



OVERVIEW OF 2009 NYCDOE NCLB/SED Data Verification Process

**Division Of Accountability And
Achievement Resources
State And Federal Evaluation
Team**



**Department of
Education**

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Spring 2009

Session Goals

By the end of the session participants will be able to:

- **Define NCLB/SED Accountability**
- **Specify why NCLB/SED Accountability is important.**
- **Identify which data verification file (s) is appropriate for their school.**
- **Describe how to download verification materials from ATS.**
- **Identify which central data base files to use to cross reference data verification information.**
- **Clarify some common misconceptions about NCLB/SED accountability rules.**
- **Describe the process for adding to and/or correcting verification data**
- **Locate the timeline for data verification procedures.**
- **Identify who to go to for further information.**

Presentation Outline

- ✓ What Is NCLB/SED Accountability Verification?
 - ✓ Why Is It Important?
- ✓ Why Was the NYCDOE Data Verification Process Redesigned?
- ✓ How Can We Obtain The Verification Materials?
- ✓ What Are The Verification Materials?
 - ✓ The Elementary/Middle School Workbook
 - ✓ The Secondary/High School Workbook
- ✓ Where Do I Go To Find Data To Check The Verification Information?
- ✓ What Are Some Common Issues and Misconceptions Of NCLB/SED Accountability Rules
 - ✓ Elementary/Middle School
 - ✓ Secondary (High School)
- ✓ What Is The Process For Adding Or Correcting Verification Data?
- ✓ Who May I Contact for Additional Data Verification Information
- ✓ Appendices

What Is NCLB/SED Accountability Verification?

What is NCLB/SED Accountability Verification

Accountability Verification is a process by which a school can examine its accountability data one last time before it is permanently uploaded into the Student Information Repository System (SIRS).

Why is NCLB/SED Accountability Verification Important?

This accountability data will be used to

- > create adequate yearly progress determinations
- > determine potential SURR status
- > determine a school's NCLB/SED accountability status (if you made AYP)
- > create the school's state report card

Schools are held accountable for the accuracy of the data in the state report cards.

It is the last opportunity to critically review and correct missing and/or inconsistent data.

Why Was the NYCDOE Data Verification Process Redesigned?

Why Was the NYCDOE NCLB/SED Accountability Verification Process Redesigned?

Schools had issues and concerns with previous nySTART verification processes:

- > The review process started during the two week administrative summer vacation or coincided with the start of the school year
- > Download time was inordinately long
- > The release date and data elements were repeatedly changed
- > There was confusion over which ATS/CAP/HSST reports to use in comparing nySTART to school data

Why Was the NYCDOE NCLB/SED Accountability Verification Process Redesigned? (Cont.)

The 2009 NYCDOE Accountability Verification Process addresses the issues raised by schools:

- > It will commence in June and end in July
- > Reports are user friendly and are formatted in a manipulative EXCEL file
- > A straightforward data review timeline has been developed
- > Reports are downloadable from ATS – no cube
- > A list of reports in the source systems will be provided to cross reference and check verification data

How Can We Obtain The Verification Materials?

Step 1: Sign On To ATS

```
LU=LB05G00  DIVISION OF INSTRUCTIONAL AND INFORMATION TECH

NYCDOE - DIIT NATIVE SERVICES      NYS SERVICES      CITYNET SERVICES
-----
T  -TSO/ISPF          RP  -RMDS PROD      VM41 -SEDE      Z  -FISA
P  -CICS PROD        RT  -RMDS TEST     SEDU -SED UBNISYS  CSC-CSC
C  -CICS TEST        EM  -EMAIL          (AXUSYS)      COM-COMPTROLLER
CQ -CICSQA           OMS -OUTPUT MNGT  DOL  -NYS DOL
K  -KEY/MASTER       XP  -XPTR
I  -IDMS PROD        ATS  NYCBOE-ATS PRD
S  -IDMS SYSTEST     OMSHS -H.S. OMS
U  -IDMS UNITTEST    SJ  -SUMMER JOBS
DU -CICS/DB2 UNIT
DR -CICS/DB2 TRAIN  UAPC SERVICES
PP -PASSPORT PROD   -----
PR -PASSPORT TRAIN  UA  -UAPCNET

FOR ASSISTANCE, INCLUDING EIS PASSWORD RESETS, CALL THE SUPPORT CENTER
AT (718) 935-5100. FOR PASSPORT HELP CALL (718) 349-5783.
TO REFRESH THE SCREEN HIT CLEAR THEN ENTER.
FOR TSO ENTER SERVICE FOLLOWED BY A BLANK AND THEN USERID.
Service Desired ==>
```

Enter ATS

Enter ATS at *Service Desired*.

When the next screen appears type your ATS User Id and password and press the right Ctrl key.

Step 1a: This Screen Appears

PROFILE 27-Q-063
INIT0100
==> _

New York City Public Schools
Automate The Schools Primary Menu

04-22-09 14:25:47
01978-MYASIN

- | | | | | | |
|----|------|--------------------------|----|------|-------------------------|
| 1 | NEWS | The Latest News | 2 | SVCS | Supplemental Services |
| 3 | BIOG | Biographical Information | 4 | HIST | History |
| 5 | ATTD | Attendance | 6 | REPT | ATS Reports |
| 7 | MNTN | Maintenance | 8 | SBMS | School Based Management |
| 9 | PLAC | Middle School Placement | 10 | MSPA | Middle School SPA |
| 11 | ESPA | Elementary School SPA | 12 | PATD | Period Attendance |

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER

F1/Help	F2/	F3/	F4/Lookup	F5/Print news	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

Step 2: Type the appropriate ATS report name

```
PROFILE 25-Q-194      New York City Public Schools      04-13-09 15:22:47  
REPT0359             ATS Report Selection Screen      02122-RCHIOD0  
==>
```

For the elementary/middle school verification workbook type **REMS**.

For the high school verification workbook type **RHSV**.

Then hit the right Ctrl key

Step 2a: This screen appears

```
PROFILE 02-M-400      New York City Public Schools      04-17-09 11:10:08
RHSV0100-TEST-T      ATS Report Selection Screen      00043-RSHAFZ
==>
HIGH SCHOOL VERIFICATION REPORT
2008-2009

EMAILID: _____ @SCHOOLS.NYC.GOV  SUBJ: _____

                                DOWNLOAD
                                ID: F1CI1095 TYP: D

Enter valid Email id and then Press F6
F1/Help      F2/          F3/Quit-return  F4/          F5/          F6/Execut
F7/          F8/          F9/Refresh      F10/         F11/         F12/Exit
```

This is the High School Verification report screen.

The elementary/middle school report has the identical layout.

Prepare the Report for Downloading

```
EMAILID: _____ @SCHOOLS.NYC.GOV  SUBJ: _____  
  
                                DOWNLOAD  
                                ID: F1CI1095 TYP: D  
  
Enter valid Email id and then Press F6  
F1/Help   F2/      F3/Quit-return F4/      F5/      F6/Execut  
F7/      F8/      F9/Refresh   F10/     F11/     F12/Exit
```

Step 3: Type in your DOE e-mail address and the file name in the Subj space

Step 4: Press **F6** twice to execute the request. A message will be sent to your DOE email address with the link and password needed to download the report.

Step 6: Open up the email, copy the password, and click the link

From: atsprod@edup.nycenet.edu
To: Chiodo Raul (Queens ISC)
Cc:
Subject: FTP Confirmation - RDGS

It takes a few minutes for the report to be downloaded and sent to your email.

<http://atsftp.nycboe.net/RCHIODO.RDGS.D090413.T145659.XLS.ZIP>

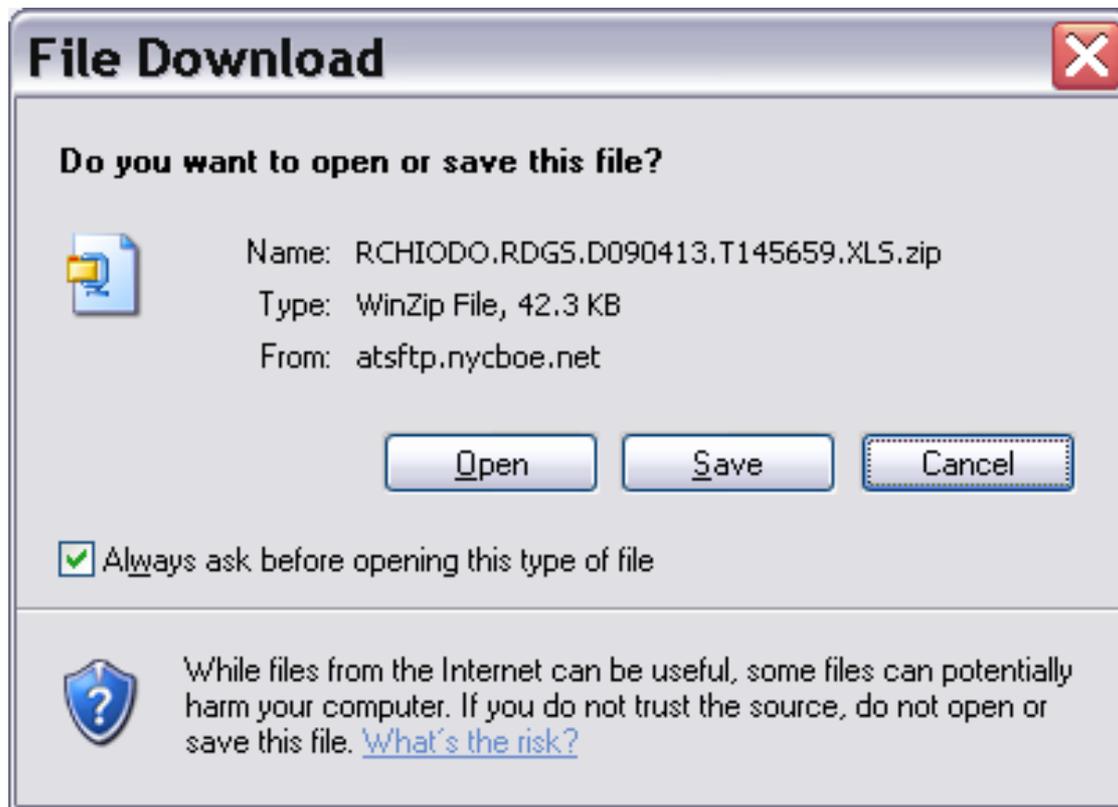
was successfully sent to the NYCDOE FTP server. This dataset can only be guaranteed to remain on the FTP server for 14 calendar days from the date of this email.

