

# New Hampshire Department of Education



## 2009 Adequate Yearly Progress (AYP) Appeal Process

### School Appeals Forms and Worksheets

**\*\*Note\*\***

The Instructions and Guidance necessary for completing an AYP appeal are in a separate "*School Appeals Instructions and Guidance*" document .

Lyonel B. Tracy, Commissioner  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

## SCHOOL AYP APPEALS FORMS AND WORKSHEETS

*2009 School AYP Appeal Cover Page* (all appeals must include this form)

*2009 School AYP Appeal Grid* (all appeals must include this form)

*Worksheets* (include in the appeal packet as applicable):

- Participation Rate Worksheet (Grades 3-8 Schools)
- Participation Rate Worksheet (High Schools)
  
- Performance Worksheet (Grades 3-8 Schools)
- Performance Worksheet (High Schools)
  
- Attendance Rate Worksheet (Grades 3-8 Schools)
  
- 2009 AYP Report (blank forms)  
(use the applicable blank report forms to submit a recalculated AYP Report based on the calculations from the Worksheets)

**NH DEPARTMENT OF EDUCATION  
2009 AYP SCHOOL APPEAL COVER PAGE**

School: \_\_\_\_\_

District and SAU: \_\_\_\_\_

School Principal:  
Contact Person and Title  
(if different from Principal): \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Original--in blue ink)

**Superintendent of Schools Information**

Name: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date superintendent received appeal from school: \_\_\_\_\_

Status of school's appeal: \_\_\_\_\_ Approved \_\_\_\_\_ Denied\*  
\* Note: do not submit denied appeals to NHDOE

Date approved appeal sent to NHDOE: \_\_\_\_\_

***SUPERINTENDENT CERTIFICATION***

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*I certify, to the best of my knowledge and ability, that all submitted documents are accurate and understand penalties will be assessed for intentionally falsifying data or information.*

Superintendent's Signature: \_\_\_\_\_  
(Original--in blue ink)

Date: \_\_\_\_\_

# NH DEPARTMENT OF EDUCATION 2009 AYP SCHOOL APPEAL AYP GRID

**Identify the basis for this appeal.** In the charts below, place an “X” in the appropriate non-shaded box for each content area, student subgroup, and/or “other indicator” in which the school did not make AYP and is submitting an appeal. For each non-shaded box marked, enter one of the following codes in the appropriate shaded box to identify the basis for the appeal.

DE=Data Error (*statistical*) SC=Special Circumstances (*substantive*) BOTH = Both Reasons

Student Participation and Student Performance Appeals	READING				MATHEMATICS			
	Student Participation Rate Target <b>(95%)</b> Student Performance Index Target <b>(86% Grade 3-8) (84% Grade 11)</b>				Student Participation Rate Target <b>(95%)</b> Student Performance Index Target <b>(82% Grade 3-8) (58% Grade 11)</b>			
	Did not make AYP for Student Participation	Did not make AYP for Student Performance	Appeal Basis Code		Did not make AYP for Student Participation	Did not make AYP for Student Performance	Appeal Basis Code	
Whole School								
American Indian/Alaskan Native								
Asian/Pacific Islander								
Black or African American								
Hispanic or Latino								
White (non-Hispanic)								
Socioeconomically Disadvantaged								
Educational Disability								
Non- or Limited- English Proficient								

“Other Indicator” Appeals	Attendance Rate Target (90%) Elem/MS		Graduation Rate (75% Target) HS	
	Did not make AYP	Appeal Basis Code	Did not make AYP	Appeal Basis Code

# Participation Rate Worksheet

## (Grades 3-8 Schools)

School: \_\_\_\_\_

Subgroup: \_\_\_\_\_

Circle Content Area: Reading or Mathematics

Participation Rate data chart for Fall 2008			
Indicate which grades are in school	Grades	Number of students who participated in testing for each grade	Number of Students who should have been tested – coded as D/S in the student-level file
	3		
	4		
	5		
	6		
	7		
	8		
	Total		
		A	B

Participation Rate (PR) Calculation

$$\frac{A}{B} = \frac{\boxed{\phantom{000000}}}{\boxed{\phantom{000000}}} = \boxed{\phantom{000000}}$$

Remember to multiply by 100 to change the ratio to a percent, then round to the nearest 1%.

