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September 2013

«Title»  
«DNAME»  
«City», «State» «Zip»

Dear «Title»:

Commissioner's Regulations 100.18(f)(6) requires that all schools and districts be included in the State accountability system and that Adequate Yearly Progress (AYP) be determined for each public school, charter school and district. This requirement pertains to schools/districts with less than 30 continuously enrolled students who have participated in state assessments during the prior two years combined, or any configuration of grades K through 12 that do not participate in the regular state assessment program. In order to comply with this requirement for the 2012-13 school year, please complete and submit a self-assessment form (found at [http://www.p12.nysed.gov/accountability/APA/Forms/Forms\\_home.html](http://www.p12.nysed.gov/accountability/APA/Forms/Forms_home.html)) for the following school(s):

«School\_1»  
«School\_2»

Student achievement results in English language arts (ELA)/reading and mathematics must be provided for each grade level and/or ungraded configuration in which students are enrolled. If available, student achievement results obtained from a nationally-normed achievement test may be submitted. Please provide disaggregated data for any accountability subgroup for which the total number of students is 30 or more for the aggregate of grades K – 8 or grades 9 – 12. .

### **Changes in Reporting 2012-13 Data**

This year's State assessments are the first for New York students to measure the Common Core Learning Standards that were adopted by the State Board of Regents in 2010. The percentage of students deemed proficient is significantly lower than in 2011-12. This change in scores – which will effectively create a new baseline of student learning – is largely the result of the shift in the assessments to measure the Common Core Standards, which more accurately reflect students' progress toward college and career readiness. Consequently, the cut scores used to determine the performance levels for non-state assessments are being revised for self-assessment schools.

Pursuant to these revisions, the table below lists the new standards that will be used to determine Levels 1 to 4 for schools using non-state assessments. For Kindergarten to grade 8, please use the respective percentile bands to determine the performance Levels 1 to 4.

| Percentile bands corresponding to performance levels |             |             |             |             |              |              |              |              |
|--|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|
| Grade Level  | ELA Level 1 | ELA Level 2 | ELA Level 3 | ELA Level 4 | Math Level 1 | Math Level 2 | Math Level 3 | Math Level 4 |
| Grade KG to 3  | 1 - 54      | 55 - 87     | 88 - 98     | 99          | 1 - 47       | 48 - 76      | 77 - 88      | 89 - 99      |
| Grade 4  | 1 - 56      | 57 - 89     | 90 - 96     | 97 - 99     | 1 - 50       | 51 - 80      | 81 - 92      | 93 - 99      |
| Grade 5  | 1 - 58      | 59 - 89     | 90 - 97     | 98 - 99     | 1 - 63       | 64 - 89      | 90 - 97      | 98 - 99      |
| Grade 6  | 1 - 47      | 48 - 83     | 84 - 91     | 92 - 99     | 1 - 48       | 49 - 82      | 83 - 96      | 97 - 99      |
| Grade 7  | 1 - 51      | 52 - 82     | 83 - 96     | 97 - 99     | 1 - 46       | 47 - 81      | 82 - 95      | 96 - 99      |
| Grade 8  | 1 - 49      | 50 - 74     | 75 - 91     | 92 - 99     | 1 - 48       | 49 - 82      | 83 - 95      | 96 - 99      |

For more details on how to use the percentile bands, and for an example on converting the percentiles into performance levels, please see the self-assessment requirements document available at: [http://www.p12.nysed.gov/accountability/APA/Forms/Forms\\_home.html](http://www.p12.nysed.gov/accountability/APA/Forms/Forms_home.html).

Schools with high school grades can submit Regents or course passing data to meet the reporting requirement. Schools submitting course passing data in lieu of Regents must have 85 percent or more students passing to make the Adequate Yearly Progress (AYP).

**Please note that regardless of the self-assessment outcome, should the State Education Department (SED) determine that sufficient state assessment results are available to make AYP decisions, the self-assessment determinations will be replaced with those from the regular AYP process.**

The completed self-assessment form must be submitted via e-mail by **Friday, October 25, 2013** to: [selfassessment@mail.nysed.gov](mailto:selfassessment@mail.nysed.gov). Unless the New York State Education Department makes a determination that extenuating circumstances have prevented a school or district from completing the form in a timely manner, a school/district that is required to participate in the self-assessment process will be designated as failing to make AYP for the 2012-13 school year if the completed form is not received by the aforementioned date.

If you have any questions about the self-assessment process, please contact Dr. Lisa Long at [selfassessment@mail.nysed.gov](mailto:selfassessment@mail.nysed.gov) or 718-722-4553. Questions about the accountability status of schools in your district should be addressed to Dawn Thompson at [rptcard@mail.nysed.gov](mailto:rptcard@mail.nysed.gov) or (518) 474-7965.

Sincerely,

Ira Schwartz

cc: Dawn Thompson  
 Lisa Long  
 Shibu Joseph  
 Paulette Coppin