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**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

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

From: Laurie Matzke, Assistant Superintendent

Date: August 15, 2022

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 the North Dakota Information Technology (NDIT), the North Dakota University Systems (NDUS), and other partners are releasing preliminary accountability reports through an internal test site (https://uat.insights.nd.gov) to provide school districts an opportunity to review performance results privately by **Friday, September 2, 2022**, before the public release later in September. NOTE: To view information on the uat.insights site, you must be connected to the state's internet, STAGEnet. Under the Every Student Succeeds Act (ESSA), state education departments must create an annual accountability report for every public school in the state.

Action Needed
School and district administrators must carefully review the data used to create the School Accountability Report. There is only a short window to ask questions, get clarification, or appeal data before the reports are made available to the public on Insights. Therefore, it is imperative that schools follow these four 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 will be suppressed to prevent student identification in small student groups.

2. Review School Accountability Report Guidance
   Guidance has been created to help explain the various elements of the School Accountability Report. This guidance will provide easy-to-understand explanations of each element within the report.

3. Review School Accountability Index Guide
   The Index Guide provides an in-depth overview of the technical aspects of the School Accountability Report and how points are calculated. This is a tool for school districts to identify areas of underperformance and proactively implement school improvement strategies.

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

4. [Review Data in the STARS Reporting and Analytics Portal](#) *(New)*
   In addition to the one-page Insights School Accountability Report, school personnel are strongly encouraged to review their secured accountability data available within the STARS Reporting and Analytics 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 to drill down deeper.

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 screenshot below:

The NDDPI 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 pertaining to student performance indicators used for determining the school's accountability pie 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 used to report teacher certification data on the public report card.

Training on Accessing and Reviewing School Data
The NDDPI will conduct two training sessions via Teams this week to go through the process of reviewing school data within the private STARS reporting site. Access the Teams training below. The sessions will also be recorded.

- August 16, 2022: 9:00 a.m. – 9:30 a.m. CDT

    Meeting ID: 212 038 537 77
    Passcode: BsknDt
    [Download Teams](#) | [Join on the web](#)

    Or call in: 1 (701) 328-0950; Conference ID: 584 335 987#

- August 16, 2022: 10:00 a.m. – 10:30 a.m. CDT

    Meeting ID: 225 858 521 209
    Passcode: GXuRzS
    [Download Teams](#) | [Join on the web](#)

    Or call in: 1 (701) 328-0950; Conference ID: 921 314 643#

School Improvement

After two years of being "frozen" during the pandemic, North Dakota will resume accountability and school identification. Schools (not districts) will be selected as "Targeted Support and Improvement (TSI)" or "Comprehensive Support and Improvement (CSI)" this week.

- TSI = bottom 10% pool, one-year identification

- CSI = bottom 5% pool, three-year identification

The superintendent, building principal, and school board president will be notified via a formal memo this week if a school is identified.

Final Accountability Reports

The NDDPI will not consider any School 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 2022.

Questions/Appeals of Possible Data Discrepancy

Anyone with questions on their School Accountability Report or those wishing to submit a formal appeal of their data 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. Click [here](#) to access the steps to submit a ticket.

The NDDPI requests all questions and appeals of data discrepancy be submitted by 5:00 p.m. CDT on **Friday, September 2, 2022**.