

**2010-11  
Data Collection Schedule**

1. NCDPI will extract ACCDATA, ACCTEST, and MEMBER files as specified in this document.
2. Writing test scores (grade 10) and NCEXTEND1 scores will be returned electronically to LEAs and the data included after verification by LEAs.
3. Winscan Match Process must be completed on ALL scan files.
4. All data are preliminary until verified by the LEA Testing Coordinators, Regional Accountability Coordinators, and LEA Superintendents (or their designees).
5. The *Authoritative Data Sources Used for Accountability Purposes* is drawn from the master list of authoritative sources approved by the NCDPI Data Management Group (DMG):  
<http://www.ncpublicschools.org/docs/data/management/resources/source-list.pdf>
6. Intended career path in NC WISE should be verified and updated as necessary.
7. This data collection schedule is subject to change; notifications will be provided on TNN.

<b>20<sup>th</sup> day of school</b>		<i>Purpose(s) of Collection</i>
20 <sup>th</sup> day collection (All Schools)	<p><b>Requires:</b> Prior to desired extraction date, LEA enters date in the Collection Date Submission System. NCDPI extracts the files (ACCDATA, ACCTEST, and MEMBER) from NC WISE on the requested extraction date and submits them to the appropriate collection folder.</p> <p>(Note: Anticipate that NC WISE transition has been completed for Wake and CMS.)</p>	<p><b>Ordering and printing for Testing</b></p> <p><b>Cohort graduation</b></p> <p><b>Quality Assurance</b></p> <p><b>Uses/clarifications by LEA Test Coordinators:</b></p> <ul style="list-style-type: none"> <li>• 10/20 day rule</li> <li>• Used for performing dropout calculations</li> <li>• Supplements membership counts for AYP</li> <li>• <b>Specifies targets for enrollment</b>????</li> <li>• Used by LEAs for historical audits</li> </ul>

<b>October 1</b>		
October collection	<p><b>Requires:</b> NC WISE data managers and LEP coordinators in the LEA must collaborate to update enrollment information in NC WISE before <b>Oct 5</b>. NCDPI Accountability will pull enrollment data from NC WISE on <b>October 5</b>.</p> <p>(Note: Anticipate that NC WISE transition has been completed for Wake and CMS.)</p>	<ul style="list-style-type: none"> <li>• Critical to verify that all LEP students enrolled up to and including October 1, 2009 are in the Federal Data Collection (FDC)</li> <li>• Establishes LEP student count for 2011-12 state funding.</li> <li>• Determine Tier placement for the ACCESS for ELLs</li> </ul>
<b>December 1</b>		
December collection (All Schools)	<p><b>Requires:</b> NCDPI extracts the files (ACCDATA, ACCTEST, and MEMBER) from NC WISE on the designated extraction date and submits them to the appropriate collection folder.</p> <p>(Note: Anticipate that NC WISE transition has been completed for Wake and CMS.)</p>	<p>Identify students for NCLB subgroups            Coordinate with EDS collection            Quality assurance            Cohort graduation            Use for historical audits            Obtain <i>required accommodation</i> information</p>
CECAS Collection	<p><b>Requires:</b> NCDPI obtains December 1 headcount directly from CECAS after it is certified by Exceptional Children's Division.</p> <p>(Note: For identifying SWD for AYP purposes.)</p>	<p><b>Federal Requirement</b></p> <ul style="list-style-type: none"> <li>• Use December CECAS to populate FDF accountability files with SWD statuses;</li> <li>• Use April CECAS to populate FDS accountability files with SWD statuses</li> </ul>
Economically disadvantaged	<p><b>Requires:</b> submission of electronic data files provided by the child nutrition director from the student eligibility software containing names, schools, student IDs and lunch status of affected students. LEA Child Nutrition personnel coordinate with LEA TC to submit data for accountability purposes.</p>	<p>NCLB Requirement,            Identify students for AYP subgroup.</p>

