



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12

Ira Schwartz, Assistant Commissioner
Office of Accountability
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March 10, 2017

Dear :

The purpose of this letter is to provide information regarding the process that the New York State Education Department (NYSED or “the Department”) will follow to determine Demonstrable Improvement (DI) for each Persistently Struggling and Struggling School for the 2016-17 school year. This letter will also provide guidance on the submission of DI data and the timelines for such submission. We urge that you share the contents of the letter with your staff who are responsible for oversight of receivership schools and data collection and reporting.

Calculation of the Demonstrable Improvement Index

For each school that is identified as Persistently Struggling or Struggling as of July 1, 2017, the Department will compute a Demonstrable Improvement index for the 2016-17 school year based on the school’s approved Level 1 and Level 2 indicators. The index will have a range of zero to 100 percent, with combined Level 1 indicators being weighted 50% and combined Level 2 indicators being weighted 50% percent in the index. If the school achieves an index of 67 percent or higher, the Commissioner will make a preliminary determination that the school has made DI. However, if the school achieves an index below 40 percent, the Commissioner will make a preliminary determination that the school has not made DI. In the event that the school scores 40 percent or higher, but less than 67 percent, the Commissioner will review the school’s record and will make a preliminary determination about whether the school has or has not made DI. An updated 2016-17 Data Dictionary with descriptions of every indicator has been posted at: <http://www.p12.nysed.gov/accountability/de/SchoolReceivership.html>. Additionally, an Excel spreadsheet containing the list of DI indicators for each Persistently Struggling and Struggling School is available at: <http://www.p12.nysed.gov/accountability/de/SchoolReceivership.html>.

Local Indicators/Indicators with District-Collected Data

If your school has a local indicator or has an indicator for which the district is required to collect and report data, please review the information provided in Attachment A for the data submission requirements and deadlines. Schools must use the same calculation methodology that was listed in the district’s local indicator request to NYSED when submitting data to the Department. The submitted data must include counts for the numerator, denominator, calculation methodology, and business rules. Student/teacher level data need not be submitted; however, the data must be made available to the Department upon request.

NOTE: The submitted data *must not* include personally identifiable information about students or teachers.

Student Attendance, Student Suspension, and School Safety Data

As 2016-17 data for indicator #3 (Student Attendance), indicator #4 (Student Suspension Rate–Out of School), and indicator #5 (School Safety–Count of serious incidents) cannot be collected using traditional methods in time to make DI determinations, these data will be collected at the local level. These data must be submitted to accountinfo@nysed.gov by **Friday, July 14, 2017**. See Attachment B for guidance on reporting these data.

Personnel Master File (PMF) Data

Data used for indicators #86 (teacher turnover) and # 87 (classes taught by teacher without appropriate certification) must be reported in the Personnel Master File (PMF) by July 28, 2017. For more information on PMF, see: <http://www.p12.nysed.gov/irs/beds/PMF/home.html>.

Early 2016-17 Student Information Repository System (SIRS) Data Pull

Data used for certain indicators will be pulled from Level 2 of SIRS prior to the SIRS reporting deadline. Schools must report these data to Level 2 of SIRS by **Friday, July 28, 2017**. Level 1 data centers will require earlier due dates to allow sufficient time for processing. For a list of regional data center contacts, see: <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>. School Superintendents will be required to sign a separate certification form available at <http://www.p12.nysed.gov/accountability/de/SchoolReceivership.html>, indicating that the data reported in SIRS as of July 28, 2017 are accurate. A signed copy of this certification form must be sent to accountinfo@nysed.gov by **Friday, August 4, 2017**. See Attachment C for a list of indicators and related data used in this early data pull. Please note that the July 28, 2017 data pull will be used solely to make DI determinations. For other state and federal reporting and accountability purposes, final and certified data pulled as of the end of the year deadline on **Friday, August 25, 2017** will be used.