dqJfii5gguLNY

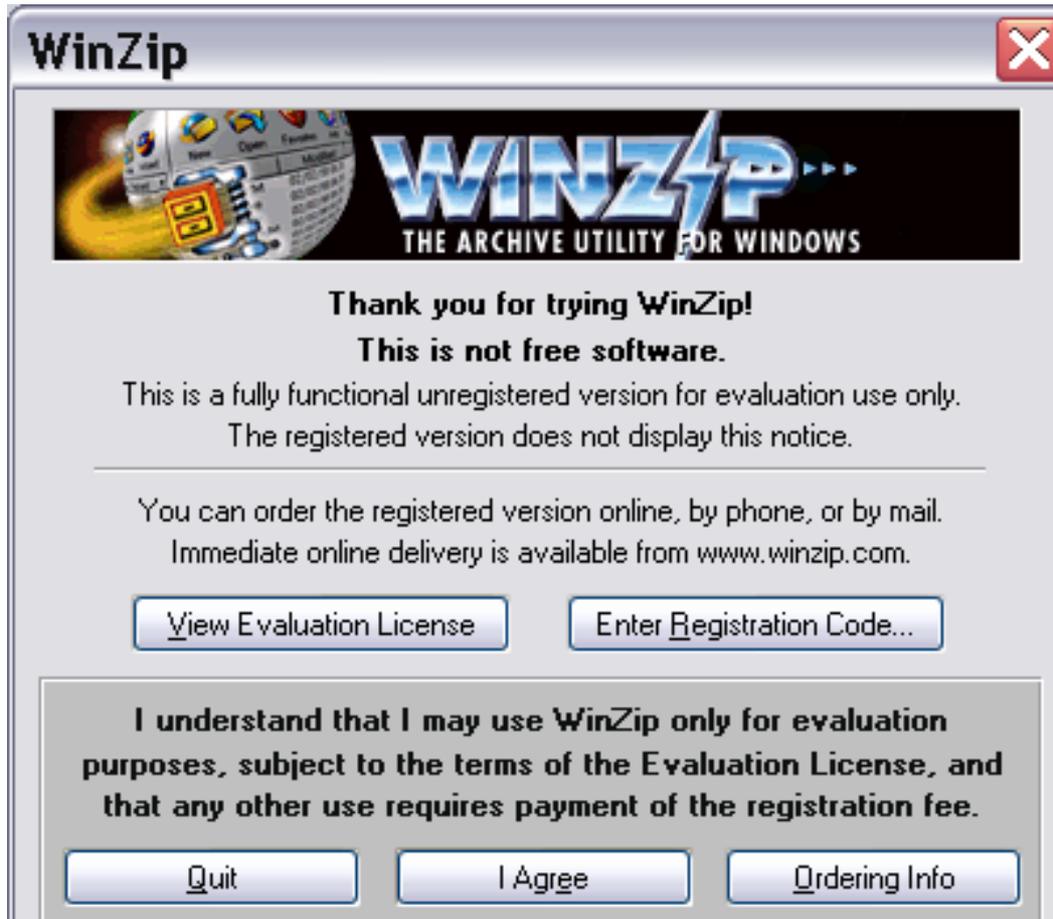
↑
This is
your
password

Copy the password precisely with no extra spaces, so you can easily paste it in when needed (see slide 21 for details)

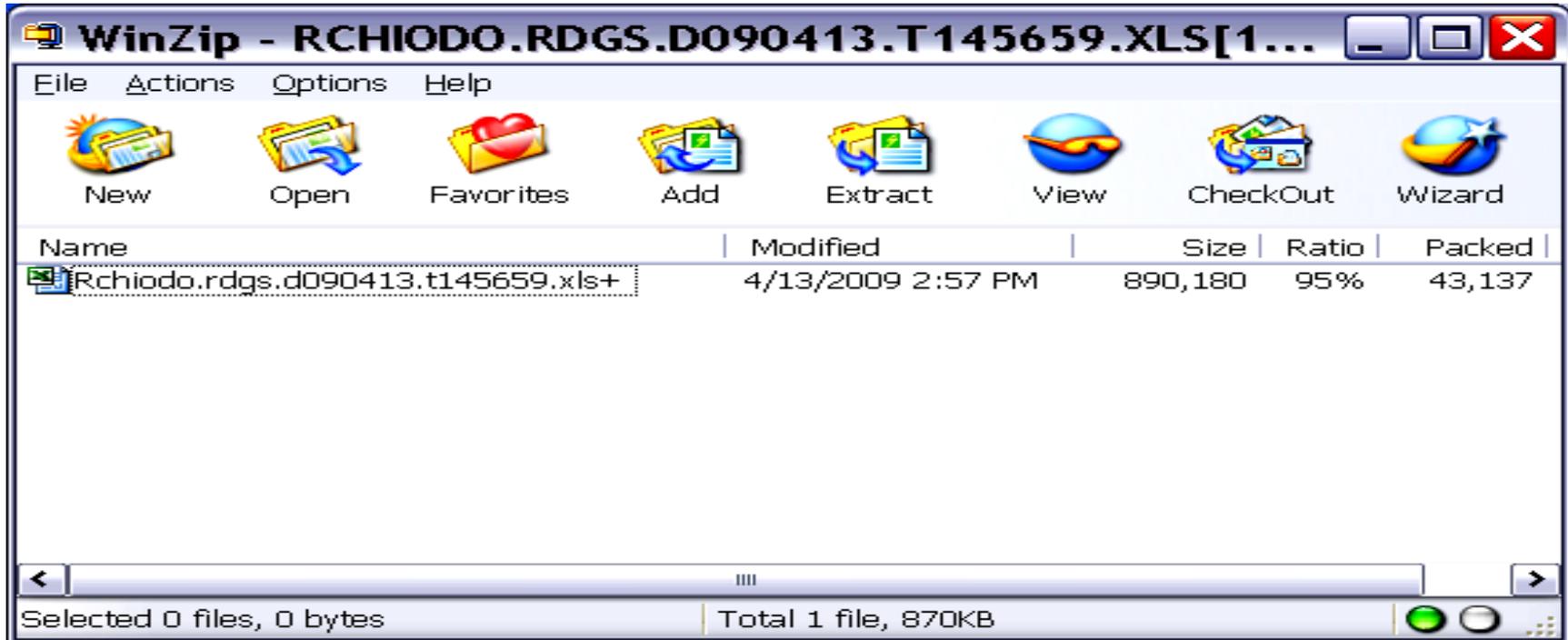
Step 7: A dialog box will come up and ask “Do you want to open or save this file?” Click Open



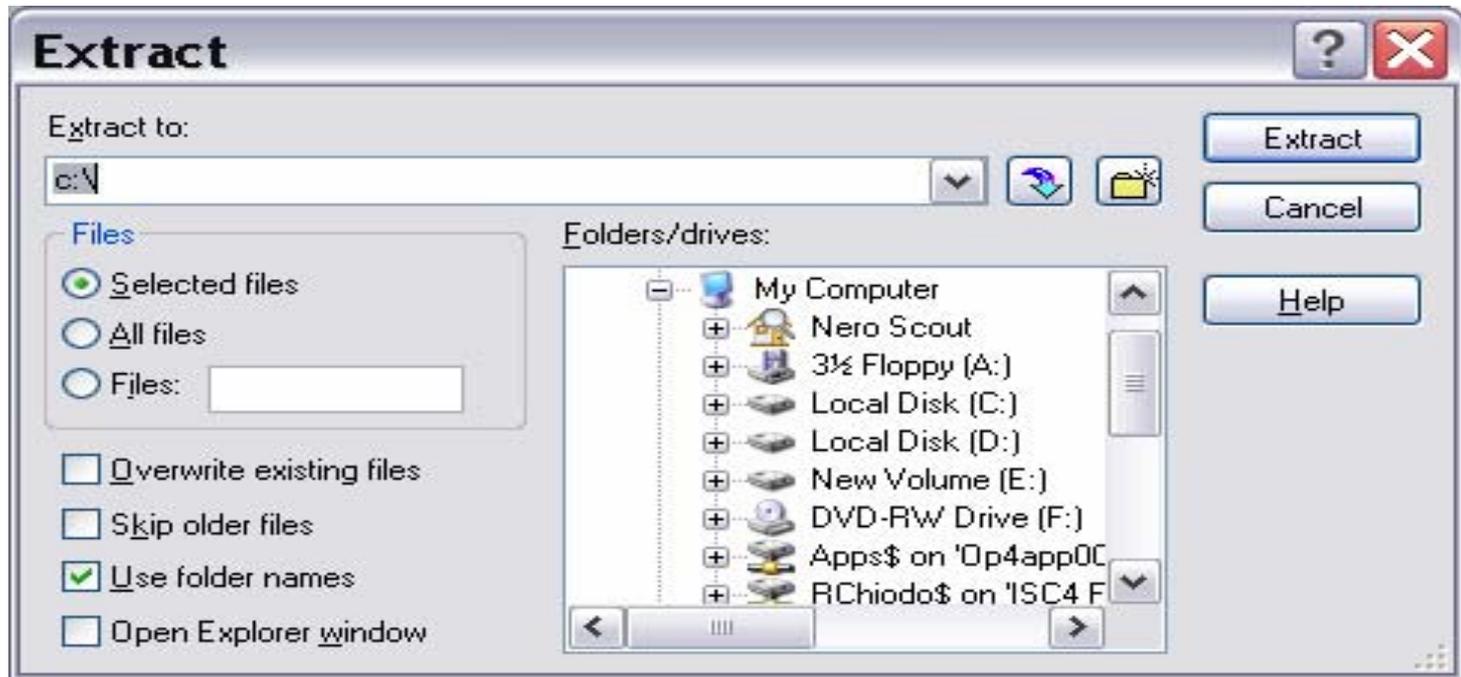
Step 8: Click on “I Agree” License Agreement



