



## How to Use the NH NECAP AYP Student List to Check Your AYP Data

### ✦ How do I find the student-level data used to determine our AYP status?

The Department has posted the student level data files that were submitted and certified by each district as accurate for AYP reporting in February 2008. These files are located in your password-protected i4see data site. You will need to have your i4see authorized staff access these files. Once on the site, however, you can download and use the Excel file as needed to review your data.

#### Navigating the i4see Website:

After logging into the i4see site, Select: “SASID NECAP and Other i4see Submissions” then click “Next”.

Now Choose: Your district, and once there, Select: “District Review”.

On the District Review page, Select from the menu: “General Reports”.

On the General Reports page, Choose either: *11<sup>th</sup> Gr NH NECAP AYP Student List* or *Grades 3-8 NH NECAP AYP Students*, as appropriate to the grades you have.

### ✦ What data *are* and *are not* included in these files?

#### Student-Level Demographic & Participation Data:

The file layout describing all the data in the i4see AYP file is provided on the last page of this document. The file provides basic demographic information on each student who was expected to participate in statewide assessment and is part of the current AYP determination, (assessments include the fall 2007 NECAP and the NH Alt Portfolios submitted in May 2007). Also in this file you’ll find district and school enrollment status for testing and teaching year, the student subgroups\*, and reasons for non-participation in statewide assessment (both approved and non-approved).

*\* Note: USDA rules strictly limit the school and district personnel who may view data regarding student socio-economic status (SES). For purposes of determining AYP “SES” subgroup identification, the state uses data on **students identified by the district during the ‘06-07 teaching year as eligible for free or reduced school lunch.** (This was the October 31, 2006 district data submission...). For reasons of confidentiality, these demographic data cannot be provided in this file. Contact your school food service director or i4see coordintor for assistance in checking membership in this AYP subgroup.*

#### Student Level Performance Scores:

You will see that NECAP & NH-Alt test scores are **not** provided in these files. However, scores and achievement levels earned in statewide assessments in 2007 are available to you in the detailed state assessment reports provided to you several months ago (NECAP and NH-Alt). Many people use their *Item Analysis Report* (NECAP) files, or the *Student Roster Report* (NH-Alt) files for this purpose. Others prefer to use the district level .csv files. If you need to access any of these student level state assessment files for either NECAP or NH-Alt, go to: <http://iservices.measuredprogress.org> and log in using your district or school password.

#### Charts You May Need and Other Help:

For your convenience, we have posted online a powerpoint called: ***Understanding Your AYP and Growth Reports.*** This powerpoint has charts you may need and explanations of how AYP is calculated. We’ve also posted another helpful summary guide called: ***A Reference Guide for Navigating AYP Reports and Files*** You can find both online at: [www.ed.state.nh.us/education/ayp](http://www.ed.state.nh.us/education/ayp)



## What can I learn from the data in the NH NECAP AYP Student List?

- **Are the students who *should be* included in your performance AYP included?**

Look for students who were listed as “Continuously Enrolled” in your District or School during the teaching year. These students count toward your AYP Performance Index only where they are shown to be continuously enrolled. A student may have been continuously enrolled at the district level but NOT at the school level. This would occur if a student moved *between schools within a district during the teaching year*. Usually, continuous enrollment is the same for both district and school, but not always.

**Continuous Enrollment means:** Enrolled continuously from October 1<sup>st</sup> to the end of the teaching year.

- **Are students listed accurately in the *subgroups* to which they belong?**

In the file layout you’ll find on page 3, and in the i4see data file, you’ll see the Ethnic, LEP, and IEP subgroup categories for which each student was identified as a member. Check your i4see file to see if the appropriate students are listed in the appropriate subgroups. The file layout on page 3 tells how to determine this.

- **Which students were counted as *participating* or *not participating*?**
- **If a student is listed as *not participating*, *why*?**
- **Was the non-participation for *approved* or *non-approved* reasons?**

Any student who was identified as enrolled in your school or district during the Testing Year (NECAP) or Teaching Year (NH-Alt) in the tested grades was expected to participate in the appropriate assessment. If they did not, you will see the reason for non-participation in reading or mathematics assessment listed, beginning with column “O”, after their name in the i4see data file. Check to see that this participation data is accurate.

**Note: Foreign exchange students** should not be part of your AYP calculation for either participation or performance. If they show up in your file, then you may include this as part of your appeal.