Participation Rate for Fall 2008:  $PR_{\text{Fall 2008}} = \underline{\hspace{2cm}}$  (rounded to nearest 1 percent)

Mark which one applies:

If  $B < 40$ , then the standard is met for 2009 AYP Report. \_\_\_\_\_

If  $PR_{\text{Fall 2008}} \geq 95\%$ , then the standard is met for 2009 AYP Report. \_\_\_\_\_

# Participation Rate Worksheet (High Schools)

School: \_\_\_\_\_

Subgroup: \_\_\_\_\_ Circle Content Area: Reading or Mathematics

Participation Rate data chart for Fall 2008		
Grade	Number of students who participated in the high school test	Number of Students who should have been tested – coded as D/S in the student-level file
11/12*		
	A	B

Participation Rate (PR) Calculation

$$\frac{A}{B} = \frac{\boxed{\phantom{0000}}}{\boxed{\phantom{0000}}} = \boxed{\phantom{0000}}$$

Remember to multiply by 100 to change the ratio to a percent, then round to the nearest 1%.

Participation Rate for Fall 2008:  $PR_{Fall\ 2008} =$  \_\_\_\_\_ (rounded to nearest 1 percent)

Mark which one applies:

If  $B < 40$ , then the standard is met for 2009 AYP Report. \_\_\_\_\_

If  $PR_{Fall\ 2008} \geq 95\%$ , then the standard is met for 2009 AYP Report. \_\_\_\_\_

\*Regularly assessed students participate in the grade 11 Fall NECAP the **first** year the student is in grade 11 or higher (as reported in the Beginning of Year (BOY) file).

# Performance Worksheet

## (Grades 3-8 schools)

2009	Reading	Math
AMO	86	82

School: \_\_\_\_\_

Group: \_\_\_\_\_

Content Area: Reading or Mathematics

Calculate School Index Score:

A = \_\_\_\_\_

AMO for content area (see table above)

B = \_\_\_\_\_

Number of students in group (Continuous Enrolled -- indicated by D/S in data file):

C = \_\_\_\_\_

Minimum index score from Confidence Interval Lookup Table

D = \_\_\_\_\_

Check to see if Standard is met. Mark which one applies:

If  $C < 11$ , then the standard is met. \_\_\_\_\_

If  $A \geq B$ , then the standard is met. \_\_\_\_\_

If  $A \geq D$ , then the standard is met. \_\_\_\_\_

If not, check safe harbor.

### Safe Harbor Calculation

To Meet Safe Harbor, all 3 of the following conditions must be met:

- 1: 10% reduction in index points not earned, and
- 2: Percent of students scoring proficient or above must increase, and
- 3: the Other Indicator (if it exists) must be met.

Condition 1: 2008 Index

E = \_\_\_\_\_

100 - Index

F = \_\_\_\_\_

2009 Index (from "A" above)

G = \_\_\_\_\_

100 - Index

H = \_\_\_\_\_

Calculate amount of Improvement:  $F - H$

I = \_\_\_\_\_

Calculate 10% of F:  $(.10) \times F$

J = \_\_\_\_\_

Check to see index points not earned was reduced by at least 10%.

If  $I \geq J$ , then the standard is met. \_\_\_\_\_

If  $I < J$ , then the standard is not met. \_\_\_\_\_

Condition 2: 2008 Percent Proficient or above

K = \_\_\_\_\_

2009 Percent Proficient or above

L = \_\_\_\_\_

Check to see if percent proficient or above increased.

