



THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

2010–11 Elementary/Middle-Level Accountability Verification Report Report Guide

Purpose

The *2010–11 Elementary/Middle-Level Accountability Verification Report* allows you to verify the accuracy of student records as they appear in the Student Information Repository System (SIRS) for determining school and district elementary/middle-level accountability in English language arts, mathematics, and science based on 2010–11 data.

Accessing Reports

The *2010–11 Elementary/Middle-Level Accountability Verification Report* can be accessed at www.nySTART.gov by authorized personnel using their nySTART user IDs and passwords.

Report Detail

The *2010–11 Elementary/Middle-Level Accountability Verification Report* is comprised of three reports: the Accountability Summary Report (Report A), the Accountability Subgroup Report (Report B), and the Accountability Student Detail Report (Report C). User authorization determines to which reports a user will have access. A separate A, B, and C report is provided for each of the elementary/middle level accountability subjects: English language arts, mathematics, and science.

Report A provides counts of students whose test scores are used to determine the participation rates and performance indices for the district and for the component schools within the district. Counts are given for all grades combined and for each grade, 3 through 8 for ELA and mathematics and 4 and 8 for science, separately. Report A shows the count of students enrolled during the test administration period (Participation Rate Enroll) and the count of students who were continuously enrolled and have a valid test score (Continuous Enroll) for all grades and for each grade. “Participation Rate Enroll” for All Grades is the denominator for calculating the “All Students” Participation Rate for the selected district or school and subject. “Continuous Enroll” for All Grades is the denominator for calculating the “All Students” Performance Index for the selected district or school and subject. The sum of school and out-of-district placement counts may not equal the count of students in the district because there may be some students who moved between schools within the district during the test administration period who will be counted in the district counts but not in the individual school counts.

Report B provides participation rate and continuous enrollment counts for each subgroup within the school or district. “Participation Rate Enroll” for All Grades is the denominator for calculating the Participation Rate for the selected subject and subgroup. “Continuous Enroll” for All Grades is the denominator for calculating the Performance Index for the selected subject and subgroup.

Report C lists Participation Rate Enroll or Continuous Enroll students (depending on which count is selected in Report B) with the following information for each: State and local student ID, grade level, birth date, the dates of enrollment in the school, subgroup membership, whether the student was continuously enrolled, whether the student was eligible to use the New York State English as a Second Language Achievement Test (NYSESLAT) to meet the test participation requirement, relevant test scores and the score used in calculating the participation rates or performance indices for subgroups of which the student is a member. The student data elements on this report are defined in the appendix. Incorrect scores on the elementary- and middle-level science assessments and the New York State Alternate Assessment (NYSAA) may be changed.

What if a count is inaccurate?

- LEP-eligible students (including those from Puerto Rico) who on April 1, 2011, will have been attending school in the United States for the first time for less than one year and were limited English proficient during the 2010–11 school year may use the NYSESLAT to satisfy the accountability participation criterion in elementary/middle-level ELA. These students must be reported in the SIRS with a Program Service code of 0242 and a valid score on both the NYSESLAT reading/writing AND listening/speaking sections to be considered tested when the participation rates are calculated at the elementary/middle level for ELA for accountability. If a student meets the above criteria, a “Yes” will appear in the NYSESLAT Eligible field in this report. If you believe the NYSESLAT Eligible field contains incorrect information for a student, review enrollment and program service records for the student to ensure the correct information is in your local student management system.
- If you believe that a count in a report is inaccurate, select that count to generate its corresponding student detail report to see the list of the students counted. By going through the list, you can check to see which students are incorrectly included or excluded. Note that the most common reason for a student being incorrectly included or excluded in an “All Students” list is an incorrect enrollment record. A student may be incorrectly excluded from an accountability group because the appropriate program service record, e.g., LEP eligible or disability classification, has not been submitted to the Level 2 Repository.
- If you believe that the count of not tested students for a measure is too high, select that count to generate its corresponding student detail report to see the list of the students counted and verify that all students enrolled at the time of the assessment have assessment records reporting their performance. In addition, verify that all LEP students who are eligible to use NYSESLAT scores for participation have a valid score on both the NYSESLAT reading/writing AND listening/speaking sections of the assessment.
- All identified errors must be corrected in the district or school source data. The source may be your student management system or it may be the Level 0 system offered by your regional information center (RIC). If your district does not operate its own repository, your data administrator must notify your RIC when the changes are complete and follow its directions for submitting these corrected data. New York City staff must correct all identified errors in central data systems, such as ATS (for enrollment, demographic, and LEP indicators) and CAP (for special education student information). The updated data will be reflected the next day in ATS/CAP.

You can see these changes in an ATS RDGS report. Staff may contact the NYCDOE State and Federal Evaluation Team at nystartsupport@schools.nyc.gov .

- Although you may, if necessary, repeat this process until the deadline, you should be sure to review all reports thoroughly and make all necessary corrections before submitting revised data.

What is the deadline for submitting and correcting data?

The verification report for your district will not include data until your Level 1 Repository operator submits the assessment records to Level 2. Your RIC or Big 5 district will notify you when your reports are available. The Level 1 Operators will set deadlines for receiving student records for inclusion in the file.

