

New Hampshire Department of Education



2012 Adequate Yearly Progress (AYP) Appeal Process

School Appeals Instructions and Guidance

****Note****

Forms and Worksheets necessary for completing an AYP appeal are in a separate *"School Appeals Forms and Worksheets"* document.

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Commissioner of Education
NH Department of Education
101 Pleasant Street
Concord, NH 03301

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Introduction

In accordance with the No Child Left Behind Act¹, federal regulations², and New Hampshire school accountability law³, school appeals of the preliminary AYP determination are allowable under certain circumstances.

This document contains an *Intent to Appeal* form and the necessary procedural guidance for local officials completing an appeal of a school's 2012 AYP determination. A second document contains all other forms. Both documents are available at:

<http://www.education.nh.gov/instruction/accountability/ayp/index.htm>

- Select "2012 AYP Results"
- In the "AYP Appeals Materials" section, select both documents:
 - *School Appeals Instructions and Guidance*
 - *School Appeals Forms and Worksheets*

Appeals must follow all instructions and adhere to all deadlines in the appeals process timetable on Page 3.

Inquiries regarding the appeals process may be directed to either:

Marcia McCaffrey, Consultant
Bureau of Accountability
NH Department of Education
Tel. 271-3193
marcia.mccaffrey@doe.nh.gov

or

Merry Fortier, Consultant
Bureau of Accountability
NH Department of Education
Tel. 271-7382
merry.fortier@doe.nh.gov

Inquiries regarding the AYP data files may be directed to:

Tim Kurtz, Assessment Director
Bureau of Accountability
NH Department of Education
Tel. 271-3846
timothy.kurtz@doe.nh.gov

¹ 20 USC 6316 §1116(b)(2) (2001).

² 34 C.F.R. §200.31

³ NH RSA 193-H:3, II (2003).

Timetable and Deadlines

The appeals submission and review process is extremely time sensitive and must be completed, by statute, within 30 calendar days of the release of the AYP determinations. Please refer to the specific deadlines listed below. As stated, the Commissioner of Education must receive completed appeals, comprised of all completed forms and accompanying documentation, by the close of business **Monday, April 30, 2012**. Note that receipt date differs from a postmark date. Appeals received after the April 30 deadline will not be considered.

Tuesday
4-3-12

NH Department of Education releases 2012 AYP reports. AYP determinations are preliminary.

Wednesday
4-4-12

Day 1 of the 30-day appeals process. First day for school principals to submit an appeal to district officials.

Friday
4-20-12

Intent to Appeal form filing deadline. Last day for school district officials to submit the *Intent to Appeal* form indicating the area(s) of the AYP report the school intends to appeal.

Monday
4-30-12
(close of business
4:30 p.m.)

Deadline for Commissioner of Education to receive an original and 3 copies of the completed appeal packet approved and certified by school district officials.

Friday
5-4-12

Deadline for Commissioner to notify district officials of decisions regarding submitted appeals. Preliminary AYP determinations and school in need of improvement designations become official.

Friday
5-11-12
(close of business
4:30 p.m.)

Deadline to submit intent to appeal the Commissioner's ruling to the New Hampshire State Board of Education

Friday
6-1-12
(close of business
4:30 p.m.)

Deadline to submit State Board of Ed appeal

Appeal Process: School-to-District; District-to-Commissioner

- If, after a thorough review of the data upon which the AYP report was based, school officials believe the school's AYP determination is in error, then the school principal may file an appeal with local district officials within 15 calendar days from the first business day after the public release of AYP. The appeal must include statistical and/or substantive evidence of an error.
- An ***"Intent to Appeal"*** notice must be submitted to the NH Department of Education no later than **4:30 PM on Friday, April 20, 2012**. **A blank form is included in this document**. This notifies the Commissioner as to which area(s) of the AYP report the school intends to appeal. While this notice is required, it is also nonbinding. Therefore, district officials reserve the right to either not submit an appeal, or withdraw an appeal after one has been submitted.
- Upon receipt of the school's appeal, district officials review all submitted evidence and approve or deny the appeal. If denied, district officials must provide the school with an explanation of why the appeal was denied.
- For appeals approved by district officials, submit to the NH Department of Education **one original and three photocopies** of the entire AYP appeal packet, including ALL appeal materials and supporting documentation. As stated in the timetable on Page 3, the Commissioner of Education must receive the appeal packet no later than **4:30 p.m., Monday, April 30, 2012**.

