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To: Superintendents of Public Schools
District Superintendents of BOCES
Principals of Charter and Other Public Schools

From: Dr. Julia Rafal-Baer 

Subject: Critical Updates on Reporting and Verifying Teacher-Student and Principal Linkage Information

Date: May 22, 2013

This memorandum provides critical updates regarding school districts, BOCES, and charter schools reporting and verifying Teacher-Student Data Linkage (TSDL) information and principal linkages in the Student Information Repository System (SIRS) for the 2012-13 school year¹. As a reminder, these data are necessary to meet federal and State requirements, and for school districts to demonstrate full implementation of an approved APPR plan for the 2012-13 school year².

We are now three weeks away from the June 14, 2013 verification deadline for submission of the 2012-13 TSDL information. **KEY DEADLINES ARE AS FOLLOWS:**

- By June 14, 2013, all public school districts, BOCES, and charter schools are required to submit 2012-13 school year data to be used for State growth score calculation purposes
- By June 21, 2013, districts, BOCES, and charter schools must certify the accuracy of the data submitted to meet the June 14 deadline
- By July 12, 2013 districts and charter schools must submit final 2012-13 Regents exams scores (including June 2013 records) to be used in principal evaluation growth score calculations

Consequences for Not Reporting Data

Please keep in mind that the failure to submit complete and accurate data ON OR BEFORE (prior to) the June 14, 2013 verification deadline is not a valid basis for an appeal of the State-calculated growth score. Regulations require that teachers be a part of this data verification process.

Additionally, in order to be eligible for an increase in State aid for the 2013-14 school year in accordance with Chapters 53 and 57 of the Laws of 2013, all districts must fully implement their approved APPR plan. To demonstrate “full implementation” school districts must sign and complete a certification form by August 30, 2013, (see: <http://usny.nysed.gov/rttt/teachers-leaders/appr-implementation-certification.html>) assuring that all data will be submitted to the Commissioner – by August 27, 2013 to the extent practicable, and no later than October 18, 2013. It must also certify that all data provided by October 18, 2013 will be a complete and accurate representation of the information requested. Data submitted must include:

¹ Please see the memo from Associate Commissioner Ken Wagner for further information with regards to Reporting and Verifying Linkage information for the 2012-13 school year: <http://www.p12.nysed.gov/irs/teacher/Reporting-and-VerifyingLinkageInformation-Final2-26-13.pdf>

² Please see the memo from Executive Director Julia Rafal-Baer with regards to requirements for demonstrating full implementation of an approved APPR plan for the 2012-13 school year: <http://usny.nysed.gov/rttt/teachers-leaders/updated-review-room-appr-resources-may-2013.html>

- The State Growth subcomponent
- The Locally-selected subcomponent
- The Other measures of teacher and leader effectiveness subcomponent
- The final composite rating for all teachers and principals employed by the district or BOCES for the 2012-13 school year

Charter schools are not required to report subcomponent scores; however, charter schools must report overall rating categories. Charter schools that are not required to implement the §3012-c evaluation rating categories (i.e., highly effective, effective, developing, ineffective) must map their local evaluation rating categories to the State rating categories for State reporting purposes.