Directions for PARCC Assessments Limited Data Review

Introduction

The Louisiana Department of Education is providing districts/schools with a final post-data certification accountability assessment roster through secure FTP, which includes approved corrections submitted by districts/schools in September, as well as achievement levels for grades 3-8 PARCC ELA and mathematics. These data will be used in the calculation of school and district performance scores, as well as for subgroup AYP. Definitions for all data displayed in the roster are located in the Data Layout Table beginning on page 2. Links to all sections of this document are listed below:

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Correction Types

Districts/schools were provided with an opportunity to review all assessment data during the September data certification process. However, a limited review of grades 3-8 ELA and math is open until 5pm Friday, November 6. Correction requests are limited to the data elements listed below.

Data Element	Definition	Documentation
LEA Flag	Yes: Student was enrolled in any school in the district on October 1 and for Phase 2 testing. No: Student does not meet enrollment requirements above.	To request change, please review all dates in SIS. It is not necessary to provide any other documentation.
Site Flag	Yes: Student LEA flag is Yes and the student was enrolled at the school on February 1. No: Student does not meet enrollment requirements above.	To request change, please review all dates in SIS. It is not necessary to provide any other documentation.

Achievement Level	PARCC ELA and math scores include five achievement levels based on student's Scale score.	CSV assessment file. Please do not submit a data correction for changes resulting from merge requests completed on the merge form. For merge form, use this link: http://www.louisianabelieves.com/docs/default-source/assessment/parcc-merge-request.xlsx?sfvrsn=2
Unsatisfactory for Students Not Tested	Students who do not test and have no accountability code are assigned an Achievement Level of Unsatisfactory and lowest scale score.	Accountability codes and necessary documentation begin on page 7 of this document.

*Please note that on the separate assessment file, some students who are accountability coded may have a partial score listed. When there is also an appropriate accountability code, partial scores are not included in accountability calculations.

Directions for Submissions

The *PARCC Final Data Corrections Form* must be completed along with appropriate documentation. The LDOE **will not review any other form** submitted for data corrections. Completed forms along with documentation must be uploaded to the FTP as directed.

1. Enter all demographic information as it appears on the final roster in Columns A through H.

LEA Code	Sitecode	Site Name	SIDNO	LAST NAME	FIRST NAME	MI INITIAL	GRADE LEVEL

2. In Column I, J, and K identify the subject test, provide a brief description of the change requested and the documentation that is being submitted for review. If documentation is in SIS, enter "Verified in SIS".

FOR WHICH SUBJECT TEST ARE YOU REQUESTING CORRECTIONS?	PROVIDE A BRIEF DESCRIPTION OF CHANGE REQUESTED	DESCRIBE DOCUMENTATION PROVIDED TO LDOE

3. Columns L and M are locked for editing. The columns will be completed by an LDOE reviewer.

FOR LDOE REVIEW ONLY/DECISION	FOR LDOE REVIEW ONLY/NOTES

4. When all requests have been completed, save the Excel file as 2015_PARCC_*LEA Name*_ Final Data Form.

5. Save documentation in a zipped file named 2015_PARCC_*LEA Name*_ Documentation.
6. Post the files to your district or school FTP Data Certification folder no later than 5pm Friday, November 6th.

Data Layout Table (See highlighted fields that are eligible for change request)

Roster Column Name	Definition of Values in Column
LEA Code	Accountable local education agency/district three-digit code
Site Code	Accountable school six-digit code
Site Name	Accountable school name
SIDNO	9-digit social security number
Last name	Student last name
First name	Student first name
Middle Initial	Student middle initial
Date of Birth	Student date of birth in format mm/dd/yyyy
Grade	Student grade level Grade 3 through 8 Grade 16 = 09,10,11,12
Gender	M=Male F=Female I=Invalid
Economically Disadvantaged	0 = Paid 1 = Free 2 = Reduced 9 = Unknown
Ethnicity	1 = Alaska Native or American Indian
	2 = Asian or Pacific Islander
	3 = Black (not Hispanic)
	4 = Hispanic/Latino
	5 = White (not Hispanic)
	6 = Native Hawaiian or Other Pacific Islander
	7 = Two or more races
	I = Invalid
Ed Class	0=Regular education 1=Special Ed/Not gifted 2=Gifted/Talented
LEP Flag	Y=Yes Limited English Proficient N=Not LEP
Test Year	Year test was taken by student
Test Month	Month test was taken by student
Test Type	1=LAA1 3=LEAP/PARCC 4=*i*LEAP 9=EOC

