

# New Hampshire Department of Education



## 2010 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 .

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NH Department of Education  
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## SCHOOL AYP APPEALS FORMS AND WORKSHEETS

*2010 School AYP Appeal Cover Page* (all appeals must include this form)

*2010 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)
  
- 2010 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  
2010 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 2010 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

<b>Student Participation and Student Performance Appeals</b>	<b>READING</b>				<b>MATHEMATICS</b>			
	Student Participation Rate Target (95%) Student Performance Index Target (91% Grade 3-8) (89% Grade 11)				Student Participation Rate Target (95%) Student Performance Index Target (88% Grade 3-8) (72% Grade 11)			
	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								
Hispanic or Latino								
American Indian/Alaskan Native								
Asian/Pacific Islander								
Black or African American								
White (non-Hispanic)								
Economically Disadvantaged								
Educational Disability								
Non- or Limited - English Proficient								

<b>“Other Indicator” Appeals</b>	<b>Attendance Rate Target (90%) Elem/MS</b>		<b>Graduation Rate (75% Target) HS</b>	
	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

In order to calculate Participation Rate, the person responsible for the appeal must have read the guidance on page 9 of the *School Appeals Instructions and Guidance* document and have contacted Tim Kurtz to get the data and for assistance in recalculating.

Year	# of students participating	# of students who should have been tested	Percent rounded to the nearest 1%
2009			
2008			
2007			

**Step 1: If group size for current year  $\geq 40$ , and participation rate  $\geq .95$  then OK. Otherwise...**

**Step 2: If two-year aggregate group size  $\geq 40$ , and two-year aggregate participation rate  $\geq .95$ , then OK. Otherwise...**

**Step 3: If three-year aggregate group size  $\geq 40$ , and three-year aggregate participation rate  $\geq .95$ , then OK. Otherwise...**

**Step 4: If three-year aggregate group size  $< 40$ , then groups size is too small to calculate participation rate. Otherwise...**

**Step 5: Group does not meet 95% participation rate requirements.**

Recalculation yields: YES      YES (2)      YES (3)      NO      NO (2)

# Participation Rate Worksheet

## (High Schools)

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

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

In order to calculate Participation Rate, the person responsible for the appeal must have read the guidance on page 9 of the *School Appeals Instructions and Guidance* document and have contacted Tim Kurtz to get the data and for assistance in recalculating.

Year	# of students participating	# of students who should have been tested	Percent rounded to the nearest 1%
2009			
2008			
2007			

**Step 1: If group size for current year  $\geq 40$ , and participation rate  $\geq .95$  then OK. Otherwise...**

**Step 2: If two-year aggregate group size  $\geq 40$ , and two-year aggregate participation rate  $\geq .95$ , then OK. Otherwise...**

**Step 3: If three-year aggregate group size  $\geq 40$ , and three-year aggregate participation rate  $\geq .95$ , then OK. Otherwise...**

**Step 4: If three-year aggregate group size  $< 40$ , then groups size is too small to calculate participation rate. Otherwise...**

**Step 5: Group does not meet 95% participation rate requirements.**

Recalculation yields: YES      YES (2)      YES (3)      NO      NO (2)

# Performance Worksheet

## (Grades 3-8 schools)

2010	Reading	Math
AMO	91	88

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

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

Content Area: Reading or Mathematics

Calculate School Index Score:

AMO for content area (see table above)

Number of students in group (ADM  $\geq$  .90 indicated by D/S in data file):

Minimum index score from Confidence Interval Lookup Table

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.

