

Report Card Data Collection Handbook

For the Implementation of:
AS 14.03.120
20 U.S.C. 6301-7941
PL 107-110
Reauthorization of ESEA
(No Child Left Behind Act)
and
4 AAC 06.895



2016-2017
School Year

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General Instructions for Report Card Spreadsheet

No Child Left Behind (NCLB), Alaska Statute 14.03.120, and State Regulation 4 AAC 06.895 require each school and district to disseminate a report card to parents before, or as soon as possible after, school opens for instruction in the fall. Each district and school site, working with the district, may determine the format of the report; however, the required elements are listed in 4 AAC 06.895 and can be found in Appendix C of this document.

Through AS 14.03.120, each district must provide to The Department of Education & Early Development (DEED) a report on the performance of each public school and public school students in the district, with specific data elements indicated in statute. DEED is required to provide an annual report on the performance of the state's public schools to the Governor, the state legislature, and the U.S. Department of Education no later than January 15 of each year.

DEED collects data from districts using an Excel spreadsheet, customized with data for each individual district. This year's data collection is greatly simplified due to improved efficiencies in how DEED collects data. Also, password protection of the spreadsheet is not required since no individually identifiable data is submitted.

The 2016-2017 version of the spreadsheet replaces any forms used in previous years. **Note: These Excel spreadsheets should not be reported publically.**

If your district has not received a spreadsheet, the spreadsheet was not received by the correct person in the district, or if you have any questions regarding the spreadsheet, please contact Eric Caldwell via email at eric.caldwell@alaska.gov or by phone at (907) 465-8435.

The *Report Card Data Collection Handbook* gives instructions for calculating the data used to complete the *Report Card to the Public* spreadsheet as provided to each district by DEED.

The items in this spreadsheet will be used by DEED and your district to comply with *NCLB*, AS 14.03.120, and 4 AAC 06.895.

The *Report Card to the Public Data Collection* spreadsheet is due to DEED by November 1, 2017.

General Instructions for Report Card Templates

In addition to the *Report Card to the Public Data Collection* spreadsheet, EED has created both a *District Report Card Template* and a *School Report Card Template* that meet all active report card requirements. The district and school templates are being posted concurrently with the release of the *Report Card to the Public Data Collection* materials.

Recently amended Title I regulations call for states and districts to report state *National Assessment of Educational Progress (NAEP)* results into state and district report cards. The state will make data listed below available within the *School District Report Card* template. The following areas must be included:

- statewide Grade 4 and Grade 8 reading and mathematics proficiency levels
- subgroup proficiency levels; and,
- participation rate for students with disabilities and English language learners

The *District Report Card* and *School Report Cards* presented to the local public must include, at a minimum, the information required by *AS 14.03.120* as well as the *Report Card to the Public* reporting requirements outlined in *4 AAC 06.895*.

Due Dates

Report	Due To	On
School Report Card and District Report Card	Parents and Public in district	Within 30 days of all required information being made available
Report Card to the Public Data Collection Spreadsheet	Department of Education and Early Development	November 1, 2017
State Compilation and Output of District Reports	Governor, Legislature and Public	January 15, 2018

Required Data Elements

Each public school district will determine the format of their *District Report Card and School Report Cards*. The reports must include all required elements. Each public school, including charter schools, shall submit the annual report required by *AS 14.03.120 (d)* and *4 AAC 06.895*.

Districts shall disseminate their report cards by providing them to the department, distributing them to schools and parents in the district, posting the reports on the Internet if the district maintains a website, and any other means of distribution the district chooses. When reporting assessment data to the public, these data are subject to the state's data suppression rules, detailed at:

- http://www.eed.alaska.gov/tls/assessment/pdf_files/2LevelReportingProtocol.pdf
- http://www.eed.alaska.gov/tls/assessment/pdf_files/4LevelReportingProtocol.pdf

Each public school district shall compile the school reports and include them along with its district report. Each district will have a single district Report Card Coordinator who is to be responsible for compiling the school reports. Please contact your district Report Card Coordinator with your initial questions.

Under 14.03.120 school districts are required to annually:

- submit a report that establishes district goals and priorities, includes a plan for achieving those goals, and measures the district's level of achievement toward those goals to the Department of Education & Early Development. This report must also be made available to the local public. The *NCLB Consolidated Program Application* could meet this requirement;
- have each school conduct a public meeting at which the school's performance and the performance of the school's students are shared with the community, and forward a school-level report of performance to the district superintendent; and,
- submit a *District Report Card to the Public* to the Department of Education & Early Development and make it available to the local public.

