

Submitting An Appeal for Schools and Districts

Adequate Yearly Progress

NH Dept. of Education

Training Series

April 10, 2012



What's in Your Packet?

- School Appeals (2 items needed)
 - 1. Instructions & Guidance document
 - 2. Forms & Worksheets document
- Navigating AYP Reference Guide 2012
- AYP 2012 Demographic Data Definitions & Sources
- Copy of this PowerPoint

What's Not in Your Packet?

□ District Appeals

- Available today as a separate handout

- You will need

- 1. Instructions & Guidance document

- 2. Forms & Worksheets document

- Also available on the NH DOE website

- www.education.nh.gov/instruction/accountability/ayp/2012.htm

How to Use this Presentation

- This presentation is designed to accompany the School Appeals Instructions and Guidance document found at www.education.nh.gov/instruction/accountability/ayp/2012.htm.
- Page numbers on each slide correspond with the same page in the Appeals Instructions and Guidance document.
- District Appeals are similar in requirements (see slide 26 for details). Use the District Appeals Instructions and Guidance documents from the DOE web address above to submit a District appeal.

Introduction (pg 2)

- In accordance with the No Child Left Behind Act, federal regulations, and New Hampshire school accountability law, school appeals of the preliminary AYP determination area allowable under certain circumstances (pg6).
 - Statistical (data) errors
 - Substantive (special circumstances)

Timetable and Deadlines (pg 3)

Tuesday	4-3-12	NH Department of Education releases 2012 AYP reports to the public and to local school district officials. AYP determinations are preliminary.
Wednesday	4-4-12	First day for school principals to submit an appeal to district officials. (Day 1 of the 30-day appeals process).
Friday	4-20-12	<i>Intent to Appeal</i> form filing deadline. Last day for school district officials to submit an <i>Intent to Appeal</i> form indicating the area(s) of the AYP report the school intends to appeal. Intent is non-binding.
Monday	4-30-12	Deadline for Commissioner of Education to receive an original and 3 copies of the completed appeal packet approved and certified by school district officials (close of business 4:30 p.m.).
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	Deadline to submit an intent to appeal of the Commissioner's ruling to the New Hampshire State Board of Education
Friday NH Department of Education	6-1-12	Deadline to submit State Board of Ed appeal (close of business 4:30 p.m.).

Appeal Process Overview (pages 4-5)

- Step #1: School-to-District
 - School principals have 15 calendar days (4/4-4/18) to submit an appeal with local district officials. If accepted, then...
 - *Intent to Appeal* notice must be submitted to NH DOE no later than 4:30 PM on Friday 4/20. Form is included in Instructions & Guidance document (non-binding).
 - Original & 3 copies of appeal packet to DOE by Monday, 4/30.

Appeal Process Overview (con't)

- Step #2: Commissioner's Review & Decisions
 - Review teams comprised of district & NH DOE personnel review all appeals and present their recommendations to the Commissioner.
 - The Commissioner, upon review of the recommendations and the appeal, will determine whether or not to grant the appeal.
 - Notification is sent from the NH DOE to the schools/districts by Friday, 5/4.

Appeal Process Overview (con't)

- Step #3: School-to-State Board of Education
 - New Hampshire state statute allows a 2nd appeal process to the State Board of Ed within 30 days of Commissioner's decision to deny appeal.
 - Appeals to the State Board must contain additional or amended information or data not previously contained in the first appeal.
 - The school/district will present its appeal at the regularly scheduled State Board meeting on 6/20.
(pg 5)

Allowable Reasons for an Appeal (pg 6)

□ Data Error Appeal

- Also known as statistical errors
- Must describe the data being disputed, the rationale as to how such errors occurred, & provide recalculated AYP using revised data

□ Special Circumstances Appeal

- Must explain unusual or extraordinary circumstances and demonstrate why the student performance and/or participation results are atypical.

Clarification regarding AYP Status

- A successful AYP appeal will not necessarily result in a change of AYP status.
- Why: An appeal may be used to address only one particular subgroup or content area whereas all subgroups (if applicable) that did not meet performance or participation targets would need to be appealed and granted to establish a change in AYP status.

(page 6)

Required Components of the Completed Appeal Packet (pg 7)

- ❑ Cover letter indicating the allowable reason & basis for the appeal *and* a cover page (form).
- ❑ Completed “School AYP Appeals Grid” *and* all 3 pages of the issued 2012 School AYP Report
- ❑ Narrative description
- ❑ Printout of the data from the 2012 AYP Student Participation and/of Performance file
- ❑ Completed Worksheets
- ❑ Revised/recalculated 2012 School AYP Report

**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:

Monday, April 30, 2012

Close of Business 4:30 p.m.

