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To: Chief Information Officers and Data Directors

From: Ira Schwartz

Subject: Distribution of Data Layouts for 2017-18 State-Provided Growth Subcomponent Data Files to Districts for Use in Teacher and Principal Annual Professional Performance Reviews (APPR) for Purposes of Calculating Original Ratings

This memo includes information on the format of State-provided growth score data files that are calculated by the New York State Education Department (“NYSED” or “the Department”) as part of the required subcomponent of the Student Performance Category of evaluations conducted pursuant to Education Law §3012-d. These files, which will be available to districts in mid-September for advisory purposes only pursuant to Section 30-3.17 of the Rules of the Board of Regents, are to be used as one part of annual professional performance review original scores/ratings for 2017-18.¹ These data files will be available to authorized users on the Information and Reporting Services Portal (IRSP). For information about accessing the IRSP, see the [IRS Portal](#). When users log in to the portal, a folder that includes a number of files will be available for download, as noted in detail below.

Embargoed Release of Data

Because Grades 3-8 English language arts and mathematics assessments in 2018 were administered over the course of two days rather than over the course of three days as in previous years, the Department was required to bring together teachers to conduct a standards review during the summer. Consequently, files that include 2018 ELA and Mathematics test scores **are embargoed** until the statewide score release. **Data under embargo may not be shared or discussed at public meetings or otherwise released to the public.**

¹ For additional information regarding the APPR Transition Period (the 2015-16 through 2018-19 school years), please see the Department’s [APPR Transition Guidance document](#).

Where necessary, these embargoed scores and ratings may be used by school and district personnel to calculate original APPR scores and ratings for educators whose Student Learning Objectives (SLOs) use the results of the Grades 3-8 ELA and Mathematics Tests. As a reminder, during the 2015-16 through 2018-19 school years, APPR scores and ratings that rely on the Grades 3-8 ELA and Mathematics Tests are to be provided to educators by September 1st *or as soon as practicable thereafter*. Impacted educators must still be provided with their Transition APPR scores and ratings, which do not rely on the Grades 3-8 ELA and Mathematics Tests, no later than September 1st. For additional information, please see the Department's [APPR Transition Guidance document](#). For further information on APPR data collection and reporting timelines for the 2017-18 school year, please see Executive Director Alexander Trikalinos' July 25, 2018 [memo](#).

For more information about the embargo, please see the Deputy Commissioner Angélica Infante-Green's August 14, 2018 memorandum.

Using the State-Provided Growth Scores

Districts will need to incorporate the Growth Score (0-20 points) and the equivalent rating (HEDI) into the APPR original scores and ratings for each applicable educator as required by Education Law §3012-d.² There are five (5) data files in Microsoft Excel (.csv) comma-delimited format that include the necessary data for completion of teacher and principal APPRs.

These five files are named as follows:

1. *Teacher_4_8_HEDI.csv* – This file contains mean growth percentiles (MGPs) and HEDI ratings and scores for teachers of grades 4-8 English language arts (ELA) and math for 2017-18;
2. *Prin_4_8_HEDI.csv* – This file contains MGPs and HEDI ratings and scores for 2017-18 for principals of schools with grades 4-8. Only principals for whom Staff Assignment records were submitted by the district will be included in this file;
3. *School_4_8_HEDI.csv* – This file contains MGPs and HEDI ratings and scores for 2017-18 for schools with grades 4-8;
4. *Prin_4_8_9_12_HEDI.csv* – This file contains 4-8 & 9-12 HEDI ratings and scores and combined HEDI ratings. It also contains scores for schools with State-provided growth subcomponent data for **both** grades 4-8 and 9-12; and
5. *School_4_8_9_12_HEDI.csv* – This file contains 4-8 & 9-12 HEDI ratings and scores. It also contains combined HEDI ratings and scores for schools with State-provided growth subcomponent data for **both** grades 4-8 and 9-12.