Reporting Graduation Rate Indicator Data

In order to ensure that August 2017 graduates are included in graduation rate indicators #70-81 and #88-93, the Department will provide Struggling and Persistently Struggling Schools using these indicators with a list of students in the relevant cohorts who have not been reported with a local or Regents diploma in SIRS as of August 11, 2017, in an “August 2017 Graduates Report Form.” This list, which will be in the Excel format shown in Attachment D, will be posted on the Information and Reporting Services (IRS) Portal on **Tuesday, August 15, 2017**. Schools must download this spreadsheet from the IRS Portal and populate the “Aug 2017 Local or Regents Diploma (No Adv Des)” field with a ‘Y’ if the student earned a local or Regents diploma without Advanced Designation in August 2017 and the “Aug 2017 Regents Adv Des” field with a ‘Y’ if the student earned a Regents diploma with Advanced Designation in August 2017. Schools must send the completed file to the Department using the IRS Portal by **Friday, August 25, 2017**.

Directions for accessing and posting files on the IRS Portal are available at <http://www.p12.nysed.gov/irs/irs-portal>.

Data Submission Timelines

Districts are requested to pay close attention to the timeline below and submit the required data by the indicated deadlines so that schools can be fully credited with the performance of all accountable students.

Date	Task
March-April 2017	District and school staff should review each school’s DI indicators and become familiar with the DI process. More information on the DI indicators is available at: http://www.p12.nysed.gov/accountability/de/SchoolReceivership.html .
June 1, 2017 (#2) June 1, 2017 (#94) July 7, 2017 (#98)	Schools with indicator #2 (Community School Model), #94 (Extended Learning Time), and #98 (Chronic Absenteeism) are required to submit the prescribed rubric to accountinfo@nysed.gov . The 2016-17 rubric documents can be downloaded from the following website: http://www.p12.nysed.gov/accountability/de/SchoolReceivership.html . Please note that these rubrics have been updated for the 2016-17 school year.
May 1-August 1, 2017	School(s) that are required to submit 2016-17 performance on approved local indicators must submit the data via e-mail to accountinfo@nysed.gov by the specified deadlines between May 1, 2017 and August 1, 2017 provided in Attachment A.
July 14, 2017	Schools with indicator #3 (Student Attendance), #4 (Student Suspension Rate–Out of School), and #5 (School Safety–Count of serious incidents) must submit their data via e-mail to accountinfo@nysed.gov . See Attachment B for guidance.
July 28, 2017	Schools with indicators listed in Attachment C must submit data in Level 2 of SIRS.
July 28, 2017	Schools with indicators #86 (teacher turnover) and #87 (classes taught by teacher without appropriate certification) must submit their data via the Personnel Master File.
August 25, 2017	Schools with indicators #70-81 and #88-93 must submit the completed “August 2017 Graduates Report Form” shown in Attachment D via the IRS Portal.

Demonstrable Improvement Process and Tentative Timeline

Early September 2017: On or around September 1, districts will be provided with preliminary DI data for all the indicators so that they may review the data. A Data Verification Form (see Attachment E) will be made available along with the data.

Mid September 2017: Districts will given until September 15 to appeal any of the preliminary DI indicator data.

Early October 2017: On or around October 2, districts will be provided with preliminary determinations regarding whether schools made Demonstrable Improvement.

Early October 2017: Immediately after districts are informed of the preliminary Demonstrable Improvement status, stakeholders will be informed of the school’s preliminary Demonstrable Improvement status. Stakeholders will be required to submit a “Demonstrable Improvement Determination Consultation and Collaboration Form,” either agreeing or disagreeing with the Department’s preliminary Demonstrable Improvement decision about the school. This form will be made available along with the preliminary notification (see Attachment F). Completed forms will be due to the Department on or around October 13.

Late October 2017: On or around October 27, districts and stakeholders will be informed of the final Demonstrable Improvement status for their schools. At that time, the Department will also publicly announce the Demonstrable Improvement status of all Receivership Schools.

