

## **2008-09 Accountability Verification Data Download Option**

To assist district and school staff in ensuring that accurate and complete data are used to make school accountability decisions, the Department is making data downloads available to each school district and charter school in addition to the nySTART verification reports. The superintendent of each public school and principal of each charter school may download .csv files containing records for students included in 2008-09 elementary-middle AVR and high school AVR calculations through the SED Application Business Portal accessible at <http://portal.nysed.gov/portal/page/pref/PortalApp>. Note that these downloads are **not** available through the nySTART web application.

The default setup allows download privileges only for the school superintendent (or principal for charter schools). The school superintendent (or principal for charter schools) must grant access to these files to designated staff members. User IDs and passwords necessary for access to the SED Web Business Portal are managed by the SED Delegated Account System (SEDDAS). Information regarding SEDDAS can be found at <http://www.emsc.nysed.gov/seddas/seddashome.html> or by calling the SEDDAS help desk at (518) 473-8832

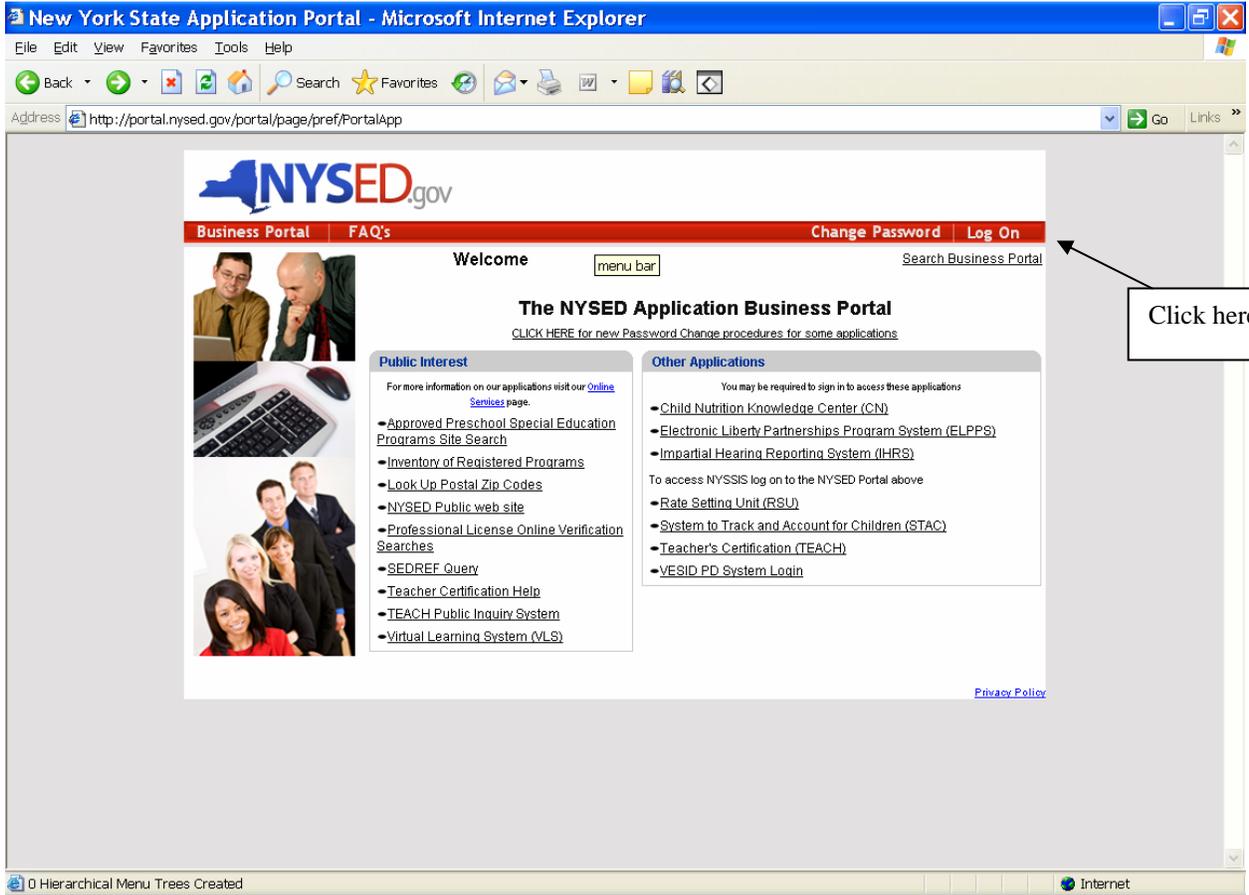
For each district or charter school, two files will be available. One file contains student detail records for those students who are included in high school level accountability decisions (participation rate and performance for English language arts, mathematics and students counted for graduation rate). The second file contains student detail records for those students who are included in elementary-middle level accountability decisions (participation rate and performance for 3-8 English language arts and mathematics, and grades 4 and 8 science). The files include NYSIS and local student IDs, student name, subgroup categories reported for the student (gender, race/ethnicity, disability, LEP and economic status), flags to identify for which accountability measure the student is being counted as well as the accountable assessment (or diploma) that has been reported to Level 2 for the student. File layouts that describe the data in each download file are in the appendix at the end of this document.

To provide the greatest amount of flexibility to the field, downloads are formatted as .csv files. Users may import these files into the software application of their choice or may make use of the excel pivot tables provided for summary review. The data downloads will be refreshed on the same schedule as Level 2 and nySTART reports. Refreshed files will be available no later than 9:00 a.m. each Tuesday.