NYSED will also share 14 additional State-provided growth subcomponent data files in Microsoft Excel (.csv) format. These files are not necessary for completing teacher and

² "Original" APPR scores and ratings, which incorporate State-provided growth results, are to be disseminated to teachers and principals for **advisory purposes only**.

principal APPRs for 2017-18, but provide districts with access to data that were used in the calculation of the State-provided growth scores. These 14 files are named as follows:

1. *4-8 District.csv* – This file contains multiple records per district and identifies the number of reportable teachers, principals, and schools by subject.
2. *Teacher_4_8_ByGrade.csv* – This file contains multiple records per teacher for different subjects and types of scores (and may contain information for more than one school if a teacher is assigned to multiple schools). Teachers' MGP scores, confidence intervals, course demographic variables, and the number of student growth percentiles (SGPs) included in teacher MGPs are also included.
3. *Prin_4_8_ByGrade.csv* – This file contains multiple records per principal for different subjects and grades (and may contain information for more than one school if the principal is assigned to multiple schools). Principals' MGP scores, confidence intervals, and the number of SGPs included in principal MGPs are also included.
4. *School_4_8_ByGrade.csv* – This file contains multiple records per school for different subjects and grades. School MGP scores, confidence intervals, school demographic variables, and the number of SGPs included in school MGPs are also included.
5. *District_4_8_ByGrade.csv* – This file contains multiple records per district and identifies the number of reportable teachers, principals and schools by subject and grade.
6. *Teacher-Student 4-8.csv* (**embargoed**) – This file may contain multiple records per student. Each student record contains available student growth percentile scores for math or ELA for 2017-18 (separate student record for each subject area), plus the historical test scores and other student demographic information used in analysis and identifies the teacher(s) for whom the student had linked course records.
7. *Principal-Student 4-8.csv* (**embargoed**) – This file may contain multiple records per student. Each student record contains available student growth percentile scores for math or ELA for 2017-18 (separate student record for each subject area), plus the historical test scores and other student demographic information used in analysis and identifies the principal(s) to whom the student's results were attributed.
8. *School-Student 4-8.csv* (**embargoed**) – This file may contain multiple records per student. Each student record contains available student growth percentile scores for math or ELA for 2017-18 (separate student record for each subject area), plus the historical test scores and other student demographic information used in analysis and identifies the school(s) to whom the student's results were attributed.
9. *ELA_student.csv* – This file contains one record per student. All data used for the calculation of Grades 9-12 ELA student growth percentiles, including the historical test scores and other student demographic variables, are in this file.
10. *Alg_student.csv* – This file contains one record per student. All data used for the calculation of Grades 9-12 Algebra student growth percentiles, including the historical test scores and other student demographic variables, are in this file.
11. *GRE_student.csv* – This file contains one record per student. Demographic variables and prior Regents assessment history used in the calculation of Grades 9-12 comparative growth in Regents exams passed measure are included in this file.
12. *Prin_GRE_MGP.csv* – This file contains one record per principal. It is a combination of all the calculated Grades 9-12 growth score data, including each measure, the

confidence intervals for each measure, the number of student scores included in each measure, and the HEDI score and points for each measure and for the measures combined.

13. *School_GRE_MGP.csv* – This file contains one record per school. It is a combination of all the calculated Grades 9-12 growth score data, including each measure, the confidence intervals for each measure, the number of student scores included in each measure, and the HEDI score and points for each measure and for the measures combined.
14. *9-12 District.csv* – This file contains one record per school. It is a combination of all the calculated Grades 9-12 growth score data, including each measure, the confidence intervals for each measure, and the number of student scores included in each measure.

For more information about the data elements included in each file, please refer to the enclosed data layouts. If you have difficulties accessing the data files on the IRS Portal, please review the following page for access information: [IRS Portal](#). If you are an authorized user of the IRS Portal and are have difficulty logging in to the portal, contact the NYSED Delegated Account System (SEDDAS) help desk at seddas@nysed.gov. For questions about the data provided in the files, contact educatoreval@nysed.gov and specify “Growth Data Layouts” in the subject line of your email.

Enclosure