Course 4B Administrator Navigation

Document #C4B.2





Agenda

This course will cover the navigation of the PDE Educator Dashboard and Early Warning System from the perspective of a district or building administrator:

- Review steps that enable an administrator to access the application
- Review navigation in the Pennsylvania Department of Education (PDE) Educator Dashboard and Early Warning System
- Review the indicators and metrics available to Administrators in the PDE Educator Dashboard and Early Warning System



Course Pre-Requisites

Participants must have:

- An account to the Pennsylvania Department of Education (PDE) Portal
- An account to the Pennsylvania Educator Dashboard
- An active account for the Standards Aligned Systems training platform (http://www.pdesas.org/)

Participants must have completed:

 Course 3: Family Education Rights and Privacy Act (FERPA) for the LEA



Course Learning Objectives

Participants will be able to:

- Login in as a building administrator to the PDE Educator Dashboard
- Successfully navigate through the PDE Educator
 Dashboard for Administrators: School and Student
 Information, Academic Information, Early Warning
 System, and Intervention Catalog
- Describe the purpose of each of the PDE Educator Dashboards for administrators
- List 2 examples of types of indicators available on each of the PDE Educator Dashboard for administrators



Security/Roles: Purpose

Security/Roles

- The Educator Dashboard and Early Warning System have security restrictions to control the level of access for each school and district staff member.
- Educators have access only to students with whom they have a direct instructional Interest
 - Teachers have access to data on his/her students only
 - Principals have access to data on students enrolled at his/her school only

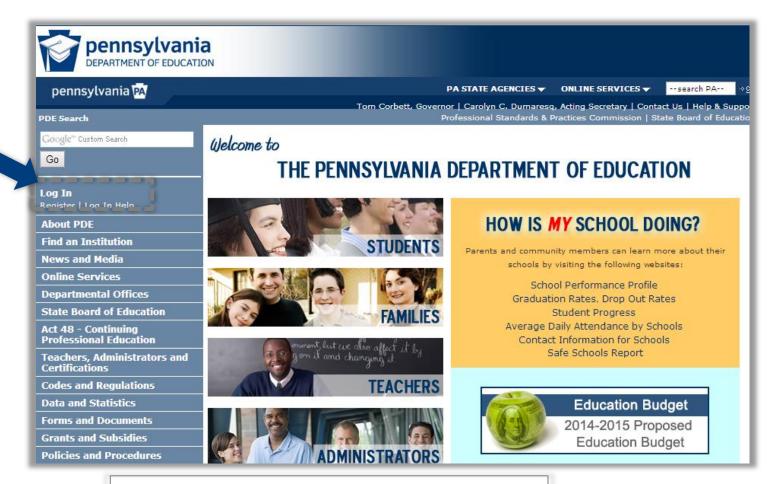


Dashboard Roles

Dashboard Role	Typical Staff Position	Assign Interventions	Manage Intervention Catalog	
Staff	Receptionist			
Specialist	Teacher			
Leader	Counselor	Х		
Administration	Administration	X		
Principal	Principal or Vice Principal	Х	X	
Superintendent	Superintendent	X	X	
System Administration	Data Steward	Х	X	
Intervention Administrator	(District Dependent)		X	



Accessing the Log In Screen

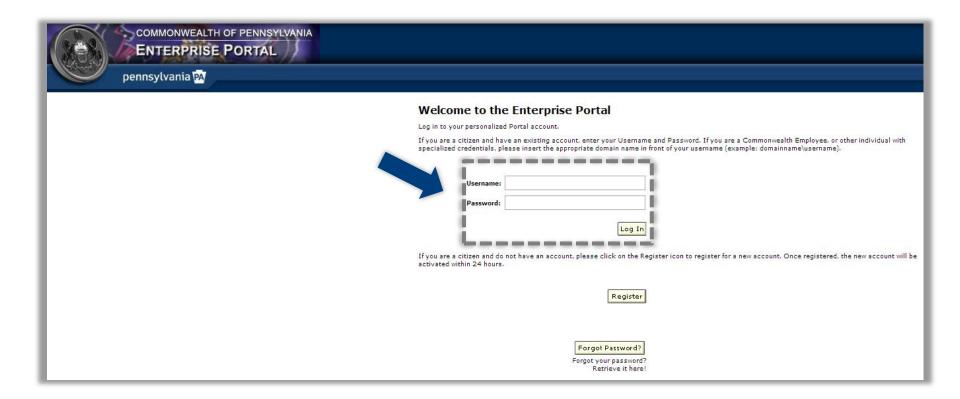


Visit:

http://www.education.state.pa.us



Logging in to the Enterprise Portal



 Enter username and password



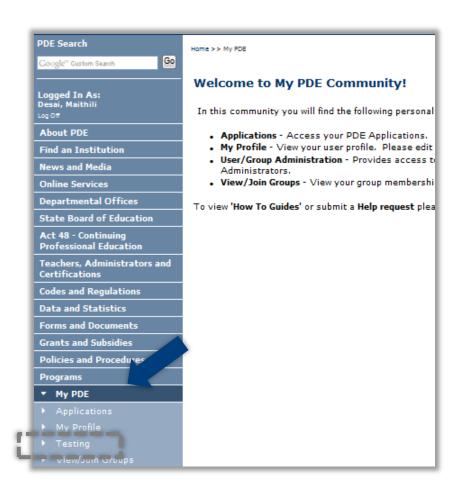
Accessing My PDE



Click on My PDE



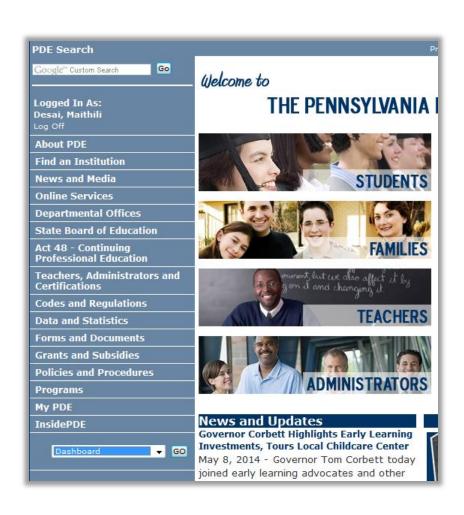
Accessing Test Environment



 Click on **Testing**, if you have NOT moved your Dashboard data to Production



Accessing Production Environment



 Click on Dashboard under Insider PDE, if you have moved your Dashboard data to Production



Logging Into the Educator Dashboard



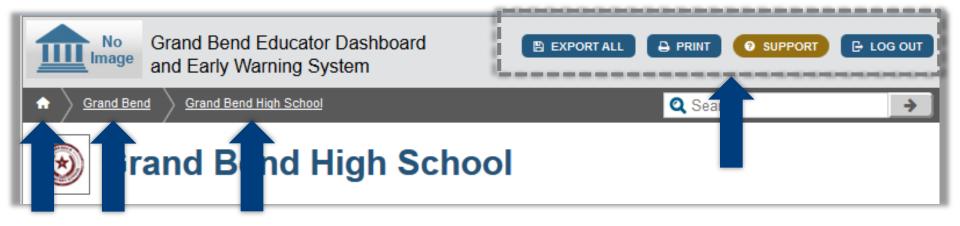
 Enter your PPID, DOB and the last four digits of your SSN



Administrator Dashboard Layout



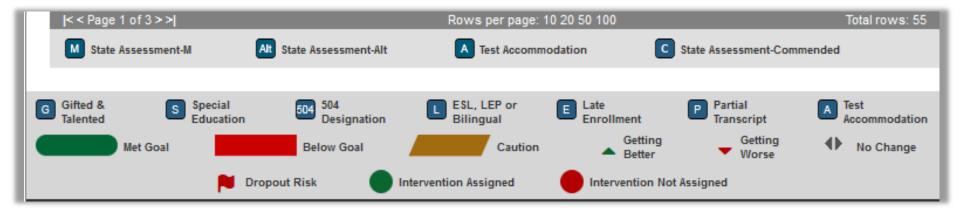
Dashboard Layout: Header



- A header is displayed at the top of each dashboard screen.
- Across the top is displayed the name of the dashboard being displayed and links to Export All, Print, access the support page, or log out.
- Notice the links back to the home page for this user, a link to the district level data and a link to the school level data (role driven)



Dashboard Layout: Legend



- At the bottom of each dashboard screen is a legend
- The different indicators used throughout the dashboards are defined in the legend



School Level and Student Level Dashboards

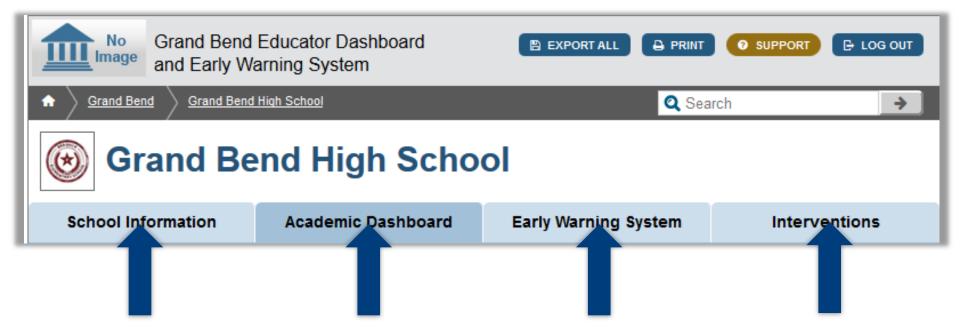
- School Administrators can view both school level aggregate data and individual student data for all students on the school's roster
- Many of the metric categories are the same between school level and student level dashboards
- The difference is in the granularity of the data



School Information



School Level Tabs



- School information includes administration, accountability and demographics for this school
- Other tabs available are the Academic Dashboard, containing academic related metrics for this school, the Early Warning System, and Interventions



