

Instructions for Completing District & School Report Card 2009 – 2010 Templates for Dissemination to Parents

Report Card Requirements: The District Report Card and School Report Card templates are designed to meet NCLB District & School Report Card requirements. The District Report Card template contains data for the district and is designed to be used in conjunction with individual school report cards. Individual school report cards must contain most of the same information at the school level as the district template contains at the district level. In addition, the school template contains information required by Alaska regulation 4 AAC 06.895.

While districts are not required to use these templates, they must ensure that all district and school report cards contain the required elements. Additional information may be included as desired. However, districts are encouraged to use these report card templates as a starting point when creating their own formats.

The district & school report cards must be disseminated to each parent in the district before school starts, or as soon as possible once the data is available, and may be posted on the district website. For report cards that are posted on the district website, the district and school must send home a copy with students, mail a copy to parents, or provide information to parents through a letter or school newsletter on how to access the report card on the Internet. Options for a paper copy should be provided for parents without Internet access.

NEW THIS YEAR: The student data at the state level has *not* been pre-populated in the District and School Report Card templates. The “Report Card” report on the DIASA website has been redesigned for ease in copying and pasting all the assessment data directly into the template for each subject tested. See the separate instructions for copying the assessment data into the report card templates (page 4). *Note: The percent of students tested is not available through DIASA and will need to be calculated and entered separately for the district and school report cards.*

Instructions for DISTRICT REPORT CARD TEMPLATE (form #05-11-003)

Page 1:

District AYP table and AYP status: Data for the table in this section can be found on the district AYP worksheet provided on the Department of Education & Early Development’s website: <http://www.eed.state.ak.us/tls/assessment/accountability.html>. (While the percent of students tested represents all students enrolled on the first day of testing, the percent of students who scored proficient or advanced is based only on the number of students who took the test who were enrolled in the district for a full academic year [FAY].)

Teacher Qualifications: Information for the teacher qualifications is the same information that is reported to EED in the Certified Staff Accounting reports due to EED on October 15 and May 1 each year. Report the number of all teachers in the district by the highest degree earned. Districts should report the most current data available for the percent (%) of classes taught by highly qualified teachers for 2009-2010 that was submitted to the department by May 1. The % of HQ teachers in the high-poverty and low-poverty schools is found on the HQT report sent to the district from EED.

Note: The paragraph to the right of the chart can be used as the required notification to parents that they can request information on the qualifications of their child’s teachers.

Pages 2 – 3:

Assessment data: The tables display the assessment results for each required test (reading, writing, and math) taken by all students in grades 3-10 (not just FAY students) and for the science test taken in

grades 4, 8, and 10. There is one chart for each content area for the district. The district student results must be compared to the state student results.

Districts are able to get assessment data to complete the report card from the online website “Data Interaction for Alaska Student Assessments” (DIASA) at <http://www.eed.state.ak.us/tls/assessment/diasa.html>. Contact the District Test Coordinator for access to this data. See the step-by-step instructions for copying district assessment data on page 4 of this document. **NOTE:** The assessment data from this website has *not* been suppressed to protect personally identifiable information. Remember to put an asterisk in any cell for which the *number of students is so small that the information could be personally identifiable*. (See the “Protocol for Reporting Results” on page 5 of this document.)

Percent tested data: This data is not available through DIASA and must be calculated by the district. It may be calculated from the number of students tested as listed on the DIASA report compared to the number enrolled on the first day of testing as reported by the district in the Participation Rate file. It will also be available on the EED website once the AYP data is finalized.

Page 4:

Attendance and Graduation Rate: Enter the district level attendance rate and graduation rate for all students in the district, and for each subgroup. This information should come from the Summer OASIS data submitted to EED in July 2010. At the bottom of the page, enter any other applicable links to district or school data, or provide information about where school report cards can be obtained.

Links to Report Cards: Enter specific information about the district website and on-site locations where parents can find the District Report Card and School Report Cards.

Page 5:

Two-Year Trend in Assessments: These charts will display your district data for two years for each content assessment. To fill in the data on the chart, double click on each chart. Depending on the version of Excel, you may see a mini workbook with two spreadsheet tabs, one for the chart and one for the data, or you will just see the mini spreadsheet for the data. The data spreadsheet will display two rows, one for each testing year. Enter the percent of all district students for each grade that scored proficient or above for each test. This data is available from the Performance Level Summary reports from the online “Data Interaction for Alaska Student Assessments” website.

Enter the data as a number (up to one decimal point), not with a percent symbol. When you are finished entering data, select the spreadsheet tab with the graph on it, and click the X to close the spreadsheet. The graph should now appear with colored data bars representing the data. Sample graphs with data entered are shown on the last page of these instructions.

