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Just Read, Florida!

May 9, 2008

ME M O R A N D U M

TO: District School Superintendents, District School Report Contacts, MIS Directors, and Coordinators of Accountability

FROM: Lavan Dukes

SUBJECT: Public Reporting Requirements and Data Verification for the 2007-08 "No Child Left Behind" (NCLB) School Public Accountability Reports (SPARs)

NCLB legislation requires that school districts provide parents with an annual school status report prior to the beginning of each school year (see attached Critical Dates). To assist Florida school districts in preparing these reports, known as the NCLB School Public Accountability Reports (SPARs), the Department of Education will produce a downloadable file by district (DPS##.GE.F70396.Y0708) containing data for the required NCLB indicators, plus a printable SPAR file (DPS##.GE.F70405.Y0708) and printable AYP addendum report (DPS##.GE.F70417.Y0708). Additional selected indicators on the status of schools are included on the NCLB SPARs in the DOE-prepared data file.

Disaggregation of Data for Key Indicators and Online SPARs

NCLB legislation requires reporting on specific subgroups of students for FCAT results, the graduation rate, and other indicators. The subgroups are shown on key indicators in the existing NCLB SPARs, which can be accessed online at the following URL: http://doeweb-prd.doe.state.fl.us/eds/nclbspar/index.cfm .

GARNET L. DUKES, JR.
Bureau Chief
Accountability, Research, and Measurement

NCLB SPAR Indicators

The following list shows the indicators that are required for the annual public disclosure reports under NCLB provisions, as well as additional indicators providing data of interest on the status of Florida's public schools.

Indicators are described in more detail in a publication titled "Guide to Calculations for the NCLB School Public Accountability Report." An online version of the 2007-08 guide will be available at http://www.fldoe.org/eias/eiaspubs/pdf/nclbguide.pdf, by the first of June. Note that the list of core academic courses for highly qualified teacher (HQT) data has been updated for 2007-08. The course ranges for HQT are shown in the online database Appendix R at http://www.fldoe.org/eias/dataweb/database_0708/appendr.pdf.

Indicators Prepared by the DOE

- Kindergarten Readiness
- NCLB Graduation Rate
- Dropout Rate
- Entry-Level College Common Placement Test (CPT) Results for 2005 Graduates
- Student Test Results (FCAT and Alternate Assessments) Reading, Math, and Science
- New Teachers and Staff
- School Evaluation for Unsafe School Choice Option
- Teachers by Professional Degree Level
- **Classes Taught by Teachers Teaching In-Field/Out-of-Field***
- **Classes Taught by Highly Qualified Teachers***
- October Membership
- School Performance Grade
- NCLB Adequate Yearly Progress (AYP) Indicator

Data for District Review and Verification

Some of the NCLB SPAR indicators for the 2007-08 report have been calculated in advance for prior publications (such as the graduation and dropout rates, which present data from the previous year). Considering this, and in light of the compressed production timeline for these reports, districts are being asked to review data for only two indicators: Classes Taught by In-Field and Out-of-Field Teachers and the Percentage of Classes Not Taught by Highly Qualified Teachers.

2007-08 Data for District Verification Prior to Release

Indicator	Source of Data
Classes Taught by In-Field and Out-of-Field Teachers	DOE Automated Student Information Database; Teacher Course format, Survey 3
Classes Not Taught by Highly Qualified Teachers	DOE Automated Student Information Database; Student Demographic, Student Course, Teacher Course; Survey 3

*Available for district review/verification beginning May 9, 2008.

The file names/numbers for these indicators are as follows:

In-field/out-of-field verification file = **DPS##.GE.F70406.Y0708**
Highly qualified teacher verification file = **DPS##.GE.F70407.Y0708**
Detailed data for HQT and Out-of-Field = **DPS##.GQ.F63291.Y07083****

** Report for request designed solely to provide assistance in verifying data; select Survey 3 for results comparable with the SPAR data. Downloads as two reports (F63291 for HQT, and F70801 for In-Field/Out-of-Field). These reports must be requested via the CICS menu and will be available the following day.

Distribution Requirements

Remember, to meet NCLB legislation requirements, school reports must be made available to the public before the beginning of the school year. Districts and schools may elect to send a multi-page copy of the report (including the AYP indicator) to parents or guardians of all their students. However, considering ongoing efforts to reduce printing costs and to take advantage of efficiencies promoted by paperless forms of communication, the Florida Department of Education is suggesting local consideration of certain alternative methods for meeting this public disclosure requirement as described below. Although the Department's goal is to have the NCLB SPARs available online as soon as possible, districts should not rely on this as the means for meeting the reporting requirements.

In lieu of sending the NCLB SPAR itself, districts and schools may send notification of the report's availability to parents or guardians of every student, indicating where and how they can view or obtain the report. At a minimum, a printed copy of the report must be kept at both the school and district offices for viewing, and a copy must be sent to parents, guardians, or community members upon request.

Examples of other forms of access to the reports (which may reduce individual requests for printed copies) include the following:

- Copies are placed in public libraries or other public areas.
- Each report is web-based with a print option.
- Reports are printed in local newspapers, newsletters, or other general distribution print formats.
- Reports are shown on local cable access channels.

Pending Availability of a COBOL Record Layout

The file name is DPS.FORMAT.TECH.Y0708.

2007-08 NCLB SPARs
Critical Dates for Districts

May 9, 2008	Memo to district staff regarding the NCLB SPAR
May 9, 2008	Districts may access the following verification files for review. *In-field/out-of-field verification file =* ***DPS##.GE.F70406.Y0708*** *Highly qualified teacher verification file =* ***DPS##.GE.F70407.Y0708*** *Detailed report for request on HQT and Out-of-Field:* ***DPS##.GQ.F63291.Y07083 (F63291 and F70801)***
June 6, 2008	Second chance for districts to review the above mentioned verification files
July 9, 2008	Last day for districts to update Survey 2 & 3 data (NCLB reporting purposes only)
August 1, 2008	Final NCLB SPAR data files are made available to districts: *NCLB SPAR raw data file:* ***DPS##.GE.F70396.Y0708*** *NCLB SPAR print file:* ***DPS##.GE.F70405.Y0708*** *AYP Report addendum, print file:* ***DPS##. GE.F70417.Y0708*** Record layout*:* ***DPS.FORMAT.TECH.Y0708*** ***NOTE: Please contact Education Information Services at 850.245.9913 or ASKEIAS@FLDOE.org if you have any problems with these files.***
August 2008	Schools and districts distribute reports (or notification of availability of reports) to parents **no later than the beginning of the school year**.

Please note this schedule is subject to change.

Questions should be directed to Cyndi Holleman or Ali Raker, Education Accountability Reports Services, at (850) 245-0400, Fax (850) 245-9097, or e-mail Cyndi.Holleman@fldoe.org or Alice.Raker@fldoe.org.

Thank you for your assistance in providing accurate and useful educational data to Florida's citizens.

GLD/csh

Enclosures

c: School Improvement Contacts
Student Database Contacts
Staff Database Contacts