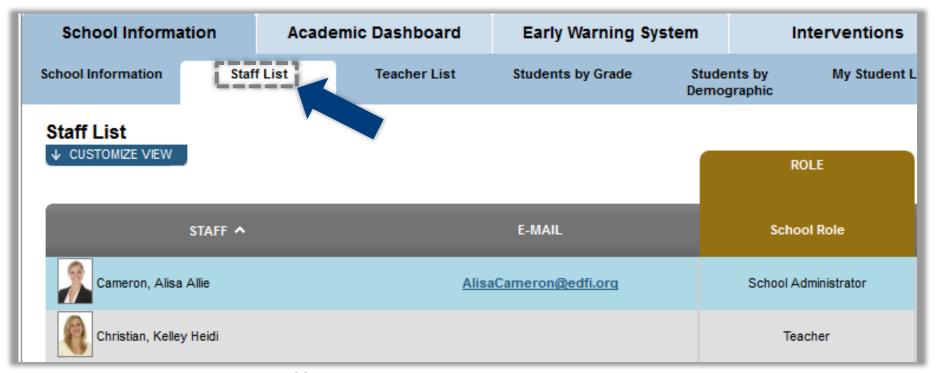
School Information: Homepage

Homepage for administrator includes:

- Administration
- Accountability
- Population by grade
- Demographics
- Students by program
- Other Student Information
 - Economically
 Disadvantaged,
 Homeless,
 Immigrant, LEP,
 Migrant, Over
 Age



School Information: Staff List

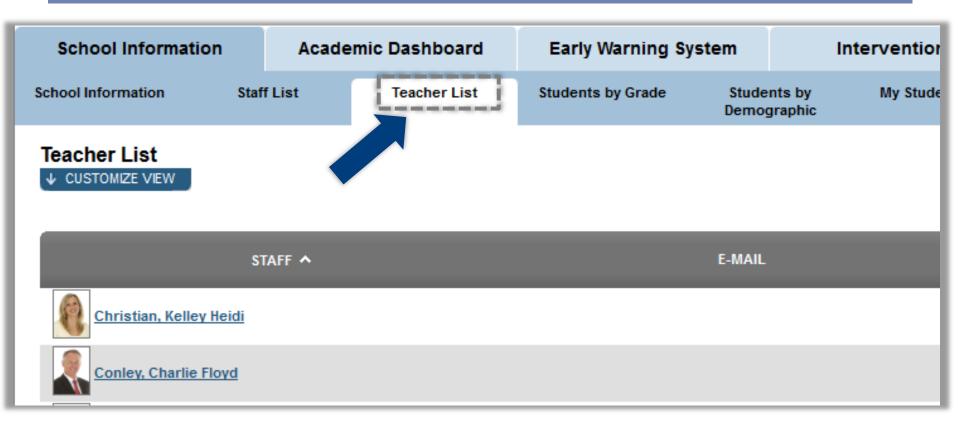


All Staff:

- Listed alphabetically by Last Name
- E-Mail link
- School Role



School Information: Teacher List



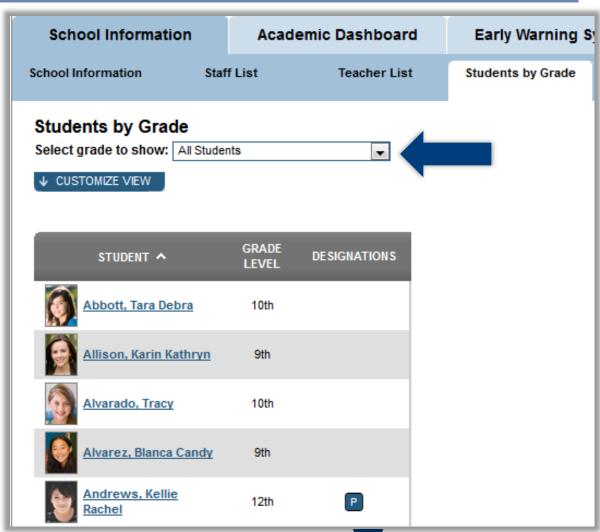
The Teacher List displays all teachers alphabetically with links to their emails



School Information: Students by Grade

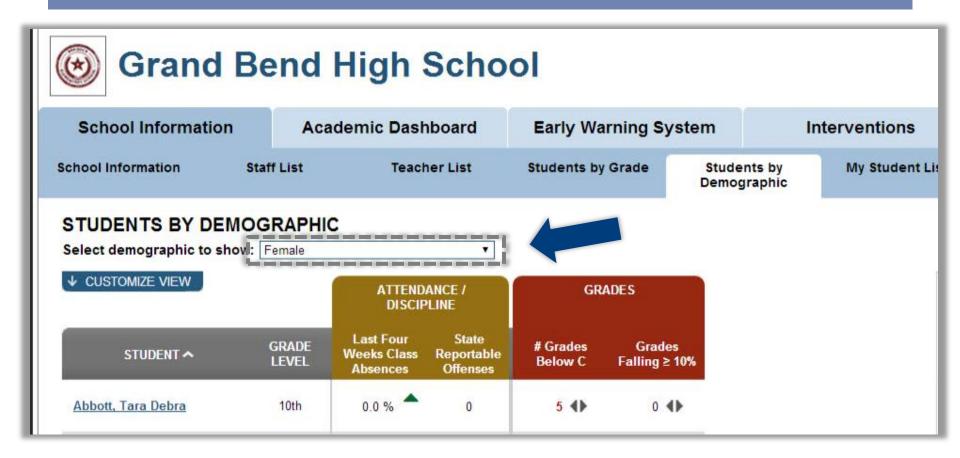
Students by Grade Default view:

- All Students listed alphabetically by last name
- Sortable by
 - Grade Level
 - Designations
 - Attendance/D iscipline
 - Grades





School Information: Students by Demographic

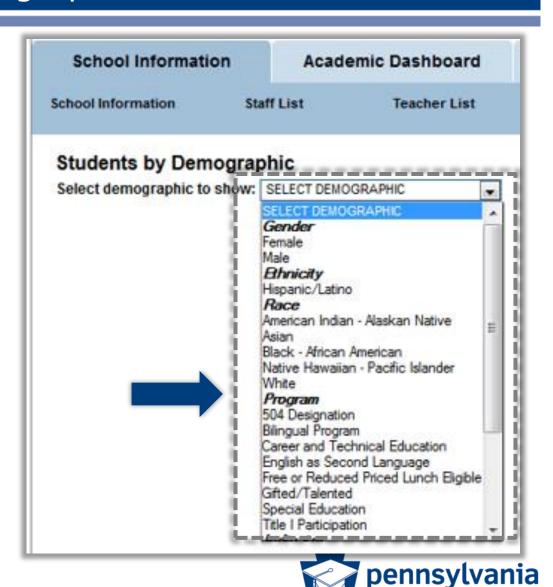


The Students by Demographic page allows users to select a demographic to view



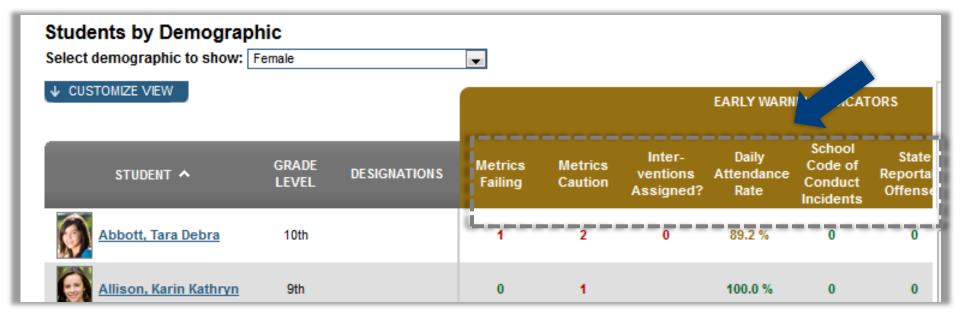
Students by Demographic Search Filters

- Gender
- Ethnicity
- Race
- Program
 - 504, ESL,
 SpEd, Title I, etc.
- Indicator
 - At Risk,
 Economically
 Disadvantaged,
 Homeless, LEP,
 Migrant, Late
 Enrollment



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Students by Demographic Lists

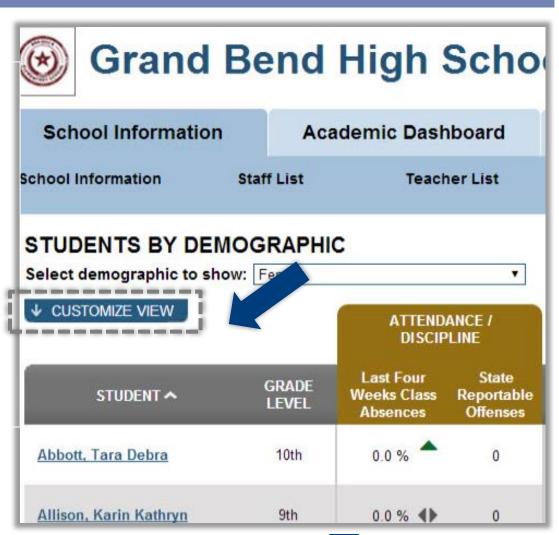


The default view shows various early warning metrics for the chosen demographic group



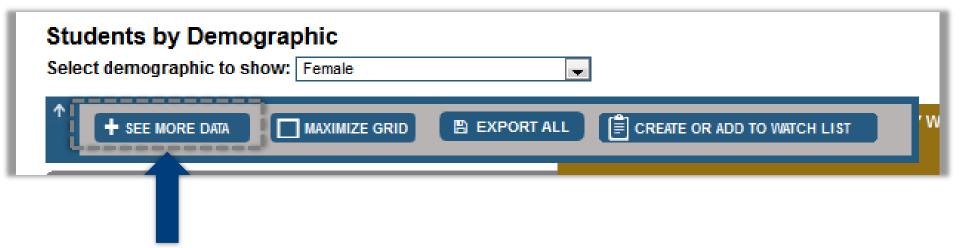
Student Lists: Customize View

- Customize View lets the user:
 - See more data
 - Export data
 - Maximize the data grid
 - Create, add or delete students to/from a watch list