Appeal Process: Commissioner's Review and Decisions

- At the request of the Commissioner of Education, review teams comprised of district and NHDOE personnel review all appeals and present their recommendations to the Commissioner.
- If the Commissioner, upon review of the recommendations made by the review teams and the evidence provided in the appeal, determines that the AYP determination was in error due to allowable statistical or additional substantive reasons, then the Commissioner shall grant the appeal and communicate this decision in writing to the principal and superintendent. The letter will also state the changes, if any, to the school's AYP determination resulting from the successful appeal.
- If the Commissioner determines that the appeal provides insufficient statistical or substantive evidence, then the Commissioner shall deny the appeal and communicate this decision in writing to the principal and superintendent. The preliminary AYP determination remains unchanged and becomes final.

Appeal Process: School-to-State Board of Education

- New Hampshire state statute allows a second appeal process to the State Board of Education. This appeal must be filed within 30 days of the Commissioner's decision to deny an appeal.
- Appeals to the State Board must contain additional or amended information or data not previously contained in the appeal to the Commissioner. The NHDOE will forward to the State Board the school's original appeal materials as well as the Commissioner's decision and rationale for denying the appeal. The school must submit any new or amended information to the NHDOE by the deadline stated on Page 3.
- The school will be notified of a hearing date and present its appeal at a regularly-scheduled meeting of the State Board. The burden of proof that the decision of the Commissioner was in error rests with the school officials. Presentations to the State Board must be limited to the statistical or substantive reasons permitted by the *No Child Left Behind Act* (20 USC 6316 §1116(b)(2)(B) 2001)).

Allowable Reasons for an Appeal

In accordance with the No Child Left Behind Act, a school appeal challenging the preliminary AYP determination is allowable for statistical reasons (Data Error), substantive reasons (Special Circumstances), or for both statistical and substantive reasons.

Data Error Appeal

An appeal challenging the data upon which the preliminary AYP determination was based must provide evidence of specific statistical errors or data inaccuracies since the time the data was certified by the Superintendent of Schools. A data error appeal for student participation or student performance calculations, student demographic information, attendance and/or graduation rates, must describe the data being disputed, the rationale as to how such errors occurred, and then provide the recalculated AYP determination using the revised data.

Special Circumstances Appeal

Special Circumstances appeals must explain unusual or extraordinary circumstances, such as a major natural disaster, community crisis, or other extraordinary or unforeseen event, that occurred during the time of testing and had a detrimental effect on student performance and/or student participation. The appeal must demonstrate why the student performance and/or student participation results are atypical, and show how, in the absence of such extenuating circumstances, the AYP determination would have been different. Additionally, the appeal must describe the action taken to avoid the occurrence of similar events in the future. If the event was beyond the school's control, the measures taken to reduce the likelihood of such circumstances having a similar impact in the future should be noted.

Clarification Regarding AYP Status

It is important to note that a successful AYP appeal will not necessarily change the school's AYP "status" for the following school year, as illustrated in the example below:

Example: The AYP report shows that a school has not made AYP in Reading performance for two subgroups -- White students and students with Educational Disabilities. All other subgroups made AYP in Reading for performance, and all subgroups made AYP in Reading for participation. The school's preliminary AYP status on the Department's School AYP list therefore shows a "No" for Reading. The school decides to appeal, contending that an error exists in the calculation for the White student subgroup's performance. Upon review of the documentation presented by the school, the Commissioner grants the appeal.

As the appeal addressed only the calculation of student performance for the White students subgroup and did not address the calculation for students with Educational Disabilities, the school's 2012-2013 AYP status as "did not make AYP in Reading" remains unchanged, even though the appeal was granted.

Required Components of the Completed Appeal Packet

A complete appeal packet consists of the following components. Please use the sequence below to organize your materials and label any page with the school and district name where it does not already appear.

- A cover letter on school or district letterhead which indicates the allowable reason for the appeal;
- An AYP Appeals Cover Page;
- A completed "School AYP Appeals Grid" indicating the specific area(s) being appealed;
- A copy of all 3 pages of the *2012 School AYP Report* that is the basis for the appeal;
- A narrative description explaining the basis for the appeal and outlining important facts, logic, or special circumstances;
- The completed Worksheets from the *Forms and Worksheets* document that are applicable to the appeal;
- A printout of the data, for each subgroup applicable to the appeal, from the source file entitled *NH1112AccountabilityStudentData[District Code].csv*. This data file is located on the Measured Progress password-protected reporting site <http://iservices.measuredprogress.org>. See page 8 to learn how to access the file. The printout submitted must include data for the entire subgroup(s), not just the data for individual students your appeal is seeking to revise. This file contains all students included in AYP calculations. By filtering the data file, authorized users can identify which students are included in participation rate and performance calculations. The demographic data associated with each student record is also provided. This is a district-level file accessible only by the superintendent who will need to sort by school if necessary.
- A revised/recalculated 2012 School AYP Report. Blank report shells are included in the appeal Forms and Worksheets documents.

