

## About the Checklist

Upon secure release of the Accountability Report Cards, districts and schools have a window of time to review their data and, if needed, submit an inquiry to the Office of Educational Accountability (OEA). This checklist is meant to help guide schools and districts through the process of checking their preliminary report card data during the secure release. While this checklist is meant to facilitate the review of your report card, it is not exhaustive. You are encouraged to do a thorough check of all data elements to ensure that your report card is as accurate as possible.

- You do not need to verify that report card calculations are correct. **What is most important is that the data used in the calculations are correct.**<sup>1</sup>
- Using the Detailed Report Card (the lengthier PDF), move through this checklist sequentially. The checklist starts with the School Information box in the bottom left corner of the report card, moves through the priority areas and then the student engagement indicators.
- Knowing that administrators have limited time, any data element with \* next to it is considered highest priority. If you can only check some of the data in the report card, check those.
- Generally speaking, you should compare the data provided on the report card to what is recorded in your local Student Information System (SIS), e.g. Infinite Campus, Skyward, or Power School.
- **If during this process you discover something that needs correcting or have an unresolved question, please submit an online [inquiry form](#) or email [reportcardhelp@dpi.wi.gov](mailto:reportcardhelp@dpi.wi.gov) prior to October 12, 2018.**
- Note that any corrections resulting from the inquiry will only be applied to what is displayed on the report card; they will not change what is reported through WISEdash. In addition to corrections submitted to OEA, please also update any erroneous data in your SIS to ensure that the most accurate information is flowing to WISEdata and is captured appropriately in later snapshots.
- For help with acronyms used in this document, see the last page.

Consult the 2017-18 [Report Card Resources](#), including the [What's New](#) document, for additional information on how report card scores are calculated from the data your district submitted.

## School Information

Many of the data provided in the School Information box are used throughout the report cards, are fundamental to priority area scores, and impact the Overall Score. To verify the report card data, check the appropriate demographic data field in your local SIS.

*	<b>Enrollment:</b> Verify the enrollment printed in your report card matches your school's records from TFS 2017-18. These numbers were obtained during the 2017-18 TFS Snapshot taken on December 12, 2017. If you are a Choice school only receiving the Private School - Choice Students Report Card, verify that this number only includes Choice students.
*	<b>Percent Choice Enrollment<sup>2</sup> (Private School - All Students Report Card):</b> In the Private School - All Students Report Card, this field lists the percent of a private school's students that attended under the Choice program as of the 2017-18 TFS Snapshot. Note that if your school enrolls non-Choice students, this number will be less than 100%. Note that this number is informational and does not affect scoring. This field will not appear on the Private School - Choice Students Report Card.

<sup>1</sup> The best way to ensure correct report card data is to make sure your school's data are accurate at the source - your local SIS - so that your data are accurate when loaded into WISEdata before any given snapshot. Data collected in snapshots are used in every metric of the accountability report cards. The Snapshot Dashboards can be a helpful tool for verifying your district's data. Resources on using the Snapshot Dashboards is available [here](#).

<sup>2</sup> Data elements that pertain to private schools in the Choice Program do not apply to public schools.

	<p><b>Mobility (District Report Card):</b> <i>[Mobility data do not factor into District Report Card scores, and as such are lower priority for data checks. If a district believes the percentage is not accurate, please file an inquiry to improve overall data accuracy, but any corrections will not affect scoring.]</i></p> <p>Verify that the Within District and Between District Mobility numbers are reasonable for your district. Note that these percentages are informational and do not affect scoring. These figures were calculated based on the Exit Type recorded in your SIS for students in your district. See the <a href="#">WISEdata Exit Types</a> page for additional information.</p>
	<p><b>Race/Ethnicity:</b> Compare the report card numbers to your school’s records from the 2017-18 WISEdata TFS snapshot taken Dec. 12, 2017. Note that all demographic data in the School Information box only include students who were enrolled on TFS 2017.</p>
*	<p><b>Students with Disabilities:</b> Compare the report card numbers to your school’s records from the 2017-18 WISEdata TFS Enrollment Snapshot taken December 12, 2017. Note that all demographic data in the School Information box only include students who were enrolled on TFS 2017-18.</p>
*	<p><b>Economically Disadvantaged:</b> Compare the report card numbers to your school’s records from the 2017-18 WISEdata TFS snapshot taken December 12, 2017. To do so, verify the Economically Disadvantaged Status field for each student in your SIS. All students, including those participating in the Community Eligibility Program (CEP), if applicable to your school, must have their <a href="#">Economically Disadvantaged Status reported</a>. See the <a href="#">WISEdata Economically Disadvantaged/Food Services Eligibility</a> page for more information. Note that all demographic data in the School Information box only include students who were enrolled on TFS 2017-18.</p>
*	<p><b>English Learners:</b> Compare the report card numbers to your school’s records from the 2017-18 WISEdata TFS snapshot taken Dec. 12, 2017. This value should correspond with ACCESS for ELLs results. See the <a href="#">WISEdata English Language Proficiency</a> page for more information. Note that all demographic data in the School Information box only include students who were enrolled on TFS 2017-18.</p>