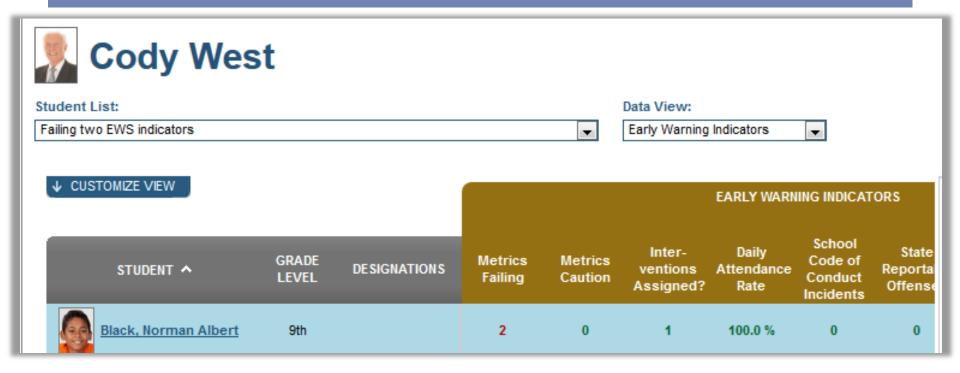
Student Lists: Choose Columns for View



- See More Data button allows users to choose which columns appear in the view
- Choices include additional student indicators for Attendance, Behavior and Course Performance



School Information: My Students List



By clicking on My Student Lists tab Administrators are able to:

- Navigate to individual student profiles
- Create their own customized lists to track student groups
- Creation of Watch Lists is covered in Course 5A



Guided Practice Activity #1

Form groups of three or four. Each person should pick a particular grade and explore the following:

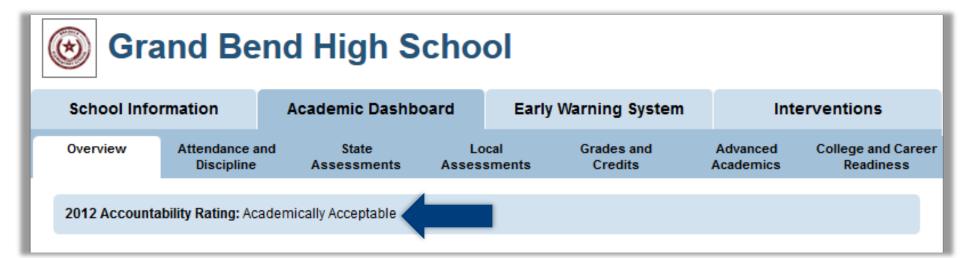
- 1) Explore 2 or 3 Demographic Groups.
- 2) How do the groups compare?
- 3) What are some ways you might use customized lists to help students?
- 4) What are some customized lists you would like to create for your personal use?
- 5) Be prepared to share your discussion points with the group



Academic Dashboard - School Overview



School Information: Academic Dashboard

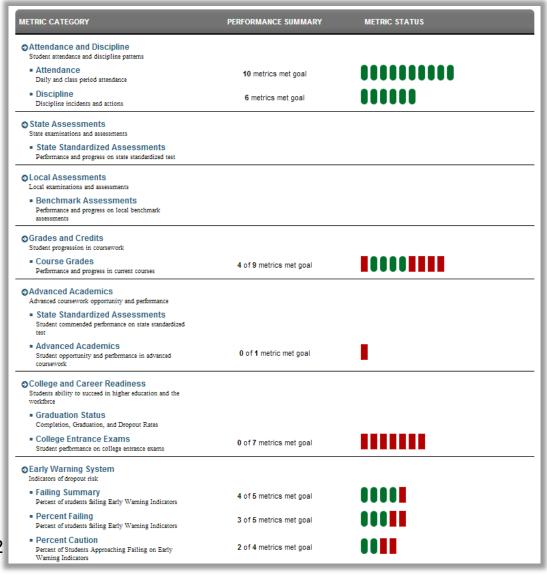


School Level information available on the Academic Dashboard includes:

- Prior year accountability rating
- Summary metrics for attendance and discipline, state and local assessment results, grades and credits, advanced academic, college and career readiness and early warning system



Academic Dashboard: Overview Tab



- The Academic
 Overview page shows
 summative reports
 for each of the
 following areas:
 - Attendance and discipline
 - State and local assessments
 - Grade and credits
 - Advanced academics
 - College and career readiness
 - Early warning system



School Information: School Metrics

School Info	rmation	Academic Dashb	ooard Ea	rly Warning System	Inte	erventions
Overview	Attendance a Discipline		Local Assessments	Grades and Credits	Advanced Academics	College and Caree Readiness
2012 Accounta	bility Rating: Re	ecognized				
METRIC CATEGO	RY	P	ERFORMANCE SUMI	MARY METRIC	STATUS	
Attendance a Student attendance	and Discipline and discipline patter	ns				
 Attendance Daily and class 	period attendance		10 metrics met goa	el III		
Discipline	ents and actions		4 metrics met goa		1	

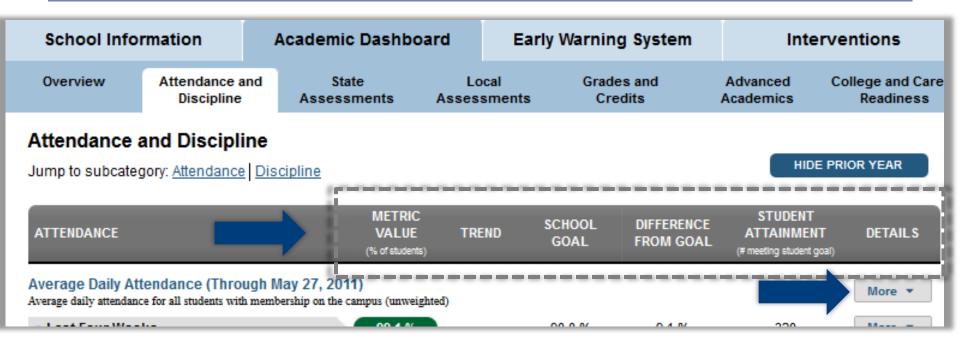
- At the school level, the number of metrics that met the goals set for that category is indicated.
- In the example shown, 10 metric goals were set for attendance and 10 attendance metrics met their goal



Academic Dashboard – Attendance and Discipline



Academic Dashboard: Metrics Displayed



For each tab on the academic dashboard the metrics displayed include: metric value, trend, school goal, difference from goal, student attainment, and a More button for details



School Attendance and Discipline Metrics

School Attendance metrics

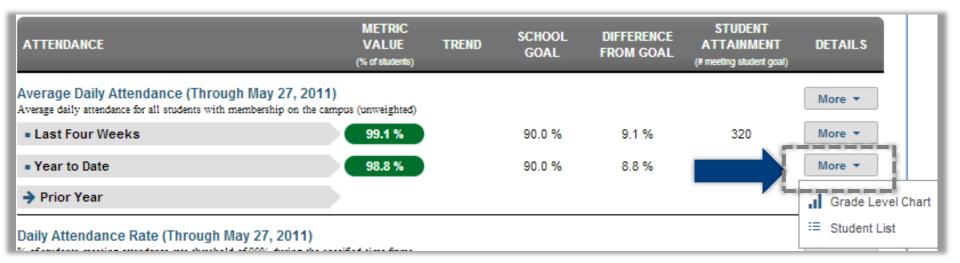
- Average Daily Attendance
- Daily Attendance Rate
- Days Absent
- Class Period Absence Rate

School Discipline metrics

- All Discipline Incidents
- School Code of Conduct Incidents



School Attendance: More Button



Clicking on the **More** icon displays choices of reports:

- Grade level chart
- Student list



School Discipline

DISCIPLINE	METRIC VALUE (% of students)	TREND	SCHOOL GOAL	DIFFERENCE FROM GOAL	STUDENT ATTAINMENT (# meeting student goal)	DETAILS
All Discipline Incidents (Through May 13 % of students with 1+ state reportable offenses and/or ex		onduct incidents	in a given grading p	eriod		More ▼
Current Grading Period	0.6 %	•	5.0 %	4.4 %	2 of 320	More ▼
 Previous Grading Period 	0.3 %	•	5.0 %	4.7 %	1 of 320	More ▼
Year to Date	2.1 %		5.0 %	2.9 %	7 of 320	More ▼
→ Prior Year						

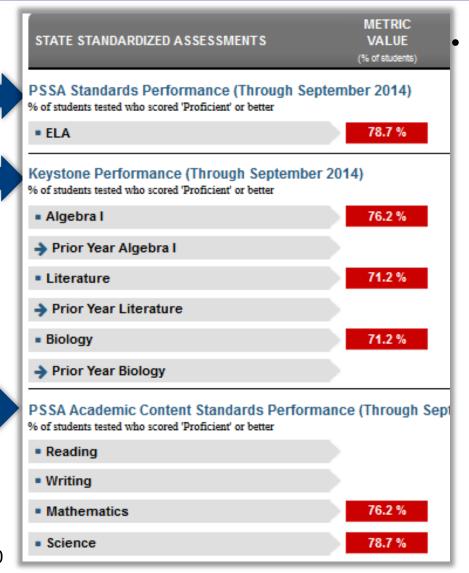
- All incidents to date
 - Current Grading Period, Previous Grading Period, YTD, Prior Year
- Code of Conduct incidents
 - Current Grading Period, Previous Grading Period, YTD,
 Prior Year



Academic Dashboard – Assessments



Academic Dashboard: State Assessments Tab

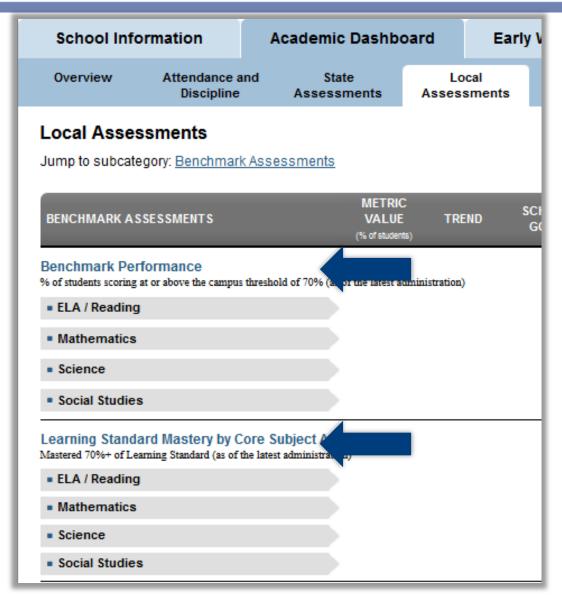


State Assessments show results for:

- Performance on PSSA standards
- Keystone performance
- PSSA Academic Content Standards performance
 - Content Area results for each of these assessments



Academic Dashboard: Local Assessments Tab



Local assessments show results for:

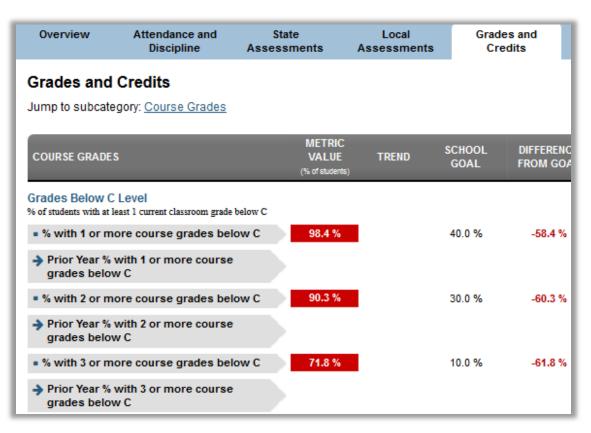
- Benchmark performance
 - Content area results
- Learning
 Standard
 Mastery by Core
 Subject Area



Academic Dashboard – Grades and Credits



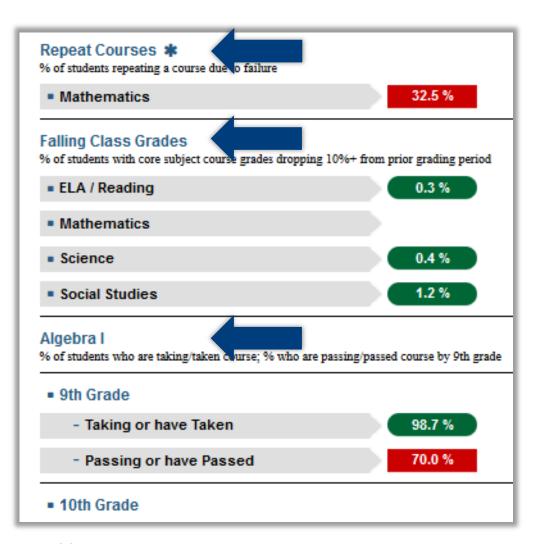
Academic Dashboard: Grades and Credits Tab I



- Categories displayed are: Grades Below C Level, Repeat Courses, Failing Class Grades and Algebra 1
- For each category, %
 of students in that
 category is displayed



Academic Dashboard: Grades and Credits II



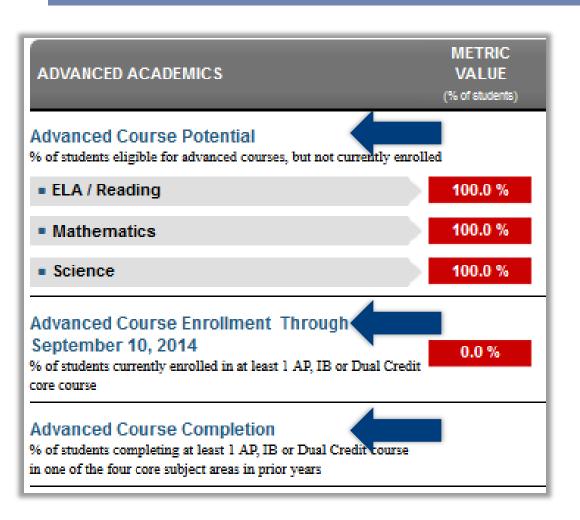
- Repeat Courses shows
 % of students repeating a course due to a prior course failure
- Falling Class Grades shows the % of students with core subject course grades dropping 10%+ from prior grading period.
- Algebra I, by grade level shows the % of students taking/taken course, and % passing/passed the course



Academic Dashboard – Advanced Academics



Academic Dashboard: Advanced Academics Tab



Advanced academics displays:

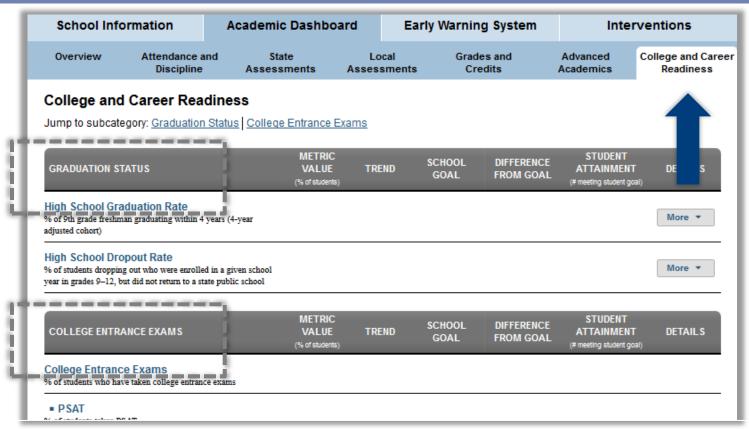
- State standardized assessment results
- % students with advanced course potential
- Advanced course enrollment rate
- Advanced course completion rate



Academic Dashboard- College and Career Readiness



College and Career Readiness Tab: Overview



- College and Career Readiness shows graduation status and an overview of college entrance exam results
- College entrance exams displayed include: PSAT, SAT, ACT



Guided Practice Activity #2

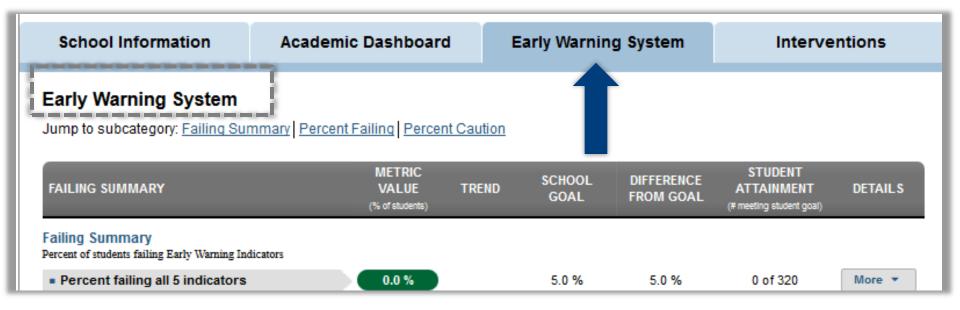
- 1) What are the areas reported on within the Academic Dashboard?
- 2) What are the Attendance Metrics?
- What does the Failing Class Grades Metric measure? Give an example.
- 4) Choose one of your classes and dig deeper into one metric for attendance, discipline or grades. What did you discover that surprised you or made you want to learn more? Explain.



Early Warning System



Early Warning System Tab



Early Warning System modules:

- Failing Summary
- Percent Failing
- Percent Caution



Early Warning System: Failing Summary

FAILING SUMMARY	METRIC VALUE (% of students)	TREND	SCHOOL GOAL	DIFFERENCE FROM GOAL	STUDENT ATTAINMENT (# meeting student goal)	DETAILS
Failing Summary Percent of students failing Early Warning Indicators						
Percent failing all 5 indicators	0.0 %		5.0 %	5.0 %	0 of 320	More ▼
Percent failing 4 or more indicators	0.0 %		5.0 %	5.0 %	0 of 320	More *
■ Percent failing 3 or more indicators	0.0 %		10.0 %	10.0 %	0 of 320	More ▼
■ Percent failing 2 or more indicators	2.8 %		15.0 %	12.2 %	9 of 320	More ▼
Percent failing 1 or more indicators	29.6 %		20.0 %	-9.6 %	95 of 320	More ▼

EWS Failing Summary shows the % of students failing 1 or more Early Warning Indicators



Early Warning System: Percent Failing

PERCENT FAILING	METRIC VALUE (% of students)	TREND	SCHOOL GOAL	DIFFERENCE FROM GOAL	STUDENT ATTAINMENT (# meeting student goal)	DETAILS
Attendance - Failing (Through September 10, 20 Percent of students failing daily attendance indicator	14)					
Percent failing - Daily Attendance Rate	0.0 %		10.0 %	10.0 %	0 of 320	More ▼
Behavior - Failing (Through September 10, 2014 Percent of students failing behavior indicators)					
Percent failing - State Reportable Offenses	2.1 %		10.0 %	7.9 %	7 of 320	More ▼
Percent failing - School Code of Conduct Incidents	0.0 %		10.0 %	10.0 %	0 of 320	More ▼
Current Course Grades - Failing (Through Sixth Percent of students failing language arts or mathematics indicators		13-2014)				
Percent failing language arts	15.6 %		10.0 %	-5.6 %	50 of 320	More ▼
Percent failing mathematics	14.6 %		10.0 %	-4.6 %	47 of 320	More ▼

- Attendance: % failing Daily Attendance Rate
- Behavior: % failing State Reportable Offenses and % failing School Code of Conduct Incidents
- Current Course Grades: % failing Language arts and
 % failing mathematics

Early Warning System: Percent Caution

PERCENT CAUTION	METRIC VALUE (% of students)	TREND	SCHOOL GOAL	DIFFERENCE FROM GOAL	STUDENT ATTAINMENT (# meeting student goal)	DETAILS
Attendance - Caution (Through September 10, Percent of students approaching failing on daily attendance indic	•					
Percent approaching failing - Daily Attendance Rate	4.6 %		10.0 %	5.4 %	15 of 320	More ▼
Behavior - Caution (Through September 10, 20 Percent of students approaching failing on behavior indicator)14)					
Percent approaching failing - School Code of Conduct Incidents	0.0 %		10.0 %	10.0 %	0 of 320	More ▼
Current Course Grades - Caution (Through Sixth Six Weeks 2013-2014) Percent of students approaching failing on language arts or mathematics indicator						
Percent approaching failing language arts	28.1 %		10.0 %	-18.1 %	90 of 320	More ▼
Percent approaching failing mathematics	18.4 %		10.0 %	-8.4 %	59 of 320	More ▼

- Attendance: (to date), % failing the Daily Attendance Rate
- Behavior: % approaching failing School Code of Conduct Incidents
- Current Course Grades: % approaching failing Language arts and % approaching failing mathematics___

Guided Practice Activity #3

Form groups of three.

