



August 18, 2015

To: Superintendents and District Superintendents

From: Assistant Commissioner Ira Schwartz

Subject: Delivery of 2014-2015 Educator State-Provided Growth Results

We are writing to provide you with information about the distribution of the State-provided growth results as part of Education Law §3012-c which will be available to your district beginning on or about August 21, 2015 via the Information and Reporting Services Portal (IRSP, <http://portal.nysed.gov>). When you log in to the portal, folders with several data files will be available for you to download for use in the annual professional performance reviews (APPR) for applicable teachers and principals for the 2014-15 school year. The New York State Education Department (NYSED or “the Department”) expects that on or about August 21st data will be available for use in the APPR for teachers and principals of grades 4-8 English language arts (ELA) and math and on or about August 27th data will be available for use in the APPR for principals of grades 9-12 and principals of grades 4-12.

There are five data files that will include State-provided growth scores and ratings for grades 4-8 ELA and math teachers; principals of grades 4-8; principals with grades 9-12 (all grades); principals with a mix of grades 4-8 and grades 9-12; and schools with these grades levels. An additional 14 data files will be available that include the data used to calculate these scores and ratings (see our attached memo regarding the layout of these additional files). These data files will be available for authorized users on the IRSP.¹ For information about accessing the IRSP, see <http://www.p12.nysed.gov/irs/irs-portal/>.

Districts that reported multiple principals for a single school:

Principals for whom a district submitted a Staff Assignment will receive a growth rating and score based on the grades for which they are responsible, as long as they have a sufficient number of student scores in those grade levels (see Sections D75 and D77 of [APPR Guidance](#) for details). NYSED will continue to provide growth ratings and scores for each school building that will be based on all grade levels in the building.

Next Step – Using the State-Provided Growth Scores to complete APPRs:

Districts will need to incorporate the Growth Score (0-20 points) and the equivalent rating (HEDI) into the APPR as required by Education Law §3012-c and Subpart 30-2 of the Rules of the Board of Regents for each applicable educator. Districts must complete the evaluations and provide final

¹ NYC will follow the same protocol for receiving all other NYSED files and can access their files via the established SFTP.

composite ratings to all educators by September 1, 2015. Additionally, districts should ensure that evaluators of principals and teachers discuss these results individually with educators, including the State-provided growth scores if applicable, and the plan for each educator's further growth and development during the year ahead. It is important for you to remember that principal and teacher improvement plans must be developed for any principal or teacher with a Developing or Ineffective composite rating. This plan must be issued to the teacher or principal no later than ten (10) school days from the opening day of classes.

There are five (5) data files in MS Excel (.csv) comma-delimited format that include the necessary data for completion of teacher and principal APPRs. Attached to this memo are the data layouts that list detailed information about the data elements included in each data file.

The three files that include educator growth scores and ratings for educators responsible for grades 4-8 ELA and math that will be available beginning on or about August 21st are:

1. *4-8 Teacher HEDI* – this file contains mean growth percentiles (MGPs) and HEDI ratings and scores for teachers of grades 4-8 ELA and Math for 2014-15;
2. *4-8 Principal HEDI* – this file contains MGPs and HEDI ratings and scores for 2014-15 for principals of schools with grades 4-8. Only principals for whom Staff Assignment records were submitted by the district will be included in this file; and
3. *4-8 School HEDI* – this file contains MGPs and HEDI ratings and scores for 2014-15 for schools with grades 4-8.

The two files that include growth scores and ratings for principals and schools responsible for grades 9-12 and principals and schools responsible for a mix of grades 4-8 and 9-12, which will be available beginning on or about August 27th, are:

1. *4-8 and 9-12 Principal HEDI* – this file contains HEDI ratings and scores for all principals, including combined HEDI ratings and scores for principals with State-provided growth subcomponent data for both grades 4-8 and 9-12; and
2. *4-8 and 9-12 School HEDI* – this file contains HEDI ratings and scores for all principals, including combined HEDI ratings and scores for schools with State-provided growth subcomponent data for both grades 4-8 and 9-12.

Coming in October – Online Growth Reporting System for educator access to State-provided Growth Scores

In addition to the data files and reports that are available on the IRS Portal, NYSED will provide a secure online Growth Reporting System (GRS) with State-provided growth scores and related data to educators in October 2015. The GRS will enable authorized teachers, principals, and district personnel to securely access 2014-15 and, if applicable, prior years of State-provided educator growth scores and ratings and growth data.

Using this system, superintendents will be able to view growth data for schools within the district, including teacher-level scores; principals will be able to view growth data for schools to which they are assigned, including teacher-level scores; and teachers will be able to view their own growth scores and detailed data. In addition, an educator will be able to download a roster that includes the

student-level data that were used to calculate his/her growth scores for the current year. A few days before the system is ready for use, we will send you more information about how superintendents, principals, and teachers in grades 4-8 ELA/math will access the system. We will give you the information you need to inform applicable educators about system use.

Due in October – District submission of APPR data to NYSED

Pursuant to §30-2.3(b)(2) of the Rules of the Board of Regents, you will need to report to NYSED the final evaluation composite ratings, composite scores, and subcomponent scores for all teachers and principals in your district. All data must be submitted to NYSED no later than October 16, 2015. Local Level 1 centers may require earlier due dates to allow sufficient time for processing. For further information on APPR data collection and reporting timelines for the 2014-15 school year, please see Assistant Commissioner Julia Rafal-Baer's July 2015 memo available at <http://www.p12.nysed.gov/memos/tle/appr-deadline-and-timeline.pdf>.

In order to complete teacher APPRs using the State-provided growth data, districts must access the *4-8 Teacher HEDI* file and use the variable named *HEDI_Score*. This variable is a value from 0-20 that is the State-provided growth score for a particular teacher. In order to complete principal APPRs using the State-provided growth data, districts must access the *4-8 and 9-12 Principal HEDI* file and use the variable named *HEDI_score_overall*. This variable is a value from 0-20 that is the State-provided growth score for the principal. If any teacher or principal has not received a growth score as expected, the district should utilize back-up Student Learning Objectives (SLOs) (see Section D99 of [APPR Guidance](#) for details). When districts submit their staff evaluation ratings to NYSED via Level 2, they will be required to identify on the verification report any educators who have had a State-provided growth score replaced by a locally-derived score and the reason why the score was replaced.² For questions about the data provided in the files or how to use these data to complete APPRs, contact educatoreval@nysed.gov.

² State-provided growth scores may only be replaced by locally-derived scores for the following reasons: a) a principal has <30% of his/her students covered by the State-provided growth measures; b) a teacher has <50% of his/her students covered by the State-provided growth measures; or c) a State-provided growth measure has been provided for an educator who is not subject to Education Law §3012-c (see Section B of the [APPR Guidance](#)).