

Similar to the previous two years, the Metrics Unit in the Office of Accountability will be performing weekly quality control checks on Staff Student Course (or TSDL records) and Staff Assignment extracts of the data submitted from the field. TSDL and Staff assignment data, including linkage and duration, for all teachers and principals are used for teacher and principal State-provided growth score calculation purposes. These data have a final submission date of **June 3, 2016** and a certification date of **June 10, 2016**.

Reporting Process

By Tuesday of each week, two feedback reports for each extract will be provided to Level 1 Project Managers to help identify districts that have high proportions of missing data and/or errors.

District-Level Summary – These reports will be delivered by email to the Level 1 Project Managers and are to be used to identify districts with greater proportions of missing data and/or errors for each extract, so that these districts can receive support correcting or completing their data submissions before the June 3 deadline.

School- or Student-Level Detail – These reports will be available on the SFTP site for Level 1 Project Managers to download and will include more detailed information about the errors. Staff Assignment checks will be provided at the school-level report and TSDL checks will be provided at the student-level.

Descriptions of the quality control checks performed on these files and the feedback files are provided below. If you have specific questions, please email Jenny Todd at Jennifer.Todd@nysed.gov. She will also be available on the Level 1 calls for general questions.

Staff Assignment

The Staff Assignment data are used to link principals to schools and grades for the purpose of generating State-provided growth scores for principals of grades 4-8 and 9-12. In order for high school principals to receive a State-provided growth score, they must be assigned to students in all of grades 9-12 in buildings that serve grades 9-12. [Note: While TSDL records are used to link students to teachers, principals are linked to students through the principal (1102-1110) Staff Assignment record(s), along with student school entry/exit enrollment records that link students to those schools.] The table below lists the quality control checks conducted on the Staff Assignment records and provided in the **School-Level Detail** report. Corresponding counts are also available in the district-level summary.

Staff Assignment Quality Control checks

Flag Name	Quality Control Check	Priority
Tot_Principal (Column E)	Does the building lack any principals assigned to it? Count of principals with Staff Assignment records for the location. If 0, the district needs to submit a staff assignment record linking a principal to the building. See also columns C-E of the District summary report for the number of locations within the district, as well as the number and percent of locations with at least one principal. If Staff Assignment records are submitted for the district and not at the building level, then the district will be included in the count of buildings for which records are anticipated and also reported (Columns C and D of the District report).	High
Principal_District (Column F)	Are principals linked to the district rather than building level? Principal submitted a Staff Assignment record using the district BEDS code rather than a building BEDS code. If a value of 1, the district needs to correct the staff assignment record to link a principal to the building-level in order for students in buildings to be linked to a principal. See Columns F of the District summary report.	High

Missing_grade (Columns G-S)	Are any grades in the building missing a staff assignment record? No Staff Assignment records were submitted linking a principal to the specified grade, where the grade span (column T) is used to determine the grades served. If a value of 1, students in the flagged grade level will not contribute to the principal's results. If the building is a high school serving all of grades 9-12, no State-provided growth score will be generated for the principal. See Columns G-S of the District summary report.	High
<p>For example, if a building has one principal who submits one Staff Assignment record for each grade level for which he or she is responsible, then that principal will be linked only to those grades. Any grades not listed on the Staff Assignment records that are within the grade span range will be flagged as missing. If the principal submits one Staff Assignment record indicating that he or she is responsible for "ALL" grade levels, then the grade span determines which grades are served and no grades will be missing.</p>		
Grade_span (Column T)	What are the minimum and maximum grades served? Lists the grade span of students served according to the March 25, 2016 BEDS Day FRPL Data Extract. BOCES will have a grade span only if they submitted enrollment records.	Provided for Informational Purposes

Staff Student Course (TSDL)

The TSDL data are used to link teachers to students for the purpose of generating State-provided growth scores for teachers of Grades 4-8 ELA and Math. In particular, these data are used to determine which students are linked to teachers and for what proportion of the course. Because multiple TSDL records can be submitted for each unique student-teacher-course-district combination, the phrase "linkage record set" is used to identify records where the particular records have the same Student ID, Teacher ID, Course ID, School ID, and District ID values (Columns I, G, E, C, and A of the Student-Level Detail report). See the definitions listed below for descriptions of each field used for the quality control checks.

Analysis Sample

State-provided growth scores are provided to teachers of grades 4-8 ELA and/or math. Accordingly, the quality control checks are completed only for teachers that could receive a State-provided growth score. Two restrictions were employed to define the analysis sample:

1. Course IDs for the grades 4-8 ELA and Math and grade 8 students enrolled in Algebra I, Geometry, and Trig/Algebra, or Algebra II (course ID's: 51032, 51033, 51034, 51035, 51036, 52034, 52035, 52036, 52037, 52038, 02052, 02052CC, 02072, 02072CC, 02106, 02056CC)
2. Reporting dates for the 2016 3-8 ELA and Math assessments and June Regents (4/5/2016, 4/13/2016, and 6/1/2016)

The Student-Level Detail report includes the outcomes for the quality control checks listed below and the corresponding Column, where Columns A-R present data from the extract used to conduct the checks, and Columns S-Y present flags for each check.