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

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

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

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

### 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: 2009 Index E = \_\_\_\_\_  
 100 - Index F = \_\_\_\_\_  
 2010 Index (from "A" above) G = \_\_\_\_\_  
 100 - Index H = \_\_\_\_\_  
 Calculate amount of Improvement: F - H I = \_\_\_\_\_  
 Calculate 10% of F: (.10) x 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: 2009 Percent Proficient or above K = \_\_\_\_\_  
 2010 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: 2008-2009 Attendance Rate M = \_\_\_\_\_

Check to see if Attendance Rate is met

If M not available, or

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

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

# Performance Worksheet (High Schools)

2010	Reading	Math
AMO	89	72

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 ( $ADM \geq .90$  -- 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: 2009 Index E = \_\_\_\_\_  
 100 - Index F = \_\_\_\_\_  
 2010 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: 2009 Percent Proficient or above K = \_\_\_\_\_  
 2010 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: 2008-2009 Graduation Rate M = \_\_\_\_\_

Check to see if Graduation Rate is met

If M is not available, or

If  $M \geq 75$ , 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 2008-2009

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 2008-2009:  $AR_{2008-2009} = \underline{\hspace{2cm}}$  (rounded to nearest 0.1 percent)

If  $AR_{2008-2009} \geq 90\%$ , then the standard is met for 2010 AYP Report. \_\_\_\_\_

# 2010 NH Adequate Yearly Progress - Status School Summary Report

Based on May 2009 NH-Alt and October 2009 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 91.0	Safe Harbor		Meets Requirements	Meets 95% Participation Rate	Meets Index Target of 88.0	Safe Harbor	
					Meets 10% Rule	Meets 90% Attendance Rate				Meets 10% Rule	Meets 90% Attendance Rate
Whole School											
Hispanic/Latino											
Non-Hispanic/Latino	American Indian or Alaskan Native										
	Asian/Pacific Islander										
	Black or African American										
	White										
Economically Disadvantaged											
Educational Disability											
Non- or Limited-English Proficient											

**KEY**

- Yes Group meets the requirements.
- Yes (2) Group meets participation rate requirement using a two-year cumulative average.
- Yes (3) Group meets participation rate requirement using a three-year cumulative average.
- Yes (CI) Group is within the confidence interval width to meet the index target.
- 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.
- N/A Data are not available.

- No Group does not meet the requirements.
- No (2) Group was only evaluated with two years of participation data and does not meet the requirement.
- No (3) Group was evaluated with three years of participation data and did not meet the requirement.
  - \* 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 when totaled over three years) and therefore is not required to meet the standard for participation rate.
  - \*\*\* Group is too small (fewer than 40 students) and therefore is not required to meet the standard for attendance rate.
- Shaded Cell Safe Harbor is not evaluated when the performance target is met.

# 2010 NH Adequate Yearly Progress - Status

## School Data Report

Based on May 2009 NH-Alt and October 2009 NECAP Assessment Data

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

Group	READING								MATHEMATICS								2009 Attendance Rate (Target: 90.0%)
	2010 Participation (Target: 95%)			2010 Performance (Target: 91.0)		2009 Performance (Target: 86.0)			2010 Participation (Target: 95%)			2010 Performance (Target: 88.0)		2009 Performance (Target: 82.0)			
	2010 Adjusted Number Enrolled	2010 Number Participating	Rate†	Number of Students	Index Score	Number of Students	Index Score	2010 Adjusted Number Enrolled	2010 Number Participating	Rate†	Number of Students	Index Score	Number of Students	Index Score			
Whole School																	
Hispanic/Latino																	
Non-Hispanic/Latino	American Indian or Alaskan Native																
	Asian/Pacific Islander																
	Black or African American																
	White																
Economically Disadvantaged																	
Educational Disability																	
Non- or Limited-English Proficient																	

**KEY**

- † The participation rate is an aggregate rate based on up to three years of data when necessary.
- \* 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 when totaled over three years) and therefore is not required to meet the standard for participation.
- \*\*\* Group is too small (fewer than 40 students) and therefore is not required to meet the standard for attendance rate.
- N/A Data are not available.
- <10 Index score is less than 10.

