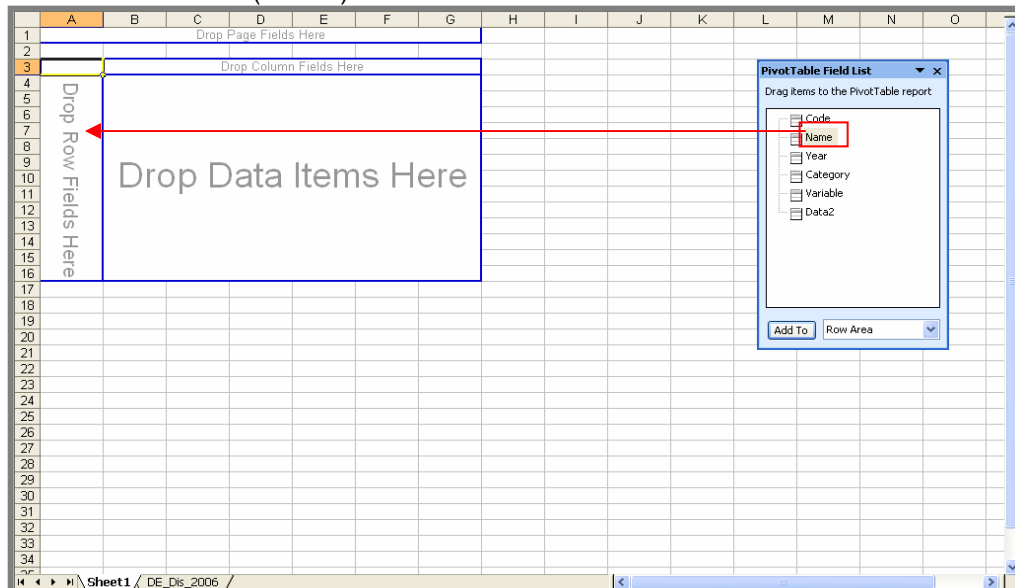


11. Click Finish.

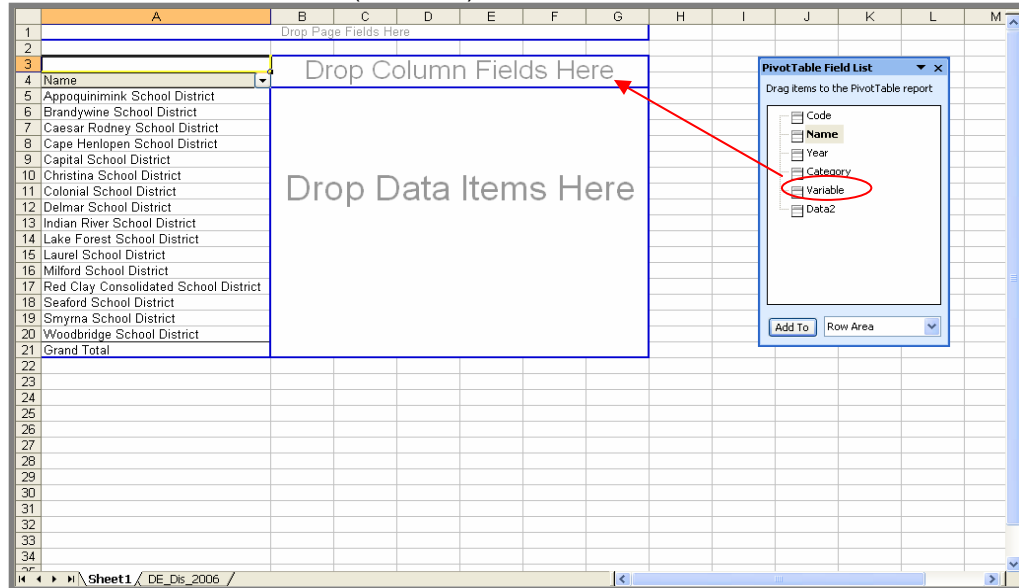
12. Excel will create a PivotTable for you. You will have to drag and drop the elements in the field list to rotate the data.



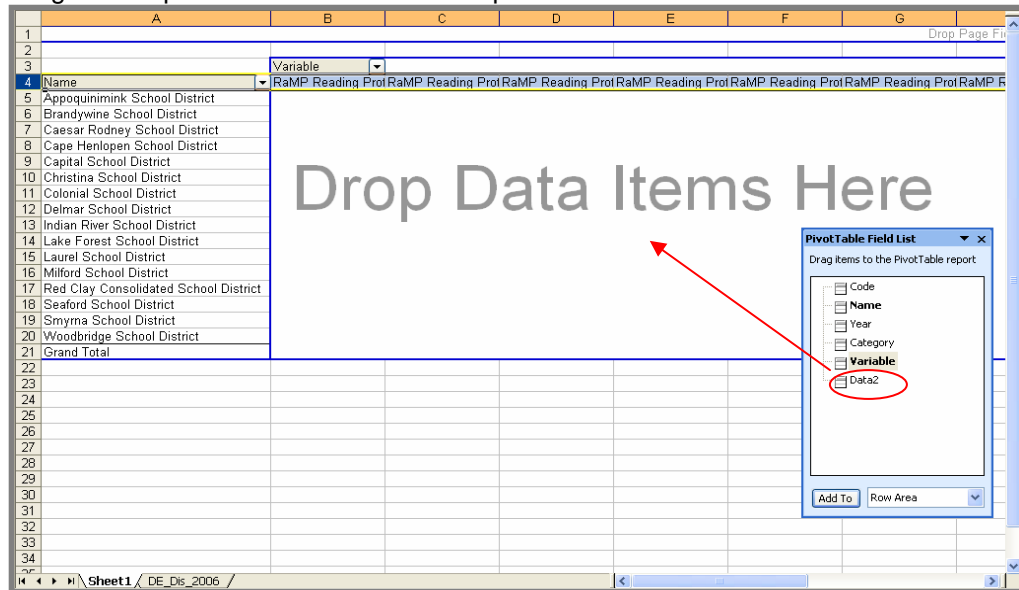
13. Drag and drop the indicator that you want to appear in rows into the "Drop Row Fields Here" section (names).