If  $L > K$ , then standard is met. \_\_\_\_\_

If  $L \leq K$ , then standard is not met. \_\_\_\_\_

Condition 3: 2006-2007 Attendance Rate

M = \_\_\_\_\_

2007-2008 Attendance Rate

N = \_\_\_\_\_

Check to see if Attendance Rate is met

If N not available, or

If  $N > M$ , or

If  $N \geq 90$ , then standard is met. \_\_\_\_\_

Otherwise, standard is not met. \_\_\_\_\_

# Performance Worksheet (High Schools)

2009	Reading	Math
AMO	84	58

School: \_\_\_\_\_

Group: \_\_\_\_\_

Circle Content Area: Reading or Mathematics

Calculate high school Index Score:

A = \_\_\_\_\_

AMO for content area (see table above)

B = \_\_\_\_\_

Number of students in group (Continuous Enrolled -- indicated by D/S in data file):

C = \_\_\_\_\_

Minimum index score from Confidence Interval Lookup Table

D = \_\_\_\_\_

Check to see if Standard is met. Mark which one applies:

If  $C < 11$ , then the standard is met. \_\_\_\_\_

If  $A \geq B$ , then the standard is met. \_\_\_\_\_

If  $A \geq D$ , then the standard is met. \_\_\_\_\_

If not, check safe harbor.

## Safe Harbor Calculation

To Meet Safe Harbor, all 3 of the following conditions must be met:

- 10% reduction in index points not earned, and
- Percent of students scoring proficient or above must increase, and
- the Other Indicator (if it exists) must be met.

Condition 1: 2008 Index

E = \_\_\_\_\_

100 - Index

F = \_\_\_\_\_

2009 Index (from "A" above)

G = \_\_\_\_\_

100 - Index

H = \_\_\_\_\_

Calculate amount of Improvement:  $F - H$

I = \_\_\_\_\_

Calculate 10% of F:  $(.10) \times F$

J = \_\_\_\_\_

Check to see index points not earned was reduced by at least 10%.

If  $I \geq J$ , then the standard is met. \_\_\_\_\_

If  $I < J$ , then the standard is not met. \_\_\_\_\_

Condition 2: 2008 Percent Proficient or above

K = \_\_\_\_\_

2009 Percent Proficient or above

L = \_\_\_\_\_

Check to see if percent proficient or above increased.

If  $L > K$ , then standard is met. \_\_\_\_\_

If  $L \leq K$ , then standard is not met. \_\_\_\_\_

Condition 3: 2006-2007 Graduation Rate

M = \_\_\_\_\_

2007-2008 Graduation Rate

N = \_\_\_\_\_

Check to see if Graduation Rate is met

If N not available, or

If  $N > M$ , or

If  $N \geq 75$ , then standard is met. \_\_\_\_\_

Otherwise, standard is not met. \_\_\_\_\_

# Attendance Rate Worksheet

## (Grades 3-8 schools)

School: \_\_\_\_\_

Subgroup: \_\_\_\_\_

### Attendance Rate data chart for School Year 2007-2008

Indicate which grades are in school	Grades	Total Number of Students in each grade	Number of half days in attendance for each grade	Number of half days of enrollment for each grade
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	Total			
			<b>A</b>	<b>B</b>

Attendance Rate (AR) Calculation

$$\frac{\mathbf{A}}{\mathbf{B}} = \frac{\boxed{\phantom{0000}}}{\boxed{\phantom{0000}}} = \boxed{\phantom{0000}}$$

Remember to multiply by 100 to change the ratio to a percent, and then round to the nearest 0.1%.

Attendance Rate for 2006-2007:  $AR_{2006-2007} = \underline{\hspace{2cm}}$  (rounded to nearest 0.1 percent)

Attendance Rate for 2007-2008:  $AR_{2007-2008} = \underline{\hspace{2cm}}$  (rounded to nearest 0.1 percent)

Mark which one applies:

If  $AR_{2007-2008} \geq 90\%$ , then the standard is met for 2009 AYP Report.

If  $AR_{2007-2008} > AR_{2006-2007}$ , then the standard is met for 2009 AYP Report.

# 2009 NH Adequate Yearly Progress - Status

## School Summary Report

Based on May 2008 NH-Alt and October 2008 NECAP Assessment Data

SAU:  
 District:  
 School: ABC Elementary School  
 Code: ^  
 Grade:

Whole group meets 90% attendance rate requirement:

Group	READING					MATHEMATICS				
	Meets Requirements	Meets 95% Participation Rate	Meets Index Target of 86.0	Safe Harbor		Meets Requirements	Meets 95% Participation Rate	Meets Index Target of 82.0	Safe Harbor	
				Meets 10% Rule	Meets 90% Attendance Rate				Meets 10% Rule	Meets 90% Attendance Rate
Whole School										
American Indian or Alaskan Native										
Asian/Pacific Islander										
Black or African American										
Hispanic or Latino										
White (non-Hispanic)										
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										

### KEY

- Yes Group meets the requirements.
- Yes (CI) Group is within the confidence interval width to meet the index target.
- Yes (I) Improving
- Yes (I\*) Improvement calculation is not performed since data were not available for school year of last testing cycle.
- Yes (SH) Group meets the requirements under Safe Harbor.
- Yes (SH\*) Safe Harbor calculation was not performed since there were fewer than 11 students in the group in the last testing cycle.