## Student Achievement

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Student Achievement calculations are based on Wisconsin Student Assessment System (WSAS) exam results. Only FAY tested students are considered in these calculations.

*	<p><b>Student Counts:</b> Check the accuracy of the student counts provided in the ELA and Mathematics Achievement tables on pages 2 and 3 of the Report Card Detail. Recall that only FAY tested students are included in these counts.</p>
	<p><b>Students with Disabilities:</b> In Priority Areas that use assessment data, the 2017-18 disability determination is based on a student having an IEP (public schools) or an ISP (private schools) at any point between December 1, 2017 and June 30, 2018. Verify the accuracy of the primary reportable disability for students between these dates. See the <a href="#">WISEdata Disability</a> page for more information.</p>
	<p><b>Economically Disadvantaged:</b> Your school or district’s Economically Disadvantaged (ECD) count does not affect the Student Achievement priority area score, but it greatly affects the variable weighting used in calculating the Overall Score when both Student Achievement and School Growth are present. See checklist under <i>School Information</i> above to verify your Economically Disadvantaged count.</p>

## Growth

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The value-added score displayed on your report card is calculated by value-added experts (Ed Analytics) and cannot be recalculated by DPI. Because value-added calculations are normative, Growth scores in a given year are relative and **should not be compared from year to year.**

As with Student Achievement, the weighting of the Growth Priority Area is determined based on the number of economically disadvantaged students.

*	<b>Economically Disadvantaged:</b> Your school or district’s Economically Disadvantaged (ECD) count does not affect the Growth priority area score, but it greatly affects the variable weighting used in calculating the Overall Score when both Student Achievement and School Growth are present. See checklist under <i>School Information</i> above to verify your Economically Disadvantaged count.
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## Closing Gaps

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Closing Gaps scores are determined based on subgroups of students tested each year. You should therefore verify the accuracy of your school’s demographic data for each of the years included in the Closing Gaps tables on pages 9-10 of the Report Card Detail.

Closing Achievement Gaps calculations are based on WSAS exam results. Only FAY tested students are included in these calculations.

Closing Graduation Rate Gaps calculations involve 4- and 6-year cohort graduation rates for 2012-13, 2013-14, 2014-15, 2015-16, and 2016-17. Due to data snapshot timing, 2017-18 graduation data are not included in the current report card. DPI calculates graduation rates based on the Exit Type for each student as captured by WISEdata year-end snapshot or ISES year-end collection.

	<b>Points-Based Proficiency Rates:</b> Check the number of students at each performance level on the state assessments points-based proficiency rates by subgroup for Closing Achievement Gaps by reviewing the Student Achievement Supplemental Data page. You may also compare to <a href="#">previous report cards</a> or WISEdash Public. Recall that only FAY students are included in Closing Achievement Gaps calculations.
	<b>Graduation Rate:</b> Check the graduation rates listed on the Closing Graduation Gaps tables on page 10 of the Report Card Detail against the rates displayed by subgroup in WISEdash public. Unlike for Closing Achievement Gaps, Closing Graduation Gaps calculations include non-FAY students. Graduation rates are calculated from the Exit Type recorded in your SIS for all students expected to graduate in a given year. Note that foreign exchange students holding a J-1 visa cannot be reported as graduates. See the <a href="#">WISEdata Exit Types</a> page for additional information.