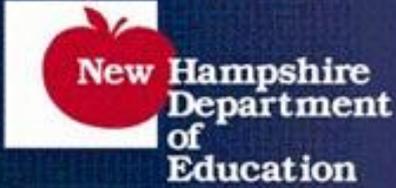
Recommended Resources and Reference Materials (pg 8)

WEBSITE:

www.education.nh.gov/instruction/accountability/ayp/2012.htm

Go here for everything you need such as:

- PowerPoint Presentations
- Data definitions
- Policies explained
- Confidence Interval Look-up Table
- Preliminary AYP results and status



How to Use the 2012 AYP Student Data Files to Check Your AYP Reports

- *How do we check our data and where do the numbers come from?*
- *How do I find student level data that was used to determine AYP status?*
- *What data are included in the file?*
- *Are students in the right subgroups?*
- *Are students counted as participating or not participating for approved or not approved reasons?*

Accessing the Student Data File (pg 8)

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 select “District-Level”
12. Select “Student-Level Accountability Data file”
(*NH1112AccountabilityStudentData[District Code].csv*)

Submitting an Appeal for Participation Rate (pg 9)

N = 40

□ If a group either does not meet the 95 % 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.

□ The enrollment and participation data shown on the report are for the current year only. **The participation rate decision shown on the report is an aggregate rate that may contain up to three years of data.** (Continue to next slide)

Submitting an Appeal for Participation Rate (pg 9)

- The following students are not included (by content area) in this 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.
- See the document *Adequate Yearly Progress Summary Report Explained* for participation of English Language Learners (ELL).

Submitting an Appeal for Participation Rate (pg 9)

Because of the complexity of the aggregated calculation, if you are thinking about filing an appeal based on participation rate, please review the explanation below about how the calculation is determined and then contact Tim Kurtz at 271-3846, timothy.kurtz@doe.nh.gov.

Submitting an Appeal for Student Performance (pg 10-11)

N = 11 students

- Step 1 & 2: Use the Performance-Student level Data File from <http://iservices.measuredprogress.org> to identify which student should or should not be included in the Performance calculation.
- Step 3: Identify each student with a data error (see description for “how to” on **page 10** of the Appeals Guidance document). **Hide student names.** Submit the data for the entire subgroup.
- Step 4: Recalculate the *School Index Report* (page 3 of the AYP Report)

Submitting an Appeal for Student Performance (pg 10-11)

- Step 5: Complete the *School Data Report* (page 2 of the AYP Report).
- Step 6: Complete the applicable (Grade 3-8 or High School) *Performance Worksheet* located in the Appeals Forms document (see details on page 10 of the Appeals Instructions and Guidance document).
- Step 7: Use the results from the above steps to create a new School Summary Report, correcting only the sections applicable to your appeal.

Submitting an Appeal for “Other” Indicator (page 12)

□ **Attendance Rate** (grades 3-8)

- Complete the Attendance Rate Worksheet located in the AYP Appeals Forms document. (See page 12 of the Guidance document for details.)

□ **Graduation Rate** (high schools)

- Submit a copy of the 2010-11 Cohort Graduation and Dropout Rate report with a narrative. (See page 12 of the Guidance document for details.)

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2012 AYP INTENT TO APPEAL

(last two pages of the Guidance document)

(Note: This is a two-page form. Complete and submit both pages.)

Directions: School appeals may be made for student participation, student performance, and/or the “other” AYP indicator. Complete the grids below *and* on the following page as applicable to indicate the area(s) of your appeal. Complete the “School Information” and “Signatures” sections, and fax by the deadline as stated on the next page.

School Appeal of Student Participation and/or Student Performance

In the chart below, place an “X” in the appropriate non-shaded box for each content area and student subgroup the school intends to appeal. For each box marked, enter one of the following codes in the appropriate shaded box to identify the reason(s) for the appeal.

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



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2012 AYP INTENT TO APPEAL

(last two pages of the Guidance document)

**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

How is District AYP Different from School AYP?

- District AYP is calculated for students in the aggregate for whom the district is responsible including out-of-district placed students.
- Districts containing one level (elementary OR high school) not meeting the student participation or student performance targets in a content area, or not meeting the “other” indicator target, do not make AYP in the applicable area.

OR

- Districts containing two levels (elementary AND high school) only need to make AYP at one level to make AYP as a district. *Example: ABC district contains two levels, elementary and high school. The district made AYP in Reading at the elementary level, but not at the high school level. As at least one level made AYP in Reading, the district as a whole “Made AYP in Reading.”*