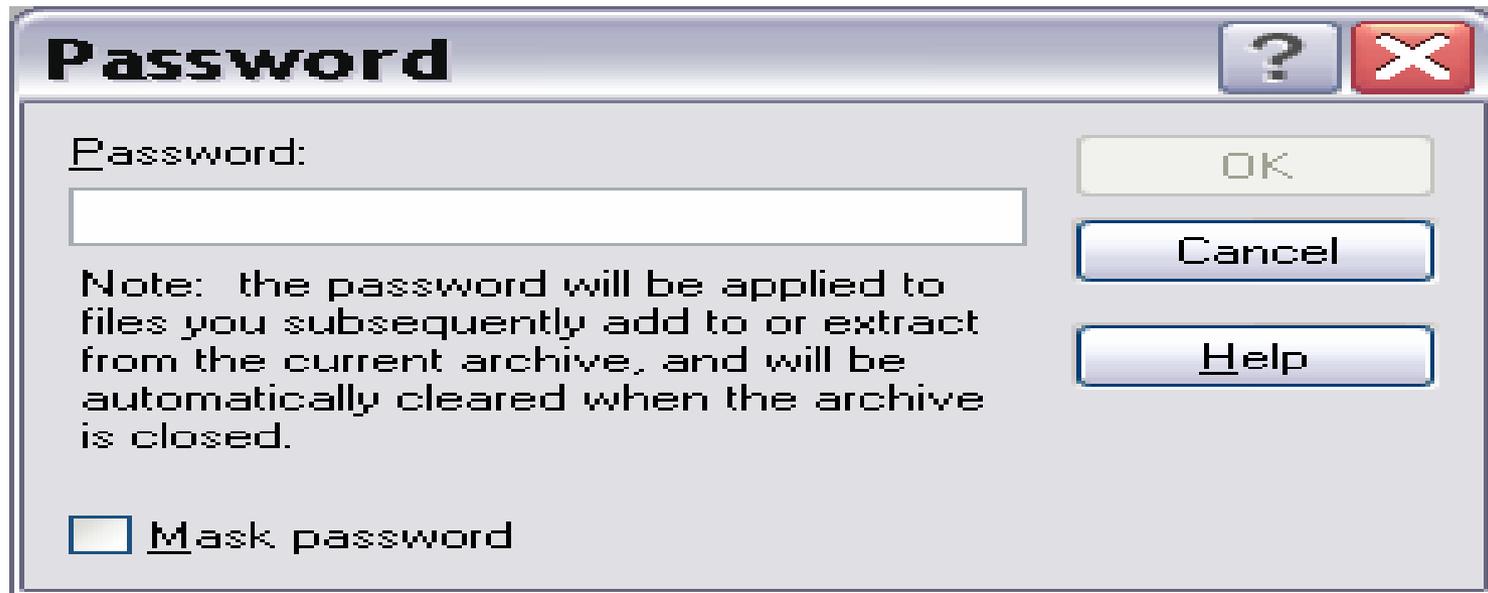
Step 9: You will see the screen below with the Excel file listed



Step 10: Click on the file and **save** it to your desktop or another local drive



Step 10a. The following screen will pop-up requesting that you insert the file's password



Copy the last line of your email (which is exactly 13 characters) and paste it into the *Password* box.

For example: **dqJfil5gguLNY** (see slide 16) is your password , then click OK.

Sample Elementary/Middle School Data Verification Workbook

A	B
1	Data Field
2	Definition
3	Last Name
4	Student last name
5	First Name
6	Student first name
7	Student ID
8	Student OSIS number
9	SWVD, out-of-district
10	Identifies a student with disabilities (SWD) who is enrolled in a DBN that is not within his/her district of residence (i.e. district of accountability)
11	District of Accountability
12	School district that is held accountable for a student's participation and performance on ELA, Math, and Science assessments
13	Date of Birth
14	Student Date of Birth
15	Grade Level
16	Student grade level as of Verification Report release date
17	Assessed Grade Level
18	Student grade level as of the first day of the test administration period
19	Ethnicity
20	Student ethnicity (ATS Values)
21	LEP
22	Student classified as having limited English proficiency (LEP) at any time between 7/1/08 and 6/30/09: Students who, by reason of foreign birth or ancestry, speak a language other than English and (1) either understand and speak little or no English or (2) score below a State-designated level of proficiency on the Language Assessment Battery-Revised (LAB-R) for initial identification or for subsequent years, score below a State-designated level of proficiency on the NYSESLAT
23	SWD
24	Student classified as disabled by the district CSE or the district CPSE (i.e., students who have an IEP) at any time between 7/1/08 and 6/30/09
25	Eco. Disadv.
26	Student classified as economically disadvantaged at any time between 7/1/08 and 6/30/09; An economically disadvantaged student is a student who participates in, or whose family participates in, economic assistance programs such as the free or reduced-price lunch programs, Social Security Insurance, Food Stamps, etc.; In addition, all students in USM schools are designated as eco disadv. for NCLB/SED accountability
27	NYSAA Eligible
28	Student with severe cognitive disabilities and classified as ungraded, eligible to take the New York State Alternative Assessment for ELA, Math, or Science
29	LEP student who may take the New York State English as a Second Language Achievement Tests in place of a grades 3-8 ELA assessment; A student who enters a United States school for the first time between January 2, 2008 and the last day of the ELA test administration (January 12, 2008) could potentially be exempt from taking the ELA assessment in the year they first entered United States schools and in the following year. If a LEP student leaves United States schools for a full academic year, at the time they re-enter a United States school, they would be

After you click OK the Data Verification Workbook will appear.

Make sure to save the file in an Excel format using the Save As function in the Microsoft File drop down menu.

ATS DOWNLOAD ASSISTANCE

For additional ATS downloading assistance, please call your

- Application Support Liaison at the Integrated Service Centers,
- Children First Network liaison,
- the Help Desk at 718-935-5100, or
- Visit Self Support at <http://magic75.nycenet.edu/selfsupport>

[SUMMARY IN APPENDIX](#)

Back to [Presentation Outline](#)

What Are The Verification Materials?

Verification Materials Overview

The State and Federal Evaluation Team, in collaboration with DIIT and Data Management created excel workbooks that contain the data verification files. Each workbook contains school level data in five spreadsheets:

- A key listing and defining the data fields
- Three worksheets; one for each school level accountability area

Elementary/Middle School	High School
ELA participation and performance	2009 Participation Cohort
Math participation and performance	2005 HS Accountability Cohort
Science participation and performance	2004 HS Graduation Cohort

- A summary worksheet with estimated participation rates and performance indices computed from the school rosters.

Elementary/Middle Level Verification Workbook

This workbook was designed to minimize the time spent downloading, printing and reviewing the various data verification reports in nySTART. Each spreadsheet contains data downloaded from Level 1 of NYSED's Student Information Repository System (SIRS).

Elementary/Middle Level: Data Fields Key

This spreadsheet contains the definitions of all of the data fields used in the workbook

Data Field	
Last Name	NYSESLAT Eligible
First Name	Participation- Continuously Enrolled
Student ID	Performance- Continuously Enrolled
SWD, out-of-district	Accountable Assessment
District of Accountability	Not Tested - Reason
Date of Birth	Score
Grade Level	Perf. Level
Assessed Grade Level	Member - ELA Participation
Ethnicity	Member – ELA Performance
LEP	Member - Math Participation
SWD	Member - Math Performance
Eco. Disadv.	Member - Science Participation
NYSAA Eligible	Member - Science Performance

Elementary/Middle Level ELA Participation and Performance

This spreadsheet contains the roster of students in the school's ELA Participation and Performance accountability area:

NYSAA Eligibility

Last Name	First Name	Student ID	SWD, out-of-district	District of Accountability	Date of Birth	Grade Level	Assessed Grade Level	Ethnicity	LEP	SWD	Eco. Disadv.	NYSAA Eligible
ACEVEDO	RONNY		NO	9	10/1/1994	8	8	Hispanic or Latino	YES	NULL	YES	NULL
ACHEAMPONG	EMMANUEL		NO	9	7/26/1994	8	8	Black or African American	YES	Learning Disability	YES	NULL
ADDO	JEREMIAH		NO	9	6/10/1995	7	7	Black or African American	NO	NULL	YES	NULL
ADEKOYA	RAHMAN		NO	9	6/8/1996	6	6	Black or African American	NO	NULL	YES	NULL

NYSESLAT Eligibility

Click here to open this accountability area

ELA assessed grade level

ELA accountable assessment

Last Name	First Name	Student ID	NYSESLAT Eligible	ELA Participation	ELA Performance	Score	Perf. Level	Accountable Assessment	Not Tested - Reason
ACEVEDO	RONNY		NULL	YES	YES	632	2	Grade 8 ELA	
ACHEAMPONG	EMMANUEL		NULL	YES	YES	649	2	Grade 8 ELA	
ADDO	JEREMIAH		NULL	YES	YES	667	3	Grade 7 ELA	
ADEKOYA	RAHMAN		NULL	YES	YES	649	2	Grade 6 ELA	

YES means student score is included in the ELA PI

Elementary/Middle Level Math Participation and Performance

This spreadsheet contains the roster of students in the school's Math Participation and Performance accountability areas:

25													
26	Last Name	First Name	Student ID	SWD, out-of-district	District of Accountability	Date of Birth	Grade Level	Assessed Grade Level	Ethnicity	LEP	SWD	Eco. Disadv.	NYSAA Eligible
27	PEREZ	ELISHA		NO	9	5/19/1997	5	5	Hispanic or Latino	NO	NULL	YES	NULL
28	ARCE	JONATHAN		NO	9	5/14/1996	6	6	Hispanic or Latino	NO	NULL	YES	NULL
29	DIAZ	CRISTAL		NO	9	7/24/1994	8	8	Hispanic or Latino	YES	NULL	YES	NULL
30	ORTIZ	NATASHA		NO	9	11/24/1996	5	5	Hispanic or Latino	NO	NULL	YES	NULL
31													

Click here to open this accountability area

Participation-Continuously Enrolled	Performance-Continuously Enrolled	Accountable Assessment	Not Tested - Reason	Score	Perf. Level	Math Participation	Math Performance
YES	YES	NYSTP Math		653	3	YES	YES
YES	YES	NYSTP Math		614	1	YES	YES
YES	YES	NYSTP Math		650	3	YES	YES
YES	YES	NYSTP Math		688	3	YES	YES
YES	YES	NYSTP Math		666	3	YES	YES
YES	YES	NYSTP Math		707	4	YES	YES
YES	YES	NYSTP Math		692	3	YES	YES
YES	YES	NYSTP Math		623	2	YES	YES

YES means student was enrolled for the entire testing period

YES means student score is included in the Math PI

Elementary/Middle level Science Participation and Performance

NULL means N/A, blank, etc.

