



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

September 15, 2003

School District Superintendents/Charter Holders

RE: AZ LEARNS Data Verification

Dear Administrator:

The Arizona Department of Education (ADE) is preparing to calculate Achievement Profiles in accordance with A.R.S. § 15-241 (Arizona LEARNS). Achievement Profiles will be released publicly on October 15, 2003. In an effort to report accurately for all Arizona public schools, including charter schools, the ADE is requiring data verification from local administrators.

Local administrators must verify the following for all schools in the district or under a charter holder that are expected to receive an Achievement Profile:

- School information
 - Doesn't offer grades 3, 5, 8, 10
 - New school (open after the summer of 2000)
 - Updated contact information
- The grades offered at each school during the years evaluated. Schools open 1999-2000 through 2002-2003 academic years will be evaluated using the traditional Achievement Profile formula. Schools open 2000-2001 through 2002-2003 academic years will be evaluated using the "New Schools" Achievement Profile formula based on three years of data. **Schools open after the summer of 2001 will not receive an Achievement Profile in 2003-2004, but must verify data.**
- The data required to calculate an Achievement Profile for each school:
 - Elementary Schools
 - AIMS results
 - Measure of Academic Progress (MAP)
 - Extended writing scores from AIMS
 - Adequate Yearly Progress (AYP)
 - High Schools
 - AIMS results
 - Graduation rate
 - Dropout Rate
 - Adequate Yearly Progress (AYP)

Data verification must be made through an online application called 'AZ LEARNS/Adequate Yearly Progress (NCLB)' available to administrators through the common logon on the ADE website: <https://www.ade.az.gov/commonlogon> starting **Friday September 19, 2003**. To review information required to calculate the Achievement Profiles select 'Review/Verify AZ LEARNS data'. If you are unable to access the AZ LEARNS/Adequate Yearly Progress (NCLB) application, please contact your district Superintendent in

order to have the application added; for technical assistance, please contact the ADE Support Center at 602-542-7378, (866) 577-9636 or E-mail enterprise@ade.az.gov.

Please be aware that districts and charter holders are solely responsible for verifying information for their schools. The online application will be available until **5:00 PM, Wednesday, October 1, 2003**; no further submissions will be accepted after the deadline. **To insure completion, we recommend that schools verify data prior to the deadline date, Wednesday, October 1, 2003, to avoid difficulties or delays.**

If a district or charter holder does not verify the information for its schools by October 1, 2003, through the verification process listed above, the ADE will accept that the information about each school on file and the data available are correct and complete as listed and will produce an Achievement Profile for these schools based on this information.

Please note that any district/school/charter school that fails to complete the data verification process as described above will forfeit the right to appeal an Achievement Profile determination. The Achievement Profile appeal process for data related appeals will open via the Common Log On October 8, 2003 and close at 5:00 PM on October 13, 2003.

If you have questions about the data verification process please send an e-mail to achieve@ade.az.gov or call 602-542-5151. Be sure to include the following with each correspondence to the ADE: school/district name, school/district CTDS and Entity ID, your name, e-mail address, and phone number.

Thank you for your cooperation.

Sincerely,

Ildiko Laczko-Kerr, Ph.D.
Deputy Associate Superintendent of Research and Policy