TSDL Quality Control checks (see Definitions for more information)

Flag Name	Quality Control Check	Priority
Course=0 (Column S)	Does the record have a Course Duration (Column P) have a value of 0 minutes? Column P is used to determine the total number of instructional minutes in the course.	High

A value of zero in indicates a possible error in data submission. See also columns D-E of the District summary report.

Enrollment=0
(Column T)

Does the record have an Enrollment Linkage Duration (Column Q) have a value of 0 minutes?

High

Column Q is used to determine the amount of time in a course that each student is enrolled with each teacher and is used to attribute students to teachers who receive State-provided growth scores. See 3012-c APPR Guidance question D54 for details (<http://www.engageny.org/sites/default/files/resource/attachments/appr-field-guidance.pdf>). A student must be enrolled in a course with a teacher for at least 60% of the course duration in order to be included in a teacher's mean growth percentile (MGP) calculation. Any student who is not enrolled in a course for at least 60% of the course will NOT count in the calculation of the teacher's MGP. A zero value in this column would mean that a student would not meet the requirement and thus would not be included in a teacher's growth score. See also columns F-G of the District summary report.

Attendance=0
(Column U)

Does the record have an Attendance Linkage Duration (Column R) have a value of 0 minutes?

High

Column R is used to determine the amount of time in a course that each student is in attendance with the teacher and is used to weight student scores in a teachers' State-provided growth score. A student who has met the 60% minimum enrollment requirement will have her or his Student Growth Percentile (SGP) score weighted in the teacher's Mean Growth Percentile (MGP) proportional to the student's enrollment and attendance in the course. A zero value in this column would mean that a student's SGP would not be included in the teacher's MGP calculation. See also columns H-I of the District summary report.

Enrollment>Course
(Column V)

Is the Enrollment Linkage Duration (Column Q) greater than the Course Duration (Column P)?

Low

The SSC data submitted by this district contain records sets that have values in Column Q (*Enrollment Linkage Duration*) that are greater than corresponding values in Column P (*Course Duration*). If Column Q is greater than Column P, this indicates an error in data submission. See also columns J-K of the District summary report.

Attendance>Course
(Column W)

Is the Attendance Linkage Duration (Column R) greater than the Course Duration (Column P)?

Low

The SSC data submitted by this district contain records sets that have values in Column R (*Attendance Linkage Duration*) that are greater than corresponding values in Column P (*Course Duration*). If Column R is greater than Column P, this indicates an error in data submission. See also columns L-M of the District summary report.

Overlap
(Column X)

Does the linkage record set (Student ID, Teacher ID, Course ID, School ID, and District ID) have start dates (Column M) and end dates (Column N) that overlap?

Low

Columns M and N are used to confirm the amount of time a student is enrolled in a course with a teacher. If the start or end dates overlap for duplicate Linkage Records, this represents multiple relationships between a student and a teacher. In this case, the values in Columns P, Q, and R will be summed across all of the duplicate records to obtain the total duration of time that the student was enrolled and attended the course.

with a teacher. Please review these records for possible submission errors. See also columns N-O of the District summary report.

Start/End Overlap (Column Y)	Does the record set (Student ID, Teacher ID, Course ID, School ID, and District ID) include records for which the start date (Column M) of one record is the same as the end date (Column N) of another record?	High
	Flagged if the student left and re-enrolled in the same course on the same day rather than the consecutive day. Because the start and end dates overlap, the records will be treated as though the student was enrolled in two courses simultaneously. As a result the values for columns P, Q, and R will be summed across the two records to obtain the total duration of time that the student was enrolled and attended the course with a teacher. This will likely cause the student to not meet the minimum enrollment requirement of 60% of the course. See also columns P-Q of the District summary report.	

Definitions of TSDL Fields used for Quality Control Checks

Relationship Start Date (rltnshp_start_date)	First day that both the student was enrolled in and the teacher was assigned to the course section; SSC template field 12.
Relationship End Date (rltnshp_end_date)	Last day that the teacher is assigned to or the student is enrolled in the course section. For evaluation records, this value can be no later than the reporting date; SSC template field 13.
Course Duration (actl_student_instr_mins)	The total number of instructional minutes in the course; SSC template field 18.
Enrollment Linkage Duration (potentl_student_instr_mins)	Total instructional time in minutes that the course is scheduled to meet between the relationship start and end dates; SSC template field 14.
Attendance Linkage Duration (actl_student_instr_mins)	Total number minutes in Enrollment Linkage Duration less the number of minutes the student is absent from the class between the relationship start and end dates; SSC template field 15.
