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

2010-2011
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 (EED) a report on the performance of each public school and public school students in the district. EED 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.

EED collects data from districts using an Excel spreadsheet, customized with data for each individual district. Due to a federal change in methodology for reporting graduation rates, student-level data is now included as part of the district's spreadsheet. (See http://www2.ed.gov/policy/elsec/guid/hsgrguidance.pdf for non-regulatory guidance regarding the four-year cohort graduation rate.)

Because student-level data is now included within the spreadsheet, the department will send each district a copy of its spreadsheet template via secure e-mail or password-protected file. The 2010-2011 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 e-mail 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 EED.

The items in this spreadsheet will be used by EED and your district to comply with *NCLB*, *AS 14.03.120*, and *4 AAC 06.895*, and to determine AYP levels if your Summer OASIS data file cannot be submitted by June 17, 2011.

Completed spreadsheets are due to EED no later than June 17, 2011 if it is to be used for determining AYP levels. Otherwise, spreadsheets are due to EED by September 1, 2011.

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General Instructions for Report Card Templates

In addition to the *Report Card to the Public* spreadsheet, EED has created both a *District Report Card Template* and a *School Report Card Template* that meet all *NCLB Report Card* requirements. The district and school templates will be posted in late August, once final state assessment data are made available.

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 *School 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 *NCLB Report Card* reporting requirements outlined in *4 AAC 06.895*, listed in Appendix C.

Due Dates

Report	**Due To**	**On**
School Report Card and District Report Card	Parents and Public in district	Before school opens for instruction in the fall, or as soon as possible when data is available from the state
Report Card Handbook Data Elements from Schools	District Report Card Coordinator	At the end of the school year
District Compilation of School Report Card Data	Department of Education and Early Development	June 17, 2011 (for AYP) or September 1, 2011
State Compilation of District Reports	Governor, Legislature and Public	January 15, 2012

Required Data Elements

Each public school district will determine the format of their *School District Report Card* and *School Report Cards*. The reports must include all of the 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 web site, 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.pdfhttp://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 *School 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)

Tab 1:

Attendance Rate

Report the attendance rate by taking the composite Aggregate Daily Attendance (AgDA) and dividing by the composite Aggregate Daily Membership (AgDM), expressed as a percentage.

- AgDA is the sum of days present for all students when school is in session during the school year;
- AgDM is the sum of days present and absent of all students when school is in session during the school year;
- inservice days are not included in the computation; and,
- a student is considered present only if physically present at the school or engaged in a school activity even if the activity is away from the school.

School Number	School Name	AgDA	AgDM	Attendance Rate
999999	Sample School	4,352	4,716	92.3%

Retention Rate

Report the K-8 retention rate by taking the number of students not expected to progress to the next grade and dividing by the membership on the last day of the school year, expressed as a percentage.

School Number	School Name	Grades KG-8 Number Retained	Grades KG-8 Membership	Retention Rate
999999	Sample School	2	40	5.0%

Student and Parent Surveys

Report the number and percentage of students responding to teacher evaluation surveys.

School Number	School Name	Number of Students Eligible to be Surveyed	Number of Surveys Returned by Students	Student Survey Return Rate
999999	Sample School	12	9	75.0%

Report the number and percentage of parents responding to teacher evaluation surveys.

School Number	School Name	Number of Parents Eligible to be Surveyed	Number of Surveys Returned by Parents	Parent Survey Return Rate
999999	Sample School	20	10	50.0%

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	Number of 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 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	Number of Students Commenting During the 2010-2011 School Year	Number of Parents Commenting During the 2010-2011 School Year	Number of Other Community Members Commenting During the 2010-2011 School Year
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.

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 Number of Volunteer Hours per Week Spent in School During the 2010-2011 School Year
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.

Change in Enrollment

Report the annual percentage change in enrollment by subtracting the October 1 enrollment from the current school year and the October 1 enrollment from the previous school year, then divide by the October 1 enrollment from the previous school year.

In the example below, the difference in enrollment between the current school year and the previous school year is five students (20 – 15 = 5). This number is divided by the previous year's enrollment of fifteen students then converted to a percentage to determine the annual percentage change in enrollment (5 / 15 = 0.333 or +33.3%).

School Number	School Name	10/1/2009 Enrollment	10/1/2010 Enrollment	Percent Change
999999	Sample School	15	20	+33.3%

Change in Enrollment Due to Transfers

Report the percentage change in enrollment due to transfers by dividing the number of students enrolled at least 170 days in the school by the number of students enrolled at least one day in the school, then subtracted by one and multiplied by negative one.