Pursuant to Commissioner's Regulations Section 100.19, for any Receivership School that does not make Demonstrable Improvement based on 2016-17 school year results, a district will be required to appoint an Independent Receiver and have the Commissioner approve such appointment. More information on this requirement can be found at the following website: <http://www.p12.nysed.gov/oisr/Receivership.html>.

Should you have any questions regarding the information in this letter or need technical assistance regarding data submission, please e-mail us at accountinfo@nysed.gov. We wish you great success during the current school year and beyond.

Sincerely,

Ira Schwartz

cc: Jhone Ebert
Angelica Infante
Rose LeRoy
Stephen Earley
Maxine Meadows-Shuford
Lisa Long

Attachment A

Local Indicators/Indicators with District-Collected Data Submission Requirements

District	BEDS	School Name	Indicator Number	Description	School Baseline	Goal for 2016-17	Progress Target for 2016-17	Submission Deadline
XXX	XXX	XXX	4	Student Suspension Rate (Out of School)	21%	10%	19%	July 14, 2017
XXX	XXX	XXX	5	School Safety	49	<6 Serious Incidents	42	July 14, 2017
XXX	XXX	XXX	Local 1	Meeting Attendance for Gateway Courses	78.2%	88.2%	81.2%	July 1, 2017
XXX	XXX	XXX	98	Chronic Absenteeism	NA	See Chronic Absenteeism rubric.	See Chronic Absenteeism rubric.	July 7, 2017
XXX	XXX	XXX	Local 2	NWEA Reading Growth	50.7%	60.7%	53.7%	July 1, 2017
XXX	XXX	XXX	Local 3	NWEA Math Growth	46.8%	56.8%	49.8%	July 1, 2017

Attachment B

Student Attendance, Student Suspension, and School Safety

Indicator Number	Description	Data That Must Be Submitted to accountinfo@nysed.gov by Friday, July 14, 2017
3	Student Attendance	<ul style="list-style-type: none"> Student attendance rate as reported in BEDS Online Data Form Item 13 “Percentage of Attendance.”
4	Student Suspension Rate (Out of School)	<ul style="list-style-type: none"> Divide the number of students who were suspended from school (not including in-school suspensions) for one full day or longer, anytime during the school year, as reported in BEDS Online Data Form Item 4 “Students Suspended” by the Basic Educational Data System (BEDS) day enrollments for that school year and multiply by 100. A student is counted only once, regardless of whether the student was suspended one or more times during the school year.
5	School Safety (Count of serious incidents)	<ul style="list-style-type: none"> Count of individual serious incidents throughout the 2016-17 school year. Using the <i>2015-16 Report of Incidents Concerning School Safety and the Educational Climate</i> form at http://www.p12.nysed.gov/irs/school_safety/documents/School_Safety_Summary_Form_VADIR_only1516.pdf as a guide, sum the number of incidents report in #1 Homicide, #2.1 Forcible Sexual Offences, #2.2 Other Sex Offences, #3 Robbery, #4 Assault with Serious Physical Injury, #5 Arson, #6 Kidnapping, #7 Assault with Physical Injury, #8 Reckless Endangerment, and #17 Any incident with use of a Weapon, Weapons Possession.

