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Commissioner of Education



February 1, 2005

TO: District Superintendents

FROM: John L. Winn, Commissioner

SUBJECT: Data Processing for 2004-05 School Grades and Adequate Yearly Progress (AYP)

In order to provide a more efficient and coordinated approach to data collection as related to school grades and AYP, the Department's Information Services and School Grading and Accountability Offices are collaborating and have committed to collecting the highest quality data. The reason for this close collaboration is to ensure that the data used for the school grades and AYP calculations are aligned with data used for other reporting purposes.

The Department has been working with District Accountability Coordinators and District MIS contacts; they have been very cooperative and supportive through this process. We believe that this data collection method is workable and will lead to higher quality data. It is important that data submitted during the February Student Data Base reporting period (Survey 3) is accurate. Because these data are what Florida bases funding and accountability calculations on, we expect the data to be highly reviewed at the district level and accurate when submitted to the Department. In addition, we must reduce the multiple, unnecessary data collections which prevent a more accurate and timely release of school grades and AYP.

To meet this goal the Department provides districts with several opportunities to verify and correct all accountability related data. However, to ensure the timely calculations of school grades and AYP, districts must correct their data within the timeframes outlined below. The Department will not accept corrections outside these timeframes, and uncorrected data are not grounds for appeals. Accordingly, please note the following:

- Alternate Survey 2 data will be used in lieu of Survey 2 data for districts that were permitted to submit alternate Survey 2 data.

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- All corrections to Survey 3 data for accountability purposes must be completed by March 11, 2005. All relevant demographic and program fields, including race, exceptional student education status, limited English proficient status, free and reduced lunch status, and grade level must be finalized on Student Data Base records by March 11, 2005, to reflect the students' demographic characteristics as of February 11, 2005, the last day of Survey 3 week. These are the characteristics that will be used to determine AYP subgroups.

- Once Survey 3 data are finalized on March 11, 2005, for accountability purposes there will be an opportunity, via a web-based tool, to submit relevant changes that occur after Survey 3, February 11, 2005, and before the first day of FCAT reading and math testing in your district. Fields that may be corrected are: ESE Status; ESE placement date; LEP Status; LEP Entry Date; Free and Reduced Price Lunch Status; and School of Enrollment (nonpublic only). Once this data are finalized, it will be used to determine how students are included in school grades and to identify AYP subgroups.

Technical guidance will be provided to District Accountability Coordinators and District MIS contacts. Please contact Christy Hovanetz Lassila in the Evaluation and Reporting Office if you have questions. She can be reached at 850-245-0411 or Christy.hovanetz@fldoe.org.