Each person choose one of the following: Failing Summary, Percent Failing, Percent Caution.

Take 3 minutes to explore, then discuss how you would use the three areas together to address your school's needs.

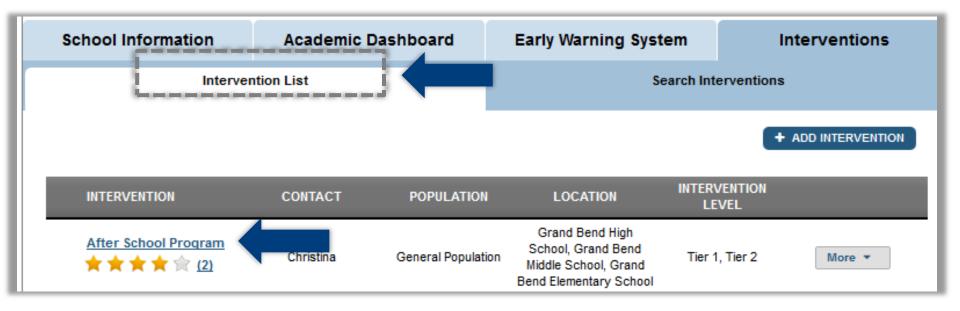
Be prepared to share your discussion points with the group.



Intervention Catalog



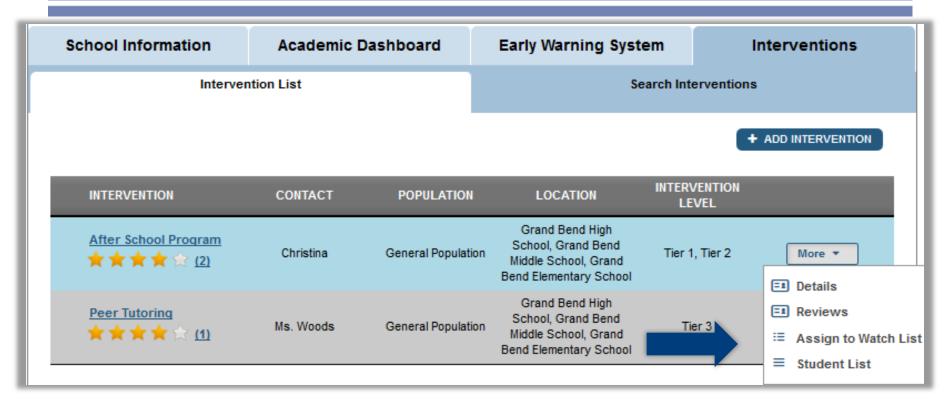
Interventions Tab: Intervention List



- The Intervention List shows interventions available to be assigned to students
- Only the Intervention Catalog Coordinator and Dashboard Administrator have rights to add/delete/edit Interventions in the Intervention Catalog



Intervention List: More Button



More Button provides access to:

- Intervention Details
- Intervention reviews
- Assign a watch list to this intervention
- Students assigned to this intervention



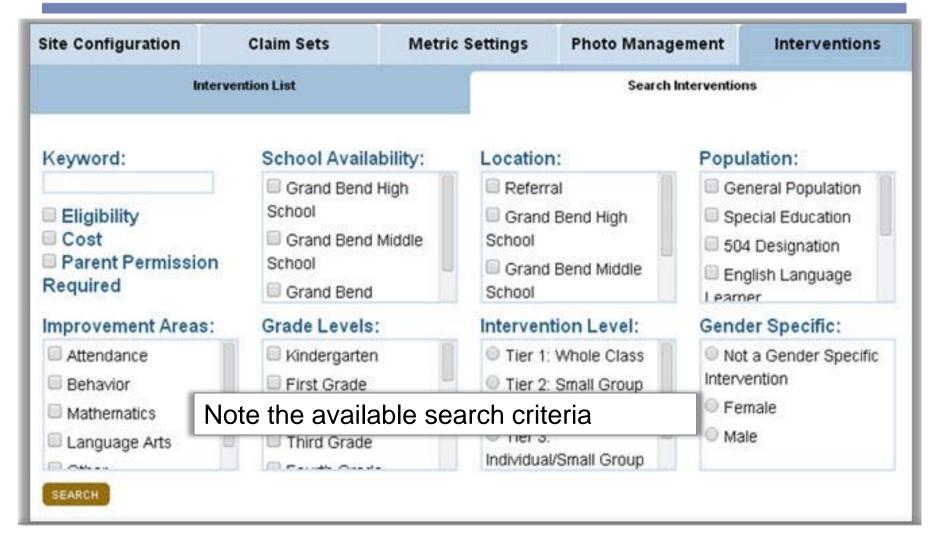
Viewing Intervention Details

Click on the intervention name to view Intervention Details

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL
After School Program ★ ★ ★ ☆ ☆ (2)	сппецпа	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 1, Tier 2
Intervention Details				
After School Progr	am			
Intervention Contact: Christina		Intervention Leve Tier 1: Whole Class Tier 2: Small Group	Gender: Both	
Improvement Areas: Attendance Behavior Mathematics Language Arts		Population: General Population		Duration: No Specific Do
School Availability: Entire District		Location: Grand Bend High So	:hool	Grade level: K-12

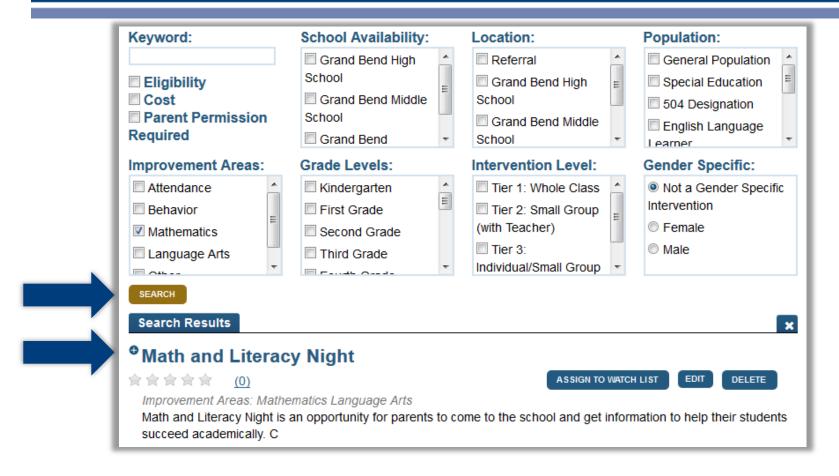


Interventions Tab: Search Interventions





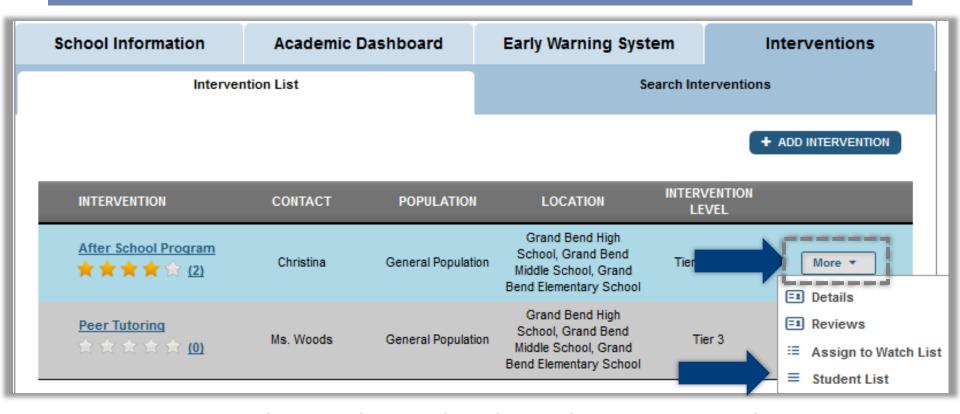
Intervention Search Results



After a user enters search criteria and selects Search, the Search Results will populate below



View Interventions: Student List I

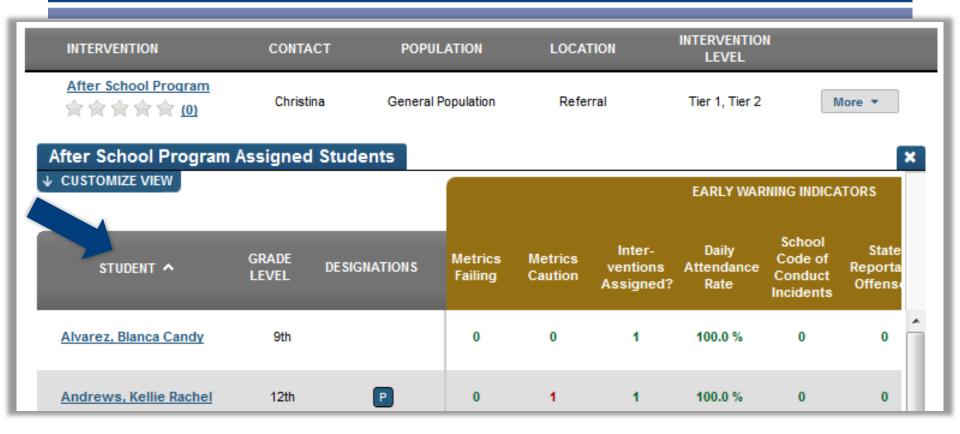


To view the students that have been assigned an intervention:

- Click on More to view the dropdown menu
- Select Student List



View Interventions: Student List II



- The Assigned Students list displays all students who have been assigned this intervention
- To view an individual student, click on the student's name



Guided Practice Activity #4

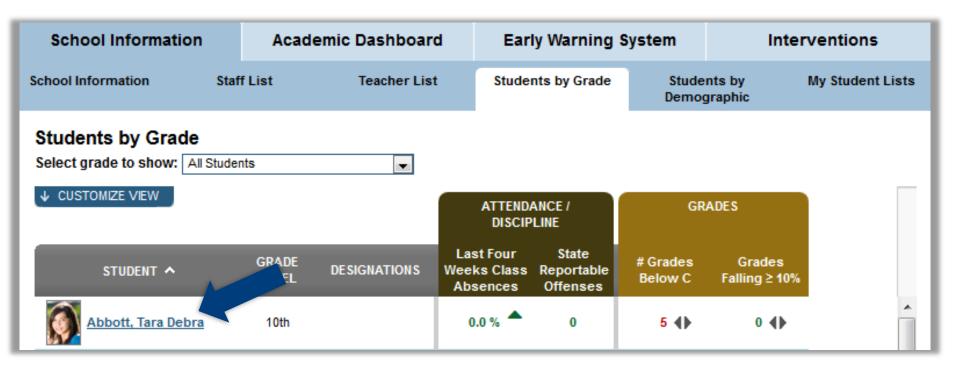
- From the Intervention List, select an intervention and find the following: contact, levels, population, location and eligibility
- List 7 search categories you can use to search for specific interventions
- 3) Describe the steps you would take to view a list of the students in your school assigned to a specific intervention.
- 4) From the Intervention Student Assigned List, how would you choose one student and view their information?



