Completing the Demographics requirements for field experiences:

1.) Log into Livetext, and go to the Field Experiences tab

2.) Click on 'View Placement'

3.) On the left side, look for 'View Demographics'; click on it

Placement Details

Intern:	
Supervisor(s):	
Mentor(s):	
Start Date:	09/17/2019
End Date:	01/10/2020
Status: Active	

Email All

Internship Site
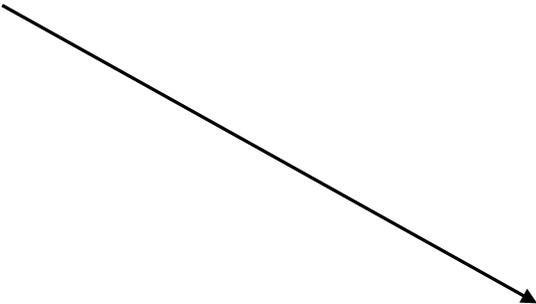
View Demographics

4.) Scroll down to the **Classroom Demographics**; complete each section for the class that you are in:

Demographics

Classroom Demographics

Total Students	0
Ethnic Distribution	**#**
African American	
American Indian	
Asian	
Hispanic	
Pacific Islander	
White	
Multiple/No Response	
Other	

Special Programs	#
English Language Learners	
Free Lunch Program	
Students with Disabilities	
Students in Accelerated Programs	

For the Free Lunch, go here to find your school's free/reduced lunch rate: http://rc.education.state.mn.us/#mySchool/p--3

(If the link isn't working for you, go to education.state.mn.us

Then go under Data Center to Minnesota Report Card.)

Continue with the directions below.

Please note that only public schools are listed on the MDE report card; if you are placed in a private school, you will not complete the Free Lunch portion of the Demographics section.

Enter the school where you are placed. On the left side, click on 'Who are the students?'

My School

Using the Report Card

More About My School

Are students safe and engaged?

What challenging classes are taken?

Who are the students?

Click on this; then click on Demographics.

This will give you the info on each race/ethnic group.

Who are the students?

Demographics
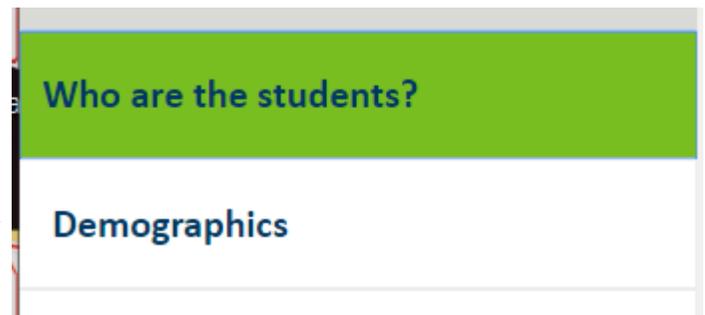
Race/Ethnicity	Count	Percent
Hispanic or Latino	9	2.7%
American Indian or Alaska Native	2	0.6%
Asian	1	0.3%
Black or African-American	3	0.9%
Native Hawaiian or other Pacific Islander	0	0.0%
White	316	95.2%
Two or more races	1	0.3%
All students	332	100.0%

➕ 2019 Enrollment by Other Criteria

➕ More Information

Next click on **2019 Enrollment by Other Criteria.**

This section will give you information on the number of English Learners, those identified with disabilities in Special Education, and those on Free/Reduced Lunch.

➖ 2019 Enrollment by Other Criteria

	Count	Percent
English learner	2	0.6%
Special education	44	13.3%
Free/Reduced-Price meals	75	22.6%
Homeless	1	0.3%

Your mentor teacher will likely not know which students in your class are identified as receiving free/reduced lunch. To determine this number, look at the Percent (22.6% in this example).

Then multiply that % x (no. of students in class). For example, 22.6% (.226) x 24 students = 5.424. Round up to a whole number (6 in this example); then enter this number in the Classroom Demographics section.

When finished, click on 'Close'. **This MUST be completed before your instructor can post a grade.**

NOTE: If you are placed at a private/non-public school, your school may not be included in the Minnesota Report Card. If this is the case, talk with your mentor teacher to make a reasonable estimate, and enter that information in the Classroom Demographics.