Note: You may choose to reproduce the “Bar Chart” or the “Report Table” from the DIASA Performance Level Summary Reports and paste them into the District Report Card to show two year trends rather than using the sample charts provided.

Page 6:

Schools identified for Improvement: List all schools on this page that are designated at Level 2 and above. Indicate the schools that are Title I schools.

Pages 7-9:

NAEP Data: The data from the National Assessment of Educational Progress (NAEP) from the most recent test in 2009 is pre-populated on pages 7-9 of the template.

Instructions for SCHOOL REPORT CARD TEMPLATE (form #05-11-004)

Page 1:

School AYP table and AYP status: Data for the table in this section can be found on the school AYP worksheet provided by EED.

Teacher Qualifications: Information for the teacher qualifications is the information that is reported to EED in the Certified Staff Accounting reports that are due to EED on October 15 and May 1 of each year. Report the number of all teachers in the district by the highest degree earned.

Note: The paragraph at the bottom of the chart can be used as the required notification to parents that they can request information on the qualifications of their child's teachers.

Page 2:

Attendance and Graduation Rate: Enter the district level attendance rate and graduation rate for all students in the school, and for each subgroup. This information should come from the Summer OASIS data submitted to EED in July 2010.

Other data: The additional data in the chart is required by Alaska regulation 4 AAC 06.895. See the Report Card Handbook for 2009-2010 for explanations for this data and the directions for calculating these elements.

Links to Report Cards: Enter specific information about the district website and on-site locations where parents can find the District Report Card and School Report Cards.

Pages 3 – 4:

Assessment data: The assessment tables for the School Report Card are the same as those required for the district report card except that the school results must be compared to the district and state results. School data may be obtained from the DIASA website as described in the Instructions for the District Report Card above. Note that the DIASA School Report Card macro has been improved so that it now provides data at the school, district and state level only for the applicable grades tested in that school. See the step-by-step instructions for copying school assessment data on page 4 of this document. (**Note for entering district data in school report cards:** To minimize extra data entry, create a district specific School Report Card template by entering the district percent tested data once, then create one copy for each school in the district.) Remember that this school level assessment data must also be suppressed to protect personally identifiable information.

Page 5:

Two-Year Trend in Assessments: These charts will display two years of school data for each content assessment. See the instructions for the District Report Card template above to create similar data at the school level.

Page 6:

HSGQE and Terra Nova Assessment Data: The elements are required by Alaska regulation 4 AAC 06.895. Use these charts as applicable for particular schools.

Inserting Data from the DIASA website into the DISTRICT Report Card Template

To insert data into the District Report Card Template...

- 1.a. Open up the DIASA website:
 - i. Go to: <http://www.eed.state.ak.us/>
 - ii. Look for "**Department Links**" in the bottom left corner of the page
 - iii. Select the "**Assessments**" link
 - iv. Midway down the page, select "**Data Interaction for Alaska Student Assessments (DIASA)**"
 - v. Select "**DIASA Site**" to open the DIASA website: <https://solutions1.emetric.net/Alaska/>
- 1.b. Enter **Username** and **Password**
- 1.c. On the Legal Agreement page, press the **Agree** button
- 1.d. On the Main Menu page, select the following:
 - i. Exam = Standard Based Assessments
 - ii. Report = Macros: Report Card
 - iii. Administration = 2010
 - iv. Select "Districts" in state
 - v. From the **Choose** dropdown menu, select your district
- 1.e. Press the "**Get Text Report**" button
- 1.f. When the file download dialog box comes up, select "**Save**"
 - i. This automatically creates a document entitled "Report.csv"
 - ii. Rename this report file "**2010 [DISTRICT NAME] Report.csv**" and save to your computer
- 2.a. Open the **District Report Card Template.doc** file
- 2.b. Open the **DISTRICT NAME Report .csv** file
- 2.c. Select the cells E7 to M23
 - i. This encompasses the "**Reading/Total/Advanced District**" (E7) to "**Reading/NOT Migrant students/Total Tested District**" (M23)
- 2.d. Copy (CTRL+C)
- 2.e. Go to the District Report Card Template
- 2.f. On the "**All Students Tested Grades 3-10 chart for Reading**"...
 - i. Select the cells "**All Students/Advanced District**" to "**NOT Migrant students/Total Tested District**"
- 2.g. Paste (CTRL+V)
- 2.h. With the cells still highlighted...
 - i. Change the font size to 8
 - ii. Center align
3. **Repeat the above steps for Writing (cells E24 - M40), Mathematics (cells E41 - M57), and Science (cells E57 - M74)**

Inserting Data from the DIASA website into the SCHOOL Report Card Template

To insert data into the School Report Card Template, follow the steps above for inserting data into the District Report Card Template, with the exceptions below:

- 1.d.
 - iv. Select "Schools" in "YOUR DISTRICT NAME"
 - v. From the **Choose** dropdown menu, select the appropriate school
- 1.f.
 - ii. Rename this report file "**2010 [SCHOOL NAME] Report.csv**" and save to your computer
- 2.a. Open the **School Report Card Template.doc** file
- 2.b. Open the **SCHOOL NAME Report .csv** file
- 2.c. Select the cells E7 to Q23
 - i. This encompasses the "**Reading/Total/Advanced School**" (E7) to "**Reading/NOT Migrant students/Total Tested School**" (Q23)
- 2.f.
 - i. In the School Report Card Template, select the cells "**All Students/Advanced School**" to "**NOT Migrant students/Total Tested School**"
- 2.h.
 - i. Change the font size to 7
3. **Repeat the above steps for Writing (cells E24 - Q40), Mathematics (cells E41 - Q57), and Science (cells E57 - Q74)**

If you should have any problems with these instructions, or with the Report Card Forms or the DIASA data in general, please contact Lauri Bates for assistance, either by phone, 907-465-2884, or by email: Lauri.Bates@alaska.gov.

Protocol for Reporting Results Four Categories of Achievement

No results will be reported if less than 5 students are tested.

If 3 of the 4 proficiency levels have values then all values will be reported.

If only two proficiency levels have values reported, and proficiency levels contain 0, 1, or 2 the number of students will be eliminated in all proficiency levels and the percentage of students at each achievement level will be reported as a range. In reporting a range of performance the following rules will apply.

Number of Students Tested	Achievement Level Reported
5	60% or more proficient (or not proficient) 40% or fewer not proficient (or proficient)
8	75% or more proficient (or not proficient) 25% or fewer not proficient (or proficient)
10	80% or more proficient (or not proficient) 20% or fewer not proficient (or proficient)
20	90% or more proficient (or not proficient) 10% or fewer not proficient (or proficient)
40 (or more)	95% or more proficient (or not proficient) 5% or fewer not proficient (or proficient)

If only one proficiency level has a value, that value is suppressed and the percentage of students at that level will be reported as a range. All other values are suppressed.

NCLB Required District & School Report Card Elements

[NCLB Section 1111(h)(2)(B)]

1. Provides information on whether the district is meeting adequate yearly progress (AYP test results, AYP level)
2. Student academic proficiency levels on state assessments disaggregated by gender, race, ethnicity, disability status, migrant status, English Proficiency, and economically disadvantaged. (Proficiency information on all students assessed in reading, writing and math tests, not just full academic year students. Reported for all subgroups except if subgroup has less than 5 students)
3. Compares academic achievement by subgroup with the state measurable objectives. (State AMO targets for reading/language arts and math must be clearly indicated.)
4. Gives the percent of students not tested (or tested) by each subgroup
5. Provides a comparison of the academic achievement of students in the district with students in the state as a whole on the academic assessments (includes assessment data for state in reading, writing, and math assessments)
6. Gives the most recent 2-year trend in student achievement in each subject area and grade level tested (all assessed students, not just for AYP)
7. Includes results of other indicators used by the state for determining adequate yearly progress (attendance rate for schools not including grade 12, graduation rate for schools including grade 12)
8. Includes graduation rates of secondary students
9. Gives the number, names, and percent of schools identified for school improvement (Level 2 and above) and how long the school has been identified (can be indicated by level)
10. Provides a comparison of the academic achievement of school improvement schools with the LEA and state as a whole (Must include information for each school or provide link to EED and/or school website and indicate how parent may obtain school report cards.)
11. Provides information on the professional qualifications of teachers including:
 - Percent of teachers with emergency credentials
 - Percent of classes not taught by highly qualified teachers in the aggregate and disaggregated by high and low poverty schools (top quartile and bottom quartile of poverty in the state)
12. Provides information on the most recent state results from the NAEP assessment (% at each achievement level and participation rate for LEP students and students with disabilities)

Additional State Required School Report Card Elements

[Alaska Regulations 4 AAC 06.895]

- Information on accreditation (whether the school is accredited and, if accredited, the date of accreditation, the name of the accrediting organization, and the level of accreditation)
- Results of norm-referenced tests (in addition to state standards-based assessments), including number and percentage of students tested who are in top and bottom quartiles for each subject tested, and national percentile of the mean normal curve equivalent for each grade and subject
- Number and percentage of students in each grade who passed the HSGQE
- Description of student, parent, community and business involvement in student learning (number and % of students and parents responding to teacher evaluation surveys, number of school-business partnerships, and average number of volunteer hours a week spent in school by parents and community members)
- Attendance, retention, dropout and graduation rates for all students and for each subgroup, and as compared to the district and state as a whole
- Percent of enrollment change due to student transfers
- Whether a school has been identified as persistently dangerous

SAMPLE: Two-Year Trend in District Students Scoring Proficient or Above by Grade Level