If you find that the data submitted previously was in error, document the error(s) carefully. Be sure to identify how those errors will be corrected in the district i4see data files. Then, if you decide to appeal your current AYP status, follow the established procedures. Information about how to appeal and the data necessary for a successful appeal will be shared at the Appeals Workshop on Thursday, May 15<sup>th</sup>, 2008 at Two Delta Dental in Concord from 1pm to 4pm. The instructions and documentation necessary for a successful appeal is also posted with other useful 2008 AYP information at the website below. Be sure to check the powerpoint: *Understanding Your AYP and Growth Reports* and the companion summary guide called: *A Reference Guide for Navigating AYP Reports and Files*.

You can find these support documents online at: [www.ed.state.nh.us/education/ayp](http://www.ed.state.nh.us/education/ayp).

The NH NECAP AYP Student List data file layout is on the next page...

## File Layout for NH NECAP-AYP Student Lists for Checking Data

Column Title	Description of Data Shown in this Column
SASID	State Assigned Student ID number (10 digits)
DOB	Date of Birth
Student	Last Name, First Name (Matched to SASID in: Current '07-08 BOY file)
Booklet Number	NECAP Test Booklet Number, (If a booklet was submitted)
Testing District	District that conducted assessment - or - if there is no booklet number, District of Enrollment on Oct. 1, 2007 (for NECAP) - or - District that Submitted Portfolio in May, 2007 (NH-Alt)
Testing School	School that conducted assessment - or - if there is no booklet number, School of Enrollment on Oct. 1, 2007 (for NECAP) - or - School that Submitted Portfolio in May, 2007 (NH-Alt)
Teaching District	District during '06-07 Teaching Year (NECAP and NH-Alt)
Teaching School	School during '06-07 Teaching Year (NECAP and NH-Alt)
Continuously Enrolled School (Impacts Performance AYP if "Yes")	If <b>"Yes"</b> , student was <b>INCLUDED in Performance AYP</b> for Teaching Yr School, If <b>Blank</b> , student was <b>NOT</b> included for this Teaching Year School.
Continuously Enrolled District (Impacts Performance AYP if "Yes")	If <b>"Yes"</b> , student was <b>INCLUDED in Performance AYP</b> for Teaching Yr District, If <b>Blank</b> , student was <b>NOT</b> included for this Teaching Year District.
<b>Student Subgroups:</b>	
Gender	Female or Male (Taken from: Current SASID information)
Ethnic	American Indian/Alaska Native...Asian/Pacific Islander...Black...Hispanic...White (Taken from: Fall 07 district submitted BOY file)
LEP	Limited English Proficient Student who was Currently Receiving Services, or was in Monitoring Status, Yr. 1 or Yr. 2 (Taken from: October 1, 2007 LEP status from Fall 07 district submitted LEP file)
IEP	Student had an active IEP at any point in '06-07 Teaching Year (Defined as: 9/1/06 to 7/1/07 per NHSEIS file)
<b>Reasons for Portions of Test Left Blank:</b>	
Took NH Alt (Reading)	Not Tested - Approved, Took NH-Alternate Assessment in Reading
Took NH Alt (Math)	Not Tested - Approved, Took NH-Alternate Assessment in Mathematics
LEP First Yr in US (Reading)	Not Tested - Approved, LEP Student, first year in US Schools
Withdrew after 10/1 (Reading)	Not Tested - Approved for Reading - Student withdrew after Oct. 1, 2007
Withdrew after 10/1 (Math)	Not Tested - Approved for Mathematics - Student withdrew after Oct. 1, 2007
Enrolled after 10/1 (Reading)	Not Tested - Approved for Reading - Student enrolled after Oct. 1, 2007
Enrolled after 10/1 (Math)	Not Tested - Approved for Mathematics - Student Enrolled after Oct. 1, 2007
State Special Considerations (Reading)	Not Tested - Approved for Reading - State Special Considerations documented in written approval by NHDOE
State Special Considerations (Math)	Not Tested - Approved for Mathematics - State Special Considerations documented in written approval by NHDOE
Not Tested - OTHER REASONS (Impacts Participation AYP - Reading)	Not Tested in Reading - OTHER REASONS ( <b>Not</b> Approved)
Not Tested - OTHER REASONS (Impacts Participation AYP - Math)	Not Tested in Mathematics - OTHER REASONS ( <b>Not</b> Approved)