Site Flag	Yes= Student is full academic year (FAY) for school-included in SPS *Note: LEA Flag must be Yes for Site Flag to be Yes* No=Student is not FAY for school-not included in SPS
LEA Flag	Y=Student is full academic year (FAY) for district-included in DPS N=Student is not FAY for district-not included in DPS
LEP Indicator Code	0=In SIS not Limited English Proficient 1=Limited English Proficient 1yr prior 2=Limited English Proficient 2yr prior 3=Limited English Proficient current year Blank= not in SIS prior
ELA Phase 1 Test Take Flag	Y=Student participated in Phase 1 PARCC testing grades 3-8 in ELA N=Student did not participate in Phase 1testing Blank=Student took a test other than PARCC (LAA 1, EOC)
ELA Phase 2 Test Take Flag	Y=Student participated in Phase 2 PARCC testing grades 3-8 in ELA N=Student did not participate in Phase 2 testing Blank=Student took test other than PARCC (LAA 1, EOC)
ELA Ach Level	PARCC ELA Achievement Level not available **LAA 1** EST = Exceeds Standard MST = Meets Standard WST = Working Towards Standard
ELA Acct Code	ELA accountability code-see code tables
ELA Forced Zero Flag	Y=Student received a zero for not taking test Blank=student did not receive zero
ELA Prior Year Nonproficient Flag	Y=Student was non-proficient in 2013-14 and took test in 2014-15 N=Not eligible (proficient last year or did not take test in 2014-15
Math Phase 1 Test Take Flag	Y=Student participated in Phase 1 PARCC testing grades 3-8 in math N=Student did not participate in Phase 1 PARCC math testing Blank=Student took a test other than PARCC (LAA 1, EOC)
Math Phase 2 Test Take Flag	Y=Student participated in Phase 2 PARCC testing grades 3-8 in math N=Student did not participate in Phase 2 PARCC math testing Blank=Student took a test other than PARCC (LAA 1, EOC)
Math Ach Level	PARCC Math Achievement Level not available **LAA 1** EST = Exceeds Standard MST = Meets Standard WST = Working Towards Standard
Math Acct Code	Math accountability code-see code tables
Math Forced Zero Flag	Y=Student received a zero for not taking test Blank=Student did not receive zero
Math Prior Year Nonproficient Flag	Y=Student was non-proficient in 2013-14 and took test in 2014-15 N=Not eligible (proficient last year or did not take test in 2014-15 Blank=Student took a test other than PARCC (LAA 1, EOC)

Science Ach Level	**LEAP/iLEAP** ADV=Advanced MAS=Mastery BAS=Basic APP=Approaching Basic UNS=Unsatisfactory **LAA 1** EST = Exceeds Standard MST = Meets Standard WST = Working Towards Standard
Science Acct Code	Science accountability code-see code tables
Science Forced Zero Flag	Y=Student received a zero for not taking test Blank=student did not receive zero
Social Studies Ach Level	Social Studies achievement level ADV=Advanced MAS=Mastery BAS=Basic APP=Approaching Basic UNS=Unsatisfactory **LAA 1** EST = Exceeds Standard MST = Meets Standard WST = Working Towards Standard
Social Studies Acct Code	Social Studies accountability code-see code tables
Social Studies Forced Zero Flag	Y=Student received a zero for not taking test Blank=student did not receive zero
Algebra Ach Level	Algebra I level EXC=Excellent GOO=Good FAI=Fair NIP=Needs Improvement
Algebra Bonus	Algebra I Incentive points (middle school students; not for high school progress points) Excellent=50 Good=25
Algebra Acct Code	Algebra I accountability code-see code tables
Algebra Forced Zero Flag	EZ= student received a zero for not taking test when enrolled in course CZ=student received a zero for not taking test as 3rd year cohort member Blank= student did not receive zero
Algebra Initial Tester Flag	I=Initial test (test score or zero will count) Blank= not an initial test
English 2 Ach Level	English 2 achievement level EXC=Excellent GOO=Good FAI=Fair NIP=Needs Improvement
English 2 Bonus	English 2 bonus points (middle school students; not for high school progress points) Excellent=50 Good=25