It is the responsibility of each school superintendent to ensure adherence to all procedures and processes for safeguarding the privacy of individual students. Information regarding poverty status and eligibility for free and or reduced price lunch must not be shared in combination with any other information about a student and must be made available only to the person responsible for verifying the accuracy of these data. Additional information on this topic is available in the SIRS manual

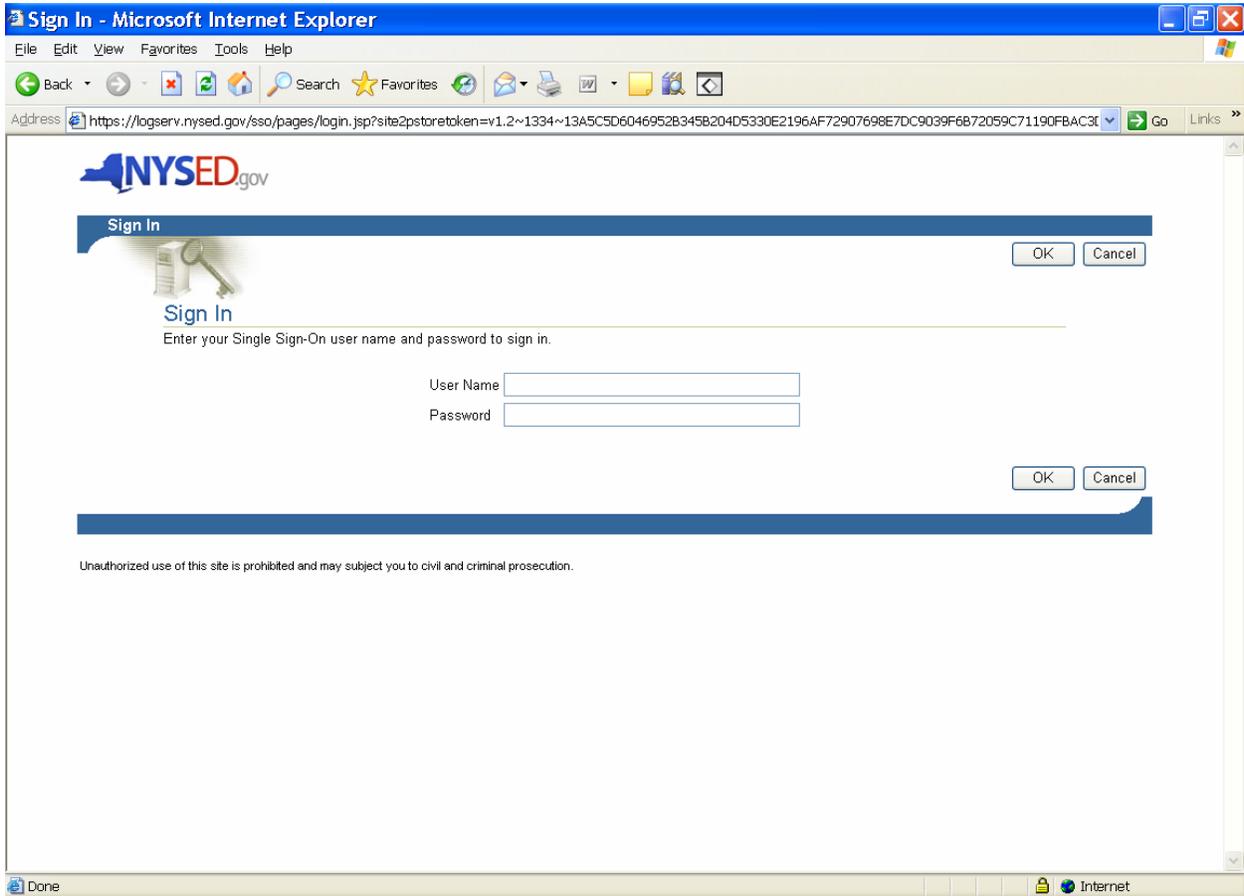
The superintendent of each public school and principal of each charter school may download .csv files containing records for students included in 2008-09 elementary-middle AVR and high school AVR calculations through the SED Web Business Portal accessible at <http://portal.nysed.gov/portal/page/pref/PortalApp>

To log in, a user must click “Log On” in the upper right corner of the page



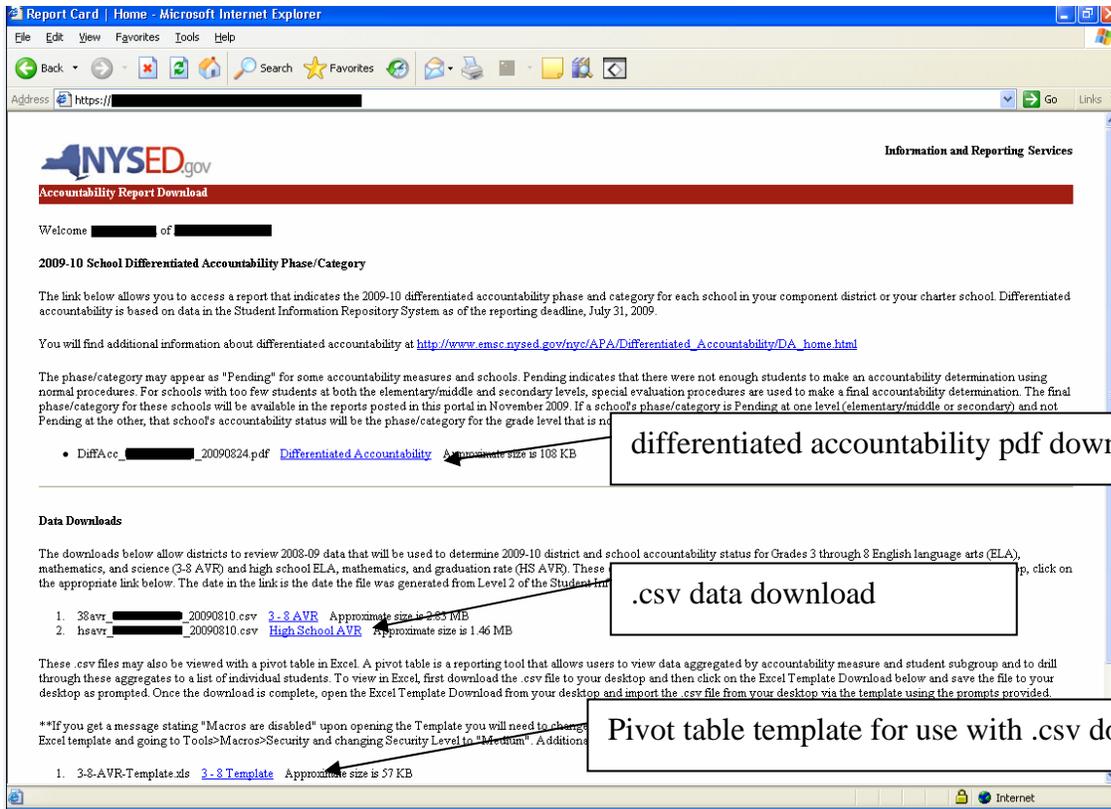
Users enter User Name and Password when prompted.

