

Michigan Department of Education  
Office of Educational Assessment and Accountability

## Instructions for Correction of Report Card Data

Authorized users of the Report Card web site can request and obtain an Excel file that contains the school student data used to determine Adequate Yearly Progress (AYP) and the *Education YES!* letter grades for the 2008 draft School Report Card. The file contains information on all students that were counted at the school for participation (95% tested) or for proficiency. These instructions provide information on correcting data contained in the file and document the information that is contained in the file. There are several distinct groups of student data that are contained in the file:

1. Student enrollment for grades 3-8 was taken from the fall 2007 Single Record Student Database (SRSD). Enrollment for grade 11 comes from the spring (February) 2008 SRSD submission. Column N of the student data file is labeled "Enrollment" and contains a value of "TRUE" if the student was counted in the enrollment for the school.
2. Students tested at the school are designated with the school's code number in column R, which is labeled "Building Code Where Tested."
  - a. A student is considered tested in English language arts if column AF, labeled "ELAValid" is marked with a "1."
  - b. A student is considered tested in mathematics if column AS, labeled "MathValid" is marked with a "1."
3. Because students in grades 3-9 are tested in the fall, a feeder code is used to attribute the student's score to the school where the student was enrolled during the prior school year. Students with a feeder code pointing to the school are designated with the school's code number in column T, which is labeled "meapBCodeFeeder" shows the school code number of the feeder school.
  - a. Student data is designated as "TRUE" in column AB if the student had been enrolled at the school a full academic year (FAY) prior to testing. Prior enrollment data is used to determine whether a student had been enrolled at the school a full academic year (FAY) prior to testing. Data in columns S-Z show the prior enrollment history.

District and school code numbers are based on the School Code Master at <http://www.michigan.gov/scm>. The filter function in Excel may be used to isolate each of these groups of students. Some students may be listed twice on the file in cases where the student has data from both MEAP and MI-Access, and in cases where the students' assessment and enrollment data could not be matched. These students were not counted twice.

## MI-Access Scores

Some proficient MI-Access scores may not be counted for AYP because of federal regulation.

- Column AO, labeled "ELAOnePercentProficient" designates how the student's Mi-Access ELA score was treated; and
- Column AV, labeled "MathOnePercentProficient" designates how the student's Mi-Access math score was treated.

MI-Access scores are designated as Proficient, Reallocation Possible, Above 1% Cap, or as Not Proficient. School districts and PSAs that had an approved application for exception to the 1% cap in the 2006 Report Card cycle will NOT need to submit the application again. The application for the exception is contained in the **2008 District Application for an Exception to the 1% Cap on Students Proficient Using Alternate Achievement Standards** located at <http://www.michigan.gov/ayp> and at <http://www.michigan.gov/mi-access>. The form **2008 Application to Request Reallocation of Functional Independence Suppressed Scores** is to be used in cases where the school is not making AYP and where the MI-Access score is labeled "Reallocation Possible" because MDE suppressed proficient scores in the Functional Independence assessment of students with specific disabilities. Information about the primary disability reported for the student is contained in column BC, labeled "Disability."

## Making Corrections

The Excel file can be used as the appeal for the school. The school district can update the file, documenting any corrections and additions. The Department will review the updated file and recalculate the school's AYP and *Education YES!* data based on the updated file. A blank column labeled "**Correction Requested**" is provided for district use. Please describe the correction that you are requesting for each student. For example, the following corrections might be made:

- a) If you think that a student was not designated as LTFAY and should have been, in the column "Correction Requested" mark LTFAY and provide the basis that a student should be considered as LTFAY. Summarize the evidence that the district uses for this designation.
- b) If you think that a student's data does not belong at the school, in the column "Correction Requested" mark "Not My Student – Mistake" and cite evidence for the request.
- c) If a student's demographic information is incorrect or inconsistent, provided corrected data in the column "Correction Requested."
- d) If a student's data is missing from the data file, provide the student's name and demographic information.

The updated Excel file may be submitted back to the Department only by requesting an appeal and attaching the corrected file to the appeal issue. **Please do not send corrected student data files using any other means.** The Department will recalculate the data and send the results of the recalculation back to the user that submitted the spreadsheet.

## Fields Contained in the File

*UIC* (Unique Identification Code), *LastName*, *FirstName*, *MiddleInitial*, *Gender*, and *DateOfBirth*, and *Student\_ID* provide identification information about the student. *Grade* (column I) shows the grade of enrollment or the grade level of the assessment (MEAP or MI-Access) that the student participated in.

*EthnicID* is the racial/ethnic code for the student, taken from the Fall 2007 SRSD. Racial/ethnic codes used in the file are as follows:

- 1) Black or African American
- 2) American Indian or Alaska Native
- 3) Asian, Native Hawaiian, or Pacific Islander
- 4) Hispanic or Latino
- 5) White
- 6) Multi-racial

The fields *Special Education*, *Limited English Proficiency* and *Economically Disadvantaged* are taken from the SRSD submission and the tested roster review. A value of 1 means that the student is included in the student group.

The *Enrollment* column (TRUE) indicates the student was listed as enrolled at the school according to the SRSD. This is used to determine the participation rate.

The *Enrollment District Code* and *Enrollment Building Code* indicate the district and school that the student counts toward the 95% participation requirement for AYP.

*District Code Where Tested* and *Building Code Where Tested* show the district and school where the student participated in state assessment (MEAP, MI-Access or ELPA).

The *meapDCodeFeeder* (district code) and *meapBCodeFeeder* (building code) indicate the district and school to which the student's score is attributed for AYP and *Education YES!*

*District Code EOY*, *Building Code EOY*, *District Code Spring*, *Building Code Spring*, *District Code Fall*, and *Building Code Fall* provide prior enrollment for the student, as reported in the SRSD.

*School FAY* and *District FAY* indicate whether the student is counted as having been enrolled for a Full Academic Year (FAY) at the school and district levels. The FAY determination is based on prior enrollment. Student scores count for AYP at the school if this column is marked "TRUE."

*ELA Assessment* and *Math Assessment* indicate the type of assessment the student participated in: MEAP, FI (MI-Access Functional Independence), P/SI (MI-Access Participation or Supported Independence) or ELPA (English Language Proficiency Assessment).

*ELAPL*, *MathPL*, *SciencePL* and *SocialStudiesPL* are the student's performance level in English language arts, math, science and social studies.

*ELASS*, *MathSS*, *ScienceSS*, and *SocialStudiesSS* are the student's scale scores in English language arts , math, science and social studies.

*ELAValid* and *MathValid* are marked *1* if the student's score is valid and *0* if the score is not considered valid.

*ELAProficient*, *MathProficient*, *ScienceProficient* and *SocialStudiesProficient* indicate if the student's performance is considered proficient (achieving the state objective).

*ELAProvisionalProficient* and *MathProvisionalProficient* indicate if the student's performance level is below proficient and the student scored in the provisionally proficient range.

*ELAOnePercentProficient* and *MathOnePercentProficient* indicate whether the student's MI-Access score is counted within the federal 1% cap on proficient scores. These fields are discussed above in the section in MI-Access scores.

The *Disability* column indicates the student's primary disability as reported in SRSD. Proficient scores on MI-Access Functional Independence are suppressed for students with the following: Specific Learning Disability, Speech and Language Impairment, Emotional Impairment, Physical Impairment, or Otherwise Health Impaired.

Contact the Department at [aypcontactus@michigan.gov](mailto:aypcontactus@michigan.gov) or (517) 373-1342 if you have questions about the file.