THE GRADER

June 2024 Edition

Accountability & Research

ARIZONA DEPARTMENT OF EDUCATION

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2023-2024 State Accountability Business Rules

The Arizona State Board of Education (SBE) has approved the State Accountability models and Business Rules on February 26, 2024.

- You can view the materials and agenda posted at this location: https://azsbe.az.gov/public-meetings/calendar/board-meeting/monday-february-26-2024-arizona-state-board-education.
- If you would like to watch the meeting on YouTube, please use this link to access the video: https://www.youtube.com/live/6ZAzYfysYDY?si=rd0zl68RVMV9id1u&t=1703
- The redlined version of the Business rules can be found on ADE Accountability webpage here.

2023-2024 A-F Self-Report Data

- **The A-F Self Reporting Data application opened on ADEConnect** on May 2nd, 2023 to allow schools to submit their self-reported data components (CCRI, Credits Earned, and On-Track to Graduate).
- **The application will close on July 30th, 2024 at the end of the business day**. After the deadline, schools will no longer be able to submit data for the 2023-2024 school year.

- **Traditional 9-12 and Alternative 9-12 CCRI Self-Reporting Spreadsheets:**
  - Are available on ADEConnect under the A-F Self-Reporting Applications.
  - The completed CCRI results must be submitted through ADEConnect A-F Self-Reporting Application.
  - **Schools who do not have enough students to be eligible for CCRI points need to check the corresponding box in ADE-Connect during the submission window.**
  - Only schools approved for Fiscal Year 2024 Alternative School status (see the list here) utilize the Alternative CCRI spreadsheet.

Resources, including documentation and instructional videos are available on our Resources page under the 'Guides and FAQ' heading,. For any additional questions or concerns, please contact Achieve@azed.gov.

ADEConnect Graduation and Dropout Applications Updates

We have received feedback from multiple LEAs that it would be useful to include an identifier of graduates and dropouts on the corresponding applications' student level report.

- You can find the new columns on the student level report labeled as "IsGraduate" or "IsDropout" in the last column of the report.
- Please do continue to let us know how we can improve the ADEConnect applications to be of service to your needs at (Achieve@AZED.GOV).

Accountability Summer Season Tasks

Arizona schools are completing the school year and beginning summer preparations. Below is information regarding summer Accountability tasks.

Items/Tasks Affecting Both State and Federal Accountability:

- Ensure school and district teams are checking student integrity reports (additional information below) and working to clear all errors. Integrity checks ensure that student records match across ADE systems. Integrity errors can lead to students' exclusion from A-F calculations.
- Verify enrollment in subgroups such as Special Education, English Learners, Migrant, Homeless, and Parents in the Military.
- Update pupil withdrawal codes as necessary.
- Review the student-level reports on ADEConnect for Graduation, Dropout, and Persistency and make any necessary corrections. It's especially important to review and correct these records prior to July 15th when the fiscal year closes. These students will affect accountability in later years. Checking for accurate data now can help avoid the need to submit corrections via the 15-915 process.
- Contact Achieve with questions either by phone or email
  - achieve@azed.gov
  - (602)542-5151

District Accountability Coordinator Information and Training

To improve communication related to Accountability tasks and training, we have begun establishing a District Accountability Coordinator for each LEA. This individual will be the primary contact regarding deadlines and submissions related to Accountability. As we implement training videos and updates to our resources, we will notify District Accountability Coordinators.

If you have not yet completed the District Accountability Coordinator form, please do so here.

2023-2024 Static File Coming Soon

The static file contains assessment and enrollment data for students included in a school's accountability calculations. The file is only available to schools/districts/charter holders for their students as it contains personally identifiable information (PII).

The file contains important information used by ADE, as well as by the field for their own reporting, analysis, and research. Some schools connect static file data to teacher information, instructional/curriculum programs, and interventions to perform additional analysis based on their own unique needs. Below are important staticfile timelines for this year.