This spreadsheet contains the roster of students in the school's Science Participation and Performance accountability area:

26	Last Name	First Name	Student ID	SWD, out-of-district	District of Accountability	Date of Birth	Grade Level	Assessed Grade Level	Ethnicity	LEP	SWD	Eco. Disadv.	NYSAA Eligible
27	ACEVEDO	RONNY		NO	9	10/1/1994	8	8	Hispanic or Latino	YES	NULL	YES	NULL
28	ACHEAMPONG	EMMANUEL		NO	9	7/26/1994	8	8	Black or African American	YES	Learnin	YES	NULL
29	ADJEI	HUDEIYA		NO	9	8/30/1994	8	8	Black or African American	YES	NULL	YES	NULL
30	AKERELE	EBENEZER		NO	9	4/6/1994	8	8	Black or African American	NO	NULL	YES	NULL

Click here to open this accountability area

Assessment used for SCIENCE accountability

Eco. Disadv.	NYSAA Eligible	Participation-Continuously Enrolled	Performance-Continuously Enrolled	Science Participation	Science Performance	Score	Perf. Level	Accountable Assessment	Not Tested - Reason
YES - Reduced Lunch	NO	YES	YES	YES	YES	55	2	GR 8 Intermediate- Level Science Test	
YES - Reduced Lunch	NO	YES	YES	YES	YES	56	2	GR 8 Intermediate- Level Science Test	
YES - Reduced Lunch	NO	YES	YES	YES	YES	41	1	GR 8 Intermediate- Level Science Test	
YES - Reduced Lunch	NO	YES	YES	YES	YES	50	2	GR 8 Intermediate- Level Science Test	
YES - Reduced Lunch	NO	YES	YES	YES	YES	60	2	GR 8 Intermediate- Level Science Test	
YES - Reduced Lunch	NO	YES	YES	YES	YES	60	2	GR 8 Intermediate- Level Science Test	
YES - Reduced Lunch	NO	YES	YES	YES	YES	75	3	GR 8 Intermediate- Level Science Test	

YES means student score is included in the Science PI

Elementary/Middle Level Report Summary

CAUTION: These are ESTIMATES

Accountability Sub-Groups	ELA Participation Rate	ELA Participation # of Students	ELA Performance Index	ELA Performance # of Students	Math Participation Rate	Math Participation # of Students	Math Performance Index	Math Performance # of Students	Science Participation Rate	Science Participation # of Students	Science Performance Index	Science Performance # of Students
All Students	84%	293	164	293	84%	293	160	293	84%	293	160	293
Black	84%	78	161	78	84%	78	160	78	84%	78	160	78
White	67%	100	164	100	67%	100	160	100	67%	100	160	100
Hispanic	84%	64	164	64	84%	64	160	64	84%	64	160	64
Asian/Pac Isl	84%	25	157	25	84%	25	160	25	84%	25	160	25
Native American	67%	0	164	0	67%	0	160	0	67%	0	160	0
MultiRacial	75%	26	164	26	75%	26	160	26	75%	26	160	26
SWD	84%	30	164	30	84%	30	160	30	84%	30	160	30
LEP	54%	50	142	50	54%	50	160	50	54%	50	160	50
Econ Disadv	84%	80	164	80	84%	80	160	80	84%	80	160	80

Key / MATH PART & PERF / ELA PART & PERF / SCIENCE PART & PERF / Report Summary /

Click here to open this spreadsheet

NOTES

PI formula only rewards performance levels 2 through 4; Participation rates only reward students with valid test scores;

NYSED will combine 2007-08 and 2008-09 scores to obtain the necessary minimum 40 group members for Participation computations and 30 group members for PIs. **THIS IS NOT calculated on the summary report provided.**

Secondary/High School Verification Workbook

This workbook was designed to minimize the time spent downloading, printing and reviewing the various data verification reports in nySTART.

High School Data Fields Key

This spreadsheet contains the definitions of all of the data fields used in the workbook

Data Field	
Last Name	ELA - Accountable Assessment
First Name	ELA - Accountable Assessment - Year/Term
Student ID	ELA Score
Date of Birth	ELA Performance Level
Grade Level	Math - Accountable Assessment
Ethnicity	Math - Accountable Assessment - Year/Term
LEP	Math Score
SWD	Math Performance Level
Eco. Disadv.	Discharge Code
NYSAA Eligible	Discharge Date
Grade Code	GRAD
NDG Program (non-degree granting)	DIPLOMA TYPE
ELA Safety Net Eligible	STATUS
Math Safety Net Eligible	

2009 Participation Cohort

This spreadsheet contains the roster of students in the school's 2009 Participation Cohort:

Demographic data are here

Testing Data are here

Last Name	First Name	Student ID	Date of Birth	Grade Level	Ethnicity	LEP	SVD	Eco. Disadv.	NYSAA Eligible	Grade Code	NDG Program	ELA Safety Net Eligible	MATH Safety Net Eligible	ELA - Accountable Assessment	ELA - Accountable Assessment - Year/Term	ELA Score	ELA Performance Level
DE LA ROCHA	MICHAEL	205432435	9/21/1990	12	4	Y	N	Y	N	220	NULL	N	N	Regents	20072008/1	65	3
DIABY	ALKHALY	263908089	10/5/1990	12	4	Y	N	Y	N	220	NULL	N	N	Regents	20072008/1	65	3
DIALLO	HABY	208198543	2/6/1990	12	3	Y	N	Y	N	220	NULL	N	N	Regents	20072008/1	65	3
DIALLO	MOHAMED	268571009	6/19/1990	12	3	Y	N	Y	N	220	NULL	N	N	Regents	20072008/1	65	3
DORSEY	CONTAY	265863111	12/21/1990	12	3	Y	N	Y	N	220	NULL	N	N	Regents	20072008/1	65	3
DOUMBOU	ZENABOU	265921999	6/14/1989	12	3	Y	N	Y	N	220	NULL	N	N	Regents	20072008/1	65	3
DORAME	SAMBA	269373253	3/15/1989	12	4	N	N	N	N	220	09X000	N	N	Regents	20072008/1	65	3
DUARTE	BRIAN	265696022	12/12/1990	12	3	N	N	N	N	220	79K000	N	N	Regents	20072008/1	65	3
DUBOIS	RITCHY	271088876	1/11/1989	12	3	Y	N	N	N	220	NULL	N	N	Regents	20072008/1	65	3
ENCARNACION	MELISSA	213326196	6/3/1990	12	4	Y	N	N	N	220	NULL	N	N	Regents	20072008/1	65	3

Key | 2009_HS_Participation_Cohort | 2005_HS_Accountability_Cohort | 2004_HS_Graduation_Cohort | Report Summary | Sheet1 |

Click here to open this accountability area

NULL means N/A

2005 Accountability Cohort-Performance

This spreadsheet contains the roster of students in the school's 2005 Accountability Cohort:

Check to make sure testing eligibility and accountable assessments are in alignment

Last Name	First Name	Student ID	Date of Birth	Grade Level	Ethnicity	LEP	SVD	Eco. Disadv.	NYSAA Eligible	Grade Code	NDG Program	ELA Safety Net Eligible	MATH Safety Net Eligible	ELA - Accountable Assessment
CARNEGIE	ELIJAH	223907691	8/20/1990	10	4	Y	N	Y	N	200	NULL	N	N	Regents
CASTILLO	DAVID	234566376	8/13/1990	12	3	Y	N	Y	N	220	NULL	N	N	Regents
CERDA	NYLEN	234569653	12/10/1989	11	4	Y	N	N	N	210	NULL	N	N	Regents
BISHOP	BETHANY	264673123	8/30/1989	12	3	F	N	N	N	220	NULL	N	N	Regents
COACHE	MARIAH	234553559	4/25/1990	12	4	N	N	N	N	220	NULL	N	N	Regents
COLLINS	CHANICE	234594649	1/14/1989	12	3	N	N	N	N	220	NULL	N	N	Regents
COLON JR	LUIS	256736583	5/31/1990	10	3	N	N	N	N	200	NULL	N	N	Regents

Key | 2009_HS_Participation_Cohort | **2005_HS_Accountability_Cohort** | 2004_HS_Graduation_Cohort | Report Summary | Sheet1 |

Click here to open this accountability area

Former ELLs are indicated with an F

2004 Graduation Cohort

This spreadsheet contains the roster of students in the school's 2004 Graduation Cohort:

Look here to see discharge, graduation, diploma and enrollment information.

Student ID	Date of Birth	Grade Level	Ethnicity	LEP	SWD	Eco. Disadv.	NYSAA Eligible	Grade Code	NDG Program	Discharge Code	Discharge Date	GRAD	Diploma Type	Status
208198543	2/6/1990	10	3	Y	N	Y	N	200	NULL	NULL	NULL	N	NULL	A
268571009	6/19/1990	12	3	Y	N	Y	N	220	NULL	27	6/30/2008	Y	REGENTS	D
265863111	12/21/1990	10	3	Y	N	Y	N	200	NULL	NULL	NULL	N	NULL	A
265921999	6/14/1989	10	3	Y	N	Y	N	200	NULL	NULL	NULL	N	NULL	A
269373253	3/15/1989	12	4	N	N	N	N	220	NULL	23	NULL	N	IEP	A
265696022	12/12/1990	12	3	N	N	N	N	220	NULL	26	6/30/2008	Y	LOCAL	D
271088876	1/11/1989	10	3	Y	N	N	N	200	NULL	NULL	NULL	N	NULL	A

2009_HS_Participation_Cohort | 2005_HS_Accountability_Cohort | **2004_HS_Graduation_Cohort** | Report Summary | Sheet1

Click here to open this accountability area

HIGH SCHOOL REPORT SUMMARY

CAUTION: These are ESTIMATES

Estimated 2008-09 Accountability Standings

	ELA Participation Rate	ELA Participation # of Students	ELA Accountability (Performance Index)	ELA Performance # of Students	Math Participation Rate	Math Participation # of Students	Math Accountability (Performance Index)	Math Performance # of Students	Graduation Rate	Graduation Rate # of Students
All Students	84%	293	164	293	84%	293	160	293	84%	293
Black	84%	78	161	78	84%	78	160	78	84%	78
White	67%	100	164	100	67%	100	160	100	67%	100
Hispanic	84%	64	164	64	84%	64	160	64	84%	64
Asian/Pac Isl	84%	25	157	25	84%	25	160	25	84%	25
Native Amreican	67%	0	164	0	67%	0	160	0	67%	0
MultiRacial	75%	26	164	26	75%	26	160	26	75%	26
SWD	84%	30	164	30	84%	30	160	30	84%	30
LEP	54%	50	142	50	54%	50	160	50	54%	50
Econ Disadv	84%	80	164	80	84%	80	160	80	84%	80

2009_HS_Participation_Cohort / 2005_HS_Accountability_Cohort / 2004_HS_Graduation_Cohort / Report Summary / Sheet

Click here to open this spreadsheet

NOTES

PI formula only rewards performance level 2 through 4 ; Participation rate only rewards students who were tested;

SED will combine 2007-08 and 2008-09 scores to obtain the necessary minimum 30 group members for PI and participation computations. **THIS IS NOT calculated on the summary report provided.**

Transfer schools have another opportunity to make Accountability PI targets.

