August 18, 2015

To: Chief Information Officers and Data Directors

From: Assistant Commissioner Ira Schwartz

Subject: Distribution of Data Layouts for 2014-15 State-Provided Growth Subcomponent Data Files to Districts for Use in Teacher and Principal Annual Professional Performance Reviews (APPR)

This memo includes information on the format of State-provided growth subcomponent data files that are calculated by the State as part of Education Law §3012-c, and will be available to districts later this month for use as one part of annual professional performance reviews for 2014-15. These data files will be available to authorized users on the Information and Reporting Services Portal (IRSP). For information about accessing the IRSP, see http://www.p12.nysed.gov/irs/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.

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 results for each applicable educator. There are five (5) data files in MS 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 2014-15;
2. *Prin_4_8_HEDI.csv* – This file contains MGPs and HEDI ratings and scores for 2014-15 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 2014-15 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.

The New York State Education Department (NYSED or "the Department") will also share 14 additional State-provided growth subcomponent data files in MS Excel (.csv) format. These files are not necessary for completing teacher and principal APPRs for 2014-15, but provide districts with

access to data that were used in the calculation of the State-provided growth subcomponent 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* – This file may contain multiple records per student. Each student record contains available student growth percentile scores for math or ELA for 2014-15 (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* – This file may contain multiple records per student. Each student record contains available student growth percentile scores for math or ELA for 2014-15 (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* – This file may contain multiple records per student. Each student record contains available student growth percentile scores for math or ELA for 2014-15 (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 attached data layouts. If you have difficulties accessing the data files on the IRS Portal, please review the following page for access information: http://www.p12.nysed.gov/irs/irs-portal/. If you are an authorized user of the IRS Portal and are have difficulty logging in to the portal, contact the SED Delegated Account System (SEDDAS) help desk at (518) 473-8832 or 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.