

Elementary/ Middle School Verification

What is the Accountability Verification process?.....	2
NYSED Verification	2
Progress Report	2
How to Approach the Verification Process	3
Timeline	3
Start Dates.....	3
Deadlines	4
Verification Reports	5
NYCDOE Elementary/ Middle School Verification Report (REMS).....	5
EMS Accountability Verification before Testing	5
NYSED Elementary/ Middle School Accountability Verification (EMS AVR) Report.....	5
NYSED NYSTP Tested/ Not Tested Report Confirmation Report	6
NYSED Accountability Principal Data Certification.....	6
NYCDOE Progress Report Preliminary Workbook.....	7
Summary of Verification Tools	8
Systems	8
Data Refresh Cycle.....	8
NYCDOE REMS Accountability Known Issues List	8
Checking Accuracy and Completeness	9
General Values.....	9
Source System Reports to Verify for the Progress Report	10
Resources	11
Middle School Resources.....	12
Assessment Information.....	12
Assessments	12
NCLB/SED Assessment Rules	12
“Validity Rules”: Reporting Students with Valid or Invalid Scores	13
Testing and Accountability for English Language Learners New to the United States ELA Exempt (UYRE) ..	13
ELA & Math Test Takers Report (RETT)	14
Accountability Inclusion/Exclusion for Participation/Performance at the Elementary/Middle Level	15
Testing Ungraded Students.....	16
Accountability Rules SY 2011-12	17
Non-STARS Credit Update - USCR.....	18

Data Verification

The purpose of the Data Verification process is to establish the reliability of the data utilized by the NYCDOE and NYSED accountability systems. Data accuracy will improve services for students and internal document and record keeping at the school level, ensure accountability determinations and funding allocations are accurate and create supporting documents for audits.

Schools are responsible for ensuring the accuracy of their data within the NYCDOE source systems. School staff should work collaboratively in reviewing their school's data quality.

What is the Accountability Verification process?

Accountability verification is a process by which a school can examine its data before it is permanently uploaded and used to populate City and State accountability reports.

NYSED Verification

NYC schools will have the opportunity to review the data submitted to NYSED via various verification reports published on NYSED's new Level 2 (L2RPT) portal. Because schools are accountable for the accuracy of the data, they are given the opportunity to review the data before the ATS rollover in July after which schools can no longer make changes.

Progress Report

NYC schools will also have the opportunity to review data used to calculate the Progress Report via various reports within the source systems (ATS/SEGIS) and via excel workbooks distributed directly to principals. It is very important that schools pay close attention to the deadlines below in order to ensure they get the correct letter grade.

How to Approach the Verification Process

Below is a summary of the key steps in the data verification process for City (Progress) reports and State (L2RPT) accountability reports. Schools are strongly encouraged to start the process early to ensure sufficient time to verify the accuracy of all data and the availability of certain school-based staff to support this work. The final date to make corrections to data before freezes for both state accountability and the Progress Report is in early July. Included in the timeline are several suggested early verification windows that will help principals plan for completing this work. This document also details the actions required to complete each step of the data verification process. For questions or support, schools should reach out to their **Charter Support Contact** for guidance on using the source systems for data cleaning or the **Charter Accountability Liaison** for guidance on policy or procedures.

Timeline

Schools can significantly reduce the amount of administrative time spent on verification by starting this process early. Pacing data verification can help improve data accuracy and save time. Below is a **summary of key steps** in the data verification process for State (L2RPT) and City (Progress Reports) accountability.

All data should be entered by the “main deadline” listed below. The main deadline is the last chance to enter data so correct student level information reflects on verification reports such as REMS, L2RPT, and the Progress Report workbook in a timely manner. Data entered into the source systems in-between the *main deadline* and *final correction* deadline will still count toward accountability; however, these data will only reflect on the final verification report that is released after both data entry deadlines have passed. The *final correction* deadline is the last chance a school can enter any data into the source systems to count towards accountability. Failure to enter data by the *final correction* date could result in your school getting an adverse state accountability decision or a low Progress Report letter grade.

Start Dates

Some reports and data needed for verification are available all through the school year, while others come out on particular dates. Information on the verification reports is found in the main body of this document.

Date*	Report / Data	Action Needed
March 12 th	NYCDOE Accountability Verification Report REMS is available for download in ATS	<ul style="list-style-type: none"> Schools should download verification report from ATS. Review the report for accuracy of student details If discrepancies identified, schools should check source system and make changes. Review the REMS Verification Guide to see which data points can be changed and how. If unable to make changes report discrepancies to your Charter Application Support Contact.
April	NYSED Level 2 (L2RPT) EMS Accountability Verification Reports (EMS AVR) available in L2RPT for review	<ul style="list-style-type: none"> Schools should begin to review data/score systems.
Late August	EMS Preliminary Progress Report Data Workbook Sent by email to Principals	<ul style="list-style-type: none"> Review the workbook for errors. The accompanying email will provide directions on which data points schools can update and which should be sent to the PR team. <p>Changes not made to student demographic/biographical data prior to the ATS rollover date will not be nominated by the PR team as</p>

Date*	Report / Data	Action Needed
		an discrepancy.

* Note: these dates are approximate

Deadlines

There are two deadlines for data verification:

Date*		Report / Data	Consequence(s)
Main Deadline	Final Correction Deadline		
July 3 rd at 5 p.m.	July 12 th at 5 p.m.	<p>Data Included:</p> <ul style="list-style-type: none"> • All admission and • All course and mark information for students in grades 6-8. • All demographics (including meal code, ELL information, temporary housing) • All Special Education data • Any attendance changes <p>Reports:</p> <p>For State Accountability:</p> <ul style="list-style-type: none"> • REMS state accountability ATS report • EMS AVR report on L2RPT <p>For Progress Report:</p> <ul style="list-style-type: none"> • RGAR/RRSA attendance reports in ATS – If ATS is used as the primary attendance taking mechanism at the school • RESI demographic and additional reports in ATS (also used for overall data quality) 	<p>Enter and verify data covering the school year ending June 30th, 2012</p> <ul style="list-style-type: none"> ■ Consequence of entering data <i>between</i> the two deadlines: the data may not be included in the verification reports until after the final correction deadline has passed and it is too late to change anything. ■ Consequence of entering data <i>after</i> the final correction deadline: Incorrect State Accountability Status and Progress Report Grade

Verification Reports

NYCDOE Elementary/ Middle School Verification Report (REMS)

Suggested window: March 12 to June 27

The NYDOE [Elementary/ Middle School Verification Report \(REMS\)](#) was designed to generate earlier than the NYSED counterpart (EMS AVR). The interactive spreadsheets are downloaded from ATS to a users NYCDOE email and are intended to help schools identify issues with their data so they may make corrections in the appropriate source systems. The report displays up to date demographic information (refreshes weekly) for students included in the schools NYSED accountability outcomes.

Each workbook contains school level data in three spreadsheets; one for each school level accountability area. [A key](#) defining the data fields is found on the [REMS ATS Wiki page](#), a link to this page will be in the header of the **REMS** worksheets.

Guidance on verifying the REMS data can be found within the **REMS Verification Guide**. Schools that do not complete this verification step may miss an opportunity to correct students' biographical data, risking inaccurate AYP determinations or a Differentiated Accountability status at the end of the year.

Required deadlines: July 3 at 5p.m. - Last day for changes to all the data elements schools correct in ATS/ SESIS

EMS Accountability Verification before Testing

Suggested window: March 15 to April 15 (before State tests)

The NYCDOE [Expected Test Taker Report \(RETT\)](#) report in ATS allows schools to review a list of students designated to sit for the NYSTP exams. If any inaccuracies or omissions exist in the **RETT** report, schools should make the corrections in ATS, and/or SESIS when possible.

If you need assistance in understanding the **RETT** report please email your **Charter Assessment Liaison**.

NYSED Elementary/ Middle School Accountability Verification (EMS AVR) Report

Suggested window: May 2012 – July 3

The NYSED Elementary/Middle School Accountability Verification Report (EMS AVR), available on the NYSEDs Level 2 Reports (L2RPT) portal, allows schools to verify the accuracy of the student records as they appear in the Student Information Repository System (SIRS) used to determine school and district accountability based on 2011-12 data.

The report provides verification that the appropriate students, with assessment results and outcomes, are being used to determine whether districts and schools have made adequate yearly progress (AYP) in elementary/ middle level English language arts (ELA), mathematics, and science. Data are provided for each district and school and for each accountable subgroup within the district and school. The verification report includes Summary Level and corresponding Student Detail Level reports which are accessed by principals through the L2RPT portal. Additional information regarding this report is forthcoming in April.

Required deadlines: July 3 at 5p.m. - Last day for changes to all the data elements schools correct in ATS/ SESIS)

NYSED NYSTP Tested/ Not Tested Report Confirmation Report

Suggested window: March 12 to June 27

As part of the NYSED EMS Verification, schools will need to review the New York State L2RPT Tested/ Not Tested Confirmation Report. The report will inform schools of whether students were reported in the Student Information Repository System (SIRS) as tested on the appropriate 2011 – 12 NYSTP assessment for their grade/age and, if not tested, the reason why. By mid June, the DOE will have completed the vast majority of scanning and submitted the results to the SED data warehouse (SIRS). *Only after these dates* should schools review this report for accuracy. Prior to the dates, a student’s tested/ not tested status should be disregarded.

Assessment	Date
Grades 3 – 8 Math and ELA	June 8 th
Grade 4 and 8 Science	June 8 th
NYSESLAT	June 22 nd

Required deadlines: TBD

NYSED Accountability Principal Data Certification

Suggested window: July 23 – August 3

Principals will be required to certify that they have reviewed their L2RPT report during the certification window (July 25th to August 12th) and affirm that the data is accurate.

Principals will receive specific instructions for certifying their Level 2 data later this spring.

NYCDOE Progress Report Preliminary Workbook

Suggested window: TBD – approximately September 25th to October 2nd

Near the end of August, principals are emailed their elementary/middle school preliminary workbooks. All other student demographics (biographical, attendance, exam, special population flags*) must be corrected before the ATS rollover.

Schools may also use the workbooks for any calculation errors or incorrect test scores. Errors that are beyond the control of the school may still be valid reasons for appeal during this time.

*Quick data cleaning tips, additional information on these items can be found later in the document:

- Review the ATS for any errors with students DOB, gender information, admissions and discharge information.
- Review the ATS **STAT** screen and the Exam Error function (**XAMM**) to verify if exam records are pending due to scanning discrepancies found by the scan center. Note that any records found in this function will not post to the students exam record until reconciled on **XAMM**.
- Review the students indicators for LEP and SWD. Ensure that the indicators (flags) are accurate.

Required deadlines: Early October (exact date to be determined). All other student data must be entered/corrected before the ATS rollover, July 13th.

Summary of Verification Tools

Systems

DOE Source Systems

Data entered in these systems are uploaded into the NYCDOE Level 1 Report (REMS) and the NYSED Level 2 reports (L2RPT) weekly (refer to the data refresh cycle below for exact dates).

System	Description	Link
ATS	Automate the Schools (ATS) contains biographical data for all schools. Learn more about ATS from the ATS Wiki .	https://wc.nycenet.edu
CAP/SESIS	Track referrals, evaluation and placement of students intended to receive special education services. Learn more about SESIS from the SESIS Portal	https://sis.nycenet.edu/

NYSED Level 2 Reporting System

System	Description	Link
L2RPT	Level 2 Reporting System (L2RPT) is part of the NY State Student Information Repository System (SIRS) and allows schools to review student information in their data warehouse before it is used for state reporting. This application will replace the ATS L2RP Report menu and NYSED nySTART. Learn more about L2RPT on the Data Verification Wiki	https://reports.nycenet.edu/StateL2RPTReports

Data Refresh Cycle

NYCDOE REMS & NYSED EMS AVR Verification Report Cycle

Changes made to the DOE source systems (ATS, SESIS) are uploaded into the data warehouse weekly and reflect in the DOE verification reports (RHSV/REMS) and Level 2 reports on the following Monday as long as the data is entered by Tuesday (Wednesday Afternoon) into source.

Data entered Monday, Tuesday is reflected the following Monday on both REMS/RHSV and L2RPT.

Data entered Wednesday, Thursday, Friday will be reflected the second Monday.

NYCDOE REMS Accountability Known Issues List

The NYCDOE verification reports REMS and RHSV are verified weekly against those NYSED L2RPT reports in order to determine if any discrepancies exist. Known issues, if any, are published on the [Data Verification Wiki](#). Schools are encouraged to review the issue list before reporting an issue.

Checking Accuracy and Completeness

General Values

These data fields apply to both City and State accountability. [Progress Report](#) related items are found later in the document.

Data Type	Data To Be Viewed	Reports	Functions	Source
Biographical	Student Name	Student Evaluation: RESI And all ATS biographical reports.	ATS: Make updates using the BIOU function for students currently active under the DBN. Enter the student's previous name in the "Comment" page of BIOU (Press F5 twice to get to this screen). File reason for change in cumulative folder.	ATS
Biographical	Date Of Birth	Student Evaluation: RESI Date of Birth Report: RDOB And most ATS biographical reports.	ATS: Make changes using BIOU for students currently active under the DBN. File reason for change in cumulative folder with the admission form.	ATS
Biographical	Gender (Sex)	Student Evaluation: RESI And all ATS biographical reports.	ATS: Make updates using the BIOU function for students currently active under the DBN. File reason for change in cumulative folder.	ATS
Biographical	Ethnicity	Student Evaluation: RESI , Ethnic Code Worksheet: RENC NCLB Report: RDGS	ATS: Update in BIOU for students currently active under the DBN.. File new PSE form in cumulative folder.	ATS
Biographical	Economic Disadvantaged	Student Evaluation: RESI Meal Code Report: RMEL NCLB Report: RDGS	ATS: Update in BINU for students currently active under the DBN and school is not USM or scanning. Scanning schools may have the family complete the meal form and send the completed form to school food.	ATS
Biographical	Grade Level/ Grade Code	Student Evaluation: RESI Intergrade/ Interclass Report: RIIR Homeroom History - HIGC	ATS: For updates to a student's grade level, grade code or official class use SIGT for students currently active under the DBN.	ATS
Biographical	Admission Date	Student Evaluation: RESI Admit and Discharge Hist: HIAD Admit Discharge Report: RADP HS End of Year History: HEOY	ATS: For students who have the wrong "ADMIT DATE" not "FIRST TIME ENROLLMENT", request for change using ROSA .	ATS
Biographical	Home District	Zone Report: RZNS Citywide Biographical Search: SBIO Zone Lookup: ZONE	ATS: To view the student's zone school by current address on in ATS use the RZNS report. Generate the report for all students or by student indicator "IEP Special Ed". To view information on an individual student use function SBIO or ZONE . Make updates in BIOU for an individual student's zone district or address.	ATS
Biographical	Discharge Date	Student Evaluation: RESI Admit and Discharge Hist: HIAD Admit Discharge Report: RADP	ATS: Request for change using ROSA .	ATS
Biographical	Discharge Code/ Reason	Student Evaluation: RESI Admit and Discharge Hist: HIAD Admit Discharge Report: RADP HS End of Year History: HEOY	ATS: Request for change using ROSA .	ATS
LEP	ELA Exempt	Test Takers Report: RETT	ATS: For students who are first year LEP review the UYRE function for eligibility.	ATS
LEP	LEP	Student Evaluation: RESI Most ATS indicator reports NCLB Report: RDGS	ATS: A LEP flag is assigned to students identified by the LAB-R as not being English proficient. The indicator is only modified after the student tests out. Review the XAMM function for any scores (for NYSESLAT or LAB-R) not posted to a student's record due to a discrepancy during scanning.	ATS
SpEd	Disability	SEGIS, Special Ed: RSPD Student Evaluation: RESI NCLB Report: RDGS	ATS: Review ATS reports RESI or RSPD for student disability information. Reconcile all ATS/CAP discrepancies found on the ATS RACP report particularly the REC PROG. If there are any questions about the students recommended program (disability) consult with SESIS and ensure all documents are finalized.	SEGIS
SpEd	NYSAA Eligible	SEGIS, Special Ed: RSPD Student Evaluation: RESI	ATS: Review reports RESI or RSPD for test modification E - Exempt. If incorrect check SESIS.	SEGIS

Data Type	Data To Be Viewed	Reports	Functions	Source
Assessment	Exams	Error Report: REXE Exam History: REXH Reading/Math Rept: RSCE	ATS: Review the XAMM function for any scores not posted to a student’s record due to a discrepancy during scanning.	ATS
Biographical	Temporary Housing	Temporary Housing Address Report: RATH	ATS: Review students who are missing Residency flags. Make update to Residency flags (Temp House) on the student BIOU function. All new entries should be accompanied by an Residency Questionnaire to be filed in the students cumulative folder.	ATS
Assessment	Regents Exams	Student Evaluation: RESI Regents/ RCT Exam Report: RHSE View Regents Exam: VEXM	ATS: Regents exam grades are collected in two ways; Regents Scanning and MEXB . As of June 2012 all 10 subject exams will be scanned LOTE and RCT assessments will need to be ented in MEXB using new June exam codes .	ATS

Source System Reports to Verify for the Progress Report

These items are particular to the Progress Report.

Demographic	Process
Attendance*	<p>A measure under School Environment, the attendance rate includes the attendance days for all students on a schools register at any point during the regular school year (September through June). The attendance rate is calculated by adding together the total number of days attended by all students and dividing it by the total number of days on register for all students. School attendance rates can be reviewed using the RGAR screen in ATS. Charter schools may the function USCR to update individual student attendance data.</p> <p>*Report: RGAR/ RRSA Generate these reports within the active school year. Only full day</p> <ul style="list-style-type: none"> • RGAR – Gives you school wide attendance • RRSA - gives you student level attendance <p>Make changes to student attendance using the CIND function in ATS *The following can be done if ATS is used as the source for attendance data.</p> <p>Charter schools may use the function Update Non-STARs Credit Update (USCR) to update attendance data (absences and presents) for their student population. Additional information can be found in the pack of this document.</p> <p><i>All changes should be made prior to July 1st.</i></p>
Special Education	<p>Report: RACP/ RSPD Generate these reports within the active school year.</p> <ul style="list-style-type: none"> • RACP– Use to identify discrepancies with SESIS/CAP and ATS. The report contains four errors to correct. • RSPD– Use this report to display special education data from the SPEA function within excel. <p>These reports will identify a student’s special education status including primary program placement is a key factor in the progress report. Although the Process Report pulls the data directly from SESIS it is important to ensure that the data crosswalks do not contain discrepancies. (Information in SESIS is reflected in ATS correctly)</p> <p><i>Changes must be completed before June 27th</i></p>

Resources

Information Pages

- **NYCDOE Intranet State and Federal Evaluation Page:** To help schools with the verification process and ensure the accurate reporting of critical data to the NYSED the following support documents can be found on the Office of State & Federal Evaluation's <https://portal.nycenet.edu/Accountability/SchoolPerformance/nclb/data/>
- **Progress Report Public Site:** <http://schools.nyc.gov/Accountability/tools/report/default.htm>
- **L2RPT Report Guides:** <http://www.p12.nysed.gov/irs/level2reports/reportguides.html>
- **New York State Report Cards:** <https://reportcards.nysed.gov/>
- **The Data Management Intranet Site:** <http://intranet.nycboe.net/Accountability/ETAD/data/>
- **The ATS Wiki:** <https://wiki.nycenet.edu/display/ATSWiki/ATS+Wiki+Welcome>

Applications

- **Achievement Reporting Innovative System (ARIS):** www.arisnyc.org
- **The Data Integrity Score Card:** <http://intranet.nycboe.net/Accountability/ETAD/data/dataIntegrityScoreCard>

Memos

- **Citywide and Statewide Summative Assessment Calendar:** <http://schools.nyc.gov/NR/ronlyres/4B4930FB-02B1-493E-83F4-67F4AB61BD10/0/SY1112TESTCALENDAR.pdf>
- **NYSED Annual Measurable Objectives and State Benchmarks:** <http://www.p12.nysed.gov/irs/accountability/amos/>
- **2011–12 Student Information Repository System:** <http://www.p12.nysed.gov/irs/sirs/2011-12/2011-12SIRSGuidance/NEWER/StudentReportingRules20111109.doc>

Middle School Resources

Assessment Information

Assessments

The students included in this verification report are reported in SIRS and have met the following assessment criteria:

Assessment	Criteria
3-8 English language arts	Graded students in grade 3, 4, 5, 6, 7 or 8 (or ungraded students with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled in your school during the exam administration period.
3-8 Mathematics	
4 Science	
8 Science	
NYSESLAT	New York State English as a Second Language Achievement Test. Graded students in grades K – 12 (or ungraded students with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled for the exam administration period.
NYSAA	New York State Alternate Assessment in ELA (Grades 3-8 Equivalent), Mathematics (Grades 3-8 Equivalent), and Science (Grades 4 and 8 Equivalent), for students with severe cognitive disabilities. Ungraded based on DOB chart below.

NCLB/SED Assessment Rules

The federal No Child Left Behind (NCLB) Act requires that states develop and report on student proficiency in 1) language arts/reading, 2) mathematics, and on 3) a third indicator, which in New York State is science for elementary and middle schools.

Elementary/Middle School Assessments that can be used to fulfill participation/performance criteria.

Assessment	Eligible Students	Scores
Grades 3–8 New York State Testing Program (NYSTP) Assessments in ELA and Mathematics	All students (general education & students with disabilities)	Level 4 Level 3 Level 2 Level 1
New York State Grade 4 Elementary-Level Science and Grade 8 Middle-Level Science Tests	All students (general education & students with disabilities)	Level 4 Level 3 Level 2 Level 1
Regents Living Environment, Physical Setting/Earth Science, Physical Setting/Chemistry, and Physical Setting/Physics Tests in Lieu of Grade 8 Middle-Level Science Test	All students (general education & students with disabilities)	Level 4 (85–100) Level 3 (65–84) Level 2 (55–64) Level 1 (0–54)
New York State Alternate Assessments (NYSAA) in ELA (Grades 3–8 Equivalent), Mathematics (Grades 3–8 Equivalent), and Science (Grades 4 and 8 Equivalent)	Students with severe cognitive disabilities	Level 4 Level 3 Level 2 Level 1

“Validity Rules”: Reporting Students with Valid or Invalid Scores

New York State Testing Program (NYSTP) Assessments in ELA, Mathematics, and Science

Present for Entire Test: Students who are present for all sessions/parts of a test during an administration period, including the make-up period, and who responded to at least one test item on the assessment will receive a valid score. These students will be counted as tested in verification reports and for accountability calculations.

Absent: Students who are absent for any session (for ELA or mathematics) or any parts (written or performance for science) or the entire test will be recorded as having no valid score, whether or not there are any response records. These students will be counted as *not tested* in verification reports and for accountability calculations.

Refusal: Students who refuse to take the entire test must be reported as having "no valid test score" and will be counted as *not tested* in verification reports and for accountability calculations.

Administrative Error: Students for whom errors were made in the administration of the test (e.g., the student was present but the test was not administered to the student and the school/district was required to administer it, prompts were given to the student, materials that would assist students in taking the test were in view of the students during the administration, etc.) are considered to have “no valid test score.” These students will be counted as *not tested* in verification reports and for accountability calculations.

Medically Excused: Students who are incapacitated by illness or injury during the entire test administration and make-up periods and have on file documentation from a medical practitioner that they were too incapacitated to be tested at the school, at home, or in a medical setting are considered “Medically Excused,” are considered to have “no valid test score”. *These students are excluded from the numerator and the denominator of the participation and performance accountability calculations.*

Testing and Accountability for English Language Learners New to the United States ELA Exempt (UYRE)

LEP-eligible students (including those from Puerto Rico) who on April 1, 2012, will have been attending school in the United States for less than one year may use the NYSESLAT in lieu of the 3–8 NYSTP in ELA to meet the NCLB participation requirement for AYP in elementary/middle-level ELA. For this purpose, the United States is defined as schools in the 50 States and the District of Columbia and does not include Puerto Rico, the outlying areas, or the freely associated States. Students may be exempt from only *one* administration of the NYSTP in ELA.

The one-year exemption window does not have to be 12 consecutive months. In addition, students enrolled anytime during a month, including July and August, are considered enrolled for that month. As such, eligible students may be exempt from taking the NYSTP in ELA for the first year in which they are enrolled during the NYSTP ELA test administration period. Such students may not be exempt in subsequent years, even if they have been enrolled in a United States school for less than 12 months. **Months in which students are enrolled as PK–8 or ungraded elementary are counted toward this 12-month exemption window.**

The new [Updating Months Enrolled in US Schools ELSS \(UYRE\)](#) function in ATS allows schools to update the years a student was enrolled in an English language school system (ELSS). The process for updating years enrolled in an ELSS was improved to align data collection for accountability as well as promotion purposes. The screen previously used to update years enrolled in an ELSS (UYRE) now accounts for the dual use of this data. [UYRE](#) will calculate a student’s NYC DOE enrollment (including discharges) and schools will be able to add additional enrollment periods. This information will be used in April to determine ELL students’ NYSESLAT eligibility exam and to determine ELL students’ promotion criteria. Schools should review students’ ELSS calculation using the [UYRE](#) and when necessary, add additional periods of enrollment in ELSS.

Students who are eligible to take the NYSESLAT for grades 3–8 accountability will be counted in the participation calculation for accountability purposes as participating in an ELA assessment if they have valid scores on NYSESLAT Reading/Writing and NYSESLAT Speaking/Listening.

Scores for students who are eligible to take the NYSESLAT for grades 3–8 accountability will *not* be counted in the performance calculation for accountability. However, if the district/school chooses to give the NYSTP ELA assessment to a student who is eligible for the ELA exemption, NYSED will count the student's NYSTP ELA scores when computing the school's and district's accountability PI.

For more information regarding testing and accountability for recently arrived LEP students, see <http://www2.ed.gov/policy/elsec/guid/lepguidance.doc> or contact your CHARTER Accountability Point.

ELA & Math Test Takers Report (RETT)

The [ELA & Math Test Takers Report \(RETT\)](#) is similar to the L2RPT Tested/Not Tested Report, but designed to reflect current school enrollment (irrespective of school-level accountability).

Schools should use this report to help determine which assessment is appropriate for each student on their register in grades 3-8 for the ELA and math State test administration period. Additional information on the report may be found on the [ATS Wiki](#).

Accountability Inclusion/Exclusion for Participation/Performance at the Elementary/Middle Level

Students enrolled/tested during the period of continuous enrollment shown in the table below will be included in the document/calculations indicated.

Key:

Day 1 = BEDS Day (October 5, 2011)

Day 2 = First day of test administration period

Day 3 = Last day of make-up period

Students' Inclusion in Document/Calculations

Period of Continuous Enrollment (includes)	Students results will be included in:	
	Participation Rate	Performance Index
Day 1 and Day 3	Yes	Yes
Day 1 and Day 2 – with valid test score	Yes	Yes
Day 1 and Day 2 – without valid test score	No	No
Day 2 and Day 3 – but not Day 1	Yes	No
Day 1 only	No	No
Day 2 only – with valid test score	Yes	No
Day 2 only – without valid test score	No	No
Day 3 only – with valid test score	Yes	No
Day 3 only – without valid test score	No	No
Only days between Day 2 and Day 3 – with valid test score	Yes	No
Only days between Day 2 and Day 3 – without valid test score	No	No

Specific Day 2 and Day 3 Dates by Assessment (2.3.2012)

Assessment	Day 2	Day 3
Grades 3–8 ELA	April 17	April 24
Grades 3–8 Mathematics	April 25	May 2
NYSAA	October 3	February 10
Grade 4 Science	May 23	June 6
Grade 8 Science	May 23	June 6
NYSESLAT (if eligible)	April 18	May 18

Testing Ungraded Students

Students with Disabilities may be determined by the CSE to be either graded or ungraded for State assessment purposes. All students designated as ungraded for assessment purposes are eligible to take the New York State Alternate Assessment (NYSAA). The assessment used for participating for elementary/ middle-level accountability will be based on age, not grade, for these students.

Ungraded students must take the assessment at the same grade level as the majority of their chronological peers, as indicated in the table below:

Ungraded date of birth date ranges 2012

Grade	Date Range	Reaches this age between September 1, 2011 and August 31, 2012
Grade K:	Any birth date after August 31, 2005	6
Grade 1:	September 1, 2004— August 31, 2005	7
Grade 2:	September 1, 2003— August 31, 2004	8
Grade 3:	September 1, 2002— August 31, 2003	9
Grade 4:	September 1, 2001— August 31, 2002	10
Grade 5:	September 1, 2000— August 31, 2001	11
Grade 6:	September 1, 1999— August 31, 2000	12
Grade 7:	September 1, 1998— August 31, 1999	13
Grade 8:	September 1, 1997— August 31, 1998	14
Grade 9:	September 1, 1996— August 31, 1997	15
Grade 10:	September 1, 1995— August 31, 1996	16
Grade 11:	September 1, 1994— August 31, 1995	17
Grade 12:	Born on or before August 31, 1994	18

Accountability Rules SY 2011-12

Use the following table to better understand SED accountability rules.

Participation Rate	Performance
<p>Participation-rate students are those who were enrolled for the entire test administration period, even if they were not continuously enrolled in the school from BEDS (first Wed of October) day until the test administration period. Students who enter or leave a school during the test administration period are not considered as participation rate students unless the school provides valid scores for the students.</p>	<p>To meet performance criterion, accountability groups must show evidence of acceptable performance on standardized assessments in the current school year or evidence of improvement in performance from the previous school year.</p>
<p>ELA and Mathematics: In order to make AYP in participation rate for English language arts (ELA) and mathematics, schools must have valid schools for at least 95 percent of students in <i>all</i> accountability groups with 40 or more students enrolled during the test administration period.</p>	<p>ELA and Mathematics: The Performance Index (PI) of every accountability group with 30 or more students (continuously enrolled tested students at the elementary/middle levels) must be equal to or greater than the group's Effected Annual Measurable Objective (EAMO) or the group must make Safe Harbor. A continuously enrolled student is one who is enrolled in the school on BEDS day (usually the first Wednesday in October) of the school year until the last day of the test administration make-up period.</p>
<p>Science: For schools to meet participation for making AYP in science, they must have valid scores for at least 80 percent of students in the All Students group, as long as it has 40 or more students enrolled during the test administration period. For each accountability group to meet the participation criterion for qualifying for safe harbor for the group, schools must have valid scores or at least 80 percent of students in the group, as long as it has 40 or more students enrolled during the test administration period. Participation rates are calculated for students in grades 4 and 8 combined.</p>	<p>Science: The PI of the All Students group, as long as it has 30 or more continuously enrolled tested students must equal the State Standard or the group's Progress Target for the school/district to meet the performance criterion for making AYP in science. To meet the performance criterion for making AYP for an accountability group, the PI of the group, as long as it has 30 or more continuously enrolled tested students, must equal or exceed the State Standard or group's Progress Target</p>
<p>Exceptions:</p> <p>Medically Excused: Students who are incapacitated by illness or injury during the entire test administration and make-up periods and have on file documentation from a medical practitioner that they were too incapacitated to be tested at the school, at home, or in a medical setting are considered medically excused from testing and are not included in the participation rate calculation.</p> <p>NYSESLAT: If the school chooses to give the NYSTP ELA Assessment to a LEP student who is eligible to take the NYSESLAT in lieu of the NYSTP, NYSED will count the student's NYSTP ELA as the accountability assessment when participation rates are calculated.</p>	<p>Performance Index Calculation: = 100 x [(Count to Continuously Enrolled Tested Students Performing at Levels 2, 3, and 4 + the Count at Level 3 and 4) ÷ Count of All Continuously Enrolled Tested Students]</p> <p>Effective Annual Measure Objectives (AMO) chart can be found at: http://www.p12.nysed.gov/irs/accountability/amos/</p>

Non-STARS Attendance/Core Course Credit Update - USCR

Available to non-STARS schools that are able to use the [MEXB](#) function to record exam marks, the USCR function allows Non-STARS schools to enter credit accumulation totals for their students in addition to attendance information if they do not use the ATS daily attendance functionality. The attendance portion is required for all schools that do not use ATS for daily attendance. The core course passing information is required for all schools with students in grades 6-8.

Select the 2011-12 school year followed by a grade code, grade level, official class or status and press red enter. For a list of all active students in straight alphabetical order just enter a school year and press red enter.

For each student enter/ verify the attendance and credits information. Attendance figures should include the regular school year only, not summer school. For each student, enter the total number of days the student was on register, the number of days present, and the number of days absent. Most students will probably have the same number of total days on register, except for those that transferred in or were discharged during the school year. The number of days on register minus the number of days present should equal the number of days absent. Students who were not enrolled for even one day should be ignored. If using ATS for collecting attendance data, attendance information will populate for students.

Students in grades 6-8 do not literally earn "credits" but their core course passing information should be entered into the right side of USCR (which was originally designed for entry of HS credits). Each school should just enter a "1" in each subject where the student has passed a full year of a core course in that subject. In grades 6-8, only core courses count. So, if a student failed part of the year of their core math class but passed a math elective, they would still get a "0" in math. It is not necessary to fill in the "other" category for grades 6-8. A total will still be calculated, but it is irrelevant to the middle school Progress Report which counts each subject separately. For students in grades 6-8, summer school courses will not count because the middle school Progress Report data will be finalized in July.

Press F2 to save. The total number of credits will calculate under the "Total Credits" column.

To display student demographics, enter a "D" under the "S" column and press the enter key.

```

PROFILE          New York City Public Schools          08-28-12 12:07:00
USCR0100        Non-Stars Credit Update (USCR)        08-28-12 12:07:00
==>
SCHOOL YEAR: 2011 - 2012
GRADE:          GRADE LEVEL:    OFFICIAL CLASS:    STATUS:    TOTAL DAYS: 183
=====
:ATTENDANCE   ::: CREDITS EARNED :::
S  NAME          GD  EXCL  SUMMER (INCLUDE SUMMER SCHOOL)  TOTAL
LV  TOT  PRS  ABS  MATH  SCIE  ENGL  SOCS  OTHR  CREDTS
-----
- ADAMSON        05  183  180  003  _____
- ALANSON        05  _____

EMAILID: _____@SCHOOLS.NYC.GOV  SUBJ: _____
PRINT OPTION: ( ENTER PRINTER INFORMATION )
DIST: 49M  LOC: 051  PRINTER: 1  HOLD: N
Make changes in attendance and credits as desired and then press F2 to save
F1/Help  F2/Save  F3/Quit-return  F4/  F5/Print-ftp  F6/
F7/      F8/Forw  F9/Refresh     F10/Delete  F11/  F12/Exit
    
```

Elementary and middle schools should enter this data as soon as possible after the end of the school year and no later than July 9th at 5pm.

Attendance

Excluding summer school, schools should only enter data for the regular academic school year (September - June)
The total number of school days is listed on the upper right hand corner of the screen.

TOT	Total number of days active: For each student enter the total number of days the student was active on the school register. This day should represent the total number of days present and absent listed for the student.
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PRES	Total number of days present: Enter the total number of days the student was present
ABS	Total number of days absent: Enter the total number of days the student was absent
Credits Earned	Including summer school, the total number of credits earned for each subject.
Core Subjects	Enter the credit accumulation for the following subject areas: <ul style="list-style-type: none"> • Mathematics • Science • English • Social Studies • Other (Arts, Guidance, Community Service)
Total Credits	The system will automatically calculate the total number of credits by adding credits under the five core subjects. For grades 9-12, this should follow the normal NYC credit definition where a year-long course is typically worth two credits at the end of the school year*. Core and electives courses count for each subject (ex. an elective english class will count under english). Summer school courses should be inclusive of the data entry.

If you have any questions about USCR, please contact PR_support@schools.nyc.gov.