WHERE DO I GO TO FIND DATA TO CHECK THE VERIFICATION INFORMATION?

**GO TO ATS, CAP, AND/OR
HSST (FOR HIGH SCHOOLS)**

HELP ! HELP ! HELP ! HELP !

Overview Of Source Data Resources

DATA TO BE CHECKED	GO TO	SOURCE
DATE OF BIRTH	SBIO, RDOB	ATS
GENDER(SEX)	RESI	ATS
NYSELAT ELIGIBLE	RESI	ATS
ETHNICITY	RESI, RENC	ATS
LEP	RESI	ATS
LEP DURATION	RESI	ATS
DISABILITY	CAP	CAP
NYSAA ELIGIBLE	CAP	CAP
ECONOMIC DISADVANTAGED	RESI	ATS
GRADE	RESI	ATS
ENTRY DATE	HIAD, RIIS	ATS
HOME DISTRICT	SBIO	ATS
SCHOOL ACCOUNTABILITY REPORT	RSAC	ATS
EXIT DATE	RFDR, HIAD, RIIR	ATS
EXIT REASON	RFDR, HIAD, RIIR	ATS
CREDENTIAL EARNED	RADP, RCOS	ATS
ACCOUNTABILITY COHORT	UGNO, RFLG	ATS
PARTICIPATION COHORT	SRCO, UGNO, RFLG	ATS
GRADUATION COHORT	SRCO, UGNO, RFLG, RGCS, RCOL	ATS
GRADUATION	RADP, RCOS	ATS
ENROLLMENT STATUS	HIAD, RIIR	ATS
DATE OF FIRST ENTERING GRADE 9	RCOS, UGNO, RCOL	ATS
REGENTS EXAM SCORES	TRANSCRIPT	HSST
EXAMS	REXH, RPEX, VEHM	ATS

OBTAINING AN ATS REPORT FOR SEVERAL ACCOUNTABILITY GROUPS

EXAMPLE

```
PROFILE 13-K-605      New York City Public Schools      04-17-09 08:50:23
INIT0100             Automate The Schools Primary Menu  02167-RHICKSO
==> _

1  NEWS  The Latest News           2  SVCS  Supplemental Services
3  BIOG  Biographical Information  4  HIST  History
5  ATTD  Attendance                6  REPT  ATS Reports
7  MNTN  Maintenance              8  SBMS  School Based Management
9  PLAC  Middle School Placement   10 MSPA  Middle School SPA
11 ESPA  Elementary School SPA     12 PATD  Period Attendance

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help   F2/      F3/      F4/Lookup  F5/Print news  F6/
F7/      F8/      F9/Refresh  F10/      F11/      F12/Exit
```

After logging in to ATS you will see this screen for your school

SAMPLE ATS EXAM ROSTER REPORT

```

PROFILE 13-K-605          New York City Public Schools          04-17-09 08:50:
INIT0100                 Automate The Schools Primary Menu          02167-RHICKS
==> _

```

TYPE THE NAME OF THE DESIRED ATS REPORT AT THE CURSOR,
FOR EXAMPLE RMSR

- | | | | | | |
|----|------|--------------------------|----|------|-------------------------|
| 1 | NEWS | The Latest News | 2 | SVCS | Supplemental Services |
| 3 | BIQG | Biographical Information | 4 | HIST | History |
| 5 | ATTD | Attendance | 6 | REPT | ATS Reports |
| 7 | MNTN | Maintenance | 8 | SBMS | School Based Management |
| 9 | PLAC | Middle School Placement | 10 | MSPA | Middle School SPA |
| 11 | ESPA | Elementary School SPA | 12 | PATD | Period Attendance |

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER

F1/Help	F2/	F3/	F4/Lookup	F5/Print news	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exi

To Obtain A Report Containing An Accountability Group's Or Groups' Data

Step 1

```
PROFILE 13-K-605          New York City Public Schools          04-20-09 11:40:18
REPT0193                 ATS Report Selection Screen           01337-RHICKSO
==>

                                EXAM REPORTS

                                SCHOOL NUMBER: 605

SELECTION CRITERIA: (ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)
STATUS (A,D,T,R)          (DEFAULT IS A) : _
OFFICIAL CLASS            (DEFAULT IS ALL): _
GRADE LEVEL (E.G.03)     (DEFAULT IS ALL): _
INDICATOR (PRESS F4,    (DEFAULT IS ALL): =
                                                                    ← Press F4

SELECT REPORT FORMAT (ENTER "Y")
PRIMARY/SECONDARY        (DEFAULT): _
GAINS REPORT             : _
EXAM ROSTER              : _

Use function REXH for the Exam History Report

Press F5 for exam type selection screen
F1/Help   F2/   F3/Quit-return  F4/Lookup   F5/Continue  F6/
F7/       F8/   F9/Refresh    F10/       F11/        F12/Exit
```

You will be able to obtain accountability group reports from any ATS report that has this selection screen!

Step 1a: This Screen Appears

```

PROFILE 10-X-000          New York City Public Schools          04-22-09 19:04:47
ATS0400                  School Indicator Listing Screen          01764-MPAYNE
==>

                                AIS SERVICES
-- BILINGUAL                -- FOSTR HOME          -- ELA ELIG              -- SCHOOL A              -- AVID
-- ESL                      -- TEMP HOUS          -- ELA PART              -- SCHOOL B              -- POST GRD
-- LEP                      -- HEALTH INS         -- MATH ELIG             -- SCHOOL C              -- MAINSTRM
-- SPEC ED                  -- GIFTED              -- MATH PART            -- DIST A                -- YTD ATTEND
-- IEP SPEC ED             -- REL TIME           -- SCI PART              -- DIST B                -- ELA PROF
-- RES ROOM                -- EXTEND DAY         -- SS PART               -- DIST C                -- MATH PROF
-- ADD'L RS                -- CHAP 53            -- SUPP SVC              -- 407 FLAG              --
-- COUNSEL                  -- PLUS PROG          -- ELA AT RSK            -- ONGNG SVC              -- HEALTH ALRT
-- SPCH SVC                 -- SUMM SCHL          -- CELL PH XMT           -- SECT 504              -- FUT EX INST
-- CTT PART                 # MEAL CODE          = BASIS ST              -- SL COMM                -- PREP ACAD
-- SETSS                   -- IMMN STAT          -- TEST MOD              -- COHORT YR              -- EX INSTR PD

                                VALID ENTRIES:
                                (MAX ENTRIES 4)      Y - STUD. W/ VALUE 'Y'
                                                                @ - STUD. W/O VALUES
                                                                # - STUD. W/ALL VALUES

Enter selection(s) next to desired indicator(s) or press F4
F1/Help      F2/Select    F3/Quit-return  F4/Lookup      F5/
F7/          F8/          F9/            F10/           F11/
F6/          F12/Exit
  
```

Type any valid entry next to the indicators (groups) you desire. In the above example # was entered next to Meal Code to request an exam report with all values (free, reduced price, regular priced and students with no values).

Then press F2, which will return you to the previous screen.

Sample ATS Report Selection Screen

Step 2

```
PROFILE 10-X-000      New York City Public Schools      04-22-09 19:06:48
REPT0193             ATS Report Selection Screen      01764-MPAYNE
==>

                                EXAM REPORTS

                                SCHOOL NUMBER: ____

SELECTION CRITERIA: (ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)
STATUS (A,D,T,R)      (DEFAULT IS A) : _
OFFICIAL CLASS        (DEFAULT IS ALL): ____
GRADE LEVEL (E.G.03) (DEFAULT IS ALL): ____
INDICATOR (PRESS F4, (DEFAULT IS ALL): = MEAL CODE

SELECT REPORT FORMAT (ENTER "Y")
PRIMARY/SECONDARY     (DEFAULT): _
GAINS REPORT          : _
EXAM ROSTER           : _

Use function REXH for the Exam History Report

Press F5 for exam type selection screen
F1/Help   F2/      F3/Quit-return F4/Lookup   F5/Continue   F6/
F7/      F8/      F9/Refresh   F10/      F11/      F12/Exit
```

Meal Code is now entered as a report selection criterion.

Another Example of an Accountability Group Option List

This is from the RDGS Report

PROFILE 10-X-000
REPT0361
==>

New York City Public Schools
NCLB Disaggregation Groups

04-23-09 18:3
01903-MPAY

DISAG GROUP DESCRIPTIONS

=====

ETHNIC CODE:	1	-	NATIVE AMER
ETHNIC CODE:	2	-	ASIAN
ETHNIC CODE:	3	-	HISPANIC
ETHNIC CODE:	4	-	BLACK
ETHNIC CODE:	5	-	WHITE
ETHNIC CODE:	6	-	NO DATA
ETHNIC CODE:	7	-	MULTI-RACIA

IEP SPECIAL EDUCATION
ECONOMIC DISADVANTAGED
ENGLISH LANGUAGE LEARNERS



In this example the Multi-racial accountability group was selected.

