

# Verification of the Full Academic Year and Student Demographic Accountability Data Files

Mississippi Department of Education  
Office of District and School Performance  
Office of Accountability  
August 3, 2018



# Student Demographic Data Files

- The student demographic data file provides a listing of all students who were enrolled in your school during the 2017-2018 SY along with the following demographic data:
  - Race
  - Gender
  - Student with Severe Cognitive Disability Status
  - Student with Disability Status
  - English Language Learner Status
  - Limited English Proficiency Status
  - Migrant Status
  - Free and Reduced Lunch
  - Date of Birth
  - Homeless Status
  - Parent/Guardian Military Status
  - Foster Status
  - Years Served in ELL Program

# Student Demographic Data Files

- The district is asked to verify the demographic indicator for each student for accuracy.
- If the district finds an error in a student's status, the district may file a request to change the data.

# Full Academic Year (FAY)

- 2.1** In order for a student to meet FAY and be included in the proficiency and growth calculations, he/she must have been enrolled (regardless of attendance) for at least 75% of the days from September 1 of the school year to the first day of testing. This date will be published yearly by the MDE and will be the same for all schools, students, and assessments.
- 2.3** Calculations will be based on calendar days, not instructional days. Weekends and holidays will be included in the calculations.



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# FAY Dates

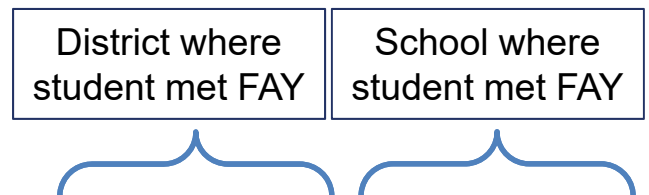
School Year	Traditional	Fall 4x4	Spring 4x4
2017 - 2018	Sept. 1, 2017 – April 16, 2018	Sept. 1, 2017 – Nov. 27, 2018	Feb. 1, 2018 – April 16, 2018

## FAY - considerations

- A student can meet the FAY requirements for a district but not a school if the student transferred within the district.
- All students with an enrollment record entered in MSIS during the 17-18 school year will be included in the spreadsheet, even if they didn't meet FAY in your district. **The spreadsheet will indicate the district/school where the student met FAY.**
- If enrollment and withdrawal records were not entered in proper sequence in MSIS, e.g., the student is enrolled in more than one district at any given time, the student will not meet FAY for the school year. This status will not be changed.

# FAY – File format

- File Format Considerations:
  - Each student is listed on a separate row.
  - Students with more than one enrollment/withdrawal sequence will have multiple rows.
  - If the student met FAY for a given schedule, the district/school code will be listed as noted below:



MSIS ID #	Last Name	First Name	District ID #	Unique School ID #	Enrollment Date	Enrollment Code	Grade	Withdrawal /Transfer Date	Withdrawal /Transfer Code	Withdrawal /Tranfer District	Withdrawal /Transfer School	District Traditional Schedule	District Fall Schedule	District Spring Schedule	School Traditional Schedule	School Fall Schedule	School Spring Schedule
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# Full Academic Year (FAY) - Appeals

- What needs to be included in the appeal:
  - For each appeal, include the MSIS ID number, the reason for the appeal and the documentation listing.  
**(Screenshots from MSIS are not proper documentation.)**

MSIS ID	Reason	Documentation*
012345678	Student enrolled on February 20, 2015, rather than February 5, as reported.	Enrollment records

\* All documentation listed must be attached.



# Request for Review

- The request for internal review should include the following:
  - Signed Cover Sheet
  - Completed Accountability Data Verification Spreadsheet
  - Supporting Documentation (**Screenshots from MSIS are not proper documentation.**)
- These documents should be uploaded into the Internal Review folder on the SharePoint site by 4 PM, August 17, 2018.

# Questions??

Contact:

Alan Burrow: [aburrow@mdek12.org](mailto:aburrow@mdek12.org)