# 2010 NH Adequate Yearly Progress - Status

## School Index Report

Based on May 2009 NH-Alt and October 2009 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 = 91.0)</b>										
Whole School										
Hispanic/Latino										
Non-Hispanic/Latino	American Indian or Alaskan Native									
	Asian/Pacific Islander									
	Black or African American									
	White									
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										
<b>Mathematics (Index Target = 88.0)</b>										
Whole School										
Hispanic/Latino										
Non-Hispanic/Latino	American Indian or Alaskan Native									
	Asian/Pacific Islander									
	Black or African American									
	White									
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										

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

# 2010 NH Adequate Yearly Progress - Status School Summary Report

Based on May 2009 NH-Alt and October 2009 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 89.0	Safe Harbor		Meets Requirements	Meets 95% Participation Rate	Meets Index Target of 72.0	Safe Harbor	
					Meets 10% Rule	Meets 75% Graduation Rate				Meets 10% Rule	Meets 75% Graduation Rate
Whole School											
Hispanic/Latino											
Non-Hispanic/Latino	American Indian or Alaskan Native										
	Asian/Pacific Islander										
	Black or African American										
	White										
Economically Disadvantaged											
Educational Disability											
Non- or Limited-English Proficient											

**KEY**

- Yes Group meets the requirements.
- Yes (2) Group meets participation rate requirement using a two-year cumulative average.
- Yes (3) Group meets participation rate requirement using a three-year cumulative average.
- Yes (CI) Group is within the confidence interval width to meet the index target.
- 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.
- N/A Data are not available.

- No Group does not meet the requirements.
- No (2) Group was only evaluated with two years of participation data and does not meet the requirement.
- No (3) Group was evaluated with three years of participation data and did not meet the requirement.
  - \* 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 when totaled over three years) and therefore is not required to meet the standard for participation rate.
  - \*\*\* Group is too small (fewer than 40 students) and therefore is not required to meet the standard for graduation rate.
- Shaded Cell Safe Harbor is not evaluated when the performance target is met.

# 2010 NH Adequate Yearly Progress - Status

## School Data Report

Based on May 2009 NH-Alt and October 2009 NECAP Assessment Data

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

Group	READING							MATHEMATICS							2009 Graduation Rate (Target: 75.0%)
	2010 Participation (Target: 95%)			2010 Performance (Target: 89.0)		2009 Performance (Target: 84.0)		2010 Participation (Target: 95%)			2010 Performance (Target: 72.0)		2009 Performance (Target: 58.0)		
	2010 Adjusted Number Enrolled	2010 Number Participating	Rate†	Number of Students	Index Score	Number of Students	Index Score	2010 Adjusted Number Enrolled	2010 Number Participating	Rate†	Number of Students	Index Score	Number of Students	Index Score	
Whole School															
Hispanic/Latino															
Non-Hispanic/Latino	American Indian or Alaskan Native														
	Asian/Pacific Islander														
	Black or African American														
	White														
Economically Disadvantaged															
Educational Disability															
Non- or Limited-English Proficient															

**KEY**

- † The participation rate is an aggregate rate based on up to three years of data when necessary.
- \* 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 when totaled over three years) and therefore is not required to meet the standard for participation.
- \*\*\* Group is too small (fewer than 40 students) and therefore is not required to meet the standard for graduation rate.
- N/A Data are not available.
- <10 Index score is less than 10.

# 2010 NH Adequate Yearly Progress - Status

## School Index Report

Based on May 2009 NH-Alt and October 2009 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 = 89.0)</b>										
Whole School										
Hispanic/Latino										
Non-Hispanic/Latino	American Indian or Alaskan Native									
	Asian/Pacific Islander									
	Black or African American									
	White									
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										
<b>Mathematics (Index Target = 72.0)</b>										
Whole School										
Hispanic/Latino										
Non-Hispanic/Latino	American Indian or Alaskan Native									
	Asian/Pacific Islander									
	Black or African American									
	White									
Economically Disadvantaged										
Educational Disability										
Non- or Limited-English Proficient										

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