User IDs and passwords necessary for access to the SED Web Business Portal are managed by the SED Delegated Account System (SEDDAS). Information regarding SEDDAS can be found at <http://www.emsc.nysed.gov/seddas/seddashome.html> or by calling the SEDDAS help desk at (518) 473-8832.



Users select Information and Reporting Services (IRS) from My Applications list.

The screenshot shows the NYSED.gov Business Portal in Microsoft Internet Explorer. The browser title is "New York State Application Portal - Microsoft Internet Explorer". The address bar shows "http://portal.nysed.gov/portal/page/pref/PortalApp". The page content includes a navigation bar with "Business Portal", "FAQ's", "Change Password", and "Log Off". A "Welcome" message for "david gresen" is displayed. The main heading is "The NYSED Application Business Portal". Below this is a "My Applications" section containing a notice: "Notice: If the Superintendent or Principal has Changed (DOES NOT APPLY TO SUMMER SCHOOL PRINCIPALS)" with a "Click Here" link. A callout box with a black border and white background points to this link, containing the text "Click here to go to data download page". Below the notice are two columns: "Public Interest" with various links like "Approved Preschool Special Education Programs Site Search" and "Virtual Learning System (VLS)", and "Other Applications" with links like "Child Nutrition Knowledge Center (CN)" and "VESID.PD System Login". A "Privacy Policy" link is at the bottom right.



## 2009-10 School Differentiated Accountability

A .pdf report for each public school and charter school that indicates the 2009-10 differentiated accountability phase and category is available by clicking on the [Differentiated Accountability](#) link. Each file name is constructed as follows: file identifier\_district or charter school bedcode\_file creation date

Differentiated Accountability (DiffAcc\_000000000000\_YYYYMMDD.pdf)

## Data Download

Users can download the student data files to verify accountability records by clicking the [3-8 AVR](#) or [HighSchool AVR](#) link that appears to the right of each file name. Each file name is constructed as follows:

file identifier\_district or charter school bedcode\_file creation date

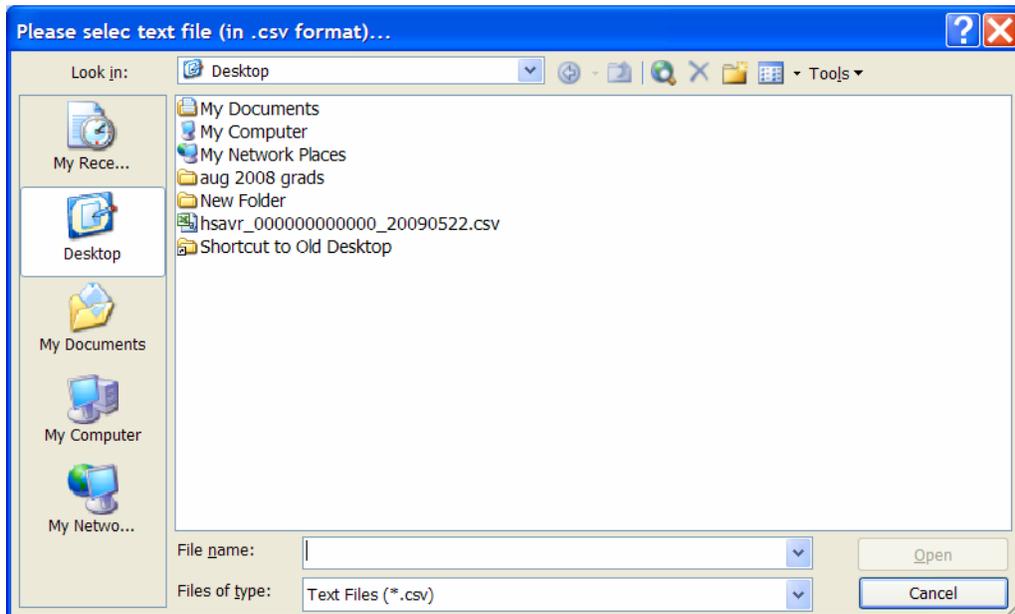
High School AVR (hsavr\_000000000000\_YYYYMMDD.csv)

Elementary-Middle level AVR (38avr\_000000000000\_YYYYMMDD.csv)