Send the original and 3 copies of the completed appeal packet to:

Ellie Riel
Bureau of Accountability
NH Department of Education
101 Pleasant Street
Concord, NH 03301

DEADLINE FOR RECEIPT:

**April 30, 2012
Close of Business
4:30 p.m.**

Recommended Resources and Reference Materials

The following reference materials are available at the following NHDOE web address by clicking on "2012 AYP Results". <http://www.education.nh.gov/instruction/accountability/ayp/index.htm>

- ***Understanding the 2012 AYP Reports (powerpoint)***
- ***AYP Summary Report Explained (detailed explanation of the 3-page report)***
- ***AYP 2012 Demographic Data Definitions and Sources***
- ***Accountability for Students Placed Out of District (policy explained)***
- ***AYP Index Confidence Interval (CI) Look-up Table and Look-up Table Explained (If submitting an appeal for student performance, this table may be needed)***
- ***Preliminary AYP Results – List of All Schools, by District***
- ***Preliminary AYP Status- Schools In Need of Improvement***

Accessing the Student Data File

The data file labeled NH1112AccountabilityStudentData[District Code].csv is available on the Measured Progress password-protected reporting site at <http://iservices.measuredprogress.org>

This file contains all students included in AYP calculations. By filtering the data file, authorized users can identify which students are included in participation rate and performance calculations. The demographic data associated with each student record is also provided. This is a district-level file accessible only by the superintendent and can be sorted by school as necessary.

1. Go to <http://iservices.measuredprogress.org>
2. Select New England Common Assessment Program (NECAP) from the drop-down menu and click on the "Enter" button
3. On the left-hand side of the screen, click on "NECAP Reporting"
4. On the next screen, click on the shape representing the State of New Hampshire
5. On the next screen, enter your User Name and password in the appropriate boxes
6. Click on the "Login" button
7. A successful login directs you to the Home page of the confidential site. A user manual is available from this page.
8. Select "Reports" from the options available in the blue bar
9. Select "2011-2012" from the drop-down menu for the year
10. Select "AYP" from the Administration menu
11. From the school drop-down menu choose "District-Level"
12. Select "Student-Level Accountability Data file" (*NH1112AccountabilityStudentData [District Code].cvs*)

Submitting an Appeal for Participation Rate

If an appeal for participation rate is being considered, please review the explanation below about how the calculation is determined and then contact Tim Kurtz for technical assistance at timothy.kurtz@doe.nh.gov . Please include your name, school, contact information, and a detailed explanation regarding the basis for appeal.

95% Participation Rate: This statistic is the number of students enrolled on the first day of testing who participated in the assessment divided by the number eligible to participate, reported to the nearest 1%. Each group of 40 or more students is evaluated for this requirement.

If a group either does not meet the participation rate requirement or contains fewer than 40 students, data from the prior year is added to the calculation, and the group is reevaluated.

If the group still does not meet the participation rate requirement or still contains fewer than 40 students, data from the prior two years is added to the calculation, and the group is reevaluated for a final time.

In summary, the enrollment and participation data shown on the AYP report are for the current year only. The participation rate shown on the report is an aggregate rate that may contain up to three years of data.

The following students are not included (by content area) in the participation rate calculation:

- students with a state approved special consideration, who were registered with the New Hampshire Department of Education (NH DOE);
- students who withdrew from the school prior to finishing testing; and
- students who enrolled after October 1.

NH Alt students are included in the participation rate for the school they attended during school year 2010–2011.

Participation requirements of English Language Learners (ELL) are described in the document [2012 Adequate Yearly Progress Summary Report Explained](#) document.

Submitting an Appeal for Student Performance

Note: In accordance with New Hampshire’s approved accountability plan, student performance is not calculated for subgroups of fewer than 11 students.

Step 1 Using the directions below, the superintendent can access the new student data file that contains *all* students included in AYP calculations.

1. Go to <http://iservices.measuredprogress.org>
2. Select New England Common Assessment Program (NECAP) from the drop-down menu and click on the “Enter” button
3. On the left-hand side of the screen, click on “NECAP Reporting”
4. On the next screen, click on the shape representing the State of New Hampshire
5. On the next screen, enter your User Name and password in the appropriate boxes
6. Click on the “Login” button
7. A successful login directs you to the Home page of the confidential site. A user manual is available from this page.
8. Select “Reports” from the options available in the blue bar
9. Select “2011-2012” from the drop-down menu for the year
10. Select “AYP” from the Administration menu
11. From the school drop-down menu choose “District-Level”
12. Select “Student-Level Accountability Data file” (*NH1112AccountabilityStudentData [District Code].cvs*)

Step 2

In this step, consult with your superintendent regarding the file referenced above to obtain the pertinent data (i.e. school, content area and subgroup) that is applicable to your appeal.

