



# INDIANA STATE BOARD OF EDUCATION

**To:** Indiana State Board of Education  
**From:** Timothy Schultz, General Counsel  
**Date:** September 6, 2017  
**RE:** 2016-2017 Accountability Category Placement Review Procedures

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**Joint Recommendation: Staffs from the Indiana Department of Education and Indiana State Board of Education recommend the following procedures for the review of the 2016-2017 accountability category placement.**

## 1. General Information

- a. Audit Review—Per IC 20-31-8-4(b), the Indiana Department of Education (IDOE) must provide each school the opportunity to review, add to, supplement 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 add to or supplement the data during the collection window and during the sign-off 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 review period prior to the SBOE's official placement of schools in A-F categories.
- b. Appeal Review—Per 511 IAC 6.2-10-11, a school or corporation may appeal its accountability category placement based on relevant objective factors that demonstrate annual assessment data do not accurately reflect the school's performance. Objective factors include errors in data, significant demographic changes in the student population, or other significant issues including, but not limited to, errors in the application of 511 IAC 6.1-10.

## 2. Grounds for Review

- a. Audit Review—Errors in Data.
  - i. Requests to review a school's preliminary A-F letter grade based on errors in data will be addressed directly by the IDOE. Reviews that are completed prior to the October 4, 2017 SBOE meeting will be presented to the SBOE, allowing for the school's official placement.
  - ii. In addition to the information contained in paragraphs 3, 4, and 5, which set forth the guidelines pertaining to the audit review timeline and submission procedures, IDOE will issue guidelines directly to schools regarding the audit review criteria.

- b. Appeal Review—Annual Assessment Data does not Accurately Reflect a School’s Performance; Other Significant Issues.
- i. Requests for review of a school’s preliminary A-F letter grade based on a school’s assertion that 1) its annual assessment data does not accurately reflect the school’s performance, or 2) other significant issues have impacted a school’s letter grade, will be forwarded to the Indiana Attorney General to be addressed by a Hearing Officer.
  - ii. Requests for review of a school’s preliminary A-F letter grade based on a school’s assertion that its annual assessment data does not accurately reflect a school’s performance, or other significant issues, will not be completed prior to the SBOE’s October 4, 2017 board meeting. Schools that submit a request for review under these grounds, which is received prior to 11:59 pm EDT on September 25, 2017 (see “Timeline Information” below), will continue to have their preliminary A-F letter grade embargoed until a final determination is made by the Hearing Officer.
  - iii. Schools may submit a request for review under these grounds after SBOE officially places schools in A-F letter grade categories for the 2016-17 school year. All requests must be received prior to 11:59 pm EDT on October 16, 2017 (see “Timeline Information” below). Schools that submit a request after SBOE officially places schools will not have their A-F letter grade embargoed until a final determination is made by the Hearing Officer.
  - iv. Further information on this process may be found in paragraph 6, “Annual Assessment Data does not Accurately Reflect a School’s Performance; Other Significant Issues.”

### 3. Timeline Information

- a. Preliminary, embargoed 2016-17 A-F letter grades may be found at <https://accountability.doe.in.gov> beginning **September 11, 2017**.
- b. The online portal for review submissions will open on **September 11, 2017** for all schools/corporations audits and appeals requests.
- c. All requests and supporting documentation must be submitted to the online portal and received by the IDOE not later than **11:59 pm EDT on September 25, 2017**.
- d. The SBOE will officially place schools in A-F letter grade categories for the 2016-17 school year at its October 4, 2017 board meeting. Any schools that submitted review requests that have not been completed prior to the October 4, 2017 SBOE meeting will have continue to be under an embargo until the review has been completed.
- e. After SBOE officially places schools in A-F letter grade categories for the 2016-17 school year at the October 4, 2017 meeting, schools may also submit a request for review based on a school’s assertion that its annual assessment data does not accurately reflect a school’s performance, or other significant issues, if the request is received prior to **11:59 pm EDT on October 16, 2017**. Schools that submit a request after SBOE officially places schools will not have their A-F letter grade embargoed until a final determination is made by the Hearing Officer.