Attachment C

Early 2016-17 Student Information Repository System (SIRS) Data Pull

Indicator Number	Description	Data That Must Be in Level 2 of SIRS <u>By July 28, 2017</u>
1	Priority school makes progress	Grades 3-8 ELA/math, Regents, RCT, NYSAA results; cohort membership; credentials earned; and student demographic data
9	3-8 ELA All Students Level 2 & above	Grades 3-8 ELA results and student demographic data
10	3-8 ELA SWD Level 2 and above	Grades 3-8 ELA results and student demographic data
11	3-8 ELA Black Students Level 2 and above	Grades 3-8 ELA results and student demographic data
12	3-8 ELA Hispanic Students Level 2 and above	Grades 3-8 ELA results and student demographic data
13	3-8 ELA LEP Students Level 2 and above	Grades 3-8 ELA results and student demographic data
14	3-8 ELA ED Students Level 2 and above	Grades 3-8 ELA results and student demographic data
15	3-8 Math All Students Level 2 and above	Grades 3-8 math & Regents math results and student demographic data
16	3-8 Math SWD Level 2 and above	Grades 3-8 math & Regents results and student demographic data
17	3-8 Math Black Students Level 2 and above	Grades 3-8 math & Regents results and student demographic data
18	3-8 Math Hispanic Students Level 2 and above	Grades 3-8 math & Regents results and student demographic data
19	3-8 Math LEP Students Level 2 and above	Grades 3-8 math & Regents results and student demographic data
20	3-8 Math ED Students Level 2 and above	Grades 3-8 math & Regents results and student demographic data
21	HS ELA All Students Level 2 and above	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data
22	HS ELA SWD Level 2 and above	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data
23	HS ELA Black Students Level 2 and above	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data
25	HS ELA LEP Students Level 2 and above	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data

Indicator Number	Description	Data That Must Be in Level 2 of SIRS By July 28, 2017
26	HS ELA ED Students Level 2 and above	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data
27	HS Math All Students Level 2 and above	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data
28	HS Math Students with Disabilities Level 2 and above	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data
29	HS Math Black Level 2 and above	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data
45	3-8 ELA Students with Disabilities Level 2 and above Gap with non-Students with Disabilities	Grades 3-8 ELA results and student demographic data
46	3-8 ELA Black Level 2 and above Gap with non-Black Students	Grades 3-8 ELA results and student demographic data
47	3-8 ELA Hispanic Level 2 and above Gap with non-Hispanic Students	Grades 3-8 ELA results and student demographic data
48	3-8 ELA LEP Level 2 and above Gap with non-LEP Students	Grades 3-8 ELA results and student demographic data
49	3-8 ELA ED Level 2 and above Gap with non-ED Students	Grades 3-8 ELA results and student demographic data
50	3-8 Math Students with Disabilities Level 2 and above Gap with non-Students with Disabilities	Grades 3-8 Math results and student demographic data
51	3-8 Math Black Level 2 and above Gap with non-Black Students	Grades 3-8 Math results and student demographic data
52	3-8 Math Hispanic Level 2 and above Gap with non-Hispanic Students	Grades 3-8 Math results and student demographic data
53	3-8 Math LEP Level 2 and above Gap with non-LEP Students	Grades 3-8 Math results and student demographic data
54	3-8 Math ED Level 2 and above Gap with non-ED Students	Grades 3-8 Math results and student demographic data
55	HS ELA Students with Disabilities Level 2 and above Gap with non- Students with Disabilities	Regents, RCT, Alternatives, NYSAA results; cohort membership; and student demographic data
65	Total Cohort credits after one year of high school that earned 5 or more credits during school year	Credits earned, cohort membership, and student demographic data
66	Total Cohort after two years of high school that earned 5 or more credits during school year	Credits earned, cohort membership, and student demographic data

Indicator Number	Description	Data That Must Be in Level 2 of SIRS By July 28, 2017
67	Total Cohort Passing Math Regents (Score ≥ 65) after two years of high school.	Regents results, cohort membership, and student demographic data
68	Total Cohort after three years of high school that earned 5 or more credits during school year.	Regents; cohort membership; and student demographic data
69	Total Cohort Passing ELA Regents (Score ≥ 65) after three years of high school.	Regents results, cohort membership, and student demographic data
70	Total Cohort 4-Year Grad Rate - All Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
71	Total Cohort 4-Year Grad Rate - SWD Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
72	Total Cohort 4-Year Grad Rate - Black Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
73	Total Cohort 4-Year Grad Rate - Hispanic Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
74	Total Cohort 4-Year Grad Rate - LEP Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
75	Total Cohort 4-Year Grad Rate - ED Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
76	Total Cohort 4-Year Grad Rate with Adv. Designation - All Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
77	Total Cohort 4-Year Grad Rate with Adv. Designation - Students with Disabilities	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
78	Total Cohort 4-Year Grad Rate with Adv. Designation - Black Students	C Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
81	Total Cohort 4-Year Grad Rate with Adv. Designation - Economically Disadvantaged Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
82	Drop Out Rate	Reason for Ending Enrollment and student demographic data
83	Post-graduation plans of Completers (4-yr college)	Credentials earned, Reason for Ending Enrollment record, and student demographic data
84	Post-graduation plans of Completers (2-yr college)	Credentials earned, Reason for Ending Enrollment record, and student demographic data