In the example below, the number of students enrolled at least 170 days is divided by the number of students enrolled at least one day (344 / 426 = 0.808). This number is subtracted from one, multiplied by negative one, then converted to a percentage (1 – 0.808 = 0.192 or 19.2%).

School Number	School Name	# students enrolled ≥170 days	# students enrolled at least 1 day	Enrollment change due to transfers
999999	Sample School	344	426	19.2%

Percentage of Classes Taught by Highly Qualified Teachers

Report the percentage of classes taught by highly qualified teachers by dividing the number of classes taught in the school by highly qualified teachers by the total number of classes taught in the school.

School Number	School Name	Percentage of Classes Taught by Highly Qualified Teachers in the school (2010-2011)
999999	Sample School	80.0%

Tab 2:

Dropouts – School Summary

Report the percentage of dropouts by dividing the total number of dropouts in grades 7-12 divided by the October 1 enrollment count of all students in grades 7-12.

School Year	Percent of Dropouts	Oct. 2010 Enr. Count (7-12)	Total Number of Dropouts	School Number	School Name
2010-2011	8.3%	12	1	999999	Sample School

Dropouts – Individual Student Level

Report the following information for each student included under **Total Number of Dropouts**:

- AKSID
  - The student's unique Alaska Student Identification Number
- First Name
  - The student's first name, as recorded in his/her ASIS record
- Last Name
  - The student's last name, as recorded in his/her ASIS record
- School Number
  - The number indicating from which school the student withdrew
  - If the student withdrew from more than one school during the school year, indicate the final school from which the student withdrew

- School Name
  - The official name of the school from which the student withdrew
- Gender
  - F = Female
  - M = Male
- Ethnic Origin
  - The ethnicity of the student, based upon the following codes:
    - 1 = White
    - 2 = Black
    - 3 = Hispanic
    - 4 = Asian or Pacific Islander
    - 5 = Native American
    - 6 = Alaskan Native
    - 7 = Two or More Races
- Birthdate
  - The student's date of birth, using the MM/DD/YY format
- Grade Level
  - The grade level of the student at the time of withdrawal
- IEP Student
  - Yes = The student had an active IEP at the time of withdrawal
  - No = The student did not have an active IEP at the time of withdrawal
- Low Income Student
  - Indicates whether the student qualified as economically disadvantaged under the Alaska Income Eligibility Guidelines for Free and Reduced Meals program
    - Yes = The student qualified as economically disadvantaged
    - No = The student did not qualify as economically disadvantaged
- Migrant Student
  - Indicates whether the student has been certified as an eligible migrant student through the migrant student identification and recruitment process, regardless of whether the student received services for migrant students
    - Yes = The student is certified as an eligible migrant student
    - No = The student is not certified as an eligible migrant student
- LEP Student
  - Indicates whether the student has been identified as a student with limited English proficiency
    - Yes = The student has been identified as LEP and either has not yet scored proficient on a state-approved assessment of English language proficiency or has scored proficient during the current school year
    - No = The student has either not been identified as having limited English proficiency or has scored proficient on a state-approved assessment of English language proficiency during a prior school year

Tab 3:

Graduation Rate – School Summary (New Calculation Methodology)

Report the graduation rate as a percentage by dividing the number of graduates in the 2011 cohort by the total number of students in the 2011 cohort.

NOTE: The new federal graduation rate target for 2010-2011 is 85%.

School Year	School Name	School Number	Graduates in 2011 Cohort	Total Number in 2011 Cohort	Graduation Rate
2010-2011	Sample School	999999	18	21	85.7%

Cohort Data – Individual Student Level

This table has been pre-populated with information about all students identified by EED as part of the district's 2011 four-year cohort group.

The fields listed below are included under **Cohort Data – Individual Student Level**. Student data has been pre-filled for all sections except **2011 Cohort Information**.

Report **2011 Cohort Information** for all students listed in the document, even if the student is no longer part of the district's 2011 four-year cohort group.

Add new rows for all students who entered the district's 2011 four-year cohort group during the 2011 school year and report on all fields except **2010 Cohort Information**.