#### **4. Submission Requirements (for both audit reviews and appeal reviews)**

- a. Schools must submit a request for review via IDOE Online Portal: <https://accountability.doe.in.gov>. Only requests submitted via the IDOE Online Portal by the stated deadlines will be considered.
- b. Any requests for review received by post, email or fax will not be accepted.
- c. Only one request for review may be submitted per school.
- d. A request for review must include data correction files and sufficient supporting documentation.
- e. Each piece of supporting documentation that relates to a specific student must be clearly labeled with the student's STN and first/last name to be considered by the IDOE.
- f. Schools will be contacted if there are one or more issues identified during the submission process.
- g. IDOE will notify SBOE staff of all appeals that are submitted to IDOE.

#### **5. How to Submit a Request for Review (for both audit reviews and appeal reviews)**

- a. STEP ONE: Review Report Card Rosters at <https://accountability.doe.in.gov>.
  - i. Use DOE Online username and password to login.
  - ii. User must have corporation administrator role (traditional & charter public schools) or school administrator role (nonpublic schools) to access report card roster.
  - iii. Please contact [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov) if you need assistance with DOE Online.
- b. STEP TWO: Complete Required Documentation
  - i. Student Data Worksheet
    1. Required if request involves changes to specific, student-level data
    2. Download from Learning Connection (*School Accountability & Accreditation Community > Files and Bookmarks > A-F Audits & Appeals Process > IDOE A-F Audit > Student Data Worksheet*)
    3. Insert student records on the appropriate tabs.
      - a. A full record should be submitted for each student.
      - b. Requested update should be reflected in the record submitted to IDOE.
    4. File should be stored electronically to allow for file upload.
  - ii. Revised State Reports

1. Required if request involves specific IDOE data collection.
  2. Provide .csv format of revised DOE-AT (Attendance), DOE-LE (LEP Exemption), DOE-DT/CC (dual credit) files, DOE-RT/EM (Real Time/Mobility) as applicable. Only include students addressed in the request.
- iii. Supporting Documentation
1. Schools must submit supporting documentation demonstrating that there was an error in the data for which the school requested the audit. For example, if a school submits an audit request because students are missing from the college and career readiness score, the school must provide documentation to demonstrate that those missing students did in fact meet the college and career readiness requirements (e.g., official transcript from a college/university demonstrating completion/passage of an approved dual credit course).
- c. STEP THREE: Complete Online Request for Review Form
- i. Login to <https://accountability.doe.in.gov>.
  - ii. Create “New Review Request”
    1. Click “A-F Audit Request” button then “Create New A-F Audit” button
    2. Review instructions, corresponding documentation and deadline information
    3. Select “school” or “corporation” depending on request
    4. Select the applicable “grounds for review”
    5. Populate the description area with a brief overview of the request
    6. Review completed fields for accuracy then click “Continue”
    7. Upload applicable files and supporting documentation
      - a. Student Data Worksheet
      - b. Support Evidence/Documentation
      - c. Revised State Reports
    8. Ensure all files uploaded then click “Continue”
    9. Verify all information, and use “Back” button to correct information as needed
  - iii. Submit Request for Review
    1. Click to affirm that the Superintendent or School Leader approves of the submission
    2. By clicking the “Submit” button, the submitter certifies the request is accurate and complete
    3. Additional changes cannot be made following the submission of the request

**6. Review Process when Annual Assessment Data does not Accurately Reflect a School's Performance; Other Significant Issues (SBOE Appeal)**

- a. If a school requests a review of the school's preliminary A-F letter grade based on other significant issues, the request will be forwarded to a hearing officer for review and determination;
- b. Unless otherwise requested by the school, the hearing officer will conduct a document review, which will consist solely of a review of all documentation submitted by the school;
- c. If a school wishes to appear before the hearing officer and present evidence in support of the school's review of its preliminary A-F letter grade based on other significant issues, the school must request an in-person hearing at the time the school request the review;
- d. The hearing examiner will issue all notices regarding the manner in which the proceedings will be conducted;
- e. Except as otherwise described herein, reviews will be conducted under the rules of the Administrative Orders and Procedures Act (IC 4-21.5);
- f. The hearing officer will submit its proposed findings to the Indiana State Board for final determination;
- g. Upon receipt of hearing officer's proposed findings, a school may file an objection no later than ten (10) calendar days from the date the school receives the proposed findings;
- h. An objection must be submitted in writing and must state the legal basis for the objection;
- i. The objection must be submitted to the Indiana State Board of Education at the following email address: [TSchultz1@sboe.in.gov](mailto:TSchultz1@sboe.in.gov)
- j. The recommended findings of the hearing officer and the submitted objection, if any, will be brought before the State Board for final determination and placement.