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nd.gov/dpi

To: District Superintendents, Assistant Superintendents, School Building Principals, Special Education Directors, and School Board Presidents

From: Laurie Matzke, Assistant Superintendent

Date: August 14, 2023

Re: Preliminary Review of Accountability Data Prior to Public Release Memo

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Today, the North Dakota Department of Public Instruction (NDDPI), in collaboration with North Dakota Information Technology (NDIT), the North Dakota University Systems (NDUS), and other partners, is releasing preliminary accountability reports through an internal test site (<https://uat.insights.nd.gov>) to provide schools an opportunity to review performance results privately by **Tuesday, September 5, 2023**, before the public release. State education departments are required to annually create an accountability report for every public school in the state. Accountability should serve as a tool for schools to identify areas of underperformance and proactively implement school improvement strategies. **NOTE:** *To view information on the test site, you must be connected to the state's internet, which is STAGEnet.*

### **Action Needed**

School and district administrators must carefully review the data used to create the School Accountability Reports. There is only a short window of time to ask questions, get clarification, or appeal data before the reports are made available to the public, and it is imperative that schools follow these steps:

1. [Review School Accountability Report](#)  
A draft of each school's accountability report is available on a test site so district and school personnel can review the data to ensure it is accurate before it is made public. The data is suppressed to prevent student identification in small student groups.
2. [Review NDDPI ESSA Accountability Calculation Guide](#)  
The Calculation Guide provides an in-depth overview of the technical aspects of the School Accountability Report and how points are calculated.
3. [Review Data in the STARS Reporting and Analytics Portal](#)  
School personnel are strongly encouraged to review their secured accountability data within the STARS Reporting and Analytics Portal, which provides a series of unsuppressed accountability dashboards, including Accountability Index scores, the allocation points earned versus points available, and access to a plethora of data.

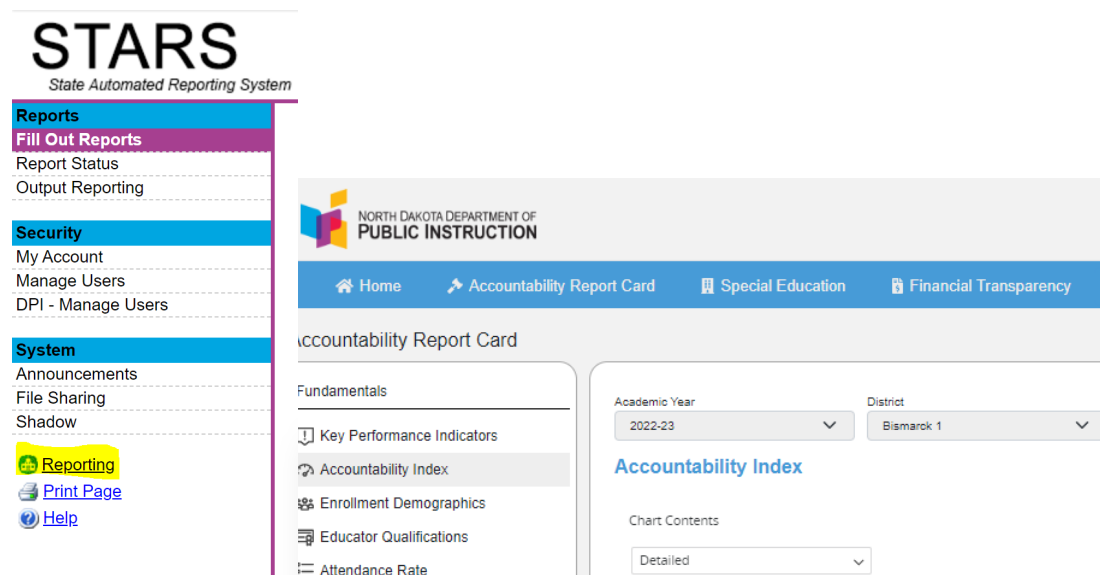
Once logged in, click on "Reporting" in the lower left-hand side navigation, then click "Accountability Report Card," followed by "Accountability Index" under "Fundamentals." See the screenshots below:

ND Center for Distance  
Education  
Fargo, ND  
(701) 298-4830

ND School for the Deaf /  
RCDHH  
Devils Lake, ND  
(701) 665-4400

ND State Library  
Bismarck, ND  
(701) 328-2492

ND Vision Services /  
School for the Blind  
Grand Forks, ND  
(701) 795-2700



We would like to highlight new interactive features now available as part of the private reports published in STARS Reporting under the “Accountability Report Card” site menu.

- **Fundamentals:** Seven report categories providing general school quality information.
- **Highlighted Reports:** Eight report categories about student performance indicators used for determining a school’s accountability results.
- **Assessment Details:** Six report categories showcasing additional performance measures to help identify improvement opportunities.

All sections contain filters to select performance data presented in aggregate form or disaggregated by subgroups. Additionally, sections for “Report,” “Trend,” “Data,” and “About” are displayed for all measures, with “Roster” options available for applicable measures. Rosters are provided to help school districts better understand performance results. This year, in addition to student rosters, the NDDPI is providing staffing rosters under the “Educator Qualifications” section that are used to report teacher certification data on the public report card.

### **Training on Accessing and Reviewing School Data**

The NDDPI will conduct a training session to go through the process of reviewing school data within the private STARS reporting site for administrators new to the process or those who would like a refresher course. Access the Teams training below. The session will also be recorded.

- Friday, August 18, 2023: 1:00 p.m. – 2:00 p.m. CDT  
[Click here to join the meeting](#)  
Meeting ID: 221 517 881 343  
Passcode: e8Fsoo  
[Download Teams | Join on the web](#)  
**Or call in:** 1 (701) 328-0950; Conference ID: 584 335 987#

### **Appeals of Possible Data Discrepancy**

If you have any questions concerning your accountability report or wish to submit a formal written appeal of data discrepancy, there is a specific process to follow. The NDDPI, with support from NDUS and other partners, has created a ticketing process to answer all questions and appeals. Click [here](#) to access the steps to follow to submit a ticket.

The NDDPI requests that all questions and appeals of data discrepancy be submitted by 5:00 p.m. CDT on **Tuesday, September 5, 2023**.

### **School Improvement**

Schools (not districts) will be selected as "[Targeted Support and Improvement \(TSI\)](#)" based on accountability results. The superintendent, building principal, and school board president will be notified via a formal memo later this week if a school is identified or has exited. "[Comprehensive Support and Improvement \(CSI\)](#)" schools were identified last in 2022, so NDDPI will not be identifying a new cohort of CSI schools until 2025.

### **Final Accountability Reports**

The NDDPI will not consider any School Accountability Report final until all appeals of data accuracy are resolved. The NDDPI anticipates releasing final accountability reports on Insights for public view in mid-September.

### **Notification Requirements**

#### **Parent Notification**

Under ESSA, all public school districts receiving federal funding must notify the parents of each enrolled child in the school regarding the performance measures outlined in the state's accountability system. A [sample parent letter](#) is available on the website. Schools should wait to disseminate information to parents until **after the official release is posted, as changes could still occur**.

#### **Dashboard Notification**

Federal law also requires each district to provide a link to the Dashboard on the website of the district. If the district does not operate a website, providing the information to the public in another manner determined by the district is acceptable. A [sample website notification](#) is available.

### **Questions**

Anyone with questions about their School Accountability Report should send an email request for assistance to NDDPI ([dpiaccountability@nd.gov](mailto:dpiaccountability@nd.gov)) with the subject line, "Requesting Assistance with School Accountability Report." Confirm your status as the designated district representative, specify your questions or need for assistance, and provide your phone number and email address. The NDDPI has an established ticketing process and will answer all requests for assistance in the order received.