- First Name
  - The student's first name, as recorded in his/her ASIS record
- Last Name
  - The student's last name, as recorded in his/her ASIS record
- AKSID
  - The student's unique Alaska Student Identification Number
- School Number
  - The number indicating from which school the student withdrew
  - If the student withdrew from more than one school in the district, this indicates the final school from which the student withdrew
- School Name
  - The official name of the school from which the student withdrew
- Gender
  - F = Female
  - M = Male

- Ethnic Origin
    - The ethnicity of the student, based upon the following codes:
        - 1 = White
        - 2 = Black
        - 3 = Hispanic
        - 4 = Asian or Pacific Islander
        - 5 = Native American
        - 6 = Alaskan Native
        - 7 = Two or More Races
- Birthdate
    - The student's date of birth, using the MM/DD/YY format
- Grade Level
    - The grade level of the student at the time of withdrawal
- IEP Student
    - Yes = The student had an active IEP at the time of withdrawal
    - No = The student did not have an active IEP at the time of withdrawal
- Low Income Student
    - Indicates whether the student qualified as economically disadvantaged under the Alaska Income Eligibility Guidelines for Free and Reduced Meals program
        - Yes = The student qualified as economically disadvantaged
        - No = The student did not qualify as economically disadvantaged
- Migrant Student
    - Indicates whether the student has been certified as an eligible migrant student through the migrant student identification and recruitment process, regardless of whether the student received services for migrant students
        - Yes = The student is certified as an eligible migrant student
        - No = The student is not certified as an eligible migrant student
- LEP Student
    - Indicates whether the student has been identified as a student with limited English proficiency
        - Yes = The student has been identified as LEP and either has not yet scored proficient on a state-approved assessment of English language proficiency or has scored proficient during the current school year
        - No = The student has either not been identified as having limited English proficiency or has scored proficient on a state-approved assessment of English language proficiency during a prior school year

2010 Cohort Information

- Year Entered Cohort in AK
  - Identifies the school year in which the student first had a Summer OASIS record that indicated attendance in an Alaskan public school at grade nine or higher
- Most Recent Exit Date
  - Indicates the student's most recent date of attendance as of the end of the 2009-2010 school year, based on historical Summer OASIS records
    - A null date means the student was recorded as a summer dropout (exit type = 0) in 2009-2010
- Most Recent Exit Type
  - Indicates the exit type associated with the student's Most Recent Exit Date
    - 0 = Summer dropout
    - 1 = Transfer to a public school in the same district
    - 2 = Transfer to a public school in a different school district within Alaska
    - 3 = Transfer to a public school in a different state or country
    - 5 = Transfer to a private school
    - 6 = Transfer to an institution (with an educational program)
    - 7 = Graduated with a regular diploma
    - 8 = Graduated with a regular diploma *under a waiver*
    - 9 = Completed school with other credentials (*e.g.*, a certificate of completion)
    - 10 = Death
    - 11 = Student reached maximum age for services and did not receive a diploma or certificate
    - 12 = Dropped out (discontinued schooling)
      - Reasons include: pursuing GED, entering military, employment, family problems, pregnancy, alcohol/drug dependency, failing, truancy, administrative drop, expulsion due to behavior, illness, transfer to non-district sponsored home schooling, or left for unknown reasons without a formal request for transfer of records
    - 13 = Ended year as a grade 12 student and is expected to return the following school year as a grade 12 student
    - 14 = Ended year as a PK-grade 11 student and is expected to continue during the following school year
    - 15 = Summer graduate, enrolled in prior school year
    - 16 = Former student (not enrolled) who passed HSGQE and received a diploma

2011 Cohort Information

- Most Recent Exit Date
  - Indicates the student's most recent date of attendance as of the end of the 2010-2011 school year
    - The exit date must match what will appear on the student's Summer 2011 OASIS record
- Most Recent Exit Type
  - Indicates the exit type associated with the student's Most Recent Exit Date
    - The categories are the same as those listed under 2010 Cohort Information Most Recent Exit Type
    - The exit type must match what will appear on the student's Summer 2011 OASIS record
- Graduate in 4 Years
  - Yes = The student received a regular diploma within four years of entering the cohort group
    - Exit codes 7, 8, 15, and 16 indicate receipt of a regular diploma
  - No = The student did not receive a regular diploma within four years of entering the cohort group
- Member of Cohort
  - Yes = The student is considered a member of the cohort group and counts in the denominator of the graduation rate calculation
  - No = The student is not considered a member of the cohort group and does not count in the denominator of the graduation rate calculation
    - In order to be marked as "No" the student's 2011 Most Recent Exit Code must be 2, 3, 5, or 10
      - For students with an exit code of "2" there must also be record of another Alaskan school district enrolling the student after his or her Most Recent Exit Date

Returning the Report Card to the Public Data Collection

Once the data has been gathered and is ready to return to EED, please save the file in one of the following formats:

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

Password-protect the spreadsheet or save within a password-protected .zip file and send to peggy.corazza@alaska.gov. If there are questions regarding how to password-protect a file or questions regarding any other aspect of the Report Card to the Public data collection process, you may contact:

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