<p>Alternative School Local Options</p> <p><i>Must be approved by local boards prior to November 15; Submission to DPI to be completed by Dec. 1</i></p>	<p><b>Requires:</b> submission of three local options (by December 1) Local options must be entered at: <a href="https://www.rep.dpi.state.nc.us/2011/app/localoptfeeder/">https://www.rep.dpi.state.nc.us/2011/app/localoptfeeder/</a></p>	<p><b>Specifies local options to be used for alternative school accountability, in accordance with SBE policy GCS-C-013</b></p>
<p>School List Verification</p> <p><i>Should be initiated in November; completed by Dec. 1</i></p>	<p><b>Requires:</b> The School Name and Address System (<b>SNA or EDDIE?</b>) changes should be completed by December 1st. URL: <a href="http://sna.dpi.state.nc.us/">http://sna.dpi.state.nc.us/</a> The status of <b>SNA</b> changes for acceptance by Accountability and audit log of <b>SNA</b> changes since start of school year can be checked (prior to December 1) at <a href="https://www.rep.dpi.state.nc.us/2011/app/schoollist_verification/">https://www.rep.dpi.state.nc.us/2011/app/schoollist_verification/</a> Any changes after December 1<sup>st</sup> will require RAC notification and approval.</p>	<p>To identify LEA/SCH code, school type, grade span, opening/closed status, or other school characteristics; Accountability uses to apply local options, special conditions, etc. to determine school statuses for ABCs and AYP</p>
<p>K-2 and K-3 Feeder Verification</p> <p><i>Should be initiated in November; completed by Dec. 1</i></p>	<p><b>Requires:</b> If a school in your district is fed by a K-2 (or K-3) feeder, the 6-digit K-2 (or K-3) school code that feeds into the school must be entered at: <a href="https://www.rep.dpi.state.nc.us/2011/app/localoptfeeder/">https://www.rep.dpi.state.nc.us/2011/app/localoptfeeder/</a> Feeder information from last year was cleared; the information for 2010-11 must be supplied for all K-2 and K-3 schools.</p>	<p>Used to determine accountability statuses for K-2 and K-3 schools</p>
<p>Special Feeders Verification</p> <p><i>Should be initiated in November; completed by Dec. 1</i></p>	<p><b>Requires:</b> If a school is a special education school, career/vocational center, or hospital school, the feeder information must be entered at: <a href="https://www.rep.dpi.state.nc.us/2011/app/localoptfeeder/">https://www.rep.dpi.state.nc.us/2011/app/localoptfeeder/</a></p>	<p>Used to determine accountability statuses for special education schools, career/vocational centers and hospital schools</p>

<b>Fall testing window</b>		
<p>FDF collection First day of testing build</p> <p><b>(Only Schools engaged in EOC testing.)</b></p>	<p><b>Requires:</b> Prior to desired extraction date, LEA enters date in the Collection Date Submission System. NCDPI extracts the files (ACCDATA, ACCTEST, and MEMBER) from NC WISE on the requested extraction date and submits them to the appropriate collection folder.</p> <p>(Note: Anticipate that NC WISE transition has been completed for Wake and CMS.)</p>	<p>For EOC testing and NCLB validation.</p>
<p>WinScan Files</p>	<p><b>Requires:</b> submission of files created while scanning answer documents will be uploaded for inclusion in test data upon completion of scanning after running the matching process to ensure that the proper students were tested. Due within 10 days of the end of testing.</p>	<p>Allows LEA to check for accuracy and missing data in a timely manner to ensure that all required tests have been administered. Test Development uses to certify data.</p>
<b>January 7</b>		
<p>January collection Writing Grade 10 Test Precode</p>	<p><b>Requires:</b> DPI will create a precode file for writing contractor directly from NC WISE. LEA TCs should have checked NC WISE to ensure that 10<sup>th</sup> grade enrollment is accurate.</p> <p>(Note: Anticipate that NC WISE transition has been completed for Wake and CMS.)</p>	<p>For collecting (Writing test precode)</p>
<b>Annual ACCESS testing window</b>		
	<p>February 1 – March 18, 2011</p>	
<p>Annual ELL assessment for English language proficiency</p>	<p><b>Requires:</b> LEA Test Coordinator collaborates with LEP Coordinator to ensure that ACCESS is administered and answer documents are shipped to scoring contractor.</p>	

<b>Date: March 9, 2011</b>	<b>(writing test day – grade 10 only)</b>	
<p>March 9 collection (schools with grades 9-12)</p>	<p><b>Requires:</b> NCDPI extracts the files (ACCDATA, ACCTEST, and MEMBER) from NC WISE on the designated extraction date and submits them to the appropriate collection folder.</p> <p>(Note: Anticipate that NC WISE transition has been completed for Wake and CMS.)</p>	<p>Identify who is in membership on the day of the writing test [general writing assessment + EXT1 + EXT2 (Grade 10 only)]; and, currently also used for Cohort grad rate quality assurance purposes (grades 9-12).</p>
<b>NCEXTEND1</b>	DPI USE ONLY	
(all schools/LEAs)	<p><b>Requires:</b> Assessments administered through June 17. LEAs submit data through ongoing online data collections. Final submission June 30.</p> <p>Requirements: TOPS → DPI exchange</p>	Compliance with NCLB & IDEA

