



June 29, 2010

Dear Colleagues:

The United States Education Department (USED) requires that local educational agencies in New York State provide parents of eligible students with notice of their public school choice options at least 14 days before the start of the school year. Based on the planned adjustment to the grades 3–8 assessment program (<http://www.emsc.nysed.gov/irts/ARay/DearColleaguesRescheduleof3-8Scores6-3-10.pdf>), the State Education Department (SED) has requested that USED grant New York an extension to allow additional time for schools and districts to provide final certification of grades 3–8 data for the 2009–10 school year. We do not know yet if this extension request will be approved.

To assist schools whose improvement status requires that they provide parental notification of options for Supplemental Education Services (SES) or Public School Choice prior to the start of the 2010–11 school year, on June 16, 2010, SED provided districts with a notification of the potential 2010–11 status determinations for their component schools based on prior year's performance (<http://www.emsc.nysed.gov/nyc/APA/Memos/DAMemoJune2010.pdf>). In most cases, districts can use this information to determine whether a school will or will not need to provide SES or Public School Choice in the 2010–11 school year before 2009–10 Adequate Yearly Progress (AYP) determinations become available. In addition, on May 24, 2010, a "Prospective Phase and Category Worksheet," which allows schools to determine their phase and category based on previous year's status and current year's Adequate Yearly Progress, was posted at [http://www.emsc.nysed.gov/nyc/APA/Differentiated\\_Accountability/CategoryWorksheet2010-11.xls](http://www.emsc.nysed.gov/nyc/APA/Differentiated_Accountability/CategoryWorksheet2010-11.xls).

### **What Data Verification Activities Must be Completed by July 30, 2010**

Regardless of the outcome of the USED extension request, all 2009–10 school year high school data must be loaded to Level 2 of the Student Information Repository System (SIRS) by July 30, 2010, for SED to make high school accountability determinations available to schools and districts prior to the start of the school year. School districts will receive a deadline from their local data center that **will be prior to July 30, 2010**, to allow sufficient time for data processing. The 2009–10 Statement of Certification of Verification Reports form, which contains a list of all reports for which data must be verified, can be found at <http://www.emsc.nysed.gov/irts/nystart/certification.html>.

High school data in Level 2 of the SIRS on July 30, 2010 will be used to make differentiated accountability status determinations for schools with students in grades 9–12 (or ungraded age-equivalent students). If required by USED, these data will be used for the public release of accountability status determinations prior to the start of the 2010–11 school year. Districts are expected to use these data to offer SES or public school choice to eligible secondary-level students prior to the start of the school year.

In addition, districts and schools are strongly encouraged to finalize the review of grades 3-8 data currently available in the nySTART and Level 2 reports to ensure that all students are correctly identified for accountability determinations and appropriate accountability assessments are administered, scored, and reported on time for these students. Please verify that all students are coded with the correct grade, enrollment location, and accountability subgroup designations (e.g., race/ethnicity, limited English proficient, economically disadvantaged, students with disabilities).

### **Preview Accountability and Overview Reports Available on July 1, 2010**

On July 1, 2010, high school preview Accountability and Overview Reports (preAORs), which provide information on whether a high school made AYP based on 2009–10 school year data in Level 2 of the SIRS as of June 25, 2010, will be available to authorized users on nySTART. The preAORs will be refreshed every Thursday from July 1 until August 5. Data and determinations in the preAORs are based on data in Level 2 of the SIRS at 11:59 p.m. on the previous Friday.

Since accountability verification is ongoing, please review the preAOR Report Guide found at <http://www.emsc.nysed.gov/irts/nystart/reportguides.html> for an explanation of how to interpret these preliminary reports, especially with respect to the NYSAA One Percent Cap; new accountability rules related to students with disabilities; a new graduation rate goal, progress target, and aspirational goal; and schools and districts with "Pending" status.

Districts and schools are strongly encouraged to review data in their preAORs. If you discover that data for students listed in the reports are incorrect, please make the necessary changes in your local student management systems (SMS) and load the revised data into the SIRS. These changes will be reflected in nySTART and Level 2 Reports the following week.

### **Further Guidance on Reporting and Verifying Select Data in Reports**

- **2009–10 Elementary/Middle-Level Accountability Verification Reports:** Grades 3–8 New York State Testing Program (NYSTP) English Language Arts (ELA) and Mathematics assessment data for the 2009–10 verification reports will be available later this summer. Science scores are available now. A NYSESLAT Tested/Not Tested report is currently available via the Level 2 Reports; NYSESLAT scores will be available through nySTART and the Level 2 reports on July 13, 2010.