This is a large file. To assist you with navigating the database, study the Student Data Layout file located in report list at the site above. For the most part, you will find all the information you need in the first 49 columns of the spreadsheet. Be sure to review columns 26-39 of the data file to determine if the student record in question was or was not included in the subgroup you are appealing.

Step 3

Review your school level file to determine whether or not there is a data error in your report. If you identify a student record with a data error, insert a blank row below the student’s record and retype the SASID under column 35 (SASID column) in the blank row to ensure the reviewers are examining data for the correct student. Then, in the newly created blank row insert your corrected student data in the corresponding column(s).

Next, use the “Hide Column” feature in Excel to hide unnecessary columns including student names so that the printed copy of the student level data file accompanying your appeal does not reveal the students’ identities. Print out and submit the data for the entire subgroup(s) being appealed, so that the total number of students in the subgroup may be determined. Do not include data for subgroups not being appealed. *Please, no student names.*

Step 4 (blank pages of the AYP Report are located in the AYP Appeals Forms & Worksheets document)

Recalculate the *School Index Report* (Page 3 of the AYP Report).

- Use the blank form and tally the number of students in each subgroup
- Combine all grades together (not applicable for high schools)
- Calculate the Index using the formula at the bottom of the Index Report page

Step 5

Complete the *School Data Report* (Page 2 of the AYP Report). Record the results from the above Index calculations on a blank *School AYP Data Report* form.

Step 6

Complete the applicable (Grade 3-8 or High School) *Performance Worksheet* located in the AYP Appeals Forms document:

- Use the results from Steps 4 and 5 to determine if the recalculated Index score meets or exceeds the Annual Measurable Objective (AMO) target listed in the upper right-hand corner of the *Performance Worksheet*.
- If the score does not meet the AMO requirement, the next step is to check the Confidence Interval Lookup Table to see if the minimum index score has been met for that number of students.
- If the score does not meet the Confidence Interval target, calculate Safe Harbor. To meet Safe Harbor, all three conditions described on the *Performance Worksheet* must be met.

Step 7

Use the results from steps 4, 5, and 6 to create a new page 1 of the AYP report (*School Summary Report*), correcting only the sections applicable to your appeal. Blank report shells are included in the appeal Forms and Worksheets document.

Submitting an Appeal for the “Other” Indicator

Attendance Rate (Schools with Grades 3-8)

Complete an *Attendance Rate Worksheet* located in the AYP Appeals Forms document.

1. Provide the following information from the grades 1-8 that were in your school for the school year 2010-2011:
 - number of students
 - total number of $\frac{1}{2}$ days of attendance
 - total number of $\frac{1}{2}$ days of enrollment (attendance + absences)
2. Calculate the attendance rate (AR) (rounded to the nearest 0.1%).
$$\text{Attendance Rate \%} = \frac{\text{Sum of } \frac{1}{2} \text{ days of attendance}}{\text{Sum of } \frac{1}{2} \text{ days of enrollment}} \times 100$$
3. Compare the calculation to the 90% attendance rate requirement.

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

Graduation Rate (High Schools)

Beginning in 2011, the high school graduation rate target changed as well as the manner in which graduation rate is calculated. These changes were in accordance with federal requirements. As a result, a four-year cohort graduation rate is now used to calculate high school graduation rate for AYP. The graduation rate target increased in 2011 from 75% to 80% and in 2012 from 80% to 85%.

To appeal the graduation rate, submit a copy of the 2010-11 Cohort Graduation and Dropout Rate report produced by the NHDOE Bureau of Data Management and posted at www.education.nh.gov/data/dropouts.htm, together with a narrative explaining any changes and supporting documentation of those changes. To obtain student level cohort data used to calculate graduation rate, go to the I4see workbench – select I4see- Analysis – Anomaly and State Reports – Select BOY – High School Cohort Data. The field called Graduated with Regular/Adult High School Diploma is your source for a list of graduates.

School Appeal of the "Other" Indicator

If appealing the "other" indicator, place an "X" in the appropriate non-shaded box below and also enter one of the following codes in the corresponding shaded box to identify the basis upon which the school is considering an appeal.

APPEAL BASIS CODES

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

Complete this chart if considering an appeal for the "other" indicator	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

School Information (please provide all information)

School Intending to Appeal: _____

District and SAU: _____

School Principal: _____

Contact Person and Title
(if different from Principal): _____

Phone/Fax: _____

Email Address: _____

School and District Official Signatures

_____	_____
Signature and Date School Principal	Signature and Date Superintendent of Schools

Complete both pages of this form and fax no later than 4:30 p.m. April 20, 2012 to:

Ellie Riel
Bureau of Accountability
NH Department of Education

FAX: 603-271-7381