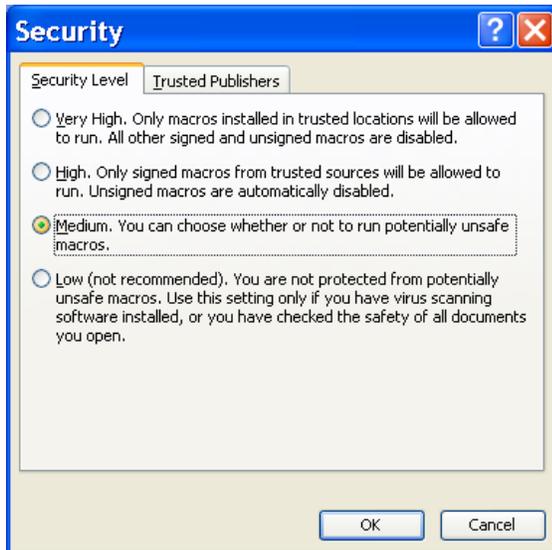
There are additional Excel template downloads available for each file that will import the previously downloaded .csv file and provide a pivot table summary by accountability measure and subgroup.

First, download the .csv files to your desktop, then download the Excel Template Download. Once the download is complete, open the Excel Template download and import the .csv file from your desktop via the template using the prompts provided.

When you open the HS-AVR Template.xls file, you should be prompted to locate the HSAVR\_000000000000\_YYYYMMDD.csv file



\*\*If you get a message stating “**Macros are disabled**” upon opening the Template you will need to change your security level to medium in Excel to use the template. You can do this by opening the Excel template and going to Tools>Macros>Security and changing Security Level to "Medium").



The excel template will import the .csv file into the sheet called “All Data” and populate the pivot table on the sheet called “Pivot Table.”

The pivot table has been pre-populated with some of the subgroup breaks that SED uses for accountability, like ethnicity and disability status. You can add pivot fields by dragging from the pivot field list to either the column or row area of the pivot table. Likewise, you can remove items from the pivot table dragging them from the table back to the pivot field list.

Drag items from the pivot table list to the pivot table

Microsoft Excel - HS-AVR-Template.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Count of NYSSIS ID

School_resp_name	Ethnicity	pupiltype	Gender	Econ Disad	LEP	Level 1
Honors High School	Asian or Pacific Islander	general education	Female	not economically disadvantaged	(blank)	
			Female Total	not economically disadvantaged Total		
			Male	economically disadvantaged	(blank)	
			Male Total	economically disadvantaged Total		
		general education Total				
		student with disabilities	Male	not economically disadvantaged	(blank)	
			Male Total	not economically disadvantaged Total		
		student with disabilities Total				
	Asian or Pacific Islander Total					
	Black or African American	general education	Male	economically disadvantaged	(blank)	
			Male Total	economically disadvantaged Total		
		general education Total				
	Black or African American Total					
	White	general education	Female	not economically disadvantaged	(blank)	
			Female Total	not economically disadvantaged Total		
			Male	economically disadvantaged	(blank)	
			Male Total	economically disadvantaged Total		2
				not economically disadvantaged	(blank)	
			Male Total	not economically disadvantaged Total		2
		general education Total				2
		student with disabilities	Female	economically disadvantaged	(blank)	
			Female Total	economically disadvantaged Total		
			Male	not economically disadvantaged	(blank)	
			Male Total	not economically disadvantaged Total		
		student with disabilities Total				

PivotTable Field List

Drag items to the PivotTable report

- District\_beds
- School\_resp\_beds
- School\_enroll\_beds
- District ID
- NYSSIS ID
- Student
- District
- School\_enroll\_name
- School\_resp\_name
- MEMBERSHIP\_KEY
- MEMBERSHIP\_DESC
- DISTRICT\_IN
- SCHOOL\_IN
- ENTRY\_DATE\_G9
- pupiltype
- SWD\_CODE
- Disability
- NYSAA Eligible
- Grade
- Gender
- STUDENT\_GENDER\_CD
- ETHNIC\_CODE
- Ethnicity
- MIGRANT
- Econ Disad
- POVERTY\_CODE
- LEP\_ELIGIBIL\_CODE

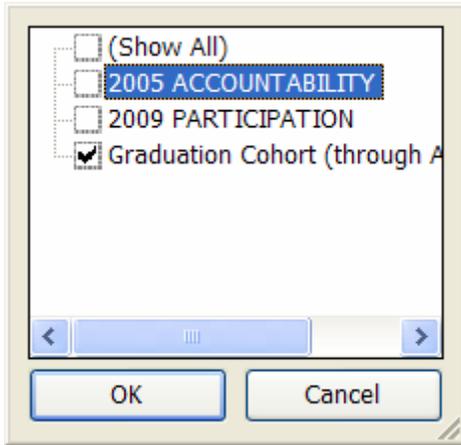
Pivot Table / All Data

Ready Sum=2464 NUM

Click these tabs to switch between the pivot table and the student detail

Ethnicity, gender, LEP Status and economic status have been dragged back to the pivot field list so only disability status remains.

You can also filter what is on the report by clicking the dropdown arrow in each pivot field.