14. Drag and drop the indicator that you want to appear in columns into the “Drop Column Fields Here” section (variables).



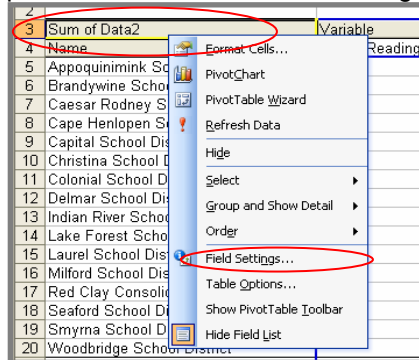
15. Drag and drop the data field into the “Drop Data Items Here” section.



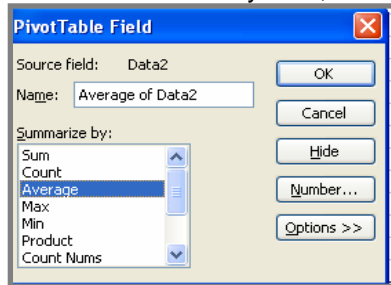
16. You will now have a document with variables across the top and locations down the side. The bottom row and right-most column will summarize the data. The top left-most cell will show how the data are being summarized.

3	Sum of Data2	Variable					
4	Name	RaMP Reading Proficiency Asian/PI (%)	RaMP Reading Proficiency Black (%)	RaMP Reading Proficiency EconDis (%)	RaMP Reading Proficiency Female (%)	RaMP Reading Proficiency Hispanic (%)	RaMP R Proficiency
5	Appoquinimink School District	90.3	78	76.1	89.7	84.5	
6	Brandywine School District	92.3	63.8	64	83.1	66.7	
7	Caesar Rodney School District	93.2	79.3	79	89.8	88.8	
8	Cape Henlopen School District		68.3	75	87.9	71	
9	Capital School District	75	69	68.6	79.8	79.8	
10	Christina School District	87.5	64.6	64.8	78.6	66.9	
11	Colonial School District	94.2	71.5	71.9	83.5	80.6	
12	Delmar School District		67.7	74.6	86.4		
13	Indian River School District		78.3	82.9	90.7	85.5	
14	Lake Forest School District		68.7	73.8	85.5		
15	Laurel School District		59.2	66.2	77		
16	Milford School District		78.1	81.1	89.3	82.3	
17	Red Clay Consolidated School District	94.9	66.6	67.9	84.8	70.1	
18	Seaford School District		63.2	68.9	78.8	85.7	
19	Smyrna School District		79.2	79.2	88.8		
20	Woodbridge School District		71.6	72.8	81.6	75	
21	Grand Total	627.4	1127.1	1166.8	1355.3	936.9	

17. To change the way your data is summarized, right click the top left-most cell of the pivot table and select Field Settings.



18. In the "Summarize by" box, select the type of summary you want.



19. Select OK.

3	Average of Data2	Variable					
4	Name	RaMP Reading Proficiency Asian/PI (%)	RaMP Reading Proficiency Black (%)	RaMP Reading Proficiency EconDis (%)	RaMP Reading Proficiency Female (%)	RaMP Reading Proficiency Hispanic (%)	RaMP R Profic
5	Appoquinimink School District	90.3	78	76.1	89.7	84.5	
6	Brandywine School District	92.3	63.8	64	83.1	66.7	
7	Caesar Rodney School District	93.2	79.3	79	89.8	88.8	
8	Cape Henlopen School District		68.3	75	87.9	71	
9	Capital School District	75	69	68.6	79.8	79.8	
10	Christina School District	87.5	64.6	64.8	78.6	66.9	
11	Colonial School District	94.2	71.5	71.9	83.5	80.6	
12	Delmar School District		67.7	74.6	86.4		
13	Indian River School District		78.3	82.9	90.7	85.5	
14	Lake Forest School District		68.7	73.8	85.5		
15	Laurel School District		59.2	66.2	77		
16	Milford School District		78.1	81.1	89.3	82.3	
17	Red Clay Consolidated School District	94.9	66.6	67.9	84.8	70.1	
18	Seaford School District		63.2	68.9	78.8	85.7	
19	Smyrna School District		79.2	79.2	88.8		
20	Woodbridge School District		71.6	72.8	81.6	75	
21	Grand Total	89.62857143	70.44375	72.925	84.70625	78.075	