English 2 Acct	English 2 accountability code-see code tables
English 2 Forced Zero Flag	EZ=Student received a zero for not taking test when enrolled in course CZ=Student received a zero for not taking test as 3rd year cohort member Blank=student did not receive zero
English 2 Initial Tester Flag	I=Initial test (test score or zero will count) Blank= not an initial test
Geometry Ach Level	Geometry Achievement Level EXC=Excellent GOO=Good FAI=Fair NIP=Needs Improvement
Geometry Bonus	Geometry Bonus Points (middle school students; not for high school progress points) Excellent=50 Good=25
Geometry Acct	Geometry Accountability Code-see code tables
Geometry Forced Zero Flag	EZ=Student received a zero for not taking test when enrolled in course Blank= student did not receive zero
Geometry Initial Tester Flag	I=Initial test (Test score or zero will count) Blank= not an initial test
Biology Ach Level	Biology achievement level EXC=Excellent GOO=Good FAI=Fair NIP=Needs Improvement
Biology Bonus	Biology bonus points (middle school students; not for high school progress points) EXC=50 GOO=25
Biology Acct Code	Biology accountability code-see code tables
Biology Forced Zero Flag	EZ=Student received a zero for not taking test when enrolled in course Blank=student did not receive zero
Biology Initial Tester Flag	I=Initial test (test score or zero will count) Blank= not an initial test
English 3 Ach Level	English 3 achievement level EXC=Excellent GOO=Good FAI=Fair NIP=Needs Improvement
English 3 Bonus	English 3 bonus points (middle school students; not for high school progress points) EXC=50 GOO=25
English 3 Acct Code	English 3 accountability code-see code tables
English 3 Forced Zero Flag	EZ=Student received a zero for not taking test when enrolled in course Blank=student did not receive zero

English 3 Initial Tester Flag	I=Initial test Blank= not an initial test
US History Ach Level	US History achievement level EXC=Excellent GOO=Good FAI=Fair NIP=Needs Improvement
US History Bonus	US History bonus points (for middle school students; not for high school progress points) EXC=50 GOO=25
US History Acct Code	US History accountability code-see code tables
US History Forced Zero Flag	EZ=Student received a zero for not taking test when enrolled in course Blank=student did not receive zero
US History Initial Tester Flag	I=Initial test Blank= not an initial test

Accountability Codes

Codes for Students Taking PARCC, LEAP, iLEAP, EOC, ACT, and LAA 1 Who Are Not Enrolled (Have Exited) Before or During Testing

If the student **exits** (withdraws) from school before or during testing, code one of the following **SIS Exit Reason Codes** in the first two columns of Section V (LEAP and *i*LEAP) or Section R (LAA 1) starting at the left OR in the appropriate field of the EOC/ACT online system.

ALL TESTS	Accountability Codes and Descriptions (Student record in SIS must match code used for test.)
•	**01** – Expelled (out of school) or out of school awaiting expulsion hearing
•	**02** – Dropped Out (Including transfers to Youth Challenge, Job Corps, and Volunteers of America)
•	**03** – Illness: Student **intends** to return to school (long-term illness; student withdraws from school). Use Code 03 if the student has been exited from school due to extended illness and plans to return. This illness is NOT a short-term illness that requires a doctor's letter.
•	**04**- Diploma
•	**05** – GED Only
•	**06** – Certificate of Achievement
•	**07** – Death (of student)
•	**08** – Transferred to another public, charter or lab school **within** district
•	**09** – Transferred to another public, charter or laboratory school **within** Louisiana, but outside your district
•	**10** – Transferred out of state or country

•	**11** – Transferred to Adult Education
•	**12** – Transferred to correctional institution (Younger than age 17)
•	**13** – Transferred to Vocational Technical School
•	**14** – Transferred to nonpublic school
•	**15** – Reassignment to another grade (changed grade of student)
•	**16** – Transferred to home study/in-home private schooling
•	**19** – Exit from Non-mandatory Program
•	**22** – Completer: GED & Industry Based Certificate
•	**24** – Completer: Industry Based Certification
•	**27** – Exit under SBESE Academic School Choice Policy
•	**28** – Exit under SBESE Unsafe School Choice Policy
•	**34** – Correctional Institution/State Custody (Age 17 or older)
•	**35** – Transferred to LEA monitored Adult Education to pursue GED
•	**36 –** Completer: (State Approved Skills Certificate): Skills Certificate Only
•	**37-** Disaster Exit
•	**97** – Unknown

Codes for Students Who Are Enrolled (Have Not Exited) But Do Not Complete Testing Using Precoded Materials

If the student is enrolled during testing but did not complete testing for one of the following reasons, the principal must use one of the following codes (80, 90-91, 95-96, and 98-99):

PARCC	LEAP	iLEAP	ACT	LAA 1	EOC	**Accountability Codes and Descriptions**
•	•	•	•	•	•	**80** – The student is absent for entire test period or does not take all of the subtests due to short-term illness.
	•	•	•	•		**90** – The student completed the entire indicated test on another answer document. **VALID ONLY IN CLEANUP** (not valid bubbled on an answer document)
•	•	•	•	•		**91** – The student used a hand-coded answer document instead of precoded materials. Use code 91 on the unused precoded materials that were found.
				•		**95 –** A high school student receives LAA1 precoded materials but is not in the 10th or 11th grade or has met graduation requirements.
			•	•	•	**96** – The student is in third year assessment cohort but is not required to take English II and/or Algebra I because they are LAA 1 or have earned the credit for the course(s) prior to entry into Louisiana schools. Also use for LAA 1 students who are not required to take the ACT.