You receive this dropdown when you click the down arrow in the MEMBERSHIP\_DESC field from the HS report

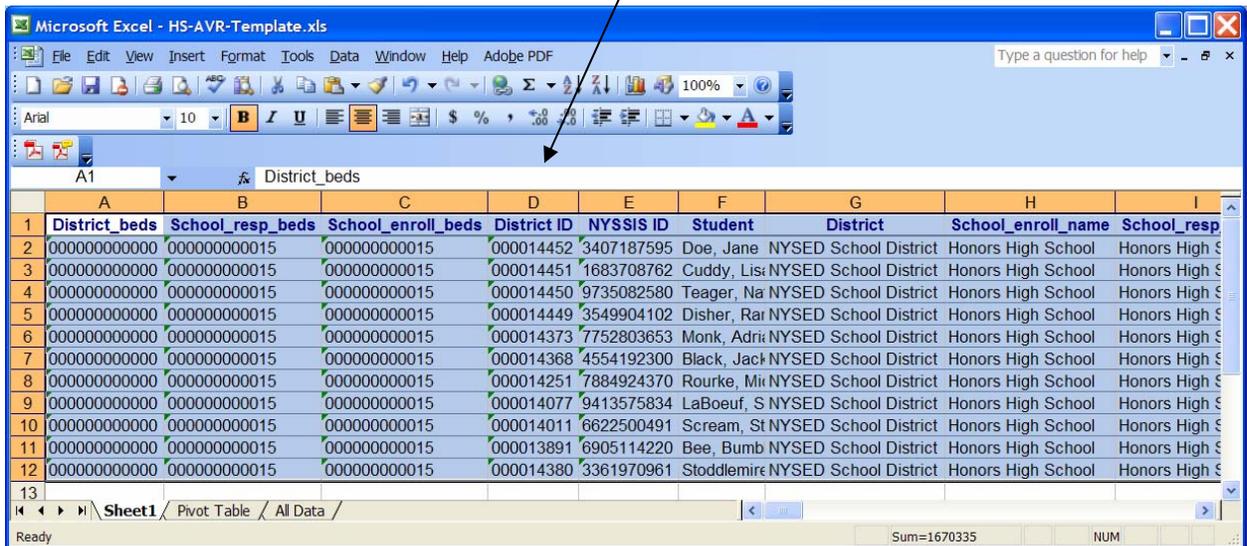
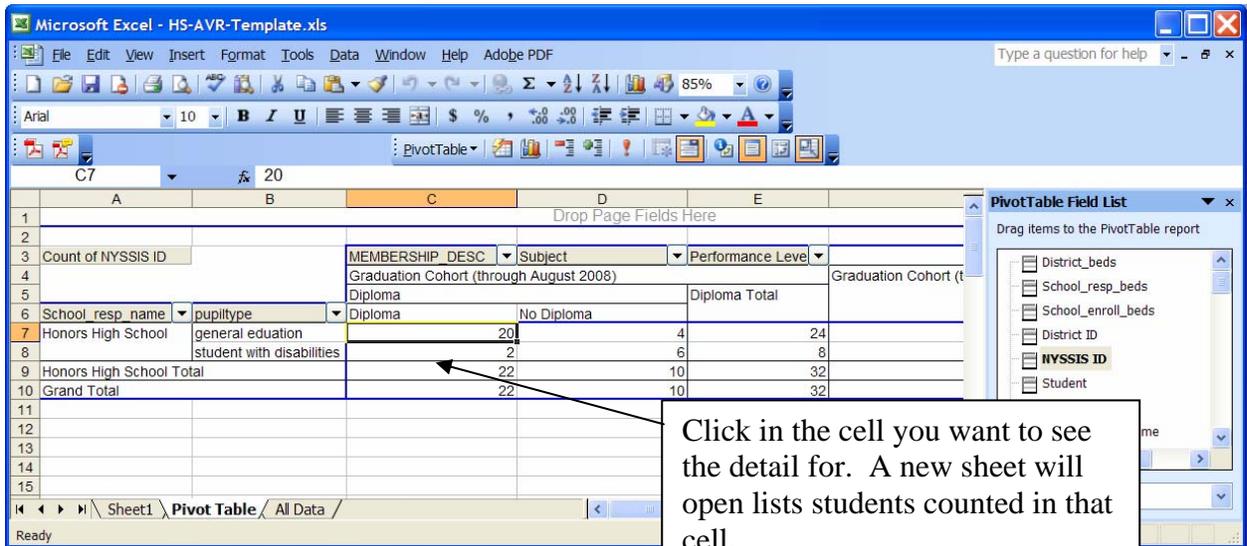
The screenshot shows Microsoft Excel with a PivotTable report titled '2005 ACCOUNTABILITY'. The PivotTable has the following structure:

Count of NYSSIS ID	MEMBERSHIP_DESC	Subject	Performance Level	ELA Total	Mathematics
	2005 ACCOUNTABILITY				
	ELA				
		Level 1	Level 3	Level 4	Level 1
Honors High School	general education	2	2	8	12
	student with disabilities			2	2
Honors High School Total		2	2	10	14
NYSED School District	general education				
NYSED School District Total					
Grand Total		2	2	10	14

