



State of Arizona  
Department of Education  
Research and Evaluation

**MEMORANDUM**

**TO:** Superintendents, Charter Holders, Principals, and Testing Coordinators

**FROM:** Leila Williams, Ph.D.,  
Associate Superintendent, High Quality Assessments & Adult Education

Yovhane L. Metcalfe, Ph.D.,  
Chief Accountability Officer

**DATE:** April 18, 2014

**SUBJECT:** **Deadlines/Timetable for 2014 Test Results & Accountability Determinations**  
**(REF: ACCTY14-1)**

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This memo is to inform you of the timetable for the release of all state and federal deliverables and to advise you of other important dates for the Fiscal Year 2014 accountability season. This timetable also includes dates for the release of aggregate AIMS, AIMS A, and norm-referenced test scores, deadlines for substantive appeals, and other accountability-related timelines.

**It is CRITICAL that all schools and LEAs meet the deadlines stated in the table below. Please note that all deadlines are at 5:00 p.m. MST.**

**IMPORTANT UPDATES:**

The ADE Accountability Section is now aligned with the ADE Assessments Section. ADE Assessments & Accountability Division will work in a streamlined fashion to better serve schools and LEAs during the transition to a new assessment and the impact on accountability in subsequent years. Under the leadership of Associate Superintendent Leila Williams and Chief Accountability Officer Yovhane Metcalfe, the Accountability Section can be reached at [achieve@azed.gov](mailto:achieve@azed.gov) or 602-542-5151. The ADE Research & Evaluation Division will focus on research and program evaluation for the agency while all accountability questions should be sent to the Accountability section at the Achieve inbox and telephone number. The Research & Evaluation Division can be reached at 602-542-5325 or [R&E@azed.gov](mailto:R&E@azed.gov).

The last date to submit 15-915 requests to School Finance for *prior* fiscal year data corrections for inclusion in final accountability calculations is **June 6, 2014**. The average completion time to complete 915 requests submitted this year is approximately 68 days. While year-end status requests may be completed in a shorter timeframe, we ask that you submit your requests as early as possible. Complete requests will be processed in the order in which they are received with priority given to those that impact state aid or budget capacity as allowed in A.R.S. §15-915. Modifications to student data may



result in a negative or positive adjustment to state aid and budget capacity, as mandated by A.R.S. §15-915.

For information regarding the 15-915 request submission, please review these guidelines (<http://www.azed.gov/finance/files/2011/06/15-915-guidelines.pdf>) and then contact your LEA Account Analyst in School Finance. You can find your Account Analyst by visiting this page: <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>.

Upon final approval of State Board changes pertaining to the 2014 accountability system, the ADE Accountability Section will distribute a memo summarizing these changes for all schools and LEAs. At this time, the Arizona State Board of Education is considering modifications to the following aspects of the state accountability system:

- A-F substantive appeals process
- A-F points scale for traditional high schools
- A-F set point scale for all alternative schools
- Integration of the CCRI graduation rate component for all high schools

More information will be available via a formal memorandum following the April 28<sup>th</sup> State Board meeting.

**Embargoed Documents/Data:** Aggregate assessment results, preliminary accountability determinations, and final A-F Letter Grades *remain embargoed* and are not to be shared with the public until publicly released by the Arizona Department of Education (ADE). This embargoed information may only be shared with staff on a need-to-know basis. ***Test score results for individual students may be shared with the students, parents, teachers, and other staff who need to make educational decisions related to specific students.***

**Data Corrections Process:** Common Logon AZ LEARNS/Adequate Yearly Progress application reports will be refreshed once a week with the latest data available in SAIS. Every Wednesday morning, as of the date of this memo, any corrections made in SAIS that have passed integrity will be reflected in the Graduation Rate Cohort Report, Student Counts Report, and SAIS ID Corrections Application.

**Appeals Process:** The *Appeals Application* on the Common Logon is meant only for substantive appeals for preliminary A-F Letter Grades. Substantive reasons for an appeal involve those circumstances outside of an entity's control that adversely affected student performance on AIMS and/or AZELLA. Entities may NOT appeal the A-F Letter Grade Accountability system formulae. Substantive appeals submitted via email will not be accepted and will not be considered. However, the State Board may approve the recommendation to extend and amend the A-F substantive appeals process at the April 28<sup>th</sup> State Board meeting. The Accountability Section will send out a supplemental memo summarizing all State Board approved changes and impact on accountability processes as soon as possible.

All data corrections must be submitted by the deadlines specified below. Please do not email notification of data corrections to ADE; instead, verify all data corrections via SAIS have occurred as



expected by the following Wednesday. **All deadlines are at 5:00 p.m. MST.** Data corrections submitted after the fiscal year end will not be included in final accountability determinations. The 2014 fiscal year ends on June 30, 2014.