Accessing an Individual Student Profile



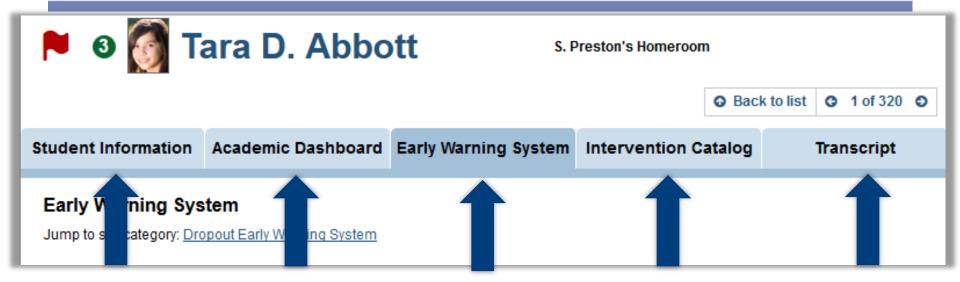
Navigate to an Individual Student Profile



 Navigate to an individual student by clicking on a student name from one of the available student lists



Individual Student Profile: Tabs Available



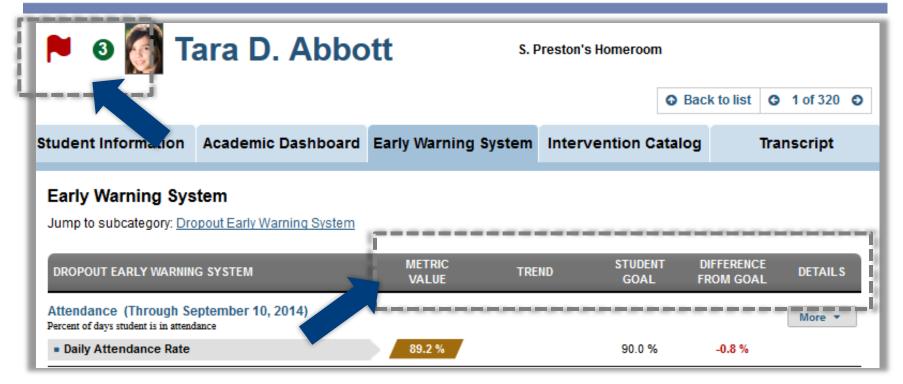
- Clicking on a student name on the Staff Homepage displays individual student profile information about the chosen student
- The Early Warning System tab is the default tab for Student Profile
- Other tabs are: Student Information, Academic Dashboard, Intervention Catalog, Transcript



Student Profile: Early Warning System



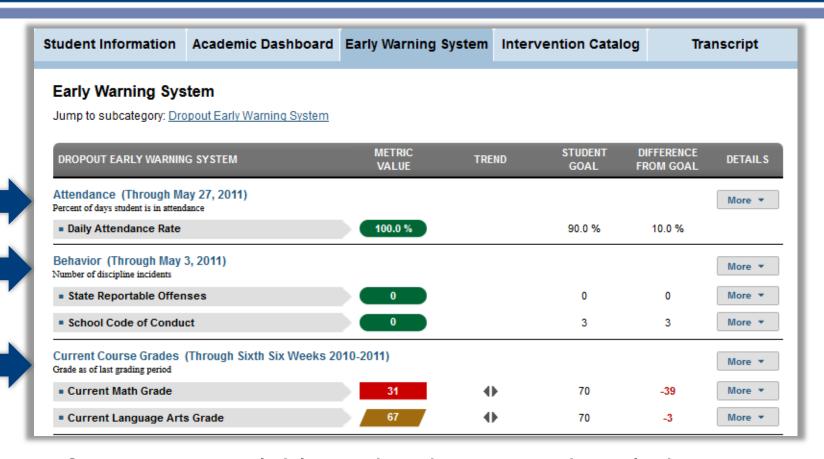
Student Early Warning System Flag and Metrics



- Students identified as likely to dropout have a red flag
- Number in green circle indicates interventions assigned
- Metric value, trend, Student goal, Difference from goal, and Details are displayed



Student Profile: Early Warning System Tab



- Information available under the EWS tab includes: Attendance, Behavior, Current course grades
- To get further details about each metric click on the More
 button

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Student Profile: Student Information



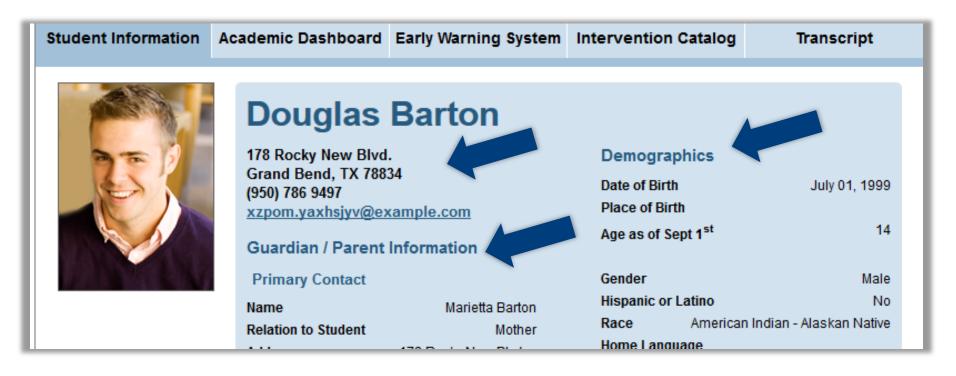
Student Profile: Student Information Overview



- Interventions assigned to this student appear in the green circle next to the student picture
- The red flag indicates this student is a dropout risk
- Student's homeroom teacher is indicated
- Click on the Student Information tab to be shown student overview information



Student Profile: Student Information Tab

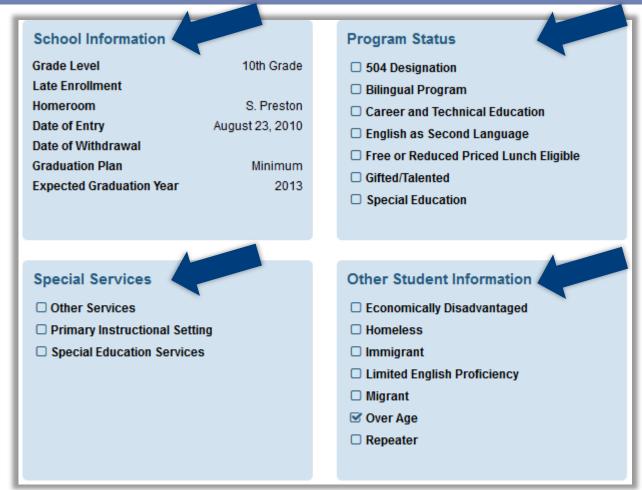


Address, parent contact and demographic information is displayed



Student Profile: Additional Student Information

- Additional student information displayed includes:
 - School information
 - Program status
 - Special services
 - Other student information



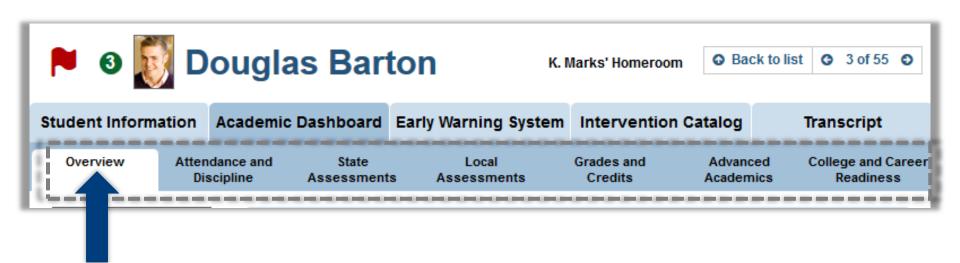


Student Profile: Academic Dashboard



Academic Dashboard: Student Profile

- The 7 tabs under Academic Dashboard include: Overview, Attendance and Discipline, State and Local Assessments, Grade and Credits, Advanced Academics, College and Career Readiness
- Open the Overview tab under the Academic Dashboard tab





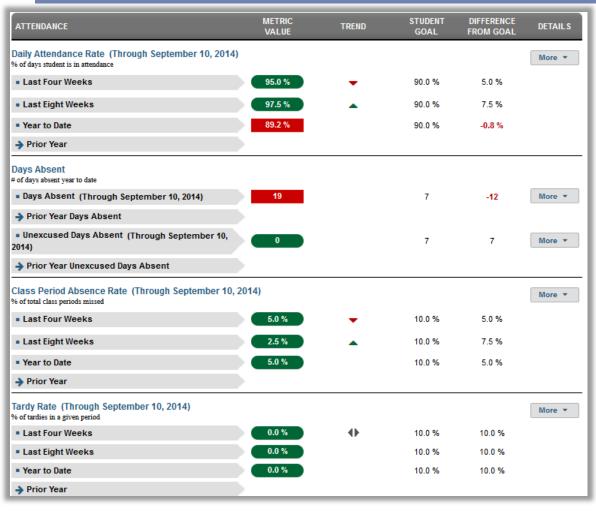
Academic Dashboard: Overview Tab

METRIC CATEGORY	PERFORMANCE SUMMARY	METRIC STATUS		
Attendance and Discipline Student attendance and discipline patterns				
Attendance Daily and class period attendance	8 metrics met goal			
Discipline Log of discipline incidents and actions year to date	2 metrics met goal			
State Assessments State examinations and assessments				
 State Standardized Assessments Performance and progress on state standardized test 	0 of 6 metrics met goal			
Local Assessments Local examinations and assessments				
 Benchmark Assessments Benchmark assessments 				
Grades and Credits Students progression in coursework				
Course Grades Performance and progress in current courses	1 of 4 metrics met goal			
Advanced Academics Advanced coursework opportunity and performance				
 Advanced Course Potential Achieving success on recent tests (eligible) vs. current enrollment in advanced courses 				
College and Career Readiness Students ability to succeed in higher education and the workforce				
College Entrance Exams Whether the student has taken and score of the latest assessment				
Early Warning System Student performance on dropout risk indicators				
Dropout Early Warning System Student performance on dropout risk indicators	4 of 5 metrics met goal			