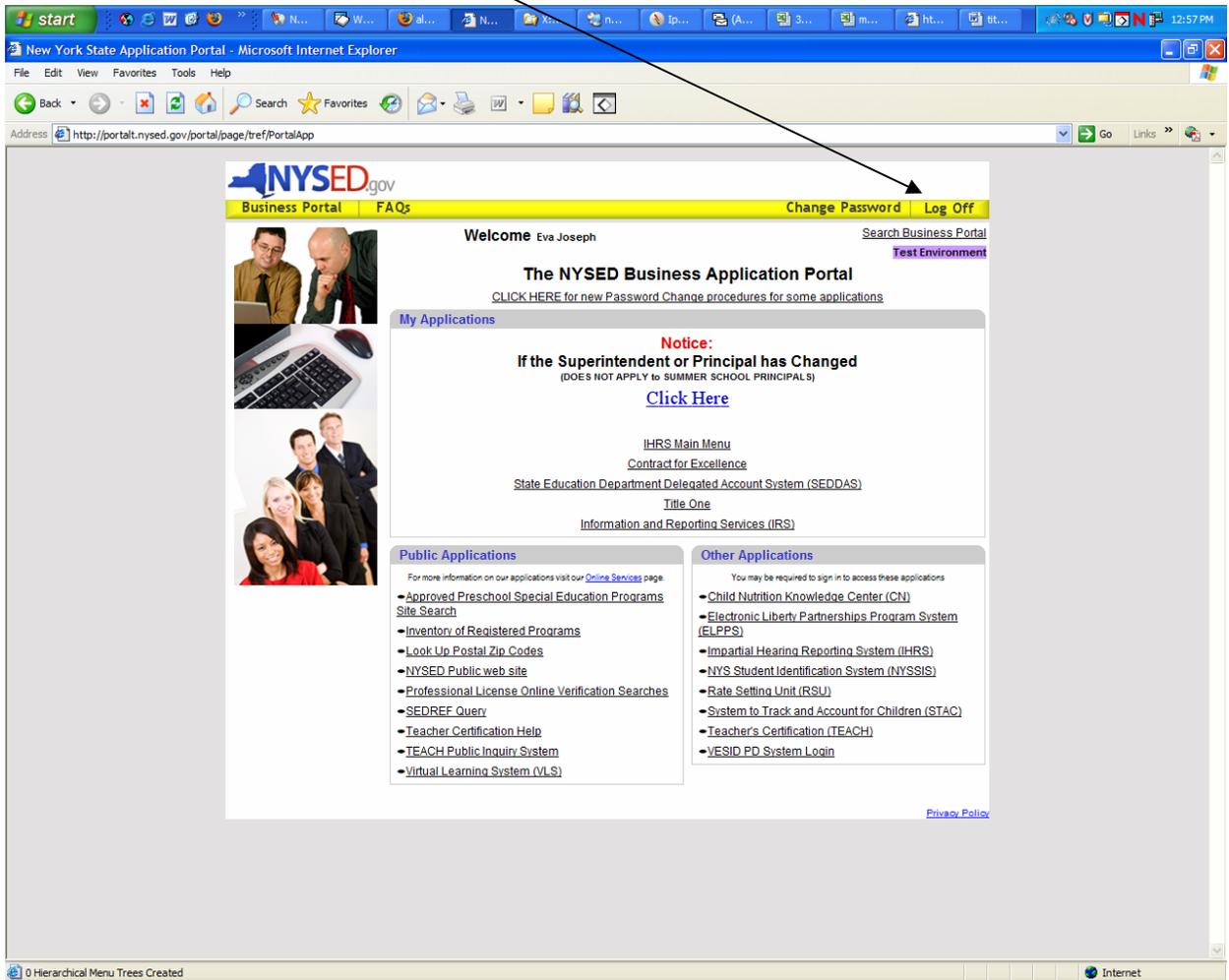
The PivotTable Field List on the right contains the following fields:

- District\_beds
- School\_resp\_beds
- School\_enroll\_beds
- District ID
- NYSSIS ID**
- Student
- District
- School\_enroll\_name
- School\_resp\_name**
- MEMBERSHIP\_KEY
- MEMBERSHIP\_DESC**
- DISTRICT\_IN
- SCHOOL\_IN
- ENTRY\_DATE\_G9
- pupiltype**
- SWD\_CODE
- Disability
- NYSAA Eligible
- Grade
- Gender
- STUDENT\_GENDER\_CD
- ETHNIC\_CODE
- Ethnicity
- MIGRANT
- Econ Disad
- POVERTY\_CODE
- LEP\_ELIGIBIL\_CODE

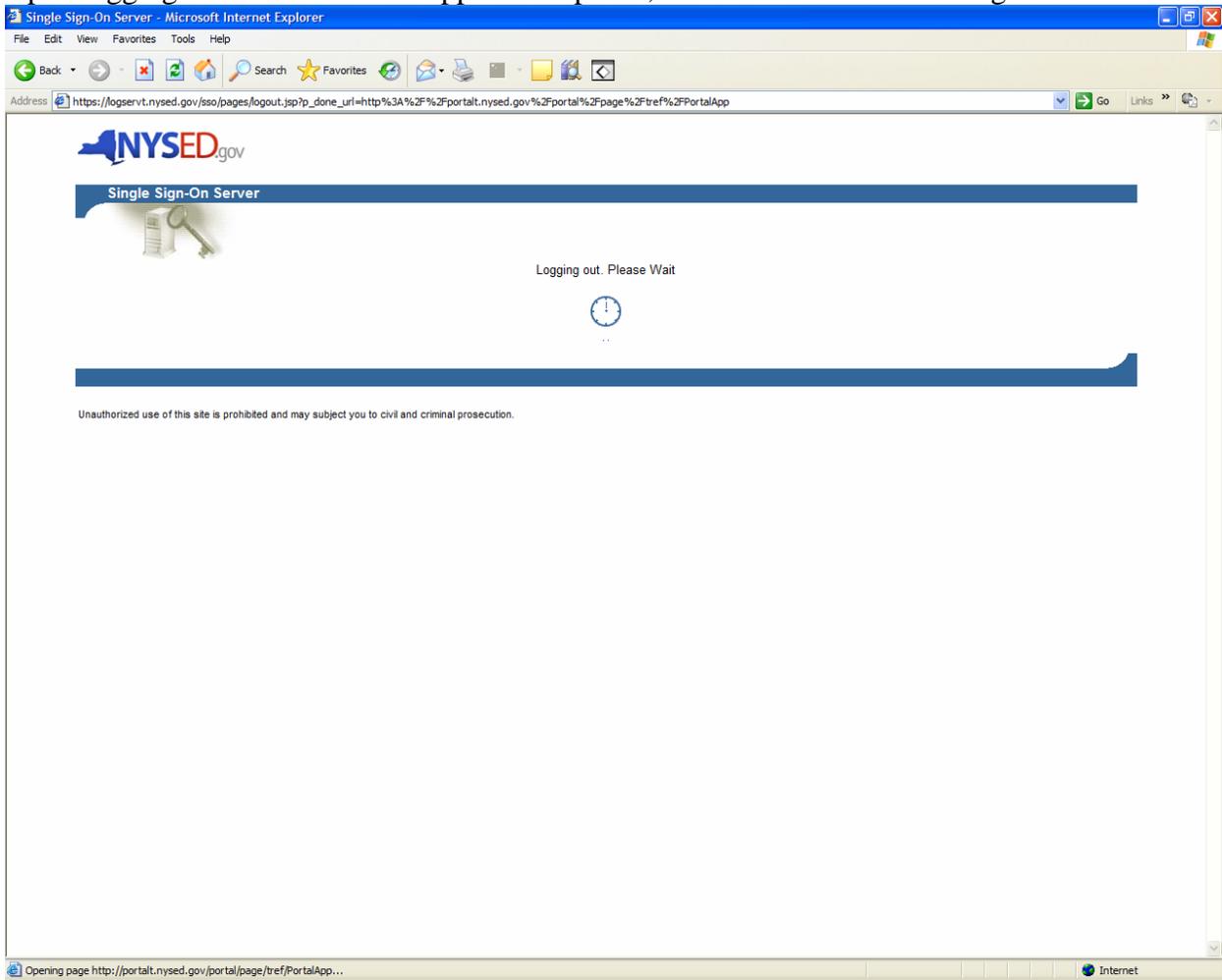
The Pivot Table has drill through capability. If you click on the student count in a cell, a new sheet will open with the records for students counted in that total.



