



United States Department of the Interior
BUREAU OF INDIAN EDUCATION
Albuquerque Service Center
Division of Performance and Accountability
1011 Indian School Road, NW, Suite 332
Albuquerque, New Mexico 87104-2303

JUN 02 2011

Memorandum

To: All BIE-funded Schools
All Education Line Officers
All Associate Deputy Directors
BIE Senior Management

From: Associate Deputy Director, Division of Performance and Accountability

Gloria Yepa

Subject: Adequate Yearly Progress (AYP) Meetings

It is that time of the year again: time to prepare for and complete the Annual Report, and go through the process of determining whether your school has made Adequate Yearly Progress. Because Dr. Pat Abeyta retired this last February, Brian Bough will be heading-up the effort. As a result, there will be some minor changes to the on-site verification process.

All schools are required to attend the AYP meetings this year. The AYP meetings will require two full days to complete. There will be compulsory training on the NativeStar system by Gaye Leia King and her Title I staff. There will also be training offered by Gloria Yepa and her Special Education staff – people who are not specialists in Special Education should still plan on attending these trainings because this information is important. On top of this, Katherine Campbell will discuss McKinney-Vento programs requirements. Please plan on arriving by 8:00 AM on both days.

Each Education Line Office will be scheduled for an hour and forty-five minutes in the Annual Report verification and AYP determination meeting, similar to last year. However, unlike last year, there will be at least two Education Research Analysts and a Statistical Assistant on-site, supplemented by contract personnel, depending on the number of schools attending. Your school's schedule of events will be determined in conjunction with your Education Line Officer.

Accompanying this communication are an AYP Checklist as well as a list of AYP Tour 2011 dates and cities. Great efforts have been undertaken to avoid conflicts with training provided by NASIS and BIE-Administration. There is no reason for school administrators not to attend these meetings.

Most schools bring their principal and their testing coordinator or the person responsible for completing the Annual Report. Depending on your school's size, please bring an adequate number of personnel to complete the verification process in a timely manner. This should be no less than one person and no more than four. Please bear in-mind that some of the locations are rather cramped – please do not bring more than three people unless you absolutely need to do so.

As always, tribal representatives and members of the school board are welcome to attend. We are always honored by their presence and gratified with their interest in their school's academic performance.

Because there are only a few minor changes to the Annual Report this year, those of you who are familiar with the system will have few if any problems entering data. The Annual Report system will become available to schools on Monday, June 6. Do not enter any data prior to that point in time as it will be overwritten and you will lose 100% of the work you have completed. Should problems arise, I have included contacts that may assist you in resolving them. If you have questions or concerns surrounding the AYP meetings, please discuss them with your Line Officer.

Last year was our best year yet for completing this process for BIE-funded schools. We are certain that, with your help, this year will be even better. We deeply and sincerely appreciate your efforts on this project, and we look forward to meeting with each and every one of you this summer.

Data Unit Contact Information

Primary Contact on the Annual Report:

Vivian Redhouse Statistical Assistant	Vivian.Redhouse@BIE.edu (505) 563-5386
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Secondary Contacts on the Annual Report:

Jeffry White Education Research Analyst	Jeffry.White@BIE.edu (505) 563-5253
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Judy Duncan Statistical Assistant	Judy.Duncan@BIE.edu (505) 563-5262
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Brian Bough Supervisory Education Research Analyst (Acting)	Brian.Bough@BIE.edu (505) 563-5283
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Attachments: AYP Tour 2011
AYP Checklist
Important Information on AR Data Entry
Student Roster Sample

AYP Tour 2011

Dates	Schools in these States	City	Location
June 24, 2011	MT, NV, OR, & WY	Reno, Nevada	Grand Sierra Hotel
July 7-8, 2011	AZ, CA, ID & UT	Phoenix, Arizona	BLM Training Center
July 11-12, 2011	ND	Dunseith, North Dakota	Dunseith Day School
July 14-15, 2011	IA, MI, & WI	Oneida, Wisconsin	Oneida Nation Elementary School
August 2-3, 2011	FL, KS, LA, MS, NC, & OK	Choctaw, Mississippi	Choctaw Central Offices
August 8-9, 2011	SD	Pine Ridge, South Dakota	Pine Ridge School
August 11-12, 2011	ND & SD	Agency Village, South Dakota	Tiospa Zina Tribal School
August 15-16, 2011	NM & UT	Albuquerque, New Mexico	NIPTC
September 20-21, 2011	WA	Seattle, Washington	To Be Determined
September 22-23, 2011	MN	Minneapolis, Minnesota	Education Line Office

Specific information on your school's agenda will be distributed by your Education Line Officer.

