

Kirsten Baesler
State Superintendent
Donna Fishbeck
Chief of Staff
Laurie Matzke
Assistant Superintendent



**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
Phone (701) 328-2260
Fax (701) 328-2461
www.nd.gov/dpi

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

From: Laurie Matzke, Assistant Superintendent
Division of Student Support & Innovation

Date: August 28, 2019

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

Under ESSA, state education departments are required to annually create an accountability report for every public school in the state.

North Dakota will display the annual accountability reports on the Insights dashboard. The Insights dashboard is a public website and can be accessed from the [NDDPI homepage](http://nddpi.org) or directly at <https://insights.nd.gov/>. The Insights site allows schools and districts to showcase and highlight strengths in their buildings while providing transparency to the public on many aspects of education outcomes in North Dakota.

Today, the NDDPI, in collaboration with the North Dakota Information Technology (NDIT), the North Dakota University Systems (NDUS), and OtisED is releasing preliminary accountability reports through an internal test site (<https://uat.insights.nd.gov/>) to provide school districts an opportunity to review their performance results privately prior to the public release in September.

Action Needed

School and district administrators need to carefully review the data used to create the School Accountability Report. 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 on Insights. Therefore, it is imperative that districts follow these steps:

- [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.
- [Review School Accountability Report Guidance](#)
Guidance has been created to help explain the various elements on the School Accountability Report. This guidance will provide easy-to-understand explanations of each element within the report.
- [Review School Accountability Index Guide](#)
The Index Guide provides an in-depth overview of the technical aspects of the School Accountability Report and how the points were calculated.

- [Review Data in SLDS Education Portal](#)

In addition to the one-page Insights School Accountability Report, school personnel are strongly encouraged to review their secured accountability data available within the SLDS education portal (Ed Portal), which provides a series of unsuppressed accountability dashboards including the Accountability Index scores, the allocation points earned versus points available, and access to a plethora of data.

We would like to highlight two new features that are part of the accountability review this year:

- [Accountability Rosters](#)

To assist districts in validating their accountability data, accountability rosters are available within the Ed Portal Private dashboard. These rosters contain specific accountability measures featuring student demographic and performance information along with columns noting whether students are being counted within the numerator and denominator for accountability purposes.

- [School Accountability Pie](#)

The School Accountability Pie visualization represents school performance on all measures within the Accountability system, noting points earned for each of the indicators. The “Room for Improvement” section highlights opportunities for schools to enhance performance in measures where points were unearned. This visual provides an excellent overview of the school’s performance on the accountability indicators and is available in the Ed Portal private dashboard. The accountability pie graphic is available in private portal until the public release occurs and will then be posted on the public Insights dashboard. When you hover over each section, it provides the points earned and points possible.

To access the steps to review the Accountability Report in the private portal and validate data, click [here](#).

Appeals of Possible Data Discrepancy

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

The NDDPI requests all questions and appeals of data discrepancy be submitted by 5:00 pm on Wednesday, September 18, 2019.

School Improvement

North Dakota has a new school improvement framework for all public schools under ESSA. Selected schools will receive additional support as outlined in North Dakota’s state ESSA plan.

The NDDPI has collaborated with Cognia (formally AdvancED) to develop a school improvement framework that supports a process of school improvement for all schools. All public schools in North Dakota will participate in continuous improvement through the Cognia process and all schools will be in the General Support category on the school accountability report.

Schools tentatively selected for Targeted Support received a letter on Tuesday, August 27, 2019, from Stefanie Two Crow, Director of Educational Equity & Support, notifying them of their identification. No new schools were selected for Comprehensive Support as that identification occurs once every three years. The school support category is indicated on each school’s accountability report.

Final Accountability Reports

The NDDPI will not consider any school’s accountability report final until all appeals of data accuracy are resolved for that school. The NDDPI anticipates releasing final accountability reports on Insights for public view in mid-September 2019.

Required Notifications

Under ESSA, all public school districts receiving federal funding are required to **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. In North Dakota, the accountability system is made available on the interactive Insights dashboard. Schools should wait to disseminate information to parents until **after the September public release**.

Federal law also requires each district to provide a link to the Dashboard on their website. In a case in which 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 on the website.

Communicating Accountability Results

It is critical for all administrators and principals to review their school accountability report for accuracy. School administrators need to be prepared to explain their school's report to staff, parents, school board members, and the public. A template PowerPoint presentation is being provided separately for elementary versus high school, as a resource for administrators to use in explaining the School Accountability report to their staff, school board, parents, etc.

- [Elementary PowerPoint Template](#)
- [High School PowerPoint Template](#)

Questions

Anyone with questions on their School Accountability Report should send an email request for assistance to NDDPI (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.