To exit the report, users simply close the session of Internet Explorer. To logout of the business application portal, click Log Off.



Upon logging out of the business application portal, users will see the following screen.



# Appendix

## File Layout \_hsavr\_000000000000\_yyyymmdd.csv

Field Name	Description	Notes	data type
District_beds	12 digit bedcode of district of responsibility		text
School_resp_beds	12 digit bedcode of school of responsibility		text
School_enroll_beds	12 digit bedcode of school of enrollment		text
District ID	9 digit local school district student id		text
NYSSIS ID	12 digit NYSSIS id		text
Student	Student Name		text
District	School District Name		text
School_enroll_name	School of Enrollment Name		text
School_resp_name	School of Responsibility Name		text
MEMBERSHIP_KEY	19 = HS Participation Rate , 20 = 2005 Accountability Cohort (English and math), 21 = 2004 Graduation Rate Total Cohort (as of August 2008)		text
MEMBERSHIP_DESC	see above		text
DISTRICT_IN	1= include in district, 0 = exclude from district		text
SCHOOL_IN	1= include in school, 0 = exclude from school		text
ENTRY_DATE_G9	reported date of first entry in grade 9		date
pupiltype	general education student or student with disabilities	For students in the 2004 graduation rate cohort; the swd code reported for the student in the last school year the student was enrolled. For students in the 2005 accountability cohort (English and math) and/or the participation rate count; the swd code reported for the student in the 2008-09 school year.	text

Field Name	Description	Notes	data type
SWD_CODE	0352 = Autism, 0363 = Emotional Disturbance, 0385 = Learning Disability, 0396 = Mental Retardation, 0407 = Deafness, 0418 = Hearing Impairment, 0429 = Speech or Language Impairment, 0440 = Visual Impairment (includes Blindness), 0451 = Orthopedic Impairment, 0462 = Other Health Impairment, 0473 = Multiple Disabilities, 0495 = Traumatic Brain Injury, 5786 = Pre-School Student with a Disability, N/A = no disability recorded		text
Disability	see above		text
NYSAA Eligible	YES or blank		text
Grade	9, 10, 11, 12 or 14		text
Gender	Male or Female		text
STUDENT_GENDER_CD	M or F		text
ETHNIC_CODE	I = American Indian or Alaska Native, M = Multiracial, W = White, AP = Asian or Pacific Islander, B = Black, H = Hispanic		text
Ethnicity	see above		text
MIGRANT	YES or blank		text
Econ Disad	economically disadvantaged or not economically disadvantaged		text
POVERTY_CODE	0198 or N/A		text
LEP_ELIGIBIL_CODE	0231 = LEP, 0232 = former LEP, N/A = not LEP		text
LEP	YES or blank		text
NYSESLAT Eligible			text
LEP Duration	number of years receiving LEP services		text
Former LEP	YES or blank		text
Subject	ELA or Mathematics (Participation Rate or Performance) or Diploma (Graduation Rate)		text
Assessment	Title and Administration date of accountable assessment (Participation Rate or Performance) or Diploma awarded (Graduation Rate)		text
Score	Numeric Score or Blank = Not Tested (Participation Rate or Performance) or -999 (Graduation Rate)		text
Performance Level	Tested or Not Tested (Participation Rate), Levels 1-4 (Performance), Diploma or No Diploma (Graduation Rate)		text