**AZELLA Test Data Submissions for A-F Letter Grades:** Spring 2014 AZELLA Reassessment test materials must have been shipped to Pearson no later than April 4, 2014. AZELLA Placement tests must have been fully administered and key entered by April 25, 2014 in order for ELL students to be included in *preliminary* accountability determinations. Spring 2014 AZELLA Reassessment test materials submitted to Pearson after April 4, 2014 will NOT be scored nor included in the preliminary accountability determination. All AZELLA test scores and data corrections must be received by ADE by June 30, 2014 to be included in the final A-F Letter Grade calculations.

**Annual Measurable Achievement Objectives (AMAO):** All ELL data to be used for A-F accountability and subsequent AMAO determinations scheduled for this fall, must be submitted and/or corrected prior to the fiscal year end -- June 30, 2014. Please refer to a separate AMAO memorandum to be released prior to August 1 for more information.

**Annual Measurable Objectives (AMO):** AMOs will be calculated for all schools and LEAs parallel to 2014 A-F Letter Grades. AMO determinations will account for all subgroups, including the bottom quartile. For 2014, AMOs will continue to include 95% tested as a criterion. Again, ADE must receive all data corrections by June 30, 2014 to be included in all AMO determinations.

**Alternative School Status:** ADE is currently processing new applications for alternative school status as defined by the State Board in Spring 2014. The deadline for the online application was April 1, 2014, and most schools will be notified of their status by May 1, 2014.

Schools wishing to apply for or continue alternative school status in the future must complete the online application/recertification annually by deadline. Failure to do so will result in the school's alternative status being revoked for that school year. Schools already granted alternative status must recertify annually. In order to voluntarily surrender alternative status or to default to traditional status, schools and/or LEAs need not reapply/recertify.

Preliminary accountability determinations and final A-F Letter Grades will be based upon the data available to the ADE Accountability Section according to the timeframes and due dates outlined in this memo.

**Move on When Reading:** This is the first year Grade 3 students who Fall Far Below (FFB) on AIMS Reading will be required to be retained, unless specifically exempted under state law. AIMS data for the 2013-14 school year will be provided directly by Pearson to districts via PDF on May 22, 2014, and available for download via Common Logon by June 6, 2014. Preliminary accountability determinations available June 26, 2014 and preliminary AIMS scores available on June 6, 2014 will be the basis for determining the inclusion or exclusion of K-3 Reading Program funding for the August 1, 2014 APOR55-55-1 and CHAR55-1 state aid calculations.



**Accountability Workshops:** ADE will host at least one webinar and two face-to-face accountability workshops in the Phoenix area. More dates, times, and locations will be announced as needed; registration will open for the following workshops on May 1 (registration available via Common Logon – spaces limited):

- Friday, May 16<sup>th</sup>, 1pm – Webinar, Go-To-Meeting
- Monday, May 19<sup>th</sup>, 1pm – Phoenix Elementary School District Office, Board Conference Room
- Friday, May 23<sup>rd</sup>, 1-5pm – ADE Jefferson Building, Conference Room 409
- More dates/locations TBA via Common Logon

SEE TIMELINE NEXT PAGE



TIMETABLE FOR 2014 ACCOUNTABILITY DETERMINATIONS			
Event	Opening Date	Closing Date	Release Date
<p><b>Data correction for Graduation and Dropout Rates.</b> The <i>Graduation Rate Cohort Report</i> provides data for the 4-year, 5-year, 6-year, and 7-year graduation rates as well as the dropout rate. Please take the time to inspect your student information and ensure that program memberships, entry and exit dates, and withdrawal codes are correctly reflected. Prior Fiscal Year data corrections require the submission and approval of 15-915 requests. The average completion time to complete 915 requests submitted this year is approximately 68 days. While year-end status requests may be completed in a shorter timeframe, we ask that you submit your requests as early as possible.</p>	N/A	June 30, 2014	N/A
<p><b>Data correction for Enrollment Counts and Program Membership.</b> The <i>Student Counts Report</i> application provides rosters of students enrolled at the time of testing. Schools are responsible for testing students on these rosters. Please take the time to inspect the rosters and ensure that program memberships and entry and exit dates are correctly reflected. Corrections must be performed through SAIS. As this data is from the current Fiscal Year, 15-915 request submission is not necessary. These changes are refreshed in SAIS weekly on Wednesdays.</p>	N/A	June 30, 2014	N/A