- **Mid June (Release of Version 1)** –
    - Achievement Assessment results
    - AZELLA and AltELPA data
    - This file will contain students' demographics, program participation, and FAY status.
    - This file is released as early as possible so that schools have time to correct their student level data prior to the July 15th cut-off date for student information system corrections.
    - Two important fields to validate are the 'FederalModel' and 'StateModel' columns, indicating the model that will be used for Accountability. Please notify achieve@azed.gov by July 15th if a model change is necessary.
- **June/July** – Check the Assessment Correction application in ADEConnect to ensure test results are correctly matched to students.
- **Early July** (Release of Version 2): This version of the static file will include:
    - Student Growth Percentile (SGP) results
    - Student Growth Target (SGT) results (SGT results are a reference, and will not be used in Accountability calculations this year)
    - **P.S: Please contact the achieve@azed.gov with any corrections by July 15th.**
- **September (Release of Version 3)** – This is the final version that will contain all updated information, with any approved corrections, and will be used for A-F Accountability calculations.

The revised "Static File Codebook" provides additional information on each column in the static file and will be available for download in ADEConnect with the release of the first version of the Static File in June.

We have added several new columns for convenience in working with the data. The columns will indicate whether the row is included in a given indicator, for example Proficiency. Schools can filter for only included records to more easily verify accountability calculations.

Initial Data Reviews and 15-915 Data Corrections

We recommend that schools and LEAs begin to review both current and prior fiscal year students' data to identify any needed updates (for the current year or prior fiscal year). Some key reports to review include:
- o The Graduation Rate Report - available in ADEConnect under Accountability
- o The Dropout Rate Report - available in ADEConnect under Accountability
- o The Persistence Rate Report - available in ADEConnect under Accountability
- **For prior fiscal year data corrections:** We recommend that you begin the **15-915** correction process through School Finance as soon as possible to allow for those corrections to be passed down to Accountability.
- **For data corrections in the current fiscal year (school year 2023-2024):** Please complete corrections prior to the close of the Data Inquiry and Correction window at **5:00pm on July 15, 2023.** Fiscal year 2024 corrections completed in student information systems after July 15th will no longer sync with ADE's systems and cannot be included in accountability calculations.

For more information on deadlines and submissions, you may visit this important posting from AZEDS and School Finance: https://www.azed.gov/finance/fy-2024-monthly-payment-and-azeds-processing-schedule

School Report Cards Updates

Earlier this year, we added two new school-defined sections to the School Report Cards: **Academic Focus (Including Holocaust instruction attestation), and School Goals**. You can learn more about the new sections in the February 2024 edition of The Grader here.

If you haven't completed any of the above sections, you can still do so. Please log into your admin portal and begin the process.

Withdrawing ESA students

Recently, we've received questions about Empowerment Scholarship Account (ESA) participants who withdraw to attend a home school. For more information, see the February 2024 edition of The Grader here.

Exiting 12th Graders with 'SC' and 'CC' Year-End Status

Twelfth grade students who finish the school year and **do not graduate** should be withdrawn with the Year-End code 'SC'. Year-End codes 'R' and 'P' are not applicable to 12th grade students, and if used will cause these students to fail integrity in AzEDS. Integrity failures can cause issues with reporting as well as funding.

Please ensure that correct Year-End codes and withdrawal codes are being used. Full descriptions of these codes can be found in our Graduation, Dropout, and Persistence Technical Manual.

We've received several questions in recent months about the 'CC' year-end code. The 'CC' code was designed for students concurrently enrolled in multiple schools. For example, a student who attends both a local high school and a Career and Technical Education school. Scheduled for deployment in 2022-2023, it caused errors in accountability calculations. We have been working with teams across the agency to ensure the code can be used going forward. The CC code can now be used as a year-end code for concurrently enrolled students who are not expected to return to the school. In the coming days, we will also update the Graduation, Dropout, and Persistence Technical Manual.

Students should receive a graduation code from only one school (see A.R.S. § 15-701.01). Please use the following process for graduating students enrolled in more than one school:

- The school issuing the diploma should apply the appropriate graduation code: (G, W7, or S7)
- Any school in which the student is concurrently enrolled should enter a CC code as the year-end code.
  - Example: A student will receive a diploma from Washington High School but is concurrently enrolled at Adams-CTED for CTE courses. Adams-CTED exit the student with a CC and Washington High School will enter a G.