- Overview tab for student displays high level metrics for this student in each of the categories
- Performance
 Summary
 indicates metrics
 met against the
 goal for this
 student



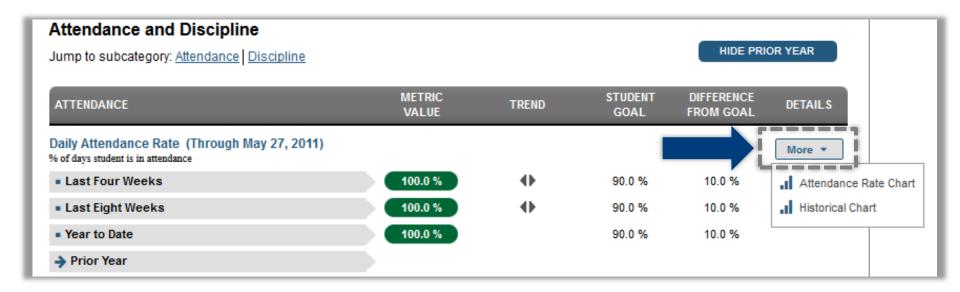
Academic Dashboard: Attendance and Discipline



- Attendance metrics categories include: Daily attendance rate, Days absent, Class period absence rate, Tardy rate,
- The More button provides additional detail in each of these categories



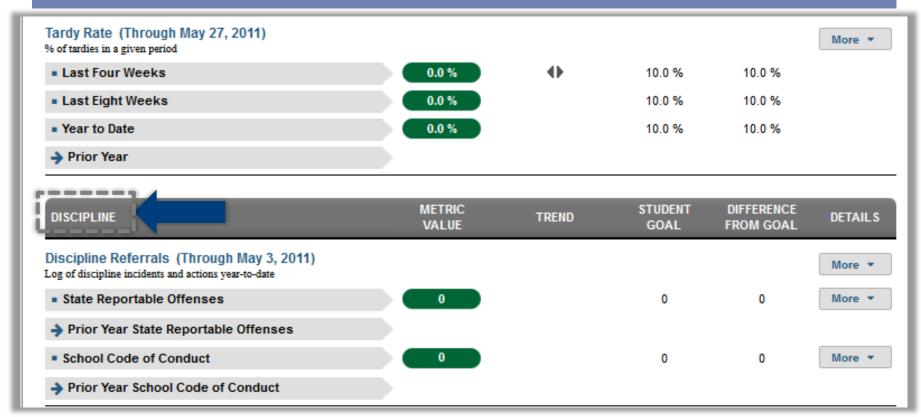
Academic Dashboard: More Button



- The More button is available for most metric categories on the Academic Dashboard
- This button allows you to drill into more detailed information for the metric



Academic Dashboard: Discipline

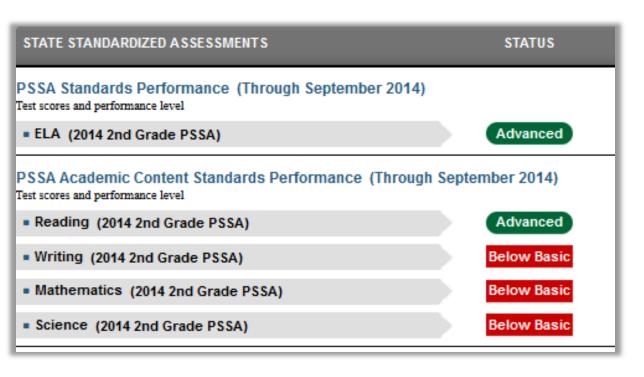


- Discipline metrics are displayed under the same tab as the attendance metrics
- Discipline referrals for state reportable offenses and school code of conduct offenses are displayed

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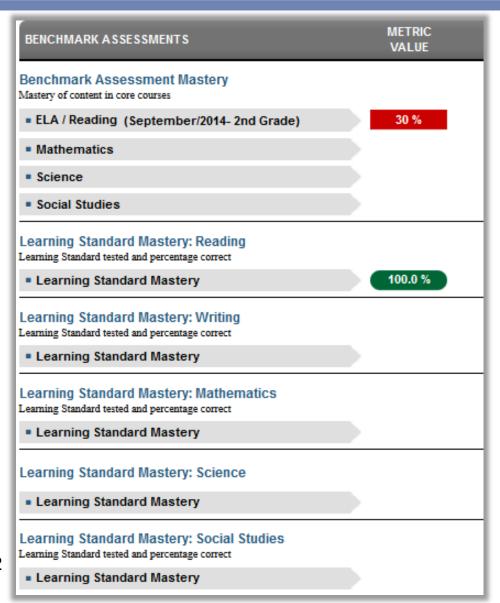
Academic Dashboard: State Assessments Tab



- State Assessments tab shows results for:
 - Performance on PSSA standards
 - PSSA Academic Content Standards performance
 - Keystone
 performance
 results are shown
 if applicable



Academic Dashboard: Local Assessments Tab



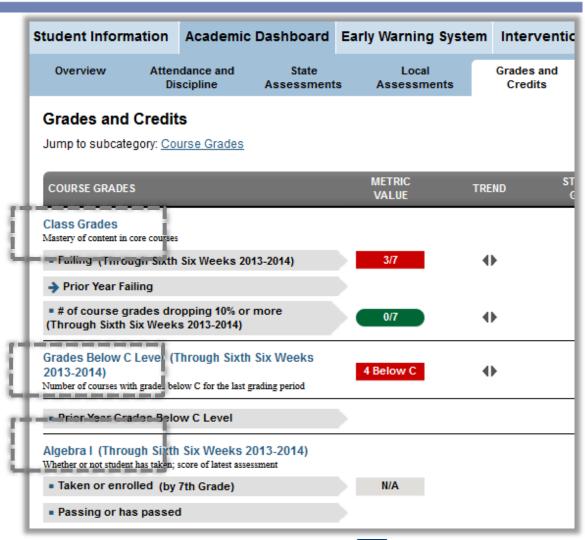
- Local assessments tab shows results for:
 - Benchmark Assessment Mastery
 - Learning Standard
 Mastery for
 Reading, Writing,
 Math, Science,
 Social Studies



Academic Dashboard: Grades and Credits Tab

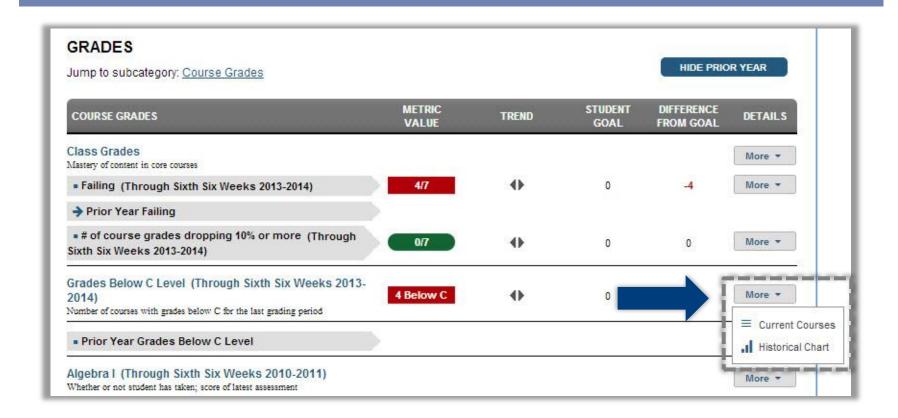
Three metrics for grades are displayed:

- Class Grades
- Grades below C level
- Algebra 1





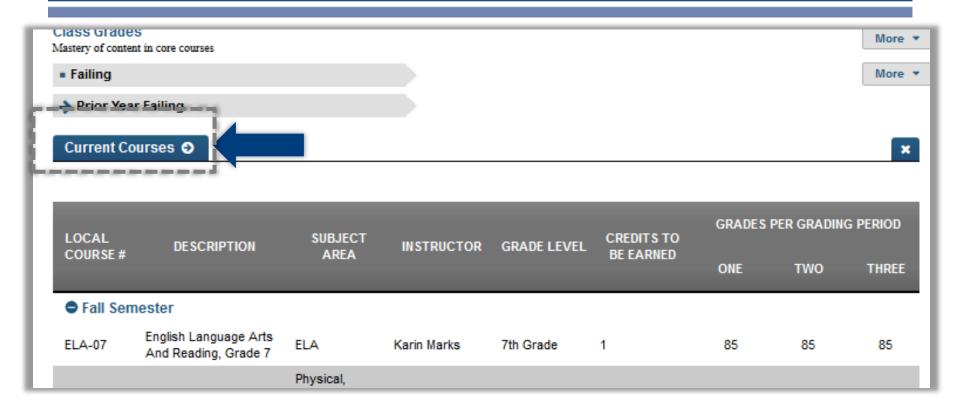
Student Grades: More button



- To see more detail, click on the More button,
- You see two options, Current Courses and Historical Chart



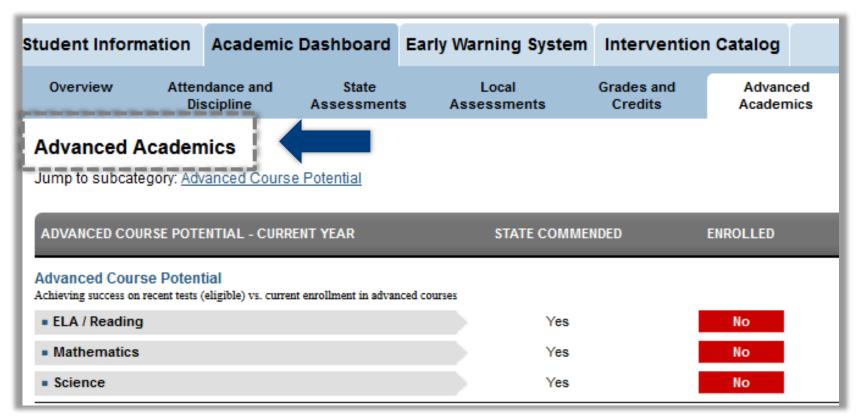
Student Grades: Current Courses



The page displays all the students current courses with Course#, Description, Subject, Instructor, Grade Level, Credits to be Earned, and Grades Per Grading Period



