

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF RESEARCH AND EVALUATION**

**Katherine Blasik, Ph.D., Assistant Superintendent**

**Telephone: (954) 760-7342**

**Facsimile: (954) 761-2459**

**Approved memorandum with signatures is on file.**

July 9, 2003

TO: Principals

FROM: Katherine Blasik, Ph.D., Assistant Superintendent  
Office of Research and Evaluation

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

SUBJECT: **2003 SCHOOL GRADE APPEAL**

The Office of Evaluation and Reporting of the Department of Education (DOE) has provided a file of students included or excluded in the determination of school grades for 2002-03. Although changes in student status are not permitted, the student data list can be reviewed to:

- 1) Verify calculation of school grade, and
- 2) Ascertain whether all students who had 2002 and 2003 FCAT scores were appropriately identified and included as part of the learning gain components.

To identify all included students, access the Inclusion file by entering <http://web/casdl> in a browser address window, then select *View FCAT Appeals*. Enter the 4-digit school number for the login and the School Improvement Plan password as the password. No changes to the Inclusion file will be accepted at this time. DOE has reviewed all changes previously submitted by schools. The final status for each student is listed in the Include/Exclude Indicator column.

The matching of student scores across the two-year timeframe is compiled by Pearson Education via electronic match. Some students who may have had mismatched ID's from either 2002 or 2003 may not have been included in the learning gain calculation if Pearson could not match the student's scores across years. In order to verify that all eligible students have been appropriately included, request a copy of the Unmatched File by sending an e-mail to Dr. Michael Lower, Student Assessment. Once the Unmatched File has been received, follow the steps outlined below to determine if a school appeal should be filed.

Please note that DOE will only accept appeals from schools who believe that the appeal will change the school grade. A change in total school point accrual that does not change a school grade designation will not be accepted nor acted upon by the DOE.

## **STEPS TO DETERMINE IF A SCHOOL GRADE APPEAL SHOULD BE FILED**

1. Access Inclusion file on <http://web/casdl>
2. Review Included student information.
3. Request Unmatched File from Dr. Michael Lower, Student Assessment **IF** it is believed that a significant number of students may not have been correctly matched.
4. Identify any Included students from Step 2 who are also in the Unmatched File.
5. Determine if there are 2002 SSS Reading and Mathematics scores for these students (Data Warehouse, TERMS, or School Report of Student Results).
6. Determine if a significant number of students have been matched via this process and if that number could change the school grade.
7. Using any additionally matched students recalculate the component's number of points. For assistance in calculation, call the Student Assessment Office or log on to <http://schoolgrades.fl DOE.org/pdf/guide-calc-sg2003.pdf>
8. If the number of additional points changes the school grade, file an appeal.

To file an appeal, please send a written request to Anne Dilgen, Director of Student Assessment, no later than 3:00 p.m., July 15, 2003. In the request, explain the reason for the appeal, specific information on the situation being appealed, and a description of the circumstances that caused the need for the appeal. Please be sure to include all backup documentation. Documentation should include copies of the student's Reading and Mathematics scores from the School List of Student Results or a copy of the Individual Student Report for documentation. A screen print panel from TERMS is not sufficient documentation.

**If you have any questions regarding this information, please contact Anne Dilgen, Director, Student Assessment at (754) 321-4257, or Dr. Michael Lower at (754) 321-4251.**

FT/KAB/VF/AD:jp

cc: Senior Management  
Area Directors  
Diane Carr, Executive Director, Core Curriculum  
Frank Vodolo, Executive Director, Educational Programs