Exit and withdrawal codes are specific to the student's membership at the school and are not aligned to the courses for which they are enrolled. Students who are concurrently enrolled must finish all required coursework and receive credit prior to receiving a graduation code..

The Graduation Rate Technical Manual can be found here.

The Official Notice of Pupil Withdrawal Form can be found here.

Pupil Withdrawal Monitoring

ADE Accountability has selected schools to participate in this year's pupil withdrawal monitoring depending on the percentage of incorrect withdrawal codes assigned by the school the prior year. We conducted a systematic review to find schools with withdrawal errors. Our goal was to connect with schools who could benefit from help in the student withdrawal process.

The monitoring is specific to the "Official Notice of Pupil Withdrawal" form. A link to that document, which includes "Guidance and Procedures", can be found here. Using the proper withdrawal codes ensures accurate reporting of graduation, dropout, and persistency rates. Schools that serve students in grades 6 through 12 may want to review the Graduation, Dropout, and Persistence Rate Technical Manual to understand how exit codes affect these measurements.

Selected schools work through following steps for the monitoring:
- We notify District and Charter Holders via their District Accountability Coordinators and Superintendents.
- We establish a contact to work with during the monitoring process.
- We share materials on the process, including help documents, contacts, and forms to use.
- We conduct a technical review.
- Schools not meeting a threshold of 95% accuracy during the technical review go through further analysis.
- If the second analysis does not result in an 80% accuracy or higher threshold, we ask schools to meet additional criteria for the following year.

Available Public Reports

Several public datafiles are available on the Accountability and Research Data page. The reports include:
- Achievement Assessments
- Science Assessments
- English Learner Assessments
- Graduation Rate
- Dropout Rate
- October 1 Enrollment

Integrity Error Guide

The Accountability Integrity Errors guide can help schools troubleshoot common integrity errors, such as errors with pupil withdrawals or membership. The document includes error

code numbers, descriptions, and troubleshooting suggestions. To view the guide, visit the [Pupil Withdrawals](#) page on our website, under "Pupil Withdrawal Resources & Forms", or access the document directly by clicking [here](#). Please feel free to contact [Achieve@azed.gov](#) with any questions or comments.

For a comprehensive reference guide on integrity rules and errors, please visit the AzEDS Reference page on ADE's website by clicking [here](#).

P.S: Integrity failures exclude students from important Accountability related reports and documents, including the A-F calculations. To see which students are currently failing integrity, please use the INTEG15 – Student Data Integrity Report on the AzEDS Portal through ADEConnect.

Glossary-ADE Years

The Accountability Unit receives many questions about the different ways in which we refer to years. The following cheat sheet provides a brief guide on the different terminology.

Name	Description	Examples
School Calendar Year1 (CY)	The calendar year for the school/LEA. Varies by school.	July 25, 2023 **TO** May 15, 2024
Calendar Year1 (General)	The typical calendar year.	January 1, 2024 **TO** December 31, 2024
School Year (SY)	The academic year. Runs from July of one calendar year to June of the following calendar year.	May 25th, 2024 is in the 2023-2024 School Year October 31st, 2024 is in the 2024-2025 School Year
Fiscal Year (FY)	The AZ Government's financial accounting year. AZ's Fiscal Year starts on July 1st and ends on June 30th of the following year. Fiscal Year is always	May 25th, 2024 is in Fiscal year 2024 October 31st, 2024 is in Fiscal Year 2025

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[1] One should carefully review the context of calendar year, because people use the two meanings interchangeably.

