

New Hampshire Department of Education



2012 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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SCHOOL AYP APPEALS FORMS AND WORKSHEETS

This document contains the following:

- **2012 School AYP Appeal Cover Page** (all appeals must include this form)
- **2012 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)
- **Report Shells** (blank report forms for submitting a revised AYP report based on the worksheet calculations). These reports are posted on the NH Dept. of Education website on the 2012 AYP page accessed here: www.education.nh.gov/instruction/accountability/ayp/2012.htm.
 - 2012 AYP Elementary/Middle School reports (summary, data, index)
 - 2012 High School reports (summary, data, index)

**NH DEPARTMENT OF EDUCATION
2012 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

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 2012 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 (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						

“Other Indicator” Appeals	Attendance Rate Target (90%) Elem/MS		Graduation Rate (85% 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

In order to calculate Participation Rate, please be sure to have read the guidance on page 9 of the *School Appeals Instructions and Guidance* document and to have contacted Tim Kurtz to get the data and assistance in recalculating.

Year	# of students participating	# of students who should have been tested	Percent rounded to the nearest 1%
2011			
2010			
2009			

- Step 1:** If group size for current year ≥ 40 , and participation rate $\geq .95$ then OK. Otherwise...
- Step 2:** If two-year aggregate group size ≥ 40 , and two-year aggregate participation rate $\geq .95$, then OK. Otherwise...
- Step 3:** If three-year aggregate group size ≥ 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, please be sure to have read the guidance on page 9 of the *School Appeals Instructions and Guidance* document and to have contacted Tim Kurtz to get the data and assistance in recalculating.

Year	# of students participating	# of students who should have been tested	Percent rounded to the nearest 1%
2011			
2010			
2009			

- Step 1:** If group size for current year ≥ 40 , and participation rate $\geq .95$ then OK. Otherwise...
- Step 2:** If two-year aggregate group size ≥ 40 , and two-year aggregate participation rate $\geq .95$, then OK. Otherwise...
- Step 3:** If three-year aggregate group size ≥ 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)

2012	Reading	Math
AMO	91	88

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

(those who have been in the school for the full academic teaching year –
ADM \geq .90 -- indicated by n = 1 in column 25: tchContSch in the 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: 2011 Index

100 - Index

E = _____

2012 Index (from "A" above)

100 - Index

F = _____

Calculate amount of Improvement: F - H

G = _____

Calculate 10% of F: (.10) x F

H = _____

I = _____

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: 2011 Percent Proficient or above

K = _____

2012 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: 2010-2011 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)

2012	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
(those who have been in the school for the full academic teaching year –
ADM \geq .90 -- indicated by n = 1 in column 25: tchContSch in the 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: 2011 Index

E = _____

100 - Index

F = _____

2012 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: 2011 Percent Proficient or above

K = _____

2012 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: 2010-2011 Graduation Rate

M = _____

Check to see if Graduation Rate is met

If M is not available, or

If $M \geq 85$ 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 2010-2011

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		A	B

Attendance Rate (AR) Calculation

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

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

Attendance Rate for 2010-2011: $AR_{2010-2011} = \underline{\hspace{2cm}}$ (rounded to nearest 0.1 percent)

If $AR_{2010-2011} \geq 90\%$, then the standard is met for 2012 AYP Report. _____