Indicator Number	Description	Data That Must Be in Level 2 of SIRS <u>By July 28, 2017</u>
85	Grades 4 and 8 Science All Students Level 3 and above	Regents science and grades 4 & 8 science results, and student demographic data
88	Total Cohort 5-Year Grad Rate - All Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
89	Total Cohort 5-Year Grad Rate - Students with Disabilities	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
90	Total Cohort 5-Year Grad Rate - Black Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
91	Total Cohort 5-Year Grad Rate - Hispanic Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
92	Total Cohort 5-Year Grad Rate - LEP Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
93	Total Cohort 5-Year Grad Rate - Economically Disadvantaged Students	Cohort membership, credentials earned, Reason for Ending Enrollment, and student demographic data
95	Teacher Attendance	Staff Attendance Period Start Date, Staff Attendance Period End Date, and Time Used in Staff Attendance Template
97	HS Student Promotion Rate (promoted from grades 9, 10 & 11)	Enrollment Location, Reason for Beginning and Ending Enrollment, Dates of Beginning and Ending Enrollment, Grade

Attachment D

August 2017 Graduates Report Form

BEDS Code	School Name	NYSSIS ID	Student Name	Indicator Number	Description	Current Exit Reason	Aug 2017 Local or Regents Diploma (No Adv Des)	Aug 2017 Regents Adv Des

Attachment E

Data Verification Form

Directions: Complete the table below for any indicator(s) for which you wish to appeal the data. If the basis for the appeal is that the data used to make the determination is incorrect, please provide a file that contains the data that is being used as the basis of the appeal and a step by step explanation of the business rules that were applied to the data and which is the basis for the appeal. (See below for sample.)

BEDS	School Name	Indicator #	School Baseline	Progress Target for 2016-17	Result Reported By SED	Reason For Appealing Result	Additional Rationale /Explanation
XXX	XXX	95	Teacher Attendance	96%	95%	Calculation Error: Our calculation shows that the rate should be 96%.	See attachments.

Attachment F

**Demonstrable Improvement Determination
Consultation and Collaboration Form**

District Name:

School Name:

School BEDS Code:

Indicate below the persons who are submitting this form and their recommendation to the Commissioner:

Role	Name	I Agree with the Preliminary Demonstrable Improvement Determination Made by the Commissioner (Yes/No)	Signature
Superintendent			
Principal			
Leader of School's Collective Bargaining Unit that Represents Teachers			
Chairperson of Community Engagement Team, if not Principals or School Representative of Teachers			

If the persons above who submitted the form are in agreement with the Commissioner's determination no further action is needed. If the person's above do not agree with the preliminary determination, please use Part B of this form to:

- provide any additional information that the persons above wish the Commissioner to consider before making a final determination.

- provide any information regarding extenuating or extraordinary circumstances that occurred during the 2015-16 and/or 2016-17 school year(s) that caused the school to fail to achieve the school's progress targets.

Part B: Demonstrable Improvement Indicator Preliminary Determination

Provide in the below any additional information for the Commissioner to consider when evaluating school performance on these indicators (optional):

Provide in the box below any information regarding extenuating or extraordinary circumstances during the 2015-16 and/or 2016-17 school year that caused the school to fail to meet progress targets (optional):