Name	Description	Example
	identified by the Calendar Year in which the Fiscal Year ends.	
Cohort Year	The year a student is projected to graduate from high school if they graduate on time. Cohort Year is assigned when a student first enrolls in Grade 9 or a US high school for the first time. This only changes in extreme circumstances.	A student who entered high school in Grade 9 during the 2023-2024 school year at the start of the year is assigned Cohort Year 2027. A Grade 10 student moves to Arizona from another state during the 2023-2024 school year. This student keeps 2026 as their Cohort Year. A student from another country enrolls in an Arizona school in Grade 11 during the 2023-2024 school year. That student is assigned Cohort Year 2025.
4, 5, 6, 7-Year Graduation Rates	A school's 4, 5, 6, 7-Year graduation rate is calculated for each cohort using the percent of students that graduated after 4, 5, 6, or 7 years. Graduation rate is calculated based on students' Cohort Year. Note graduation rate is always reported a year in lag.	In 2023-2024 the following graduation rates will be reported and are available: Cohort year 2023: 4 & 5-Year Graduation Rates Cohort year 2022: 4, 5 & 6-Year Graduation Rates Cohort year 2021: 4, 5, 6 & 7-Year Graduation Rates

English Learner (EL) Students

Name	Description	Example
Fluent English Proficiency (FEP)	A number indicating the years since EL service (max 4). Students with a FEP code of 0 are currently receiving EL services.	During the 2023-2024 school year, students that received EL services would have a FEP code of 0. A student who achieved English fluency during the 2021-

		2022 school year would have a FEP code of 2 for the 2023-2024 school year.
EL Cohort	Members of a graduating cohort that received EL services while in high school	A student who received EL services as a sophomore in 2021-2022, is part of a school's graduating EL Cohort.

Putting it all together.
- Julie entered 9th grade on August 8th, 2016, which is the start of the 2016-2017 School Year and is part of Fiscal Year 2017.
- Julie is assigned a Cohort Year of 2020.
- In March of 2017 Julie passed her AZELLA test and will no longer receive EL services. She is considered FEP 0 for the 2016-2017 year, because even though she passed her AZELLA test she still received services within that year.
- For Julie's Sophomore year (2017-2018) she is considered FEP 1 as she had not received EL services within that year.
- FY 19 was Julie's Junior year and her FEP code was 2.
- In May of 2020, Julie successfully graduated high school with most of Cohort 2020.
- By the end of FY 2023, Julie is included in all of her school's extended year graduation cohorts for 4, 5, and 6- year, including the EL Cohort subgroup.

A-F Timelines

The following is a tentative timeline that outlines A-F related deadlines. Subject to change.

A-F Event	Dates
Verify Income Eligibility AzEDS student level data	10/31/2023 - 01/18/2024
Alternative Schools Application for fiscal year 2024	02/10/2024 - 03/31/2024
Initial On-Track to Graduate Submission	02/10/2024 - 03/15/2024
Submit CCRI Self-Reported Data	05/10/2024 - 07/31/2024
Submit Credits Earned Self-Reported Data	05/10/2024 - 07/31/2024
Final On-Track to Graduate Submission	05/10/2024 - 07/31/2024
Correct Test Records in ADEConnect	05/15/2024 - 06/30/2024
Validate Graduation Data for fiscal year 2024 graduates	05/25/2024 - 07/01/2024
DRP Application for fiscal year 2024	05/15/2024 - 06/30/2024
Static File V1 Validation	06/20/2024 - 07/15/2024
Static File V2 Validation	08/20/2024 - 09/15/2024
Cut score Presentation	Sept 2024 Board Meeting
Cut Score Approval	Oct 2024 Board Meeting
A-F Public File release on State Board of Education's website	11/01/2024
A-F Appeals Window	11/01/2024 - 11/15/2024
Tentative meeting of A-F Appeals Committee	11/20/2024

Accountability 101 Guidebook

To support school/LEA staff members who are new to Accountability processes and A-F Letter Grades, we would like to remind the field that the Accountability 101 Guidebook is available here. This document has also been posted on our website under the "Guides & FAQ" tab on our Resources page.

The Accountability 101 Guidebook is intended to provide a high-level overview of A-F Letter Grades, share important contacts and resources, and cover some important terms. If possible, we encourage you to include this in training materials for any new staff members expected to work on Accountability/A-F Letter Grade related items.

Next Grader: August 2024

We will also provide reminders to District Accountability Coordinators (DACs) on due dates and tasks.
To stay informed, please subscribe to our Grader distribution list by emailing achieve@azed.gov.