•	•	•	•	•	•	**98 –** Precoded materials are received for a student, who was misclassified during the precode process, but the student does not need the precoded materials or student has precoded materials for a different test. (Use code 15 if the school changed the student's grade level in SIS)
					•	**99-** Student is no longer enrolled in EOC-eligible course. This code cannot be used for a student that earns an F for the class on the transcript.

Codes for LEP Students Who Are Enrolled (Have Not Exited) and Complete Testing

If the student is enrolled during testing and completes testing but meets the following criteria, the principal must use the following code (81) for the student's results to be handled with special consideration:

PARCC	LEAP	iLEAP	ACT	LAA 1	EOC	**Accountability Codes and Descriptions**
•	•	•	•	•	•	**81 –** The student is LEP and has completed less than one full academic year in a school in the United States. **All LEP students must participate in testing. Answer document cannot be blank.**

Documentation Requirements for Use of an Accountability Code

Code 01 (Expulsion): Due process documentation supporting expulsion.

Code 02 (Dropout): Withdrawal form[1] signed and dated by an authorized representative of the school district.

Code 03 (Long-term illness): Withdrawal form[1] and letter from the doctor stating the student's first date of absence written on the doctor office's letterhead stationery and has the doctor's original signature.

Code 04 (Diploma): Copy of Diploma or Graduation Date on official LDOE transcript.

Codes 05 (GED): Withdrawal form[1] signed and dated by an authorized representative of the school district.

Code 06: Copy of Certificate

Code 07 (Student Death): Copy of the Death Certificate, obituary or similar form.

Codes 08, 09, 10, 11, 13, 14, 16, and 19: Withdrawal form[1], request for records, or similar form completed at the time the student quits attending school in the district, and signed and dated by the parent/guardian or adult student (both signatures are not required) and an authorized representative of the school district.

Code 12 and 34 (Transfer): Written documentation from the facility in which the student is incarcerated, or a court order assigning the student to a correctional institution. A signed statement from the parent providing the name and location of the facility in which the student is incarcerated is also acceptable documentation. Other acceptable documentation is written documentation of an oral statement by the parent/guardian providing the name and location of the facility in which the student is incarcerated, signed and dated by an authorized representative

of the district.

Code 15 (Reassigned grade): Document indicating the reason for the grade change.

Codes 22, 24, and 36 (Certificates of Completion): Copy of Certificate.

Codes 27 and 28 (School Choice): Request for records from attending school or copy of parental/guardian letter stating the acceptance of the choice option.

Code 35: Record of admission and attendance at an LEA sponsored GED program.

Code 37: Should only be used for exits due to natural disasters such as hurricanes or floods.

Code 80: The student will not receive a score of zero for the School Performance Score as long as he/she submits a letter from his or her doctor that:

➢ is written on the doctor's office letterhead stationery <u>and</u> has the doctor's original signature, and

➢ has the student's dates of absence noted as being inclusive of all testing and makeup dates.

The School Coordinator must collect the doctor's original letter from students who were absent and provide these to the District Coordinator, who will maintain these letters on file for one year.

Code MM: Current IEP entered into SER prior to testing with appropriate LAA tests checked.

Code NM: Current IEP entered into SER prior to testing with appropriate LAA tests checked.

Code PT: If student has a complete score, school should submit score report from the vendor.

Code CZ: Indicates that student is receiving a zero as a member of the third-year assessment cohort. See code 96 or applicable exit codes for students no longer enrolled in school during testing window. Code 99 is not a valid code.

Code EZ: Indicates that a student is receiving a zero because the student was enrolled for the first time in an EOC-eligible course. See code 99 or applicable exit codes for students no longer enrolled in school during test window.

Code Z: To add score, submit a valid ACT score report that can be matched to the student and taken no later than April 2015 (May for schools that had to conduct makeups due to weather). See applicable exit codes for students no longer enrolled in school on testing dates. For LAA 1, use code 96.