

# Louisiana Believes

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December Collaborative  
New Accountability Contacts

# Objectives

- I. Identify and develop relationships with personnel who are:
  - Responsible for collecting and reporting school and district data
  - Receiving accountability results (central office staff and school leadership)
  - Reviewing accountability data (principals, school accountability contacts)
- II. Locate and review important accountability resources
- III. Review the online data certification system and process

# Identifying and Building Relationships

# Data Used by the Accountability System

*Collecting Data:* Accountability calculations use data from multiple sources collected with state data systems:

- Enrollment information from Student Information System (SIS)
- Credits earned by schools through Student Transcript System (STS)
- Advanced Placement (AP), Dual Enrollment (DE), JumpStart credentials from STS and vendors
- Testing data from Data Recognition Corporation (DRC), ACT, CLEP, IB

*Reporting Data:*

- Accountability files are often placed on district secure ftp sites managed by the data coordinator.
- Assessment files are often placed on DRC eDirect online system managed by the district test coordinator.

*LDOE Contact Lists:*

It is extremely important that the LDOE contact lists be up-to-date. Please make sure that changes to contacts are reported to LDOE as soon as possible.



# Examples of State System Data Use

## ***When do students count?***

For assessment, a student counts at the school if they were enrolled in the district at any school on October 1 and for testing, and the student was enrolled at the school on February 1.

## ***How do we know about a student's enrollment?***

In the Student Information System (SIS), districts report enrollment on October 1, on February 1, and at the end of the year.

## ***How do we know the number of Carnegie credits that are earned by students?***

Schools and districts must record Carnegie credit earnings to each student's transcripts in the State Transcript System (STS).

## ***How do we know if a student is eligible for LAA 1 assessment?***

The LAA 1 assessment must be identified on a current IEP available in Special Education Reporting system (SER) 30 days or more prior to testing window.

## ***Can we use the data from the district's vendor system such as JCAMPUS?***

No, when data are collected by a state system, the vendor system data are not used.

# Persons Responsible for Data

## *State Reporting*

- Who provides the state with student enrollment records?
- Who provides the state with transcript information for high school students?
- Why is this relationship important to accountability work?

## *District Test Coordinator*

- Who is the district test coordinator?
- What does the accountability contact need to know?
  - Accountability codes
  - Special education testing requirements
  - Inclusion of students
  - How test scores are used in accountability model

## *Principals and Central Office Staff*

- What is the policy for communicating with principals and other central office staff?
- How can you support their work?
- How can they support your work?

# Receiving and Distributing Accountability Reports and Files

Accountability contacts receive reports that must be distributed to school leadership.

- Principal profiles
- Subgroup AYP data
- Progress points rosters
- ACT Match/No Match files

Notification of report or file availability is provided:

- In the LDOE newsletter, *Important News for Schools*
- In the Assessment and Accountability Monthly Calls
- In the District Planning Calls

For data certification, accountability contacts are notified by email with individual log-in information.

# Receiving and Distributing Accountability Reports and Files

Develop a system for receiving, saving and organizing reports and files received from the LDOE.

Discuss a preferred method for distribution of files and reports with your district/school leadership team.

- In some cases, you may want to schedule a meeting along with distribution to go over the reports
- Please remember that security must be maintained for many files and it may not be suitable to send as email without extra security measures.
- If email is used to distribute files, include an explanation for:
  - the purpose of the document and description of contents
  - required follow-up



# Locating Important Accountability Resources

# Accountability Resources

## Policy

- [Bulletin 111](#)
- Federal documents

## LDOE Resources

- Assessment and Accountability Checklist
- Assessment and Accountability Monthly Calls
- [Accountability Library](#)
  - Fact Sheets
  - User Guides
  - Presentations
  - SPS Calculators

## Reports (ftp)

- Superintendent and principal profile reports
- School and district performance score release materials
- Subgroup performance reports
- ACT Match/No Match Lists

# Online Data Certification

# Data Certification

School and district performance scores are calculated from indices, which use different types and sources of data.

- Assessment Index
  - For K-8 includes spring state test scores
  - For High School, currently there are two: EOC tests and ACT tests
- Dropout/credit accumulation index (prior year grade 8)
- Cohort Graduation Indices (schools with a grade 12 in prior year)
  - Graduation Rate Index
  - Strength of Diploma Index
- Progress Points

# Online Data Certification System

The Louisiana Data Review online system provides schools and districts with an opportunity to review data included in the SPS and to request changes if documented. The data tell schools and districts:

1. Which students will count
2. What scores are used for students and the points awarded to them
3. How many credits students have earned and the points awarded to them
4. Which students are identified as dropouts
5. What credentials students have earned prior to graduating from high school
6. Which students are on-time graduates or 5<sup>th</sup> and 6<sup>th</sup> year graduates

The data are provided in school-level rosters, which are displayed in Excel format. Accountability contacts must distribute these rosters and collect data from schools to request changes. The accountability contact is the only person with access to the online system.

When rosters are correct, they can be used to determine a district/school performance score that matches the score calculated by the LDOE.



# Features of the Online System

Each user has a unique user ID and password sent to them via email. In traditional districts, schools do not have access to the system.



## LOUISIANA DATA REVIEW

**LOG IN**

**Username:**



**Password:**

**Log In**

[Forgot Your Password?](#)

### Perform All Your Data Certifications In ONE place

The Louisiana Data Review Software (LDR) is an online data certification system with new features and capabilities becoming an indispensable tool for the State and Districts to securely review and certify data as well as generate subsequent reports.

 <b>Secure Environment</b> The LDR Software uses 128-bit Secure Socket Layer (SSL) encryption to protect sensitive	 <b>Roster Download</b> All fully-formatted rosters are available for download for schools and districts.	 <b>Dashboard</b> Monitor data certification process by roster and status via a dashboard including number of submitted,
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# Vendor System User Guide

A system user guide is provided by the vendor, which will include detailed instructions for submissions. The user guide will be sent with password emails, but can also be found in the online system under the Documentation tab and in the Assessment Library.

The image shows two overlapping screenshots. The left screenshot is a screenshot of the Louisiana Data Review (LDR) software interface. The right screenshot is a page from the user guide titled "Getting Started with The Louisiana Data Review (LDR) Software".

**Software Interface Screenshot:**

**LOUISIANA DATA REVIEW**

District School Documentation

2013-14 / Louisiana / 001 - Acadia Parish

District Dashboard

**Summary of Rosters**

Click on the > button to view additional details.

Status	Assessment
> - Total Student Counts -	7,379
> - Not Submitted / Draft -	0
> - Submitted / Pending Review -	0
> - Submitted / Under Review -	0
> - Closed -	0

**User Guide Screenshot:**

Getting Started with The Louisiana Data Review (LDR) Software

**LOUISIANA DATA REVIEW**

**What is the LDR Software?**

The Louisiana Data Review (LDR) Software is a secure online data certification system that allows district users to request changes to student records from various rosters which may impact the School Performance Scores as well as subsequent reports such as the NCLB Subgroup Reports.

As a fully-integrated online system, it is replete with features that facilitate the data certification process for both District and State-level users. The primary objectives of this complete software include:

1. Distribute all rosters to District users as they become available.
2. Feature a user-friendly interface for District users to request changes to student records and to submit these records for review.
3. Track the progress of the data certification from submission to closure (approval or rejection) including color-coded value changes.
4. Maintain a clear line of communication between State and District users throughout the data certification process.

# LDOE Supplemental Guide

A Supplemental User Guide is provided by the LDOE. It includes information about policy and describes the data included in each kind of roster:

- Descriptions of data in each of the columns of each roster
- General reminders about Full Academic Year definition
- Accountability codes
- Deadlines



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## Louisiana Data Certification Supplemental Guide

This guide includes:

- [Submissions](#)
- [General Information](#)
- [Timeline for Data Certification](#)
- [Full Academic Year](#)
- [Tests](#)
- [Accountability Codes](#)
- [Rosters](#)

### Introduction

The purpose of this supplemental guide is to provide users of the MMCS LA Data Review System with definitions of data included in district and school rosters: ACT, Assessment, DCAI, and High School Progress Points. For any questions regarding the MMCS online system or its functions, please see the MMCS user guide provided under the "documents" tab of the MMCS website entitled *District Users-*

# Downloading/Distributing Rosters

- Accountability contacts download and distribute the rosters in an Excel format
- Rosters are pre-formatted by school and district

## 001001 - Armstrong Middle School (6-8) Assessment Roster

### Filter Options

Search by Name:

Submission ID:

Grade Level:

Status:

Search

Show All

Click on the **View** link or double-click on a row to view student details.

+ Add Student		Filter by Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All																		Export to Excel
	LEA Code	Site Code	Site Name	Last Name	First Name	Middle Initial	Submission ID	New/Removed	Status											
<a href="#">View</a>	001	001001	Armstrong Middle School	ADA	T	F	001001.1		Rejected											
<a href="#">View</a>	001	001001	Armstrong Middle School	ADA	R	J	001001.2		Approved											
<a href="#">View</a>	001	001001	Armstrong Middle School	AHL	H	S														
<a href="#">View</a>	001	001001	Armstrong Middle School	ALC	T	P														
<a href="#">View</a>	001	001001	Armstrong Middle School	ALL	D	E														
<a href="#">View</a>	001	001001	Armstrong Middle School	ALL	N	J														
<a href="#">View</a>	001	001001	Armstrong Middle School	ALL	D	E														
<a href="#">View</a>	001	001001	Armstrong Middle School	ALL	E	J														
<a href="#">View</a>	001	001001	Armstrong Middle School	ALL	L	T														



# Roster Management

Accountability contacts should:

- Decide on a method of secure roster distribution and collection of requested changes from schools
- Develop a timeline that provides them with enough time to complete all requests for change in the online system by the LDOE deadline
- Develop a method for collecting the documentation required for each submission
- Save copies of all rosters
- Download a final output file that includes requests for change and approval status of changes



# Requesting Changes

Requesting a change for a student record requires two steps: 1) Edit data and 2) Explain and document the reason for the change.

A status will be assigned to the student based on completion of these steps:

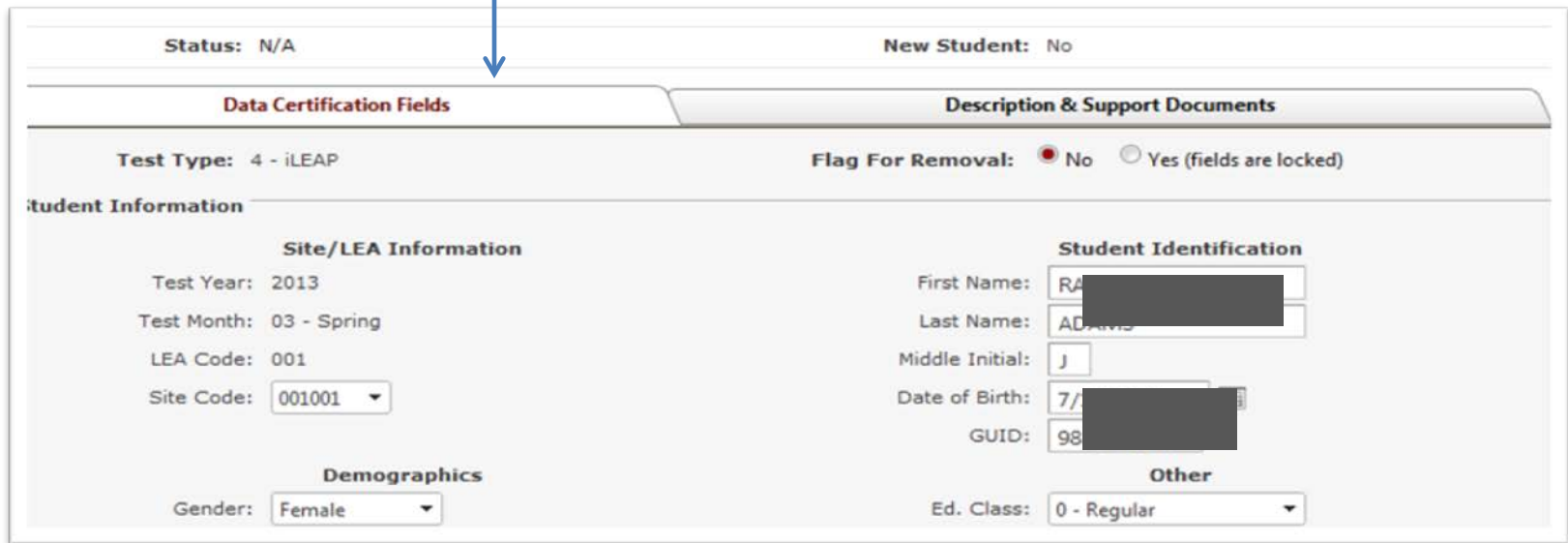
- Student record status of “Altered” indicates change to the data provided in fields but no documentation and/or description of change was provided.
- Student record status of “Document only” indicates that the user attached documentation and provided a description for change, but no edits were made to a data certification field.
- Student record of “Altered with Documentation” indicates that a request for change has been completed and is ready for submission.

A request for change cannot be submitted to LDOE for review unless all steps have been completed. Partially-completed requests cannot be viewed by LDOE reviewers.

# Requesting Changes, Step 1

Step 1: Data Certification Fields requires that at least one field is changed.

**IMPORTANT:** Be sure to save the page before moving to second tab.

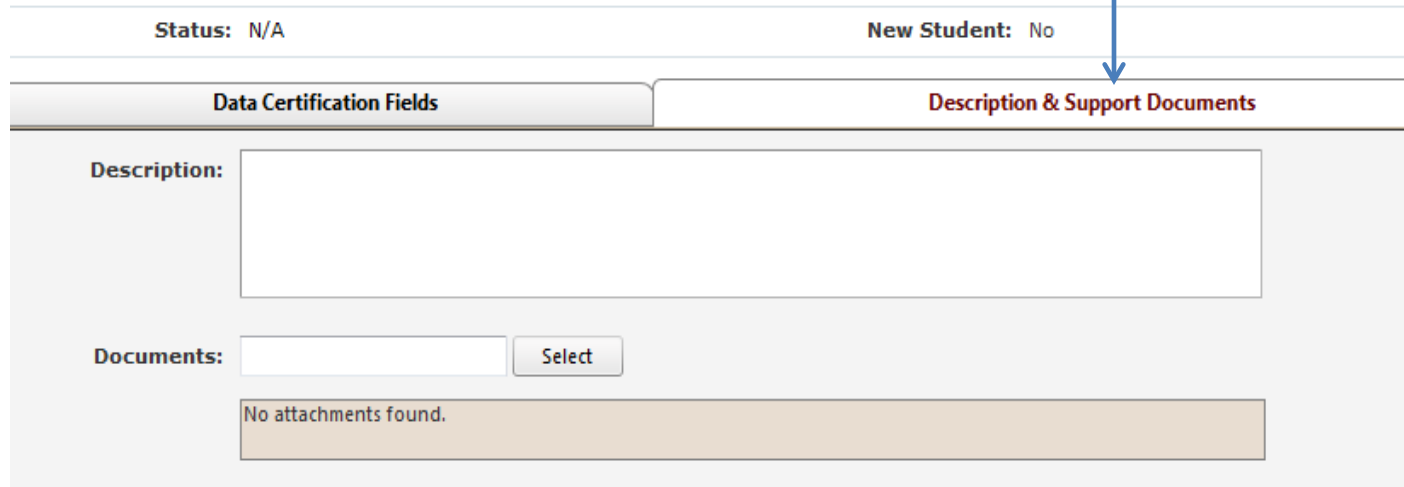


The screenshot shows a web form with two tabs: "Data Certification Fields" (selected) and "Description & Support Documents". At the top, it displays "Status: N/A" and "New Student: No". Below the tabs, the "Data Certification Fields" section includes "Test Type: 4 - iLEAP" and "Flag For Removal:  No  Yes (fields are locked)". The "Student Information" section is divided into three sub-sections: "Site/LEA Information" (Test Year: 2013, Test Month: 03 - Spring, LEA Code: 001, Site Code: 001001), "Demographics" (Gender: Female), and "Student Identification" (First Name: RA, Last Name: ADAMS, Middle Initial: J, Date of Birth: 7/, GUID: 98). An "Other" section at the bottom right shows "Ed. Class: 0 - Regular". A blue arrow points to the "Data Certification Fields" tab.

# Requesting Changes, Step 2

Step 2: *Description and Support Documents*, requires two actions:

- Provide a clear description of what you want to change.
- Attach up to 5 documents that support your request.
- **IMPORTANT**: Save this page before returning to roster



The screenshot shows a web form with two tabs: 'Data Certification Fields' and 'Description & Support Documents'. The 'Description & Support Documents' tab is active. At the top, it shows 'Status: N/A' and 'New Student: No'. Below the tabs, there is a 'Description:' label followed by a large text input area. Underneath, there is a 'Documents:' label, a small text input field, and a 'Select' button. At the bottom, a light brown box contains the text 'No attachments found.' A blue arrow points from the third bullet point in the list above to the 'Description' input field.

# Submitting Changes for Review

- When changes for all students at a school have been made, click button labeled “**Submit All Eligible Students for Review**”. You can submit additional changes at a later date if necessary.
- The system will provide you with the number of student records that were successfully submitted.
- Requests that do not have documentation will not be submitted to the LDOE for review.

## 001005 - Church Point High School (8-12) Assessment Roster

### Filter Options

Search by Name:

Grade Level:

Submission ID:

Status:

Search

Show All



Submit All Eligible Students for Review

Click on the **View** link or double-click on a row to view student details.

[+ Add Student](#)

Filter by Last Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

[Export to Excel](#)

LEA Code

Site Code

Site Name

Last Name

First Name

Middle Initial

Submission ID

New/Removed

Status

# Approving Changes

Districts can see the state reviewer's decision to approve or reject a submission.

- State system data must be used when available (SIS, STS, SER).
- Notes are provided to explain why a change could not be approved.
- Districts can submit additional data and ask for reconsideration of LDOE decision.

<u>Name</u>	<u>Middle Initial</u>	<u>Submission ID</u>	<u>New/Removed</u>	<u>Status</u>
ITI	F	001001.1		Rejected
ANNA	J	001001.2		Approved
TER	S			
	P			
INY	E			
ALIE	J			
INI	E			
K	J			
CE	T			
Y	M			
LA	A			
ASTY	M			
OLAF	M			



# Secure Messages

The La Data Review system provides a secure environment for sending and receiving messages.

Additional documentation can be attached in this area.

The screenshot displays a web interface for managing secure messages. At the top, there is a 'Status' dropdown menu set to 'Recommended for Approval' and an 'Update Status' button. To the right, a 'New Student' checkbox is set to 'No'. Below these are navigation buttons: '« Previous' on the left and 'Next »' on the right. A horizontal tabbed interface contains four tabs: 'Data Certification Fields', 'Modified Fields', 'State Notes', and 'Responses'. The 'Responses' tab is active, showing a table with a header 'Responses' and a single row containing the text 'No responses found.' Below the table is an 'Acknowledge Response(s)' button. To the right of the table is a 'New Response:' section with a large text input area. Below this is an 'Attachments:' section with a file input field and a 'Select' button. At the bottom right are 'Post' and 'Clear' buttons.

# Using the Dashboard


Check the dashboard to determine:

- How many submissions were successfully transferred (a submission included in the “*Not submitted/Draft*” category cannot be viewed by a state reviewer)
- How many requests have been reviewed/approved.

## 001 - Acadia Parish

### District Dashboard

#### Summary of Rosters

 [Export to Excel](#)

Status	Assessment	ACT	DCAI	Grad Cohort	5th Year Grads
> - Total Student Counts -	7,380	1,071	569	700	3
> - Not Submitted / Draft -	1	6	2	5	0
> - Submitted / Pending Review -	1	0	0	0	0
> - Submitted / Under Review -	1	0	0	0	0
> - Closed -	9	2	5	0	0

# Save Files

**IMPORTANT:** Please save all rosters.

Follow directions in the MMCS user guide to download a final output table from the “District” tab that includes requested changes and state determinations.

The screenshot shows the Louisiana Data Review website interface. At the top, the title "LOUISIANA DATA REVIEW" is displayed in large, gold and white serif font against a dark red background. Below the title is a navigation bar with three tabs: "District" (highlighted in red), "School", and "Documentation". A dropdown menu is open under the "District" tab, listing several options: "District Dashboard", "Announcements", "Downloads", "Rosters" (highlighted in red with a right-pointing arrow), "Data Certification Submissions", "Output Tables" (with a right-pointing arrow), and "Summary of Rosters". To the right of the dropdown menu, there are two large, light brown rectangular buttons. The top button is labeled "LE DISTRICT" and the bottom button is labeled "SAMPLE DIST".

LOUISIANA DATA REVIEW		
<b>District</b>	School	Documentation
District Dashboard	LE DISTRICT	
Announcements		
Downloads		
<b>Rosters</b>	Assessment Roster	SAMPLE DIST
Data Certification Submissions	ACT Roster	istrict Dashboard
Output Tables	DCAI Roster	
Summary of Rosters	5th Year Graduates	

# Example: Data Certification Submission

- A student on your roster received a zero for taking a LAA 1 test instead of a regular grade-level assessment.
- The current IEP was posted very close to the deadline, but it does show that the student has been identified as eligible to participate in LAA 1 testing.

First Name	DOB Day	Grade	Gender	Economically Disadvantaged	Ethnicity	Ed Class	LEP Flag	Test Year	Test Month	Test Type	Site Flag	LEA Flag	LEP Indicator Code	English/Language Arts			
														Ach. Level	Acct Code	Forced Zero Flag	K8 Progress Points Eligible
I	05	07	M		3	1	N	2016	03	1	N	N		WST	NM		
B	14	05	M		3	1	N	2016	03	1	N	N		WST	NM		

# Example 1: Submission for Assessment

- What are the steps we need in the La Data Review system to take to remove the zero for the LAA 1 student and replace it with the LAA 1 score?
- (We will complete this using the La Data Review system, but steps are listed in next slide).



# Example 1: Necessary Steps

- Receive necessary information from the school, which includes description of change and documentation.
- Log into the system
- Go to appropriate school roster (changes must be made at the school level)
- Select a student record for viewing
- Step 1: Change the necessary fields, then SAVE.
  - Remove zero flag from Yes to Blank
  - Add LAA 1 scores for applicable subjects
- Step 2: Describe the change, attach a current IEP, then SAVE.
- Go to and click on the submissions button.
- Verify on the dashboard that the submission is in the “pending” category.

Email questions to [assessment@la.gov](mailto:assessment@la.gov).

## Example 2: Graduation Cohort

- A student on the 2015-2016 cohort roster has been identified as not graduating on time. The school explains that the student graduated in the summer and failed to complete all of the data entries needed.

First Name	Birth Date	Migrant	Year Student Entered Cohort	Last Grade Placement	Exit Date	Exit Code	Drop Flag	Grad Flag	End Category Description	Grad Points
J	27	N	Freshman	12			N	N	Non-graduates	0

## Example 2: Graduation Cohort

- The school did not exit code this student and remove the student from enrollment (exit code and date are blank). It is too late to make this change in SIS, so district will have to request code.
- The district will have to request the following:
  - Change exit code to a number from the dropdown box
  - Add the date for exit (must be before October 1, 2016)
  - Change the graduation flag to “Yes”
  - Change the dropout flag to “blank” if “Yes”
  - Change the end category to “Diploma”
- To document this, LDOE reviewer will check STS for graduation date. If no graduation date is on the transcript, the data coordinator will have to apply one before the LDOE can approve. Attach a copy of the transcript to the request.
- Email questions to [assessment@la.gov](mailto:assessment@la.gov).