**Accountability Appeal Application for**

**AYP Determinations Using 2016–17 Data**

Adequate Yearly Progress (AYP) determinations, Performance Indices (PIs), participation rates, and graduation rates based on 2016–17 data were available in the Accountability section of the *New York State Report Card* on the NYSED website at <http://data.nysed.gov> on **December 14, 2017**. A final version of the report with accepted appeals will be available at <http://data.nysed.gov> once appeal decisions have been made.

To appeal an AYP determination based on 2016–17 data, districts, public schools, and charter schools must submit a completed, signed, and dated *Accountability Appeal Application for AYP Determinations Using 2016–17 Data*, with all required supporting evidence, to the following address by **December 29, 2017**:

New York State Education Department

Information and Reporting Services

Room 868 EBA

89 Washington Avenue

Albany, NY 12234

**Data Verification and Certification Sources to Support Your Appeal**

Districts and charter schools were given the opportunity to send corrected data to the Student Information Repository System (SIRS) weekly until August 25, 2017, the deadline for submitting data that was used to make 2016–17 AYP determinations and to calculate 2016–17 Performance Indices.

Districts and charter schools were strongly encouraged to save copies of the materials listed below:

* The SIRS-101 High School Accountability Data Verification Report with data in Level 2 of the SIRS on August 25, 2017, which was available in the Level 2 Reporting (L2RPT) environment on March 13, 2017.
* The SIRS-102 Elementary/Middle-Level Accountability Verification Report with data in Level 2 of the SIRS on August 25, 2017, which was available in the Level 2 Reporting (L2RPT) environment on July 17, 2017.

***Data Certification:*** By September 8, 2017, superintendents and charter school leaders were required to certify their data in the *2016-17 End of Year SIRS Data Certification Form* on the IRS Portal at <http://portal.nysed.gov/portal/page/portal/PortalApp>.

**Appeal Justification**

Appeals will *not* be granted on the sole basis of the failure of a district or charter school to submit correct data to Level 2 of the SIRS by the New York State Education Department (NYSED) reporting deadline (August 25, 2017).

Appeals *may* be granted if the district or charter school can prove to the satisfaction of NYSED that 1) though correct data were submitted to Level 2 of SIRS by the NYSED reporting deadline, the final AYP determination for the district or charter school does not reflect those data; or 2) though an attempt was made to upload correct data to Level 2 of the SIRS by the reporting deadline, the correct data were not uploaded due to technical difficulties encountered by the RIC, the repository system, or NYSED.

**Submitting Multiple Appeals**

Districts seeking an appeal for the district as well as component schools within the district may submit a single application; however, the district must identify the BEDS codes and the measures/subgroups being appealed and provide evidence to support each appeal for the district and each school seeking an appeal. Districts seeking an appeal for more than one of their component schools because of the same reporting error may submit a single application for all of the schools but must attach a list of the schools with BEDS codes and detailed descriptions of the impact on each school, including identification of the measure(s) and subgroup(s) impacted.

**Security Issues When Submitting Supporting Evidence**

Protecting personally identifiable information — including social security number (except the last 4 digits), date of birth, race/ethnicity, disability status, or other non-directory information — from unauthorized access is a legal requirement and an important priority for NYSED. To ensure the security of these data, if the supporting evidence for your appeal includes sensitive and protected information, please send this evidence to NYSED either (1) in an enclosed envelope via secure ground mail or (2) electronically over the internet via secure file transfer protocol (SFTP). Data sent via email and standard FTP (including FTP sites with password protection) are unencrypted and, therefore, are not secure. As such, these methods must not be used to transmit sensitive and protected data. ***Do not send student names.*** If you need to identify individual students, send NYSSIS IDs.

**NYSAA 1% Cap**

In accordance with federal No Child Left Behind regulation, for accountability purposes only, districts that have more than 1.0 percent of their continuously enrolled tested students at the elementary/middle level or of the accountability cohort at the secondary level performing at Levels 3 and 4 on the NYSAA will have sufficient numbers of these students counted as performing at Level 2 when calculating PIs to reduce the percentage of proficient students to one. When possible, such students are chosen by NYSED so that the reduction will not impact accountability for the district and component schools in the district.

This 1.0 percent reduction has been completed at the elementary/middle and secondary levels and is reflected in the Accountability section of the *New York State Report Cards* available on the <http://data.nysed.gov> web site. For more information, see the *SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/> or contact Information and Reporting Services at datasupport@nysed.gov.

**Accountability Appeal for**

**AYP Determination(s) Using 2016–17 Data**

District/School(s) Name(s):

District/School(s) BEDS Code(s):

Accountability Measure(s) Appealed:

|  |  |
| --- | --- |
| Elementary/Middle-Level English Language Arts | 🞏 |
| Elementary/Middle-Level Mathematics | 🞏 |
| Elementary/Middle-Level Science | 🞏 |
| Secondary-Level English Language Arts | 🞏 |
| Secondary-Level Mathematics | 🞏 |
| Graduation Rate | 🞏 |

Provide a brief explanation of the reason you believe an incorrect AYP determination was made for your district/school(s). For example, your Level 1 service provider established a deadline of 5:00 p.m. on August 23, 2017 to submit final data, you submitted data at 4:30 p.m. on that date, but the Level 1 service provider pulled the final data at 4:00 p.m.

Reason for Appeal:

Identify the supporting evidence you are attaching to support your appeal. For example, notification of the deadline to submit final data to your Level 1 service provider, a time stamped report of the time you submitted final data, and a copy of the data submitted that impacts the AYP determination being contested. (Other supporting evidence may include, but is not limited to, correspondence between the Local Education Agency and the Level 1 service provider and copies of the Accountability Verification Reports.)

Supporting Evidence:

Identify the data in the Accountability section of the *New York State Report Card* that you believe to be inaccurate, and indicate what you believe the correct data should be. (Include attachments, as necessary.)

Data Clarification:

Appeal Submitter’s Name:

Appeal Submitter’s Title/Position:

Appeal Submitter’s Phone Number & Email Address:

I certify that the information provided above and in the attached documents is true and accurate to the best of my knowledge.

Appeal Submitter’s Signature: Date: