




**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

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To: Board Chairs of Board of Regents-Authorized Charter Schools  
School Leaders of Board of Regents-Authorized Charter Schools

From: David M. Frank 

Date: April 19, 2021

Subject: Reporting Local Assessment Outcomes to the New York State Education Department's Charter School Office (NYSED CSO)

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To help charter schools demonstrate academic progress and growth, the NYSED CSO is implementing a local assessment plan to collect authorizer-approved local/interim assessment data from Board of Regents-authorized schools. All Board of Regents-authorized charter schools have a local assessment plan as part of its charter. Schools should refer to the local assessment plan in its charter, ensure the plan is being implemented with fidelity, or in consultation with the school's NYSED CSO liaison, seek a charter revision to amend/revise the plan by following the procedures set forth in [NYSED Charter School Revision Guidelines](#) (note that some schools may have temporarily amended their local assessment plan as part of the school's COVID-19 pandemic educational continuity/re-opening plans).

Local assessment administration and outcomes are considered in the following [NYSED Charter School Performance Framework](#) benchmarks:

- **Benchmark 1:** "NYSED may consider other assessment data submitted by the school as supplementary evidence for a school's performance."
- **Benchmark 2:** Assessment and Program Evaluation:
  - The school uses a system of formative, diagnostic, and summative assessments.
  - The school uses qualitative and quantitative data to inform instruction and improve student outcomes.
  - The school uses qualitative and quantitative data to evaluate the quality and effectiveness of the academic program and modifies the program accordingly for both individual students as well as subgroups.
  - The school uses multiple measures to assess student progress toward State learning standards.
- **Benchmark 10:** "The school complies with applicable laws, regulations, and the provisions of its charter."

Starting in the current 2020-2021 academic year, Board of Regents-authorized charter schools shall administer the local assessment(s) in the school's charter and report local assessment outcomes as follows:

- **Subjects for Administration:** At least English Language Arts (ELA) and math.
- **Grade Levels:** At least Grades 3-12.

- **Uses:** The outcomes of such assessments should be used by the school to help inform academic intervention services and school-level improvement/turnaround initiatives and decision making. These assessments may supplement but not supplant the use of any State assessments in authorizing decision making. Although NYSED may use these results for other purposes in the future, this data is currently only planned to be used as a school-level growth measure, not as a comparison point to other schools.
- **Schedule:** The school should administer such assessments pursuant to the assessment schedule set forth in the school's charter, but not less than once in the spring of 2021 (during the current academic year) and at least twice per academic year thereafter, once in the fall prior to November 1<sup>st</sup> and once in the spring prior to June 30<sup>th</sup>.
- **Reporting of results:** The school will report the school-level aggregate results of such interim and/or summative assessments to the NYSED CSO through the CSO Portal as described below, no later than one month after administration. Results shall be reported for all students and disaggregated by grade and subgroup (students with disabilities, English language learners, and economically disadvantaged students).

The link to the NYSED CSO Portal for reporting local assessment data is: [https://nysed-cso.smapply.io/prog/school\\_assessment\\_data](https://nysed-cso.smapply.io/prog/school_assessment_data). The portal will open later in the 2020-2021 academic year and further instructions on accessing the portal, as well as a notification when it opens, will be emailed to your school.

This memo does not mandate schools to administer the same local/interim assessment throughout the charter term. However, any change in a school's local assessment plan as set forth in the school's charter would constitute a revision, the process for which must be followed as indicated above.

Thank you for your collaboration on this important initiative to show the work and academic progress of students enrolled in Board of Regents-authorized charter schools.