This Screen Appears

The group is now a selection criterion

```
PROFILE 10-X-000          New York City Public Schools      04-23-09 18:23:46
REPT0359                 ATS Report Selection Screen      01060-MPAYNE
==>

                NCLB DISAGGREGATION GROUPS (SCHOOL)

                                SCHOOL NUMBER: ALL

SELECTION CRITERIA:
OFFICIAL CLASS      (DEFAULT IS ALL)      : _____
NCLB DISAG GROUPS  (DEFAULT IS ALL)      : * ETHNIC CODE: 7 - MULTI-RA
GRADE LEVEL        (DEFAULT IS ALL)      : _____
SUMMARY ONLY              (Y/N)          : N
INCLUDE STUDENTS DISCHARGED THIS SCHOOL YEAR: N

SORT OPTIONS (ENTER Y, DEFAULT IS ALPHA):
SORT BY OFFICIAL CLASS, ALPHA              : _____
SORT BY GRADE CODE, ALPHA                  : _____

EMAILID: _____ @SCHOOLS.NYC.GOV  SUBJ: _____
PRINT OPTION: ( ENTER PRINTER INFORMATION )          DOWNLOAD
DIST: 000 LOC: ORE PRINTER: 6 HOLD: N              ID: LB0841A3 TYP: _
Place cursor next to selection desired and press F2
F1/Help      F2/          F3/Quit-return F4/Lookup      F5/          F6/Execut
F7/          F8/          F9/Refresh   F10/         F11/         F12/Exit
```

Sample Downloaded RDGS Report for the Multi-Racial Ethnicity Group

ATS - New York City Public Schools (Thu 04/23/09 17:36:05)												
NCLB Disaggregation Groups Report (RDGS) for Ethnicity = 7												
School	Last Name	First Name	Student ID	D O B	Grade	Level	Off CIs	Spec Ed	Ethnic	E L L	Econ Dis	Gender
33x306	primary	persona	203-010-491	03/19/01	120	02	203		7			M
33x306	secondary	pupilo	203-010-492	03/19/02	130	03	302		7		Y	M
33x306	trendlary	demlo	203-010-493	03/19/03	140	04	401		7			F
33x306	quartraio	simple	203-010-494	03/19/04	310	OK			7			F
			TOTAL:	4								

HSST Transcript Report Screen

NYC Department Of Education

School Name: WALTON HS School DBN: 10X430 Year: 2004-2005 Term ID: 2

Sign Out

Schedule Creation:

- Conflict Matrix
- Error Reports
- Quality of Schedule
- Reports
- Request Add Drop
- Scheduling Summary
- Student Request
- Equivalent Courses

Schedule Maintenance:

- Drop Schedule
- Reports
- Schedule Add Drop
- Student Schedule
- Walkin Scheduler

Grade Reporting:

- Functions
- Reports

Transcript Maintenance:

- Functions
- Reports

Custom Features

CTE Maintenance

Admin Section

HSST Share Point

TRANSCRIPT MAIN

Help ?

View Details

**Instruction: To view the description, please click 'View Details' button on the top right corner.
To view individual, click on the description buttons.**

Please [Click Here](#) if you want to use PDF to print your report.

Dynamic Ranking Report	Description	Student Transcripts	Description
Finalized Ranks Report	Description		

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This is only available for schools with grades 9 to 12.

Step 1: Select The Type of Transcript Report You Want

NYC Department Of Education

School Name: WALTON HS School DBN: 10X430 Year: 2004-2005 Term ID: 2

Student Transcript and Permanent Record

Select Options

The following options will display Transcripts for Students that satisfy the Selection Criteria

Select Group

OR

Search by

OR

Search for ANY Current or Historical Student - by ID Only

	ID	Name	Type	Created	Expires	User
✓	770654	Ranking Seniors	Grade Level	04/18/2005	07/15/2005	OWSNLandau
✓	770652	New Combo	Category	04/14/2005	07/15/2005	OWSNLandau
✓	770651	Five	Students	04/14/2005	07/15/2005	OWSNLandau
			Students	04/18/2005	07/15/2005	HSST_System

OR

Student Name: Counselor

Official Class: Grade Level:

(Ex: 123456789) [Click here to find students](#)

Display Options

School High School Show Averages

These two are group reports

Use this option to obtain a single student's report

Step 2: Click 'Run Transcript' or 'Run Permanent Record.'

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes: Drop Schedule, Reports, Schedule Add Drop, Student Schedule, Walkin Scheduler, Grade Reporting: Functions, Reports, Transcript Maintenance: Functions, Reports, Custom Features, CTE Maintenance, Admin Section, and HSST Share Point. The main content area has radio buttons for 'Middle School' and 'University', and a checked checkbox for 'Show Rank'. Below this is a 'Sort Options' section with radio buttons for 'Student Name', 'Counselor', 'Official Class', and 'Grade Level'. A 'Message Board' section contains a red note: 'Note: The message will be retained for 6 months.' Below the note is a table with one row containing the number '1'. The table has columns for 'MessageID', 'Created', and 'User'. To the right of the table are three buttons: 'Clear', 'Save', and 'Delete'. Below the table is a large empty text area. At the bottom of the interface are two orange buttons: 'Run Transcript' and 'Run Permanent Record'.

The transcript report is the format usually submitted with college applications. The permanent record is a report used in-house to help determine course needs and progress towards graduation.

Sample Transcript



New York City Department Of Education
Student Transcript



HIGH SCHOOL

Name / Id:					Message Area				
Address: BRONX, NY 10456									
Gender:	F	DOB:	08/06/1988						
Grade Level:	12	Discharge Date:	7/2/2004 12:00:00AM						
Admit Date:		Graduation Date:							
CUNY Rank:		Class Size:							
2003 / Term: 2					Credits Earned: 7.00				
72X	FSN7	NAT LAN A7	99	1.00					
72X	H6\$L	USHSGOV2.H	92	1.00					
72X	L2RE	ESL 2	95	0.50					
72X	L2T	ESL TAX L2	98	1.00					
72X	MW2B	MATH.A T2	90	1.00					
72X	P\$VA	AD VOLLEYB	99	0.60					
			Credits Earned:	5.10					
2003 / Term: 1					2001 / Term: 1				
72X	FSN6	NAT LAN A6	92	1.00	72X	#BN2	BUS COMPAP	CR	1.00
72X	H5\$S	USHSGOV1BL	90	1.00	72X	141	9 YR MATH	CR	1.00
72X	L1RE	ESL 1	90	0.50	72X	162	BIOLOGY	CR	1.00
72X	L1T	ESL TAX L1	85	1.00	72X	A1S	STU IN ART	CR	1.00
72X	MW1B	MATH.A T1	95	1.00	72X	FF1	FRENCH 1	CR	1.00
72X	P\$FC	FITNESS-C	94	0.60	72X	FSNM	NAT.LANG	CR	1.00
			Credits Earned:	5.10	72X	HHST	HIST	CR	1.00
					72X	LESL	ESL	CR	1.00
					72X	PA1	SURVEY	CR	0.00
					72X	PHES	HEALTH	CR	1.00
					Credits Earned: 9.00				
2002 / Term: 2					Exam Summary				
72X	142	10 YR MATH	CR	1.00	2003 Term 2 EXRL ELA REG 42				
72X	161	GENERALSCI	CR	1.00	2003 Term 2 HXRA USHIST REG 79				
72X	FF4	FRENCH 4	CR	1.00	2003 Term 2 MXRA MATH A REG 70				
72X	FSNM	NAT.LANG	CR	1.00	2003 Term 1 FXRS SPAN REG 98				
72X	HHST	HIST	CR	1.00					
72X	LESL	ESL	CR	1.00					
					Total Credits Earned: 39.20 Cumulative Average 93.07%				

Reviewing Special Education Data in the Source System/CAP

Signing On and Accessing the Student Inquiry Screens

CAP The Child Assistance Program (CAP) is a computerized system that tracks the referral, evaluation, and placement of students referred for possible special education services. CAP is an “on-line” mainframe system. It automatically updates information on screens throughout the system in response to data entered at a single terminal. Inquiries about various forms of up-to-date student data can be made through a component of CAP called **Student Inquiry**.

Student Inquiry (SI) screens display a variety of information on referral, evaluation, placement, status, annual reviews, class rosters, school and class information.

Signing On To access the Student Inquiry Menu:

1. On the New York City Department of Education Menu, type: I.

```

DIVISION OF INSTRUCTIONAL AND INFORMATION TECHNOLOGY
-----
NYCDOE - DIIT Native Services      NYS Services      CITYNET Services
-----
T  -TSO/ISPF                        RP -RMDS PROD     VM41 -SED         Z  -FISA
P  -CICS PROD                       RT -RMDS TEST     SEDU -SED UNISYS CSC -CSC
C  -CICS TEST                       EM -EMAIL         (AXUSYS)         COM -COMPROLLER
CQ -CICSQA                          OMS -OUTPUT MGMT DOL -NYSDDL
K  -KEY/MASTER                      XP -XPTR
I  -IDMS PROD                       ATN NYCBOE-ATS PRD
S  -IDMS SYSTEST                   OMSHS- H.S. OMS
U  -IDMS UNITTEST                  SJ -SUMMER JOBS
DU -CICS/DB2 UNIT
DR -CICS/DB2 TRAIN                 UAPC Services
PP -PASSPORT PROD                  -----
PR -PASSPORT TRAIN                 UA -UAPCNET
-----

For assistance, including EIS password resets, call the Support Center
at (718) 935-5100. For PASSPORT help call (718) 349-5783.
To Refresh the Screen hit CLEAR then ENTER.
For TSO enter Service followed by a blank and then userid.
Service Desired ==>

```

2. Press <Enter> or <Right Ctrl>. Note: for detailed instructions on using <Enter> and <Right Ctrl>, see Appendix A.
3. You will be prompted to “Enter next task code.” Type: SIGN.