Event	Opening Date	Closing Date	Release Date
<p><b>Preliminary AZELLA test data submission to Pearson.</b> AZELLA Reassessment test materials must have been submitted to Pearson by April 4, 2014. AZELLA Placement tests must be fully administered by April 25, 2014 in order for scores to be included in <i>preliminary</i> A-F Letter Grade calculations.</p>	N/A	April 4, 2014 and April 25, 2014	N/A
<p><b>Final AZELLA test data submission to Pearson</b> - AZELLA Placement tests must be fully administered by May 23, 2014 to be included in the <i>final</i> A-F Letter Grade calculations.</p>	N/A	May 23, 2014	N/A
<p><b>SAIS ID Corrections for FY 2014 AIMS results.</b> The <i>SAIS ID Corrections</i> application on the Common Logon allows schools to correct any missing or erroneous SAIS IDs. Students with incorrect SAIS IDs cannot be matched to enrollment and, therefore, will not be counted as tested. Volume and types of test records excluded due to failed integrity may trigger an audit of school data used in accountability determinations.</p>	June 6, 2014	June 30, 2014	N/A
<p><b>AZELLA Corrections for FY 2014.</b> The <i>AZELLA Corrections</i> application on the Common Logon allows schools to correct SAIS ID, student name, and/or date of birth for an AZELLA test record. Test records in the AZELLA Corrections application cannot be matched to enrollment and, therefore, those students will not be counted as tested. AZELLA Reassessment and Placement data will be available for correction at the same time as the Pearson reports are posted.</p>	N/A	June 30, 2014	N/A

Event	Opening Date	Closing Date	Release Date
<p><b>Notification of alternative school status.</b> To apply for alternative school status for A-F Letter Grade accountability, a school must have submitted an online application and supporting evidence to the ADE by April 1, 2014. Please note: Alternative school status pertains <b>only</b> to A-F Letter Grade accountability.</p>	<p><b>April 1, 2014</b></p>	<p><b>May 1, 2014</b></p>	<p><b>N/A</b></p>
<p><b>A-F Letter Grade substantive appeals.</b> A school/LEA wishing to appeal its accountability determination based on <u>adverse circumstances outside of its control</u> must submit an appeal. The final State Board decision following the April 28<sup>th</sup> meeting will be announced as soon as possible.</p>	<p><b>June 26, 2014</b> (Subject to change)</p>	<p><b>July 3, 2014</b> (Subject to change)</p>	<p><b>N/A</b></p>
<p><b>EMBARGOED</b> high school AIMS, AIMS 3-8, and Stanford 10 scores available via the ADE Common Logon.</p>	<p><b>N/A</b></p>	<p><b>N/A</b></p>	<p><b>June 6, 2014</b></p>
<p><b>PUBLIC</b> AIMS, AIMS 3-8, and Stanford 10 scores, released.</p>	<p><b>N/A</b></p>	<p><b>N/A</b></p>	<p><b>August 4, 2014</b></p>
<p><b>EMBARGOED</b> Preliminary accountability determinations for all schools and LEAs available on the Common Logon. Please note: <u>Preliminary data may not reflect final letter grades</u> but are meant to evaluate data accuracy. School, LEA, and statewide data corrections as well as late receipt data from Pearson impact final points used to calculate final A-F Letter Grades.</p>	<p><b>N/A</b></p>	<p><b>N/A</b></p>	<p><b>June 26, 2014</b></p>



<b>Event</b>	<b>Opening Date</b>	<b>Closing Date</b>	<b>Release Date</b>
EMBARGOED Preliminary AMO determinations for all schools and LEAs available on the Common Logon. Please note: Appeals will not be accepted for AMO determinations.	<b>N/A</b>	<b>N/A</b>	<b>June 27, 2014</b>
EMBARGOED Final A-F Letter Grades for all schools and LEAs available on the Common Logon.	<b>N/A</b>	<b>N/A</b>	<b>July 30, 2014</b>
<b>PUBLIC</b> Final AMO determinations for all schools and LEAs available on the ADE public website.	<b>N/A</b>	<b>N/A</b>	<b>August 4, 2014</b>
<b>PUBLIC</b> Final A-F Letter Grades for all schools and LEAs available on the ADE public website.	<b>N/A</b>	<b>N/A</b>	<b>August 4, 2014</b>

We appreciate your attention to these upcoming calendar deadlines as well as your ongoing cooperation. Please share this information with appropriate LEA and school staff, as necessary and contact the ADE Accountability Section at 602-542-5151 or [achieve@azed.gov](mailto:achieve@azed.gov) with any additional questions.

For details on all applications available via the Common Logon AZ LEARNS/Adequate Yearly Progress (NCLB) application, please see this document: <http://www.azed.gov/research-evaluation/files/2013/04/common-logon-data-step-by-step-guideupdated042013.pdf>.

If you have issues accessing the Common Logon or the AZ LEARNS/Adequate Yearly Progress application (NCLB), please contact ADE Support at 602-542-7378 or [Enterprise@azed.gov](mailto:Enterprise@azed.gov).

