

2017-2018 A-F AUDIT Guidance & Information for Schools/Corporations

1. General Information

- a. Per IC 20-31-8-4(b), before the Indiana State Board of Education (SBOE) may place a school in an A-F category the Indiana Department of Education (IDOE) must provide each school the opportunity to review, add to, or supplement the data, and correct any errors in the data.
 - i. Opportunity to Review: Schools are given the opportunity to review the data during the collection window and during the signoff period for each respective data collection.
 - ii. Opportunity to Supplement: Schools are given the opportunity to supplement the data during the collection window and during the signoff period for each respective data collection.
 - iii. Opportunity to Correct Errors in Data: Schools are given the opportunity to correct errors in data during the A-F audit and graduation rate audit.
- b. *Errors in Data* are defined by the IDOE as incomplete or inaccurate data utilized for A-F purposes that contributes to a miscalculation, or non-inclusion of data in the calculation.
- c. The following data components may be addressed in this audit process:
 - i. 2018 Attendance (DOE-AT)
 - ii. 2018 LEP/ISTEP+ (DOE-LE)
 - iii. 2018 Enrollment/Mobility (DOE-RT/EM)
 - iv. 2017 Course Completion Dual Credit (DOE-CC or DOE-DC)
 - v. 2017 College and Career Readiness Data (industry certification, international baccalaureate, advanced placement)
- d. **The IDOE will not review any requests to audit a school's 2017 graduation rate or cohort.** Schools were afforded the opportunity to correct errors in data with the 2017 graduation rate during the IDOE's graduation rate audit conducted in late fall 2017.
- e. Any non-data related issues will be addressed through the [SBOE's appeals process](#). **Only data-related issues are addressed through the IDOE's A-F audit.**
- f. Any request for audit submitted will be considered for both state and federal accountability purposes. **Schools do not need to submit separate audit requests for state and federal accountability purposes.**
- g. Questions concerning the audits should be submitted to schoolaccountability@doe.in.gov.

2. Timeline Information

- a. Embargoed grades may be found at <https://accountability.doe.in.gov> beginning **September 24th, 2018**.
- b. The online portal for submissions will open on **September 24, 2018** for all schools and corporations.
- c. All documentation must be submitted to the online portal and received by the IDOE no later than **11:59pm on October 8, 2018**.
- d. Audits will be conducted by the IDOE as they are received. Schools will receive notice of the IDOE's findings upon completion of the IDOE's review of all audits.
- e. An extension of time for submission may be granted by the IDOE if the IDOE finds that the school has demonstrated good cause for an extension of time.

3. Submission Requirements

- a. Schools must submit the audit request via IDOE Online Portal: <https://accountability.doe.in.gov>. Only audits submitted via DOE Online by the stated deadline will be considered.
- b. Any audit requests received by post, email or fax **will not be accepted**.
- c. Only **one** audit may be submitted per school.
- d. An audit request **must** include the following in order to be considered:
 - a. Student data worksheet, found in the Accountability & Accreditation Learning Connection community under "Files and Bookmarks > A-F Audits and Appeals > IDOE A-F Audit > Student Data Worksheet.
 - b. Documentation to support the requested audit change. See section 4. Documentation & Examples of Audit Issues for what documentation is expected to support the audit request.
 - c. Revised .csv file of state reports, if applicable.
- e. Each piece of supporting documentation provided must be clearly labeled with the student's STN and first and last name to be considered by the IDOE.
- f. Schools will be contacted by the IDOE if there are one or more issues identified during the submission process and/or with the documentation itself. The IDOE will inform the school of the nature of the issue(s) with the audit submission and/or documentation.
- g. For further guidance on documentation requirements, please refer to the section 4 of this document.

4. Documentation & Examples of Audit Issues

a. Documentation

- i. For the IDOE to determine whether an audit finding should be approved, the school must provide sufficient evidence to support the request. For example, if a school requests an audit of the college and career readiness component because some students are not counted as receiving dual credit, the school should provide documentation to demonstrate that the students did in fact receive the dual credit (transcript documenting at least 3 dual credits received).
- ii. Audits that are submitted without sufficient documentation will not be approved. The school must provide supporting evidence in order to overrule the data record previously submitted and confirmed by the school in order for an audit to be approved.

b. Examples

- i. Students were not appropriately included in the A-F accountability roster because of data issues with attendance and enrollment showing student enrolled for at least 162 days on the DOE-AT (Attendance) report.
- ii. STN discrepancies.
- iii. Student received dual credit, industry certification, or passed an IB or AP assessment but was not included in the A-F accountability roster.
- iv. School of Accountability field on DOE-AT was reported as a different school, yet the student still remains on this school due to the other school not accepting the accountability. School has documentation such as specification in the IEP, an agreement between the corporations, or state board rule that the educating school is not accountable.
- v. LEP Exemptions (DOE-LM).

5. Audit Review Process

- a. There will be two (2) tiers of review in an audit. If there is a discrepancy between Tier 1 and Tier 2 reviews then a 3rd round of reviews will be conducted. The Tier 1 review is an initial review of the documentation. Based on this review, a primary determination will be made as to whether the documentation sufficiently demonstrates that there was an error in data. The Tier 2 review examines the documentation alongside the primary determination to ensure accuracy and consistent determinations, and confirms or denies the Tier 1 findings.
- b. Audits may be approved or denied in whole or in part. Additionally, the findings of an audit may or may not alter the final outcome as it relates to the A-F accountability calculations.
- c. Audits will be conducted as received.

- d. All findings and determinations from the audits resulting in changes to data will be used in the calculations of state and federal A-F grades. State A-F grades will be submitted to the SBOE for final placement after the completion of the audit process.
- e. Any reviewer that may have a conflict of interest (including, but not limited to, having family members employed by the school or corporation being audited or having a child that attends the school or corporation being audited) will not be assigned to that school's audit.
- f. Reviewers maintain confidentiality of all audits and do not discuss or disclose the contents of audits with anyone during the audit other than the IDOE staff necessary to the completion of the audit.
- g. The IDOE reserves the right to audit the entire data collection of a school or corporation during the review process.
- h. As a result of the audit process, a school's A-F grade will remain embargoed until all audits are complete. Embargoed A-F grades for a school may delay the finalization of school corporation grades.

6. State Board of Education Appeals

- a. At its September 5, 2018 business meeting, the SBOE adopted a resolution outlining the process for A-F appeals. This resolution outlining the process may be under the IDOE - School Accountability community here: [Files and Bookmarks > A-F Audits & Appeals Process > SBOE A-F Appeals > A-F Appeals Process.pdf](#)
- b. A school may appeal its final placement by the SBOE based on the following grounds: error in data; significant demographic change in student population; and other significant issues.
- c. Some examples of appealable issues include:
 - i. Influx of student population.
 - ii. Fairness of system, negative impact on schools based on configuration.
 - iii. Act of God and other actions interrupting testing windows.
 - iv. Anything that may have impacted student performance on statewide assessments.
 - v. Applicability of administrative rule or questions regarding the administrative rule.
- d. An appeal request should be submitted in the manner outlined in section 3 of this document.
- e. **Schools may only appeal issues regarding the State accountability grade; appeals will not be considered for Federal accountability grades.**
- f. For more information on this process, please contact the SBOE staff at sboecomment@sboe.in.gov or (317) 232-2000.