Accessing CAP Data (Continued)

4. Press <Enter> or <Right Ctrl>.
5. The New York City Department of Education /IDMS Application Menu will appear.

```

DATE 05/17/04      NEW YORK CITY DEPARTMENT OF EDUCATION - DBA      DLG SIGN
TIME 10:03:37      * IDMS APPLICATION MENU *

SELECTION CODE      SELECTION DESCRIPTION
-----
CAP                DSE - CHILD ASSISTANCE PROGRAM
SEC                DBA - SECURITY MAINTENANCE
TBL                DBA - TABLE MAINTENANCE
TKS                OTK - TIMEKEEPING

ENTER =====> SELECTION CODE  CAP
=====> USER CODE
=====> PASSWORD CODE

NEW PASSWORD
VERIFY NEW PASSWORD

ENTER = PROCESS      CLEAR = LEAVE ADS-ONLINE
    
```

6. In the SELECTION CODE field, type: CAP.
7. Move the cursor down to the USER CODE field. Type your four-digit user code. *Note: For detailed instructions on moving the cursor, see Appendix A.*
8. The cursor will move down to the PASSWORD field. Type your password.
9. Press <Enter> or <Right Ctrl>.
10. The New York City Department of Education Child Assistance Program System Menu will appear.

```

DATE 05/17/04      NEW YORK CITY DEPARTMENT OF EDUCATION - DIIT      PAGE 01 OF 01
TIME 10:04:31      CHILD ASSISTANCE PROGRAM SYSTEM MENU              MAP: DSEM0510

MENU CODE          DESCRIPTION
-----
SD                CAP STUDENT DATA MENU
SI                CAP STUDENT INQUIRY MENU
DM                CAP DATA MAINTENANCE MENU
RS                RELATED SERVICES MENU
PL                NON-CSE STUDENT PLACEMENT MENU
RM                CAP REFERENCE MENU
SX                CAP STUDENT CORECTION MENU

MENU CODE :

CLEAR=EXIT ADS/O
ENTER=PROCESS

NLIN
    
```

11. In the MENU CODE field, type: SI.
12. Press <Enter> or <Right Ctrl>.
13. The Student Inquiry Menu will appear.

CAP Data Home Base

STUDENT INQUIRY (SI) MENU - The **Student Inquiry Menu** provides a “home base” from which to access the Student Inquiry screens. The screens are listed in the INQUIRY column on the left side of the Menu; their codes (ST, SB, CR, SE, DP, GI, TI, SA, IA,) are listed to their left in the CODES column. *Note: Remaining codes in the column allow you to access other components of CAP.*

CODE	INQUIRY	KEY FIELDS
ST	STUDENTS BY STATUS	BORO: DISTRICT: SCHOOL: STATUS:
SB	STUDENT BROWSE	NYCID: DOB: SERVICE DISTRICT: HOME DISTRICT: LAST NAME: FIRST:
CR	CLASS ROSTER	BORO: DISTRICT: SCHOOL: CLASS:
SE	STUDENT EVALUATION	NYCID:
DP	DETAIL PLACEMENT	NYCID:
GI	GENERAL INQUIRY	NYCID:
TI	TRANSACTION INQUIRY	NYCID:
SA	STUDENT ARCHIVE	NYCID:
IA	STUDENT ANN REVIEW	NYCID:
DC	DISTRIBUTION OF CLASSES	DS DIST/SCHL REGISTER SUMMARY
RS	CAP RELATED SERVICES MENU	RM CAP REFERENCE MENU
SD	CAP STUDENT DATA MENU	PL CAP NON-CSE PLACEMENT MENU
DM	CAP DATA MAINTENANCE MENU	XX RETURN TO MAIN MENU

ENTER SELECTION CODE:

You can select many CAP data screens from the SI Menu

Inputting SE From the SI Menu Brings up this Screen

STUDENT EVALUATION (SE) - This screen displays the current and prior assessments and recommendations for an individual student in your district.

ACCESS - To access this field:

1. Type **SE** in the **ENTER SELECTION CODE** field.
2. Move the cursor to the line of the **STUDENT EVALUATION** field. In the **NYCID** field, type the **NYC ID** number of the student whose assessments and recommendations you want to view. *Note: For detailed instructions on moving the cursor, see Appendix A.*
3. Press **<Enter>** or **<Right Ctrl>**. *Note: for detailed instructions on using <Enter> and <Right Ctrl>, see Appendix A.*

```

DATE 05/17/04      NEW YORK CITY DEPARTMENT OF EDUCATION - DIIT      PAGE 01 OF 01
TIME 10:12:02      STUDENT EVALUATION DETAIL INQUIRY      MAP: DSEMO2AO

NYCID 254496284 LAST NAME TESTENVZERO      FIRST PATBBB      DOB 02 23 88 STA
HHVT FL N      CSE# 27      SEX F ASSESS LANG NO BILING N SITE Q 27 J 226 F05
REF SOURCE      EVAL TYPE T REF-DT 03 15 03 CONS-DT      COMPLY-DT 12 01 03

EXAM DATE ADMIN ADMIN BY LANG TRAN EXAM DATE ADMIN ADMIN BY LANG TRAN
03 04 05 03 EN E 04 04 03 EN EN
08 04 04 03 EN E

CONF TYPE: A DATE: 05 29 03 OUTCOME: L IN/CL: ABR: N AT-FL: N
CONF TYPE: C DATE: 05 07 03 OUTCOME: R IN/CL: ABR: N AT-FL: N
CONF TYPE: DATE: OUTCOME: IN/CL: ABR: AT-FL:

CLASSIFICATION: LD PROG: SE PHASE 1 IEP DT:
SE: 1R BIL SVC: N
MAINSTREAM: RELATED SERVICE: SP CITYWIDE TEST: Y

NEXT NYC ID#: ACTION: VIEW RS SCREEN :

PF2-DE PF3-GI PF4-SB PF5-PS PF7-PRIOR PF8-NEXT PF9-RETURN PF11-HLP ENTER-MENU
S18 NO MORE EXAMS FOR STUDENT S20 NO MORE CONFERENCES FOR STUDENT
    
```

If this is Y the student participates in the NYSTP; if it is an N, then the child is NYSAA eligible.

Data fields displayed on the Student Evaluation Screen:

1. **NYCID#** - Displays the student's NYC ID number.
2. **LAST NAME** - Displays the student's last name.
3. **FIRST NAME** - Displays the student's first name.
4. **DOB** - Displays the student's date of birth.
5. **STA** - Displays the student's status in CAP. (See Appendix B)
6. **HHVI FL** - Displays if the student is being evaluated at HHVI.
N Student is being evaluated at the service CSE
Y Student is being evaluated at HHVI
7. **CSE#** - Displays the student's case number.
8. **SEX** - Indicates the student's sex.
9. **ASSESS LANG** - Displays the code for the language of assessment. (See Appendix B.)
10. **BILING** - Displays the code for bilingual service.
N No Bilingual Service Necessary/English Only
B Bilingual Instruction Service I
S Exception to Bilingual Service (ESL only)

Some data elements included on this screen are the student's CAP status, classification, and conference types

Inputting DP From the SI Menu Brings up this Screen

DETAIL PLACEMENT (DP) - This screen displays current and prior placement and pupil change information for the students in a district. Use the Detail Placement Screen to view data on a student's placement.

ACCESS - To access this field:

1. Type DP in the ENTER SELECTION CODE field.
2. Move the cursor to the line of the **DETAIL PLACEMENT** field. In the NYCID field, type the NYC ID number of the student whose assessments and recommendations you want to view. *Note: For detailed instructions on moving the cursor, see Appendix A.*
3. Press <Enter> or <Right Ctrl>. *Note: for detailed instructions on using <Enter> and <Right Ctrl>. (See Appendix A.)*

```

DATE 05/17/04      NEW YORK CITY DEPARTMENT OF EDUCATION - DIIT      PAGE: 01 OF 05
TIME 10:30:11      DETAIL PLACEMENT INQUIRY SCREEN      MAP: DSEM4080

NYC ID#: 254496284  STUD NM: TESTENVZERO      PATBBB      DOB: 02 23 88  SEX: F
ADDRESS: 124      124 STREET      QUEENS      NY 11420      HDIST: 27
PHONE:      PARENT : MOM      MOM      LANG: EN  STAT:
EVAL TY: T      REF DT : 03 15 03  COMP DTS:      ORIG 20:      ADJ 20:
ORIG 30: 12 01 03  ADJ 30: 12 01 03  ORIG 60: 01 23 04  ADJ 60: 01 23 04
CONF TYPE: A      CONF DT: 05 29 03      OUTCOME CD: 1
ABR: N      BL/B2:      IN/CL :      DAY/RES :      REC DISAB : LD      DUAL RECM : 1
MATH LVL: 04.9      READ LVL: 03.6  TRANSE ELG: C      BILINGUAL : N      AMBUL CD : 1
RS RECM: SP      TEST MODS : 1 2      PR: 8 12 MONTH :
RECM MAINSTREAM RCP: SB:      RCP: SB:      RCP: SB:
LAB SCORES: ENGLISH: NR      SPANISH: NR      ADM DT:
RECM: SE EN TY: O      EN DT: 05 20 03  CNS/ACK DT: 05 20 03  AUTH CD: AE
SCHOOL: Q 27 J 226 PD/DAY: 08      HOME ZONED: Y < AUTH > < FIRST > < LAST >
SE: 1R PD/WK: 00      D/OBJ: Y      NDP:      LN: EN CL: E05 05 20 03  05 22 03
      PD/WK:      LN: CL:
      PD/WK:      LN: CL:
AT DATA:
PC CD:      DISC DT:      REASON :      CASE#: 27
NYC ID OF NEXT STUDENT:      VIEW RS SCREEN:
PF1-SE  PF3-GI  PF4-SB  PF5-PS  PF6-CP  PF7-PRIOR  PF8-NEXT  PF9-RETURN  ENTER-MENU
    
```

Data fields displayed on the Detail Placement Screen:

1. NYCID# - Displays the student's NYC ID number.
2. STUD NM - Displays the student's name.
3. DOB - Displays the student's date of birth.
4. SEX - Displays the student's sex.
5. ADDRESS - Displays the student's address.
6. HDIST - Displays the student's district of residence.
7. PHONE - Displays the student's phone number.
8. PARENT - Displays the name of the student's parent/guardian.
9. LANG - Displays the student's language. *(See Appendix B)*
10. STAT - Displays the student's status in CAP. *(See Appendix B)*
11. EVAL TY - Displays the evaluation type. *(See Appendix B.)*
12. REF DT - Displays the date of the referral.
13. COMP DTS - Displays compliance dates for the referral, evaluation and placement process.
 - ORIG 20 Displays the original twenty-day compliance date.
 - ADJ 20 Displays the adjusted twenty-day compliance date.

This screen provides the student's district of residence, reading and math levels, test mods, promotional criteria (PR), and high school codes for diploma/non-diploma programs.