Field Name	Description	Notes	data type
STD_ACHIEVED_CODE	T = Tested, NR = Not Tested (Participation Rate), 01 = Level 1, 02 = Level 2, 03 = Level 3, 04 = Level 4 (Performance), 41 = Diploma, 42 = No Diploma (Graduation Rate)		text
DIPLOMA_CODE	068 = Local Diploma 085 = IEP Diploma 612 = Local Diploma with Career Ed 680 = Regents Diploma with Adv Designation 697 = Regents Diploma with Adv Des & Career Ed 714 = Regents Diploma with Adv Des & Honors 731 = Regents Diploma with AD&Honors&Career Ed 762 = Regents with Honors post July 1 2001 779 = Regents post July 1 2001 796 = Regents with CTE post July 1 2001 813 = Regents with Honors&CTE post July 1 2001		text
DIPLOMA_TYPE	See above		text
DIST_EXIT_STATUS_CODE	reason for ending enrollment code from last enrollment record		text
DIST_EXIT_STATUS_DATE	ending date for latest ending enrollment record		text
DIST_EXIT_STATUS_DESC	description of reason for last ending enrollment record		text
GED_ENROLL_FLAG	1 = GED enrollment reported, 0 = no GED enrollment		text
GED_EXIT_STATUS_CODE	reason for ending enrollment code from last GED enrollment record		text
GED_EXIT_STATUS_DATE	ending date for latest GED ending enrollment record		text
GED_EXIT_STATUS_DESC	description of reason for last GED ending enrollment record		text
ITEM_DESC_LONG	Title and Administration date of accountable assessment (Participation Rate or Performance) or Diploma (Graduation Rate)		text
MEASURE_CODE	Measure code of accountable assessment or diploma code for graduation rate		text
SAFETY_NET_ELA_FLAG	Student with 504 plan who is eligible for the safety net in ELA		text
SAFETY_NET_GLOBAL_HISTORY_FLAG	Student with 504 plan who is eligible for the safety net in global history and geography		text
SAFETY_NET_MATH_FLAG	Student with 504 plan who is eligible for the safety net in math		text
SAFETY_NET_SCIENCE_FLAG	Student with 504 plan who is eligible for the safety net in science		text

Field Name	Description	Notes	data type
SAFETY_NET_US_FLAG	Student with 504 plan who is eligible for the safety net in US history and government		text
REPORT_SCHOOL_YEAR	2008-09 = 2008-09 school year report		text
MODIFIED_DATE	table refresh date		date
STUD_BIRTHDATE	student date of birth mm/dd/yyyy		date

**File Layout 38avr\_000000000000\_yyyymmdd.csv**

Field Name	Description	Notes	data type
District ID	9 digit local school district student id		text
NYSSIS ID	12 digit NYSSIS id		text
Student	Student Name		text
District	School District Name		text
SWD_CODE	0352 = Autism, 0363 = Emotional Disturbance, 0385 = Learning Disability, 0396 = Mental Retardation, 0407 = Deafness, 0418 = Hearing Impairment, 0429 = Speech or Language Impairment, 0440 = Visual Impairment (includes Blindness), 0451 = Orthopedic Impairment, 0462 = Other Health Impairment, 0473 = Multiple Disabilities, 0495 = Traumatic Brain Injury, 5786 = Pre-School Student with a Disability, N/A = no disability recorded		text
Disability	see above N/A appears as blank		text
pupiltype	general education student or student with disabilities		text
NYSAA Eligible	YES or blank		text
Assessed Grade	3, 4, 5, 6, 7, 8 or 13		text
Date of Birth	student date of birth mm/dd/yyyy		date
Gender	Male or Female		text
STUDENT_GENDER_CD	M or F		text
ETHNIC_CODE	I = American Indian or Alaska Native, M = Multiracial, W = White, AP = Asian or Pacific Islander, B = Black, H = Hispanic		text
Ethnicity	see above		text

Field Name	Description	Notes	data type
MIGRANT	YES or blank		text
Econ Disad	Yes or blank		text
POVERTY_CODE	0198 or N/A		text
LEP_ELIGIBIL_CODE	0231 = LEP, 0232 = former LEP, N/A = not LEP		text
LEP	YES or blank (for former LEP and N/A)		text
NYSESLAT Eligible	YES or blank		text
LEP Duration	number of years receiving LEP services		text
Former LEP	YES or blank		text
Subject	ELA , Mathematics or Science		text
Assessment	Subject and grade level of assessment		text
Score	Numeric Score , 999 = Administrative Error, or Blank = Not Tested		text
Performance Level	ELA, Mathematics, Science & NYSAA for 3-8: Levels 1-4 or Not Tested, Regents Science for 8 <sup>th</sup> graders: Scored below 55, Scored 55-64, Scored 65-84, Scored 85-100		text
STD_ACHIEVED_CODE	ELA, Mathematics, Science & NYSAA for 3-8: 21 = Level 1, 22 = Level 2, 23 = Level 3, 24 = Level 4, 97 = Administrative Error, NR = no record, Regents Science for 8 <sup>th</sup> graders: 01 = Level 1, 02 = Level 2, 03 = Level 3, 04 = Level 4		text
REPORT_SCHOOL_YEAR	2008-09 = 2008-09 school year report		text
MODIFIED_DATE	table refresh date		date
Part Rate District	1 = student counted in district participation rate enrollment, 0 = student not counted		
Part Rate School	1 = student counted in school participation rate enrollment, 0 = student not counted		
Perf Index Enroll District	1 = student counted in district performance index enrollment, 0 = student not counted		
Perf Index Enroll School	1 = student counted in school performance index enrollment, 0 = student not counted		
TEST_STATUS	TEST = tested, NTEST = not tested		
School_enroll_name	School of Enrollment Name		text
School_resp_name	School of Responsibility Name		text
District_beds	12 digit bedcode of district of responsibility		text
School_resp_beds	12 digit bedcode of school of responsibility		text
School_enroll_beds	12 digit bedcode of school of enrollment		text