AYP Indicators

Target	Indicator
95% State AMO	Participation in Mathematics Assessment Achievement on Mathematics Assessment among Full Academic Year Students
95% State AMO	Participation in Reading or Language Arts Assessment Achievement on Reading or Language Arts Assessment among Full Academic Year students
Must Administer	Science must be Assessed in appropriate grades
State Target	Attendance Rate (K-8) as determined by NASIS ADM/ADA Report (All Students) In Washington State, the target is 1% unexcused absences (All Students) In Idaho, Attendance Rate is replaced by Language Usage Assessment (All Students)
State Target	Graduation Rate (HS) applies to all schools in all states (All Students)
	Groups and Sub-Groups All Students General Education students plus Special Education students and Limited English Proficient students Special Education If the minimum number of students is met Limited English Proficient If the minimum number of students is met

SCHOOLS MUST MEET ALL INDICATORS WITH ALL SUB-GROUPS TO BE JUDGED AS HAVING "MADE AYP"

Adequate Yearly Progress Conference Checklist

1. Student Enrollment Status Report

(Used for AYP purposes to calculate Full Academic Year, FAY)

(NASIS) Student Information; Reports; Student Enrollment Status

Run report for the entire School Year

2. School Year Attendance Report

(Used for Annual Report and AYP purposes as Attendance)

(NASIS) Attendance; Reports; ADM and ADA Reports

Run report for entire School Year, specifying EXACT

Use the BIE Ad Hoc reports to report for GenEd, LEP, and SpEd populations

Make sure the grades are grouped K-8 and 9-12, where applicable

Specify the Summary Report

3. Test Window Attendance Report

(Used to calculate Participation Rate for AYP)

(NASIS) Attendance; Reports; ADM and ADA Reports

Run report for entire Testing Window (not just the time when your school tested)

Use the BIE Ad Hoc reports to report for GenEd, LEP, and SpEd populations

Make sure the grades are grouped K-8 and 9-12, where applicable

Specify EXACT as well as the Detail Report

4. Assessment Report

Bring your school's assessment results, especially the breakdown by grade (see sample)

They will be used to verify the information entered into the Annual Report

You may wish to use the provided "Tabulation Helper" to fill out the Annual Report

You will also receive a Data Disc from the Test Vendor. Please send a copy of it to the Division of Performance and Accountability as soon as you receive it.

5. Graduation Rate

Bring a list of students entering the 9th grade for the first time in SY 2007-08

This is the SY 2010-11 Cohort (Class of 2011)

Provide a list of students in this cohort who, as 9th graders in SY 2007-08,

as 10th graders in SY 2008-09, as 11th graders in SY 2009-10, and

as 12th graders in SY 2010-11 either verifiably transferred to another school or died

Provide a list of SY 2010-11 Cohort students who graduated in SY 2010-11

Also provide a list of students who completed school in SY2010-11, regardless

of whether they graduated on-time.

6. School Administrator

Bring your principal or superintendent

Important Information on Annual Report Data Entry

Student Information on the Grade Rosters

Enrolled Student was enrolled during the test window. If student left school before the test and was not tested, do not check this box. If you mark a student who left school prior to the test as "enrolled," they will count against your participation rate for each assessment they did not take.

FAY Student was enrolled for a Full Academic Year prior to the test as determined by state rules.
State rules: <http://www2.ed.gov/admins/lead/account/stateplans03/index.html>

SpEd Any student who was identified as receiving special education services at any time during the year in which the student is tested is considered to be a "special education" student for the AYP test even if they exited prior to taking it.

LEP Any student who is Limited English Proficient or exited an LEP program in the last two years is marked as LEP.

Homeless Any student who qualifies as homeless should have this box marked. Schools with McKinney-Vento programs will be asked to submit verification of the student's homeless status by the McKinney-Vento program coordinator for BIE.

If student data is inaccurate in the Annual Report, please be sure to make the same changes in NASIS!

Your Annual Report user name and password will be the same this year as it was last year.

The Annual Report will become available at NOON on Monday, June 6, 2011. If you enter anything prior to this, YOU WILL LOSE ALL OF YOUR WORK!

<u>AYP Test Federal Levels</u>	<u>LEP Test Federal Levels</u>
Advanced	Proficient
Proficient	Advanced
Basic	Intermediate
	Basic

