

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
RESEARCH, EVALUATION, ASSESSMENT & BOUNDARIES**

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Signatures on File.

August 29, 2003

TO: Principals

FROM: Katherine Blasik, Ph.D., Assistant Superintendent
Research, Evaluation, Assessment & Boundaries

VIA: Dr. Verda Farrow, Area Superintendent
South Central Area

SUBJECT: **REVIEW OF ADEQUATE YEARLY PROGRESS RATINGS**

In compliance with the *No Child Left Behind Act of 2001* and the implementing regulations, the Office of Evaluation and Reporting of the Florida Department of Education (DOE) has implemented a review process for the data of the Adequate Yearly Progress (AYP) status.

The process for AYP status determination was similar to the process used to determine school grades on August 8, 2003. However, AYP status included all students. The following list provides a brief overview of this process:

1. Survey 3 records are used to determine the student enrollment.
2. Student records are matched to the Florida Comprehensive Assessment Test (FCAT) data.
3. Student records are matched to Alternate Assessment data for ESE and LEP.
4. The percent tested is determined based on the total number tested.
5. Survey 3 is matched to Survey 2 records to determine "full academic year" status for the remaining calculations.
6. The percent proficiency for each group/category of students is determined.
7. The result is evaluated against state targets/safe harbor information.

Requests for review of AYP status based upon omission of student data, a data miscalculation, or other special circumstances that might have affected the AYP status assigned can be submitted for review by proceeding in the following manner:

1. On or before September 10, 2003, submit a written request for review, including all backup documentation to Anne Dilgen, Director of Student Assessment.
2. The request for the review should be in the form of a letter signed by the principal explaining the situation and reason for the review.

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3. Documentation, as required for DOE review of the case should accompany the letter and be labeled, highlighted or marked for the individual school. If a grade change appeal has already been submitted and your AYP status review request is based upon the same information, please include clear reference to the grade change appeal in your AYP status review request letter. There is no need to resubmit data that has already been submitted for a school grade change appeal.
4. Reviews related to the percent tested that are a result of the invalidation of tests during the test administration should be identified as such in the cover letter. The DOE record of invalidations submitted for FCAT on the Accounting for All form will be used to verify this information. However, it will be helpful if the letter identifies the number of students affected by the invalidation.

In the process of preparing requests for review of AYP status you may wish to consult Florida's NCLB Accountability plan. The NCLB Accountability plan can be accessed through the DOE's website at http://www.fldoe.org/NCLB_0803/. If you have any questions regarding this information, **please contact Anne Dilgen, Director, Student Assessment at (754) 321-4257.**

FT/VF/KAB/AD:sjm

cc: Senior Management
Area Directors
Diane Carr, Executive Director, Core Curriculum
Frank Vodolo, Executive Director, Educational Programs
Maria de L. Rodriguez, Director, Diversity & Cultural Outreach
Leah Kelly, Exceptional Student Education
Vilma Diaz, Executive Director, Bilingual/Foreign Language/ESOL Education