The following data elements are also required:

- accreditation information;
- results and participation rates for norm-referenced achievement tests in reading, language, and mathematics;
- results and participation rates for state standards-based assessments in reading, writing, and mathematics;
- description of student, parent, community, and business involvement in student learning;
- attendance rate;
- retention rate;

- dropout rate;
- graduation rate;
- annual percent of enrollment change;
- annual percent of enrollment change due to student transfers;
- summaries of comments gathered as a result of presenting the report;
- if Native language education is provided, a summary and evaluation of the curriculum described in AS 14.30.420;
- the number and percentage of students in each school who successfully complete the alternative assessment program but who do not reach the state performance standards at the competency exam level in reading, English, or mathematics;
- the number and percentage of pupils in each school who take and who successfully complete an alternative assessment program in reading, English, or mathematics;
- school improvement designations;
- schools identified as persistently dangerous; and,
- teacher qualifications.

Report Card to the Public Data Collection (Spreadsheet)

Student and Parent Surveys

Depending on the school, more than one teacher evaluation survey per student may be issued. In order to improve the reporting of survey data, this collection now includes separate columns for reporting how many students were eligible to receive a teacher evaluation survey and the total count of teacher evaluation surveys issued to students.

The percent of student surveys returned is a ratio in which the numerator is the count of student surveys returned and the denominator is the count of surveys issued to students.

In the example below, the 120 students received, on average, five teacher evaluation surveys. The rate of student surveys returned is based upon 540 returned surveys out of 600 student surveys issued.

School Number	School Name	Students Eligible for Survey	Surveys Issued to Students	Surveys Returned by Students	% of Student Surveys Returned
999999	Sample School	120	600	540	90.0%

Depending on the school, more than one teacher evaluation survey per household may be issued. In order to improve the reporting of survey data, this collection now includes separate columns for reporting how many students were eligible to receive a teacher evaluation survey and the total count of teacher evaluation surveys issued to parents.

The percent of parent surveys returned is a ratio in which the numerator is the count of parent surveys returned and the denominator is the count of surveys issued to parents.

In the example below, 200 households were eligible to be surveyed. In some cases one parent or guardian received a survey and in other cases two parents or guardians received a survey, leading to an average of 1.5 surveys per household – or 300 parent surveys total. The rate of parent surveys returned is based upon 150 returned surveys out of 300 parent surveys issued.

School Number	School Name	Households Eligible for Survey	Surveys Issued to Parents	Surveys Returned by Parents	% of Parent Surveys Returned
999999	Sample School	200	300	150	50.0%

Community Involvement

Report the average number of volunteer hours per week spent in the school by parents and interested community members.

School Number	School Name	Average Volunteer Hours/Week
999999	Sample School	18

The **Comments** tab is available to describe activities performed by community volunteers. Descriptions should briefly discuss the roles of community volunteers and how their involvement benefits the school.

School/Business Partnerships

Report the number of school/business and/or interagency partnerships operating under written agreement during the school year.

School Number	School Name	School/Business Partnerships
999999	Sample School	12

A narrative description of each partnership must be reported to EED. This description will discuss the partner's activities in the school and the results of that partnership. These narrative descriptions are to be collected in a Microsoft Word document or placed in the **Comments** tab of the spreadsheet and sent to EED at the same time as the spreadsheet.

Community Feedback

Report the number of persons commenting on school district activities during the school year, broken out by subgroup (*i.e.*, students, parents, community members).

School Number	School Name	Students Commenting	Parents Commenting	Community Members Commenting
999999	Sample School	4	2	5

The **Comments** tab is available for districts to report student, parent, and community member comments. When reporting comments, please indicate the school number, whether the comment was from a student, parent, or community member, and the nature of the comment.

Appendix A - Returning the Report Card to the Public Data Collection

The *Report Card to the Public Data Collection* is due to the Department of Education & Early Development no later than November 1, 2017. Once the data has been gathered and is ready to return to DEED, please save the file in one of the following formats:

- .xls (Excel 97-2003)
- .xlsx (Excel 2007-2013)
- .txt (tab-delimited text file)
- .csv (comma-delimited text file)

Completed spreadsheets should be returned to Eric Caldwell at eric.caldwell@alaska.gov.

Password protection is no longer required for the Report Card to the Public Data Collection spreadsheet, since no individually identifiable data is reported.

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