Record Keeping

Districts and schools are encouraged to save or print copies of their verification reports for their records, as these reports can only be accessed for a limited time using nySTART. Data in the SIRS as of the NYSED reporting deadline (August 5, 2011) will be used to determine 2011–12 accountability and for the New York State Report Card as well as other required reports. As such, districts and schools must save or print copies of their verification reports that reflect the data as of the August 5, 2011 deadline (i.e., verification reports made available on nySTART May 3, 2011).

How do I certify?

The superintendent (or charter school principal) is responsible for reviewing the data for accuracy and authorizing the transfer of the data to the Level 2 Repository.

Superintendents must certify the accuracy of data by August 9, 2010, using the *2010–11 Statement of Certification of Verification Report(s)* form. Further information about verification and certification can be found in the *SIRS Manual* at <http://www.emsc.nysed.gov/irs/sirs/> .

FERPA Confidentiality Clause

The federal Family Education Rights and Privacy Act (FERPA) prohibits the release of personally identifiable student information. To be in compliance with FERPA, the State precludes the publication of summary information based on fewer than five students or in which subtraction or other simple mathematical operations could be used to obtain personal information. To facilitate data verification, the enclosed report includes data cells based on fewer than five students. Schools are cautioned NOT to share these data with unauthorized individuals. Individuals who work with education records in agencies or schools are responsible for knowing the privacy regulations that apply to their work. Specific information about safeguarding student privacy is available on these websites:

<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97527>
<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2004330>

Data Elements on the Student Detail Reports

(More information on these data elements can be found in the *Student Information Repository System Manual: Reporting Data for the 2010–11 School Year* at <http://www.emsc.nysed.gov/irs/sirs/>.)

Student	The student's name as reported in SIRS.
District ID	The student's unique district-wide student identifier assigned by the district as reported in SIRS.
NYSSIS ID	The student's unique statewide student identifier obtained from the NYSSIS system as reported in SIRS.
Assessed Grade	The grade level reported in SIRS at the time of testing or, for ungraded students, the age-equivalent grade determined by the student's date of birth.
Date of Birth	The student's date of birth as reported in SIRS, used to determine the appropriate grade-level assessment for ungraded students with disabilities.
Gender	The student's gender as reported in SIRS at any time during the 2010–11 school year.
Ethnicity	The student's racial/ethnic group as reported in SIRS at any time during the 2010–11 school year, used to determine the racial/ethnic group into which the student belongs for accountability purposes.
LEP	A "Yes" in this field indicates students who are limited English proficient (LEP) under Part 154 of the Regulations of the Commissioner. These students are included in the limited English proficient accountability group.
LEP Duration	The number of complete years that the student received instruction in English.
Former LEP	A "Yes" in this field indicates students who were formerly identified as LEP but achieved proficiency in English during the one or more of the previous school years.
NYSESLAT Eligible	A "Yes" in this field indicates students reported in the SIRS any time during the 2010–11 school year with a Program Service code 0242, indicating they were LEP-eligible students (including those from Puerto Rico) who on April 1, 2011, had been attending school in the United States for the first time for less than one year and could use the NYSESLAT scores in reading/writing and listening/speaking to satisfy the accountability requirement to participate in an English language arts assessment.
Disability	The student's disability as reported in the SIRS at any time during the 2010–11 school year using the appropriate Program Service code. These students are included in the students with disabilities accountability group.
Former SWD	A "Yes" in this field indicates students who were previously classified as students with disabilities but who no longer receive special education services.

NYSAA Eligible	A “Yes” in this field indicates students reported in the SIRS any time during the 2010–11 school year with a Program Service code 0220, indicating that the committee on special education has identified them to be severely cognitively disabled and subject to Alternate Standards. The NYSAA is used as the accountability assessment for these students, unless they also took a general assessment, that is, the NYSTP assessment in ELA or mathematics.
Econ Disad	A “Yes” in this field indicates that the student was reported in SIRS at any time during the 2010–11 school year with a Program Service code 0198 — Poverty- from low-income family. Students in this group are included in the economically disadvantaged accountability group.
Accountable Assmt	The assessment used in calculating the Performance Index for each accountability group to which the student belongs. Students who did not have a valid score on this assessment are counted as not tested in calculating participation rate.
Part Rate District	A “Y” in this field indicates that the student was enrolled in the district during the test administration period for the accountable assessment.
Part Rate School	A “Y” in this field indicates that the student was enrolled in the school during the test administration period for the accountable assessment.
Perf Index Enroll District	A “Y” in this field indicates that the student was continuously enrolled in the district from BEDS day until the test administration period for the accountable assessment and has a valid test score. The performance level of the student’s accountability assessment score is used in calculating the performance index for each accountability group to which the student belong.
Perf Index Enroll School	A “Y” in this field indicates that the student was continuously enrolled in the school from BEDS day until the test administration period for the accountable assessment and has a valid test score. The performance level of the student’s accountability assessment score is used in calculating the performance index for each accountability group to which the student belong.
District	The district in which the student was enrolled during the 2010–11 school year.
School	Each school in which the student was enrolled during the 2010–11 school year.
Grade	The grade level reported in SIRS at the time of testing, including grade 13 (ungraded elementary) and grade 14 (ungraded secondary).
Entry Date	The beginning date of enrollment shown on the student’s repository record.
Exit Date	The ending date of enrollment shown on the student’s repository record.
Exit Reason	The reason for ending enrollment shown on the student’s repository record.
Assessment	The assessment taken in the selected subject area in 2010–11. (One record is reported for each assessment record in the repository.)
Score	The score earned on the assessment.

Performance Level	The performance level associated with the score.
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