



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12

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To: Superintendents of School Districts and Charter School Principals

From: Ira Schwartz, Assistant Commissioner *Ira Schwartz*

Date: July 2016

Subject: Transfer High School Classification Request

This memo is to inform you that the New York State Education Department (NYSED or “the Department”) will be maintaining a list of Transfer High Schools in the state beginning with the 2016-17 school year. Commissioner’s Regulations 100.18(b)(20) defines a school as a Transfer High School if the majority of students upon their first enrollment in the high school had previously attended grade nine or higher in another high school or a school in which more than 50 percent of currently enrolled students are English language learners who were born outside of the United States and have attended school in the United States for less than three years.

While Transfer High Schools are required to meet all United States Department of Education (USDE) and NYSED requirements related to student performance, these schools may voluntarily submit the results from an alternative cohort for the purpose of making Adequate Yearly Progress (AYP) in English language arts (ELA) and mathematics. For more information on how the Department uses alternative cohort to make AYP decisions, please review the memo at: <http://www.p12.nysed.gov/accountability/APA/Forms/AltCohortMemo2012.pdf>. In addition, the Department currently has the flexibility to make accountability determinations for Transfer High Schools on a case-by-case basis.

Furthermore, once the accountability provisions of the Every Student Succeeds Act (ESSA) take effect beginning with the 2017-18 school year, states may permit schools identified for low graduation rates to implement differentiated improvement activities that utilize evidence-based interventions in the case of a school that predominantly serves students who are “returning to education after having exited secondary school without a regular high school diploma; or who based on their grade or age, are significantly off track to accumulate sufficient academic credits to meet high school graduation requirements, as established by the State.” We anticipate Transfer High Schools will be eligible to implement such differentiated improvement activities should they be identified in the future as Comprehensive Support and Improvement Schools under ESSA.

Districts wishing to have their schools classified as Transfer High Schools for the 2016-17 school year are encouraged to review the high school enrollment for 2016-17 as of October 5, 2016 (BEDS Day) and determine whether more than 50 percent of students previously attended grade 9 in another school, or more than 50 percent of students are English language learners who were born outside the United States and have attended school in United States for less than three years. If you have a school(s) that meets the aforementioned criteria, please complete the attached Transfer High School Classification Request Form and submit it to NYSED for consideration. This form is also available online at: <http://www.p12.nysed.gov/accountability/forms.html>. The Transfer High School Classification Request deadline is **Friday, November 11, 2016**. The Department will verify the submissions using enrollment records available in the Student Information Repository System (SIRS). NYSED will make the Transfer High School list public during winter 2016.

If you have any questions, please send them to accountinfo@nysed.gov. We look forward to continuing to work with you in developing appropriate measures that hold districts and schools accountable for educational results.

Attachment

cc: Lisa Long
Carolyn Bulson
Paulette Coppin
Shibu Joseph



ATTACHMENT A

Transfer High School Classification Request Form

Note: Please send the completed form to accountinfo@nysed.gov by Friday, November 11, 2016.

District Name:	
District BEDS Code:	
School Name:	
School BEDS Code:	

Description	Field codes that need to be reported in SIRS	Enter data here
As of October 5, 2016, the number of students enrolled in grades 9, 10, 11, 12 or ungraded secondary level at the school. (a)	Reason for Beginning Enrollment Code (School Entry/Exit Template, Field 6); Enrollment Entry Date (School Entry/Exit Template, Field 5); Grade Level (School Entry/Exit Template, Field 8); Reason For Ending Enrollment Code (School Entry/Exit Template, Field 12).	
As of October 5, 2016, the number of students upon their first enrollment in the high school (grades 9, 10, 11, 12 or ungraded secondary level) had previously attended grade nine or higher in another high school. (b)	Reason for Beginning Enrollment Code (School Entry/Exit Template, Field 6); Enrollment Entry Date (School Entry/Exit Template, Field 5); Grade Level (School Entry/Exit Template, Field 8); Reason for Ending Enrollment Code (School Entry/Exit Template, Field 12).	
As of October 5, 2016, the number of students who were English language learners born outside of the United States and had attended school in the United States for less than three years. (c)	Reason for Beginning Enrollment Code (School Entry/Exit Template, Field 6); Enrollment Entry Date (School Entry/Exit Template, Field 5); Grade Level (School Entry/Exit Template, Field 8); Program Service Code 0231 (ELL) & Immigrant Program Service Code (as yet to be determined) (Programs Fact Template, Field 5); Program Service Entry Date (Programs Fact Template, Field 6); Student's Place of Birth (Student Lite Template, Field 37); Date of Entry into United States (Student Lite Template, Field 38).	
As of October 5, 2016, the number of students who are returning students who had earlier exited secondary school without a regular high school diploma. (d)	Reason for Beginning Enrollment Code (School Entry/Exit Template, Field 6); Enrollment Entry Date (School Entry/Exit Template, Field 5); Grade Level (School Entry/Exit Template, Field 8); Reason for Ending Enrollment Code (School Entry/Exit Template, Field 12) Credential Type Code (Student Lite Template, Field 24).	
As of October 5, 2016, the number of students based on their grade or age, are significantly off track to accumulate sufficient academic credits to meet high school graduation requirements, as established by the state. Graduation requirements for the state can be found in Commissioner's regulations 100.18. (e)	Reason for Beginning Enrollment Code (School Entry/Exit Template, Field 6); Enrollment Entry Date (School Entry/Exit Template, Field 5); Grade Level (School Entry/Exit Template, Field 8); Cumulative Credits Earned (Student Credit GPA Template, Field 10).	
Percentage of students upon their first enrollment in the high school had previously attended grade nine		

Description	Field codes that need to be reported in SIRS	Enter data here
or higher in another high school. (b) / (a)		
Percentage of students who were English language learners born outside of the United States and had attended school in the United States for less than three years. (c) / (a)		
Percentage of students who are returning students who had earlier exited secondary school without a regular high school diploma. (d) / (a)		
Percentage of students significantly off track to accumulate sufficient academic credits to meet high school graduation requirements, as established by the state. (e) / (a)		

Please explain briefly the rationale for this request (use additional sheets if necessary).

I certify that the information provided above and in the attached documents is true and accurate to the best of my knowledge. In the event the request is denied, I understand that the school will not be classified as a Transfer School.

Superintendent's/Charter School Principal's Name			
Superintendent's/ /Charter School Principal's Signature		Date:	