



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

2010–11 New York State Alternate Assessment Verification Report Report Guide

Purpose

The *2010–11 New York State Alternate Assessment Verification Report* shows students reported in the Student Information Repository System (SIRS) who met the following criteria:

- Program Service Code 0220 (Eligible for Alternate Assessment), with or without a valid New York State Alternate Assessment (NYSAA) record; or
- a valid assessment record for the October 2010 to February 2011 NYSAA at grades 3, 4, 5, 6, 7, 8 or the secondary level.

Students who took a NYSAA in 2010–11 appear in this report according to their date of birth, as indicated in the table below. Students who took the NYSAA at the wrong grade level based on their date of birth will show as not tested.

NYSAA Assessments by Birth Date/Age in 2010–11

NYSAA Assessment by Grade	Birth Dates	Reaches This Age Between September 1, 2010 and August 31, 2011
Grade 3: English Language Arts (ELA) and mathematics	September 1, 2001— August 31, 2002	9
Grade 4: ELA, mathematics, and science	September 1, 2000— August 31, 2001	10
Grade 5: ELA, and mathematics	September 1, 1999— August 31, 2000	11
Grade 6: ELA and mathematics	September 1, 1998— August 31, 1999	12
Grade 7: ELA and mathematics	September 1, 1997— August 31, 1998	13
Grade 8: ELA, mathematics, and science	September 1, 1996— August 31, 1997	14
Secondary-Level: ELA, mathematics, science, and social studies	September 1, 1992— August 31, 1993	18

Accessing Reports

The *2010–11 New York State Alternate Assessment Verification Report* can be accessed at www.nySTART.gov by authorized personnel using their nySTART user IDs and passwords.

Report Detail

The *2010–11 New York State Alternate Assessment Verification Report* is comprised of three reports: the District Assessment Summary Report (Report A), the School Assessment Summary Report (Report B), and the Student Assessment Detail Report (Report C). User authorization determines to which reports a user will have access. Report A displays the number of students tested and not tested, and the numbers of students performing at each performance level at each grade level district-wide, for homebound students, for home-instructed students, for out-of-district placements, and for each school within the district. Report B displays the same information for the group/school selected but by student subgroups: general-education students, students with disabilities (broken down by disability classification), race/ethnicity, gender, English proficiency status, former LEP status, economic status, migrant status, new immigrant status, New York State Alternate Assessment (NYSAA) eligibility status, and Section 504 plan status. Fields for services under NCLB are not populated. Report C displays at least the following data: name, State and local ID, birth date, grade, demographic information, assessment name, whether the student was tested or not, and, if not, the reason, score, and performance level. The Not Tested Reason field in Report C shows “Medically excused” for students reported as medically excused, “Administrative error” for students who have no valid score because an error was made in the administration of the assessment, and “Not tested” for students who are not medically excused or administrative errors but who have no valid assessment record in the repository. All demographic data for the 2010–11 NYSAA are based on the status of students during the test administration period, as reported in SIRS.

You may use the *Elementary/Middle-Level Accountability Verification Report* and the *High School Accountability Verification Report* to review and correct demographic data for each student before these data are frozen for use in the New York State Report Cards and for making accountability decisions. Please see <http://www.p12.nysed.gov/irs/nystart/reportguides.html> for directions on how to use your *Elementary/Middle-Level Accountability Verification Report* to determine participation rates and Performance Indices, and the *SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/> for more information on accountability.

Factors that Cause Records to Be Inaccurate

- If a student is incorrectly listed as “Not Tested,” check the student’s record to make sure that the dates of enrollment and/or discharge are correct and that the student’s birth date is recorded correctly. If a student was discharged during the test administration or make-up period, the student will be counted in the school and district report card only if the student receives a valid score on the test based on an assessment record reported by the district.
- If a student whom your district tested does not have a test record, check with your scan center to see if they received the student’s scannable answer documents or test score.
- If students whom your district tested are not listed in these reports, check that the enrollment and discharge dates on their repository records are correct. Students are not listed in a district report unless their repository records show them as enrolled at some time during the official test administration and make-up period.

- NYSAA-eligible students must be reported as ungraded. As such, even if the student was reported as graded, the student's date of birth determines which grade-level NYSAA the student should have taken in 2010–11. If the student took the NYSAA at the wrong grade level according to the date of birth, the student will be listed as "Not Tested" in this report. If the student was reported as graded, correct the record by making the student ungraded.
- Students who were reported with a Program Service Code 0220 (Eligible for Alternate Assessment) and who were enrolled in the district/school at any time during the test administration and make-up period but were not administered the NYSAA will be listed as "Not Tested" in this report.
- Students who were not reported with a Program Service Code 0220 (Eligible for Alternate Assessment), were enrolled in the district/school at any time during the test administration and make-up period, and were administered the NYSAA in at least one content area will be listed as "Tested" in this report for the content area(s) for which there is a NYSAA Assessment Measure Code and "Not Tested" for the content area(s) for which there is no NYSAA Assessment Measure Code. If the student should have been reported using the Program Service Code 0220 (Eligible for Alternate Assessment), correct the record by giving the student this code. If the student listed as "Not Tested" on this report took another assessment to fulfill the testing requirement in that content area, the student will appear in the verification report for the assessment taken.
- NYSAA-eligible students must be reported as students with disabilities. If a student was reported as a general-education student, correct the record by coding the student as a student with disabilities.
- If a student whom your district tested does not have a test record, check with your scan center to see if they received the student's scannable answer documents or test score.

What if a count is inaccurate?

- If you believe that a count in a table 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 not accounted for or are included incorrectly.
- 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 to be submitted to Level 2.

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 2010–11 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 starting March 29, 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, 2011, 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.p12.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>