- No Group does not meet the requirements.
- \* Group is too small (fewer than 11 students) and therefore is not required to meet the index target for performance.
- \*\* Group is too small (fewer than 40 students) and therefore is not required to meet the standard for participation and/or attendance rate.
- Shaded Cell Safe Harbor is not evaluated when the performance target is met.
- N/A Data are not available.

# 2009 NH Adequate Yearly Progress - Status

## School Data Report

Based on May 2008 NH-Alt and October 2008 NECAP Assessment Data

SAU:

District:

School: ABC Elementary School

Code:

Grade:

Group	READING						MATHEMATICS						Attendance Rate (Target: 90.0%)	
	2009 Participation (Target: 95%)		2009 Performance (Target: 86.0)		2008 Performance (Target: 86.0)		2009 Participation (Target: 95%)		2009 Performance (Target: 82.0)		2008 Performance (Target: 82.0)		2008	2007
	Number of Students	Rate	Number of Students	Index Score	Number of Students	Index Score	Number of Students	Rate	Number of Students	Index Score	Number of Students	Index Score		
Whole School														
American Indian/Alaskan Native														
Asian/Pacific Islander														
Black or African American														
Hispanic or Latino														
White (non-Hispanic)														
Economically Disadvantaged														
Educational Disability														
Non- or Limited-English Proficient														

**KEY**

\* Group is too small (fewer than 11 students) and therefore is not required to meet the index target for performance.

\*\* Group is too small (fewer than 40 students) and therefore is not required to meet the standard for participation and/or attendance rate.

N/A Data are not available.

<10 Index score is less than 10.

# 2009 NH Adequate Yearly Progress - Status

## School Index Report

Based on May 2008 NH-Alt and October 2008 NECAP Assessment Data

SAU:

District:

School: ABC Elementary School

Code:

Grade:

		Performance Index Points Earned								
Group	N (Total Number of Students in This Group)	Substantially Below Proficient			Partially Proficient		Proficient	Proficient with Distinction	Calculation	
		Level 0 Number of Students Scoring at Scaled Score = X00	Level 1a Number of Students Scoring in Scaled Score Range 1a	Level 1b Number of Students Scoring in Scaled Score Range 1b	Level 2a Number of Students Scoring in Scaled Score Range 2a	Level 2b Number of Students Scoring in Scaled Score Range 2b	Level 3 Number of Students Scoring in Scaled Score Range 3	Level 4 Number of Students Scoring in Scaled Score Range 4	Sum of Totals Across Row	Group Performance Index Score = Sum/N
<b>Reading (Index Target = 86.0)</b>										
Whole School										
American Indian or Alaskan Native										
Asian/Pacific Islander										
Black or African American										
Hispanic or Latino										
White (non-Hispanic)										
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										
<b>Mathematics (Index Target = 82.0)</b>										
Whole School										
American Indian or Alaskan Native										
Asian/Pacific Islander										
Black or African American										
Hispanic or Latino										
White (non-Hispanic)										
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										

$$n_0 \times 0 + n_{1a} \times 20 + n_{1b} \times 40 + n_{2a} \times 60 + n_{2b} \times 80 + n_3 \times 100 + n_4 \times 100 = \text{Sum} \quad \text{Rounded to Tenth}$$

# 2009 NH Adequate Yearly Progress - Status

## School Summary Report

Based on May 2008 NH-Alt and October 2008 NECAP Assessment Data

SAU:  
 District:  
 School: ABC High School  
 Code:  
 Grade:

Whole group meets 75% graduation rate requirement:

Group	READING					MATHEMATICS				
	Meets Requirements	Meets 95% Participation Rate	Meets Index Target of 84.0	Safe Harbor		Meets Requirements	Meets 95% Participation Rate	Meets Index Target of 58.0	Safe Harbor	
				Meets 10% Rule	Meets 75% Graduation Rate				Meets 10% Rule	Meets 75% Graduation Rate
Whole School										
American Indian or Alaskan Native										
Asian/Pacific Islander										
Black or African American										
Hispanic or Latino										
White (non-Hispanic)										
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										

### KEY

- Yes Group meets the requirements.
- Yes (CI) Group is within the confidence interval width to meet the index target.
- Yes (I) Improving
- Yes (I\*) Improvement calculation is not performed since data were not available for school year of last testing cycle.
- Yes (SH) Group meets the requirements under Safe Harbor.
- Yes (SH\*) Safe Harbor calculation was not performed since there were fewer than 11 students in the group in the last testing cycle.

- No Group does not meet the requirements.
- \* Group is too small (fewer than 11 students) and therefore is not required to meet the index target for performance.
- \*\* Group is too small (fewer than 40 students) and therefore is not required to meet the standard for participation and/or graduation rate.
- Shaded Cell Safe Harbor is not evaluated when the performance target is met.
- N/A Data are not available.

# 2009 NH Adequate Yearly Progress - Status

## School Data Report

Based on May 2008 NH-Alt and October 2008 NECAP Assessment Data

SAU:  
 District:  
 School: ABC High School  
 Code:  
 Grade:

Group	READING						MATHEMATICS						Graduation Rate (Target: 75.0%)	
	2009 Participation (Target: 95%)		2009 Performance (Target: 84.0)		2008 Performance (Target: 84.0)		2009 Participation (Target: 95%)		2009 Performance (Target: 58.0)		2008 Performance (Target: 58.0)		2008	2007
	Number of Students	Rate	Number of Students	Index Score	Number of Students	Index Score	Number of Students	Rate	Number of Students	Index Score	Number of Students	Index Score		
Whole School														
American Indian/Alaskan Native														
Asian/Pacific Islander														
Black or African American														
Hispanic or Latino														
White (non-Hispanic)														
Economically Disadvantaged														
Educational Disability														
Non- or Limited-English Proficient														

**KEY**

- \* Group is too small (fewer than 11 students) and therefore is not required to meet the index target for performance.
- \*\* Group is too small (fewer than 40 students) and therefore is not required to meet the standard for participation and/or graduation rate.
- N/A Data are not available.
- <10 Index score is less than 10.

# 2009 NH Adequate Yearly Progress - Status

## School Index Report

Based on May 2008 NH-Alt and October 2008 NECAP Assessment Data

SAU:  
 District:  
 School: ABC High School  
 Code:  
 Grade:

		Performance Index Points Earned								
Group	N (Total Number of Students in This Group)	Substantially Below Proficient			Partially Proficient		Proficient	Proficient with Distinction	Calculation	
		Level 0 Number of Students Scoring at Scaled Score = X00	Level 1a Number of Students Scoring in Scaled Score Range 1a	Level 1b Number of Students Scoring in Scaled Score Range 1b	Level 2a Number of Students Scoring in Scaled Score Range 2a	Level 2b Number of Students Scoring in Scaled Score Range 2b	Level 3 Number of Students Scoring in Scaled Score Range 3	Level 4 Number of Students Scoring in Scaled Score Range 4	Sum of Totals Across Row	Group Performance Index Score = Sum/N
<b>Reading (Index Target = 84.0)</b>										
Whole School										
American Indian or Alaskan Native										
Asian/Pacific Islander										
Black or African American										
Hispanic or Latino										
White (non-Hispanic)										
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										
<b>Mathematics (Index Target = 58.0)</b>										
Whole School										
American Indian or Alaskan Native										
Asian/Pacific Islander										
Black or African American										
Hispanic or Latino										
White (non-Hispanic)										
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										

$$n_0 \times 0 + n_{1a} \times 20 + n_{1b} \times 40 + n_{2a} \times 60 + n_{2b} \times 80 + n_3 \times 100 + n_4 \times 100 = \text{Sum} \quad \text{Rounded to Tenth}$$