## On-Track and Postsecondary Readiness

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Due to data snapshot timing, graduation and attendance data on the 2017-18 report cards come from the 2016-17 school year. The Attendance Rate component considers the “all students” group and lowest-attending student group.

Each component score is calculated using a different group of students:

- Graduation Rate: students whose last enrollment in 2016-17 was in your school or district, including non-FAY students
- Attendance Rate: All students, including non-FAY students, and the lowest-attending subgroup for 2016-17
- 3rd Grade English Language Arts (ELA) Achievement: FAY tested 3rd grade students in 2017-18
- 8th Grade Mathematics Achievement: FAY tested 8th grade students in 2017-18

	<b>Race/Ethnicity, Economically Disadvantaged, English Learners:</b> See checkbox under <i>School Information</i> above.
	<b>Students with Disabilities:</b> See the checkbox under <i>Student Achievement</i> above.
*	<b>Attendance Rate:</b> Check the attendance rate reported in the Attendance Score table on page 13. The attendance of each student in 2016-17 is coded in your SIS according to your district’s policies. Note that DPI does not differentiate between excused and unexcused absences. See the <a href="#">WISEdata Attendance</a> page for additional information.
*	<b>Graduation Rate:</b> Check the graduation rates listed in the Graduation Score table on page 13. Four- and 6-year graduation rates are calculated from the Exit Type recorded in your SIS for all students expected to

graduate in the 2016-17 school year. Note that foreign exchange students holding a J-1 visa cannot be reported as graduates. See the [WISEdata Exit Types](#) page for additional information.

## Student Engagement Indicators

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Absenteeism Rate is the percent of students who are chronically absent (defined as absent at least 16% of the school year). The Absenteeism Rate Indicator is calculated from attendance data and includes students who are enrolled for at least 45 non-consecutive days. Due to data availability, the most recent year of attendance data used in the 2017-18 report cards come from the 2016-17 school year.

Dropout data are also lagged and the most recent year of data come from the 2016-17 school year. Dropout rate calculations are based on the Exit Type coded for each student in your SIS.

FAY status does not apply when calculating the Absenteeism or Dropout Rate.

*	<b>Absenteeism Rate:</b> Check the absenteeism rates provided in the first table on page 15. Absenteeism rates are calculated from attendance data. The attendance of each student in 2016-17 should be coded in your SIS according to your district's policies. Note that DPI does not differentiate between excused and unexcused absences (see the <a href="#">WISEdata Attendance</a> page for additional information). You can also use the Absenteeism dashboard in WISEdash for Districts, in the Early Warning topic, to view student-level data and trends over time. See also your school or district's <a href="#">previous report cards</a> to check the multi-year rate.
*	<b>Dropout Rate:</b> Check the dropout rates provided in the first table on page 15. Dropout rates are calculated from the Exit Type recorded in your SIS for all students. See the <a href="#">WISEdata Exit Types</a> page for guidance.
	<b>Test Participation:</b> Verify the reasonableness of these rates for your school or district. Note that these rates are informational and do not affect scoring.

## Checks against WISEdash Public

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Schools and districts should also check graduation rates, proficiency level breakdowns, and attendance rates in WISEdash Public. While the numbers in the preliminary report card may not match exactly (since the report cards use FAY and WISEdash reports on all students, for example), the two should match reasonably close.

## Key Abbreviations

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**FAY:** Full Academic Year. Used to describe students who have been enrolled in the same school or district from the beginning of the school year until testing. More specifically, FAY status is determined by having a continuous enrollment in your school or district from the Third Friday in September Child Count through the last test date. If a student did not test, FAY is determined as being enrolled in the same school or district from TFS through the end of the applicable test window (Forward for grades 3-8, ACT for grade 11, DLM for grades 3-11).

**SIS:** Student Information System. Local system for collecting and managing student data. A school's SIS submits some local data directly to DPI via the WISEdata system. Common SIS vendors include PowerSchool, Skyward, and Infinite Campus, in addition to many smaller vendors.

**TFS:** Third Friday of September. Official pupil count date and source of enrollment data. For the 2017-18 school year, TFS snapshot was December 12, 2017.

**WSAS:** Wisconsin Student Assessment System. WSAS is a statewide program to measure student knowledge in core academic areas. The WSAS includes the Forward Exam, DLM, and ACT Plus Writing. See the [Assessment in Wisconsin](#) webpage for more information.