<b>April 1</b>		
April collection (All schools)	<p><b>Requires:</b> NCDPI extracts the files (ACCDATA, ACCTEST, and MEMBER) from NC WISE on the designated extraction date and submits them to the appropriate collection folder.</p> <p>(Note: Anticipate that NC WISE transition has been completed for Wake and CMS.)</p>	<p>Same reasons as December collection; Additional uses/clarifications by LEA Test Coordinators included:</p> <ul style="list-style-type: none"> <li>• Some LEAs are using this data collection point for pre-coding purposes.</li> <li>• April headcount used for historical audits.</li> <li>• Sometimes, this data collection is used for limited quality assurance/quality control purposes by the state.</li> </ul>
Economically disadvantaged	<p><b>Requires:</b> submission of an electronic data file provided by the child nutrition director from the student eligibility software containing names, schools, student I.D.'s and lunch status of affected students.</p>	NCLB compliance; to determine AYP subgroups
Clustering submission	<p><b>Requires:</b> submission of a text file (using the cluster export utility to obtain the template) that includes student I.D., name, cluster school (code) and the base school (code).</p> <p><b>LEA must submit by April 1, verify and complete by April 15.</b></p>	Specify where clustered EC student scores are to count for accountability purposes
EC Headcount	<p><b>Requires:</b> NCDPI obtains April 1 headcount directly from CECAS after it is certified by Exceptional Children's Division.</p> <p>(Note: For identifying SWD for AYP purposes.)</p>	NCLB compliance; to determine AYP subgroups

<b>Spring EOC/EOG testing window</b>		
<p>FDS Collection First Day of testing build</p>	<p><b>Requires:</b> Prior to desired extraction date, LEA enters date in the Collection Date Submission System. NCDPI extracts the files (ACCDATA, ACCTEST, and MEMBER) from NC WISE on the requested extraction date and submits them to the appropriate collection folder.</p> <p>(Note: Anticipate that NC WISE transition has been completed for Wake and CMS.)</p>	<p>Required for NCLB &amp; ABCs.</p>
<p>WinScan files (all schools)</p> <p><u>Note: All accountability data, including Retest 1 (for EOGs in grades 3-8, all EOCs, and all alternate assessments) files must be finalized and submitted to DPI by June 30, 2011.</u></p>	<p><b>Requires:</b> files created while scanning answer documents will be uploaded for inclusion in test data upon completion of scanning after running the matching process to ensure that the proper students were tested. Submit immediately after end of testing.</p>	<ul style="list-style-type: none"> <li>• Required data for AYP &amp; ABCs.</li> <li>• Allows LEA to check for accuracy and missing data to ensure that all required tests have been administered.</li> </ul>

<b>Between the end of testing and June 30</b>		
Cohort Graduation Rate Audit Process	<p><b>Requires:</b> Using the CGRAudit table and CGRExit file process.</p> <p>(LEAs should be engaged in this process from March through June 30)</p>	Ensures accuracy of students in the graduation cohort
TAS submission	<p><b>Requires:</b> No Action Required by LEAs. NCDPI Accountability will obtain from authoritative source.</p>	Use for NCLB TAS analysis for AYP
Graduation Data Verification System (GDVS)	<p><b>Requires:</b> LEA principals &amp; designees record graduates in NC WISE; LEA TCs can verify submission and completeness through GDVS. Should target completion by June 15 to allow time to review before NC WISE YET, when it becomes final.</p> <p><b>Benefit:</b> Used for calculating graduation rates.</p>	Identifies actual graduates from authoritative source (NC WISE)
End-of-Year Data Processing	<p><b>Requires:</b> testing coordinator must complete end-of-year processes as outlined in the <i>End-of-Year Data Collection Checklist</i>, expected to be available in <b>April 2011</b>.</p> <p><b>Benefit:</b> Allows the LEA to verify the data collected and generate analyses; or, reference as necessary to ensure data alignment.</p>	Ensure accuracy and completeness of accountability data submissions
<b>June 30</b>		
Final certification of data	<p><b>Requires:</b> submission of necessary documentation to the Regional Accountability Coordinator certifying that the data are true and accurate.</p>	