

2018 Appeals for School Grades and School Improvement Ratings Data Submission Instructions

In accordance with the memorandum provided on June 28, 2018, districts must provide documentation to support appeals. This documentation must be based on student-level data directly from the school grades and school improvement rating INDV files located at “School and District INDV 1718 DISTXX.zip” in the district’s school grades folder (Dist_XX) on the ShareFile site (<https://fldoe.sharefile.com/>). In addition to containing the student-level data used to calculate school grades and school improvement ratings, the INDV files include flags indicating inclusion in school grades/school improvement ratings, achievement, learning gains, acceleration, graduation rate and percent tested calculations.

After reviewing the INDV files, if you determine that your appeal will include data for more than ten students, a file containing the student-level data to identify the students in question is required. Records must contain the district, school and student ID from the INDV file. For assessment data, include the district, school, student ID and the unique test ID. Please include only the applicable data from the INDV file by deleting columns that are not pertinent to the appeal. An explanation for each requested correction must include reasons for the error and grounds for the appeal.

Process to submit documentation:

1. Download the INDV files from the ShareFile site. The files will be .csv files with column headers included. If you have misplaced or forgotten your password, please click the “Forgot Password?” link below “Log In.”
2. Using the INDV file, indicate the student records that form the basis for the appeal and explain each student included in the appeal. Opening the file in Excel will lose the leading zeroes.
3. Create and upload to the ShareFile site, a data file (fixed-width text or Excel). All district, school, student ID and grade level information must be submitted with leading zeroes when appropriate. When files are ready for upload, please contact us to ensure upload permissions are properly set.
4. An explanation must appear in the data file and be included for each student record in the data file. The explanation must clearly state why the information was not updated/corrected during the appropriate process. This is required for the record to be evaluated. For example, if students should not have an EOC enrollment flag, then indicate what the corrected flag should be if the appeal were to be granted.
5. A separate file must be uploaded for each school for which an appeal is submitted.

Please refer to the memorandum from Commissioner Stewart on the “Process for Appealing School Grades and School Improvement Ratings for 2018” for additional requirements for an appeals submission. In addition, please familiarize yourself with the “2017-18 Guide to Calculating School Grades” and the “2017-18 Guide to Calculating School Improvement Ratings” on the Bureau of Accountability Reporting’s website at <http://fldoe.org/accountability/accountability-reporting/school-grades/>. We urge you to share this information with your schools, so that they understand the calculation processes that result in school grades.

The deadline for submitting appeals for school grades is July 31, 2018, by 5:00 p.m., Eastern Time. Please direct any questions to the Bureau of Accountability Reporting at 850-245-0411 or evalnrpt@fldoe.org.