CAP Resources

- The preceding slides were excerpted from the Student Inquiry Manual, 7/26/2007 edition that can be accessed at <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>:
- For additional assistance with CAP data inquiries contact the Special Education Data Analyst at your ISC or your CFN Special Education Liaison

WHAT ARE SOME COMMON ISSUES AND MISCONCEPTIONS OF NCLB/SED ACCOUNTABILITY RULES?

WHICH STUDENTS ARE CONSIDERED ENGLISH LANGUAGE LEARNERS (ELL)/LIMITED ENGLISH PROFICIENT (LEP)?

Identification of LEP students:

- ✓ Students whose home language is identified in ATS as other than English , and
- ✓ have a failing LAB, LAB-R, or Spanish LAB score on record, and
- ✓ have not demonstrated proficiency on the appropriate grade level NYSESLAT exam

****IMPORTANT****

IF ANY OF THE ABOVE IS MISSING THE STUDENT CAN NOT BE CONSIDERED AN ELL, unless rectified under agreement with SED and NYCDOE

FORMER LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

A former LEP student is one who was previously identified as LEP but reached proficiency in English by achieving a Level 3 or 4 on both the Listening and Speaking and the Reading and Writing portions of the New York State English as a Second Language Achievement Test (NYSESLAT) during one of the previous two academic years. As long as there are at least 30 current year LEP students, former LEP students' ELA performance are included in ELA Adequate Yearly Progress measures.

CAUTION:

In ARIS former LEP students are ELLs who achieved proficiency in the previous five (5) years!

ISSUES AND MISCONCEPTIONS OF ELEMENTARY MIDDLE SCHOOL NCLB/SED RULES

Which Students Are Considered First Year ELLs and NYSESLAT Eligible?

- ✓ Any LEP student who enrolled for the first time in a school in the United States (excluding Puerto Rico) from a country with a non-English speaking school system on or after January 2, 2008.
- ✓ Any LEP student that was enrolled in a United States school and went to a non-English speaking school system for one full academic year or more, then returned to a school in the United States on or after January 2, 2008.
- ✓ A student is flagged NYSESLAT eligible for accountability purposes **ONLY** if the “First Year ELL” field was bubbled in on the student’s answer document

*****Note: If a student was not properly coded as ‘NYSESLAT Eligible’ it can not be changed at the school level. The school must inform the State and Federal Evaluation Team of this issue.***

Elementary/Middle School

MISCONCEPTION	REALITY
The LEP duration listed for most students is incorrect and will have a negative effect on my school's accountability decision	LEP duration does not affect accountability and therefore this does not need to be verified during this process.
A student's NYSESLAT score will be given a performance level and will be included in the performance calculations	NYSESLAT scores are not used in ELA performance calculations. They are only used for participation calculations
Summer school scores will replace the scores received on the NYSTP ELA and/or math and will be part of the performance calculations.	Scores received on the ELA and/or math test during summer school are not used for state accountability. Therefore they will not override a score received on the NYSTP ELA and/or math.
A student took the multiple choice part of the exam is considered to be tested.	To be considered tested in any accountable subject area a student must have taken all parts of an exam. If a student did not take all parts of an exam he/she will be considered not tested - NO VALID TEST SCORE .
Children who are known LTAs are not included in the participation rate	The participation rate includes every student on register as defined on page 42 of the SIRS Manual. Students who submit proper documentation to be medically excused are eliminated from the participation rate calculations.

**ISSUES AND MISCONCEPTIONS
OF SECONDARY LEVEL
(High School)
NCLB/SED ACCOUNTABILITY
RULES**

Secondary School - Accountability and Participation Cohort

MISCONCEPTION	REALITY
We can submit our school's data using a system other than ATS, CAP or HSST.	DOE high schools are required to enter all data into ATS, CAP and HSST.
Data can be inputted with any effective date	All test data must be inputted with an effective date no later than June 30, 2009. Graduation dates of July 1 and 2, 2009 are accepted.
For NCLB/SED accountability purposes, Regents taken in August 2009 are counted for the 2008-09 school year	The SED school year is July 1- June 30. Testing data dated after June 30, 2009 will not be included in state accountability determinations for the 2008-09 school year.
Students that have been discharged into various programs (i.e. YABC) should be removed from the school's cohort.	Students that are attending non diploma granting programs (i.e. YABC) at other institutions will <u>not</u> be excluded from the former school's cohort.
I can change the inappropriate cohort year assignment of high school aged immigrant ELLs any time before the end of their fourth year of high school.	NYSED mandates that the inappropriate cohort year of an immigrant high school aged ELL be changed by the student's second year of enrollment.
Students that went to GED programs should not appear in my school's cohort.	All GED programs are not NYSED approved programs. Students are only excluded from the accountability cohort if they are attending State Approved GED programs.
Some students will take regents exams in the summer will these scores then be reflected for state accountability?	Summer school exams are not reflected until the following year. If any testing data are inputted with an effective date after June 30, 2009 the data will not be reflected until the 2009-10 school year.

Secondary School - Graduation Cohort

MISCONCEPTION	REALITY
<p>The state's graduation cohort is the same as the city's graduation cohort.</p>	<p>The graduation cohort that is used by the state (2004 Graduation Cohort) is always a year behind the graduation cohort used by the city for Progress Reports (2005 Graduation Cohort). Moving forward, once the data is verified for the Progress Report, no changes can be made to the state Graduation Cohort.</p>
<p>Students from the 2004 Graduation Cohort that graduated in January 2009 should appear as graduates since they have already graduated</p>	<p>2004 Graduation Cohort members must have graduated with a local or Regents diploma by August 31, 2008. All students with an effective graduation date in ATS on or before September 2, 2008 will be included as graduates. Please note: The same rule applies for the 2005 Graduation Cohort members. These students must have an effective graduation date in ATS on or before September 2, 2009.</p>
<p>Students that no longer attend the school should not be a part of the school's graduation cohort.</p>	<p>Students that dropped out of a school, were on register for at least five (5) months within their <i>first</i> four years of high school and did not attend any other diploma granting institution after that school will be included in that school's graduation cohort as are students who are enrolled in a YABC program.</p>
<p>Students that enrolled in a NYSED approved GED program are excluded from the graduation cohort.</p>	<p>GED students are never excluded from the graduation cohort. These students are considered dropouts and will be included in the graduation rate calculations.</p>

WHAT IS THE PROCESS FOR ADDING OR CORRECTING VERIFICATION DATA?

Data Corrections Process

Revision Highlights

Fall 2008	Spring 2009
ATS rollover date from SY 2007-08 to SY 2008-09 was July 8	ATS rollover date has been extended to Friday July, 17, 2009
Verification took place after the ATS rollover	Verification will take place prior to the ATS rollover date
Progress report data was pulled in July. NCLB/SED accountability data was pulled in November 2008	City and state accountability data will be pulled in July 2009
Most changes had to be made centrally as the ATS data for 2007-08 was no longer accessible	Changes can be made directly into the source systems (ATS, CAP or HSST) given the new timeline.

Data Corrections Process

Correction to be made	If student is currently registered	If student is registered in another NYC school
Student Name	ATS (BIOU)	
Gender	ATS (BIOU)	
Ethnicity	ATS (BIOU)	
DOB	ATS (BIOU)	
Admit or discharge info	https://www.nycboe.net/adminorg/Divisions/diit/ats/requests/	Contact new school and request that the change be made
Grade code	ATS (SIGT)	
Grade level	ATS (SIGT)	
Home language	ATS (BIOU)	

Data Corrections Process (Continued)

Correction to be made	If student is currently registered	If student is registered in another NYC school
LEP	****No changes can be made****	
NYSELAT eligible	****Change request form****	
NYSAA eligible	****Change request form****	
Missing test score	****Change request form****	
Grade 3-8 test score	****No changes can be made****	
5 th Year HS student	Use the ATS UPCO function	Contact new school and request that the change be made
HS exam info	HSST and ATS	
Disability code	CAP	
NYSAA Eligible	CAP (PR or CITYWIDE TEST)	

WHO TO CONTACT FOR FURTHER INFORMATION

State and Federal Evaluation Team

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EVALUATIONS

Please provide us with your feedback. Our intent is to make data verification use friendly and our trainings worth your time away from school. Please complete the evaluation form and return it before you leave.

THANK YOU!

APPENDICES

General Steps To Downloading ATS Reports

Step 1: Using the Tab key to move across and down the screen, make necessary selections and choose sorting options.

Step 2: Type your user id on **EMAIL ID** line. Create a subject name that will show up on your email subject.

Step 3: Then use the Tab key to move the cursor to the bottom of the screen to the line where printing options are located. Tab to **LOC** and use the space bar to **blank out** the information there, **blank out** the information at **Printer**.

Step 4: At **TYP**, type the letter **D** for download

Step 5: Press **F6** twice to execute the request

Step 6: Open up the email and Click the link – <http://atsftp.nycboe.net...>

Step 7: A dialog box will come up and ask “Do you want to open or save this file?” Click **Open**

Step 8: You will see WinZip window. Click **I agree**

Step 9: You will see the following screen with the **Excel** file listed below

Step 10: Click on the file you want and drag it to your desktop, the following screen will pop-up to insert the password. Copy the last line of your email (**exactly 13 characters** is your password) and paste to the **Password** box. For example: **40x0s<wSjcn71** would be your password (please see the screenshot). Click **OK**

Steps 3 & 4 are not needed with the data verification files!

SUMMARY

HSST Transcripts Can Be Run in Groups or Separately

Select a group by clicking the 'Select Group' button and the red check of the group you wish to use. Select your options (courses to appear and items to show). Choose a sort. If desired, create and/or select a message. Click 'Run Transcript' or 'Run Permanent Record.' OR

Click 'Search By' and select one of the options from the box to its right. Use the pull-down menu of that option to make a specific selection (e.g.: an official class, a grade level, etc.). Select your other options (courses to appear and items to show). Choose a sort. If desired, create and/or select a message. Click 'Run Transcript' or 'Run Permanent Record.' OR

Click the 'Search for Any Current or Historical Student by ID Only' button. Click in the box to its right and enter the student ID number. Select your other options (courses to appear and items to show). Choose a sort. If desired, create and/or select a message. Click 'Run Transcript' or 'Run Permanent Record.'

To create a message, click in the box under the 'clear,' 'save,' and 'delete' buttons. Type your message. Click 'save.'