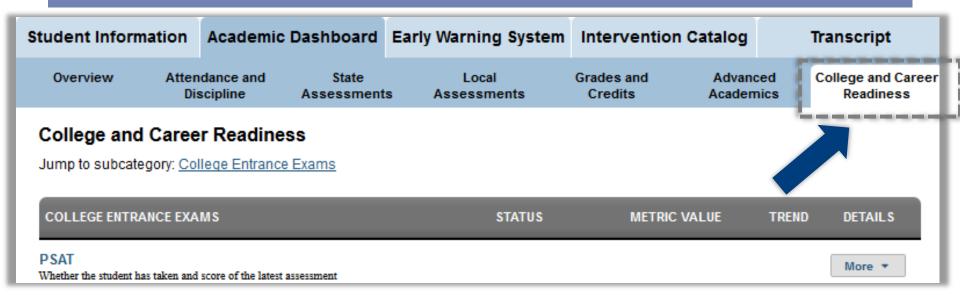
Academic Dashboard: Advanced Academics Tab



Advanced Academics tab displays advanced course potential for a student



College and Career Readiness Tab



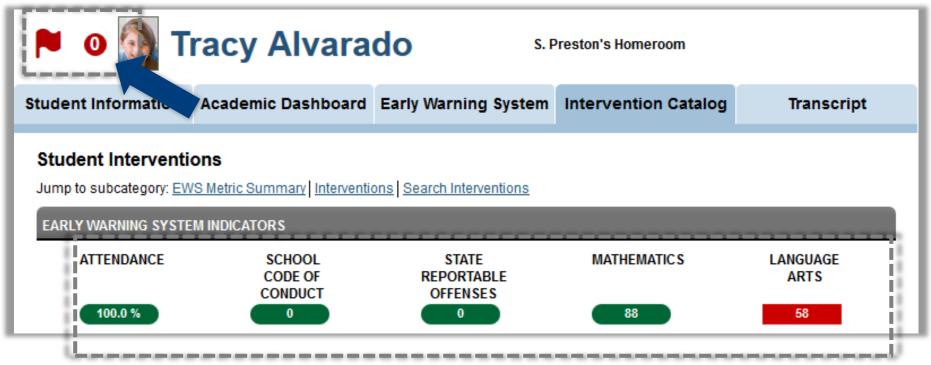
- College and Career Readiness tab displays information for this student on college entrance exams taken including, if available, results on:
 - PSAT
 - SAT
 - ACT



Student Profile: Intervention Catalog



Assigning Interventions

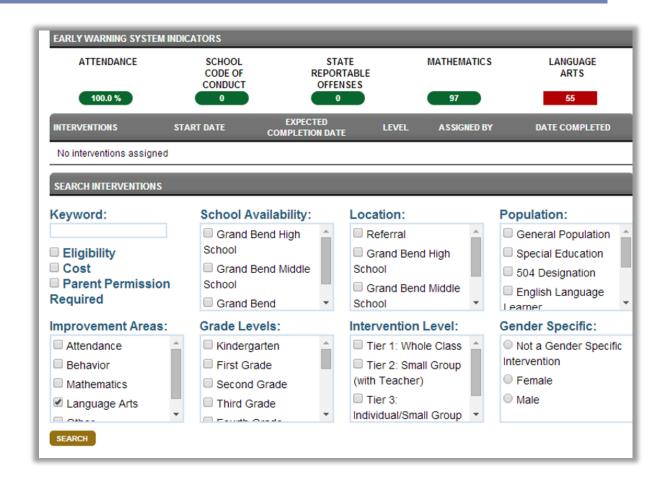


- This student has an Early Warning Flag and has 0 interventions assigned
- Note the Early warning system indicators



Search Parameters for Interventions

 Users can search for appropriate interventions using the search parameters

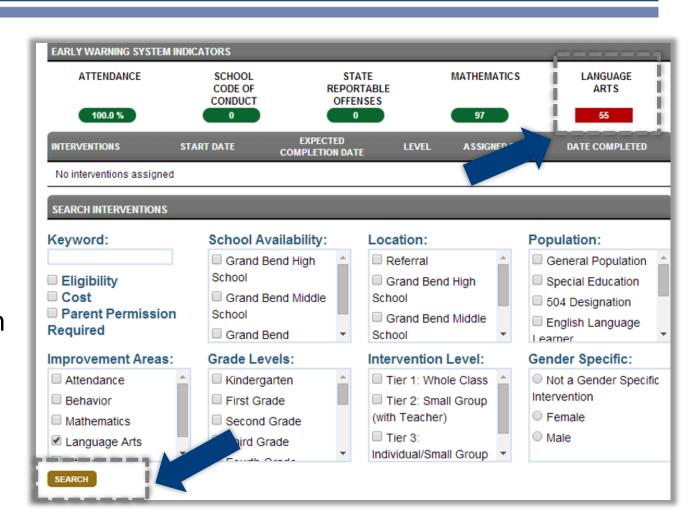




Searching for an Appropriate Intervention

- This student is flagged at risk for Language Arts
- Select

 Language Arts
 under the
 Improvement
 Areas selection
 criteria
- Click search to return results





Selecting the Intervention

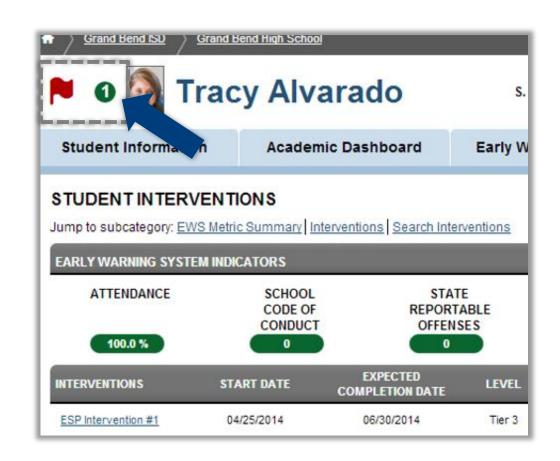
- Select the desired Intervention from the Intervention Search Results
- Click Assign Intervention
- The Assign Intervention dialog box will pop up
- Type the start date, expected completion date and goal in the space provided
- Click Confirm





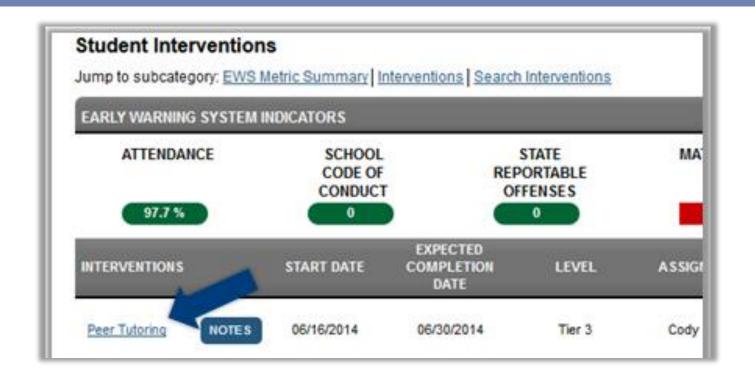
Confirming the Student's Assigned Interventions

- Note the green circle next to Tracy's picture with 1 intervention assigned
- This green circle reflects the total number of Interventions assigned to the student that have not yet been completed





Reviewing the Student's Assigned Interventions



- The Intervention is now posted on the Student Interventions page
- Start date, Expected Completion Date, Level, Assigned By and Date Completed are also posted

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Guided Practice Activity Student Information #5

- 1. Select a student from your first class and List 3 things you learn about their Guardian/Parent.
- 2. Is this student participating in any programs or receiving Special Services?
- 3. Choose 2 of your students to examine. What patterns of attendance do you find?
- 4. Which of your students has the most absences year to date?
- 5. What is the value for the School Code of Conduct Goal for this student?
- 6. Explore the Academic Dashboard tabs of one of your students. List 5 things you learned about that student



Student Profile: Student Transcript



Student Transcript: View Transcript

Student Inf	ormation A	cademic Dashboard	Early Warni	ing System	Intervention (Catalog	Tran	script			
Jump to sub	Transcript Jump to subcategory: Current Courses Course History Historical Assessment Scores Current Courses										
LOCAL COURSE#	DESCRIPT	TION SUBJECT AREA	INSTRUCTOR	GRADE LEVEI	CREDITS TO BE EARNED	GRADES ONE	PER GRADING	G PERIOD THREE			
Fall Ser	nester English Languag And Reading, G	FIΔ	Karin Marks	7th Grade	1	85	85	85			
HLTH-07	Health Education Grades 7-8	Physical, n, Health, and Safety Education	Josephine Stephens	7th Grade	1	95	95	95			
MATH-07	Mathematics, Gr	Fine and	Melisa Giles	7th Grade	1	79 76	79 76	79			

- Information about current courses is displayed
- Course history and historical assessment scores are available from the "jump to" list

Wrap Up

Wrap Up

- Describe the purpose of each tab on the PDE Educator Dashboard: School Information, Academic Dashboard, Early Warning System and Interventions
- As a school administrator, what are some ways you might use the tabs under the Academic Dashboard to support your students and staff?
- List 2 examples of types of indicators available on each tab of the PDE Educator Dashboard for administrators: School Information, Academic Dashboard, Early Warning System, and Interventions



Assessment

<u>Assessment</u>

 Take a moment and answer the questions on the brief assessment

Assessment



Evaluation

Evaluation

 Take a moment and answer the questions on the brief evaluation survey

Evaluation



For more information on Administrator Navigation of the Educator Dashboard please visit PDE's website at www.education.state.pa.us

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.