- **2009–10 High School Accountability Verification Reports — Assessments:** ELA and mathematics performance for secondary-level 2010–11 accountability will be based on the assessment results of the 2006 Accountability Cohort through June 2010. Results for June 2010 Regents examinations, RCTs, and second language proficiency examinations must be reported and verified immediately after the close of the 2009–10 school year. Although most of these data are not used for 2010–11 accountability, they are a part of other nySTART reports (e.g., 2006 Total Cohort, 2009–10 Annual High School reports) that must be certified as of July 30, 2010.
- **2009–10 High School Accountability Verification Reports — Graduates:** Graduation rate for 2010–11 accountability will be based on the 2005 Total Cohort through August 2009. June 2010 graduates, dropouts, or transfers to approved GED programs must be reported and verified immediately after the close of the 2009–10 school year. Although most of these data are not used for 2010–11 accountability, they are a part of other nySTART reports (e.g., 2006 Total Cohort, 2009–10 Annual High School reports) that must be certified as of July 30, 2010.

### **Common Data Reporting Errors**

Please pay particular attention to the following reporting requirements:

- **Graduates** must be reported with the correct diploma type code **and** corresponding reason for ending enrollment code;
- All students, including **students with disabilities**, must be included in the final submitted file;
- **Limited English Proficient** students must be reported correctly with a Program Service Code 0231;
- Students eligible to use the **NYSESLAT in lieu of the NYSTP ELA** for participation for accountability purposes must be reported correctly with a Program Service Code 0242;
- **Grade 8 students who took a science Regents exam** for accountability purposes must be reported with the appropriate assessment record for the Regents exam taken; and
- All schools required to submit **backmapping** data (schools with grades 1, 2, 1–2, K–1, or K–2 only) must do so. Failure to submit these data will result in the school not making AYP.

### **Clarification on Program Service Code 0242**

Students coded as eligible to take the NYSESLAT in lieu of the Grades 3–8 ELA to fulfill the participation requirement for accountability (Program Service code 0242) will appear in the nySTART and Level 2 2009–10 Elementary/Middle-Level Accountability verification student detail report for participation enrollment but with NO valid score for

their accountability assessment until July 13, 2010. Districts should review the student-level report in nySTART or the Level 2 reports now to ensure that all students eligible to take the NYSESLAT in lieu of the ELA have a “Yes” next to “NYSESLAT Eligible.” If they do not, districts must enter Program Service code 0242 for these students in their local SMS and resubmit data to the SIRS. After July 13, districts should review their student-level reports to ensure that valid scores for the NYSESLAT are appearing for these students.

For more information about eligibility to use the NYSESLAT to fulfill the participation qualification for accountability, see pages 39–40 in the *SIRS Manual* at <http://www.emsc.nysed.gov/irts/sirs/>.

### **Additional Resources for Reviewing Data**

We know that districts continue to experience delays using nySTART, in particular when attempting to retrieve a report with student-level information. As an alternative, please use the link provided by your regional data center to access the Level 2 reports. The Level 2 reports contain some design improvements, including the inclusion of cohort graduation rates in the Total Cohort reports and the Reasonableness Report.

The **Reasonableness Report** provides counts of this year’s and last year’s data (2008–09 in column A and 2009–10 in column B), the difference between these counts (column C), and the percent change between the counts (column D) of students by various category types (e.g., enrollment ending code).

Significant changes between data reported in 2008–09 compared to those reported in 2009–10 may flag a reporting error, which can be further investigated via one of the available student-level detail reports. **Particular attention should be paid to percent changes equal to or greater than 10%** and reporting issues known to have caused difficulties in previous years. For smaller districts, a 10 percent change may not be significant; for larger districts, a smaller percent change may be significant. Reporting errors discovered as a result of a review of these reports should be corrected in the local SMS and reported to the repository.

### **Reporting and Verifying Special Education Data**

According to the current schedule, schools and school districts must load data for special education report VR-10 (type of credential, post-graduate plans, and reasons for ending enrollment or disability) and VR-16 (Coordinated Early Intervening Services) on the PD Data System by July 30, 2010. Schools and school districts must load data for special education reports VR 11-15 (compliance with timelines for evaluation of preschool and school-age students for special education eligibility determination; preschool special education services and outcomes) by October 29, 2010. All students who need to be included in special education Verification Reports 11-15 must have State (NYSSIS) ID’s, enrollment, demographic, and disability program service records submitted to the repository by July 30, 2010. Please note that these deadlines will

change if USED grants the requested extension described above. Further communication on this important requirement will follow.

If you have questions about this information, please contact the Office of Information and Reporting Services by phone (518-474-7965) or e-mail ([dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov)). You may also contact your RIC or Big 5 Data Coordinator if you have questions about data contained in the SIRS. Thank you for all your work on behalf of all the students of our State.

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P-16 Policy and Strategic Planning