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March 19, 2004

To: School District Superintendents

From: Christy Hovanetz
Evaluation and Reporting Office, Director

Subject: 2003-04 Accountability Measures Corrections to Student Information

The 2003-04 Accountability Measures process has begun. The Membership file that will be used for the 2003-04 Accountability Measures is available for districts to download from the Northwest Regional Data Center for data corrections.

As you are aware, we have only one data review process and one appeal process for both school grades and AYP to accommodate the release of school letter grades in early June 2004 and AYP determinations the following week. Our commitment to meeting this earlier reporting calendar requires your commitment as well.

It is critical that school districts take additional steps to ensure the accuracy of student data during this student data corrections window beginning today and ending on April 23, 2004, and the FCAT data corrections window from April 30, 2004 through May 14, 2004. The Department will work closely with you to accurately prepare the data used to calculate school grades and make AYP determinations; however, it is essential that your staff review data and make corrections according to the schedule established by the Department. Appeals to schools grades and AYP review requests will not be accepted for student or FCAT data that was not corrected during these data correction processes.

The Department will be providing several opportunities for review of the data prior to the release of school grades and AYP. Because of these opportunities, corrections to the data must be made prior to the Department releasing school grades and AYP. A review period is provided to ensure that the Department has correctly applied the corrections you

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submitted. The due dates in the attached timeline have been established to ensure a timely release of school grades and AYP determinations, and were discussed with your staff during teleconferences on February 2 and 4.

- April 23, 2004 – Deadline for district review of student classifications and full academic year status (matching survey 2 and survey 3) and submission of corrections.
- May 14, 2004 – Deadline for district review of FCAT identification numbers not matching survey 3 student identification numbers and submission of corrections.

Detailed instructions for submitting data corrections are attached, as well as the form for uploading data to the Department's secure website.

Thank you in advance for ensuring the accurate and timely submission of all data. Working together we can ensure the accuracy of the data processed, get results to you earlier, and reduce the number of appeals. Please contact Christy Hovanetz in the Evaluation and Reporting Office at 850-245-0411 with any questions.

Attachments

Instructions for submitting student data corrections and important future dates

Form for submitting data corrections

Validation rules for submitting student data corrections

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