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March 2, 2007

Dear District Accountability Coordinators,

In our effort to make it easier for districts and schools to transmit the most accurate data for use in the School Grades and AYP calculations this year, we have established a process for updating prior year data beginning on March 2, 2007. This process has been implemented to provide districts and schools more time to locate, verify, and report prior year data for both **FCAT** and **Alternate Assessments** that cannot be located in the Department of Education's (DOE) data warehouse. The additional data will provide even more accurate School Grade and AYP calculations.

Processing and transmission of data will follow these steps:

1. DOE will match Survey 2 (snapshot created middle of December) with last year's 2005-06 corrected assessment file.
2. Unmatched Survey 2 records will be put on Northwest Regional Data Center (NWRDC) for districts to download, similar to last year's membership and assessment processes.
3. Districts will transmit data via a secure DOE website.
 - o Uploaded data or data input manually through the web forms is acceptable.
 - The only data accepted by the website are:
 - Assessment type (FCAT, SWD, or ELL)
 - 2005-06 Litho Codes
 - 2005-2006 District Number, School Number, and Student ID.
4. Data posted to the website by districts and schools will be processed nightly for approximately two weeks and re-posted to NWRDC if still unmatched (Missing Prior Year Data Code = "Y", "X").
 - o Monday through Thursday the website will be closed for processing at 6:00 PM. On Friday the website will be closed for processing at 4:00 PM.
 - o Tuesday through Saturday new data will be placed on NWRDC and in the web tables and the web will be opened at 6:00 AM. Data entered over the weekend will be processed Monday night.
5. Starting March 14, 2007 data will be processed twice a week.
 - o Monday and Thursday the website will be closed for processing at 4:00 PM.

JUAN C. COPA
DIRECTOR, EVALUATION, AND REPORTING

- Tuesday and Friday new data will be placed on NWRDC and in the web tables and the web will be opened at 6:00 AM.
6. The process date will be updated on each record if the Prior Year Data Missing Code or the Correctable code changes due to data given.

The website address is https://fldoe.org/ARM_Applications/ARM_Login/. Instructions for using the website are located on the home page which will be visible after logging in and selecting Prior Year Data. Please read the instructions carefully. School passwords will be sent in a separate email shortly to the Primary District Accountability Coordinator. The file name at NWRDC is: DPSxx.EF.PYMPROBS.Y0607 and DPSxx.EF.PYRPROBS.Y0607 where xx is the district number. Attached is the file layout for these files as well as the file layouts for uploading reading and math corrections if you choose to upload files. If you do choose to upload, send only records that contain corrections.

If you have any questions regarding this process please call the Evaluation and Reporting Office at (850) 245-0411 or email evalnrpt@fldoe.org. Thank you for your cooperation.