PRINCIPALS' GUIDE TO CCRPI

This guide provides an <u>overview</u> of the College and Career Ready Performance Index (CCRPI) report and processes. Principals should be sure to keep apprised of email notifications from the Georgia Department of Education (GaDOE), as well as district staff, regarding CCRPI deadlines, applications, processes, and updates.

1. What is CCRPI?

The College and Career Ready Performance Index (CCRPI) is a comprehensive school improvement, accountability, and communication platform for all educational stakeholders that promotes college and career readiness for all Georgia public school students. CCRPI reports are designed to provide information on the performance and progress of Georgia schools, districts, and the state on an easy-to-understand 100-point scale. CCRPI is Georgia's accountability system that meets state and federal accountability requirements.

2. How can I use CCRPI at my school?

The annual CCRPI report can be used at the school level in a variety of ways including as 1) an indicator of school performance, 2) a school improvement tool, and 3) a communication tool to inform the community of your school's performance.

While the data compiled for CCRPI is available to schools in other locations throughout the year, CCRPI provides a central location for various indicators of college and career readiness as well as combines those indicators into a single measure of overall performance. CCRPI and the data comprising it can provide important information in the process of improving instruction and learning.

As a school improvement tool, CCRPI helps you to promote increased student achievement by monitoring your entire school's performance as well as the performance of all of your subgroups. In this process, you can identify areas of strength and areas of need to inform instructional programs and school-level strategic planning.

As a communication tool, CCRPI provides information on all aspects of your school that can be shared with your community as a picture of your school's performance.

3. What are my responsibilities regarding CCRPI?

As a school principal, your responsibilities regarding CCRPI fall into four categories. First, you should **understand CCRPI and remain informed of CCRPI activities**. You can accomplish this by utilizing the many resources on the GaDOE accountability webpage and monitoring it for updates. It is a good idea to bookmark this webpage for your convenience: accountability.gadoe.org. You should also monitor emails regarding CCRPI from the Assessment and Accountability Division of the GaDOE in a timely fashion, as these communications often contain time sensitive information and deadlines. Know your district's processes and protocols regarding CCRPI, and know who to contact at your district office regarding accountability and CCRPI. Use the Accountability Specialists List on the Accountability webpage to find the contact information for your GaDOE Accountability Specialist as well.

The second responsibility is to **ensure that accurate records are kept at the school level**. In general, you should review data for your school before official submission to the GaDOE in accordance with your

district timeline and policies/procedures. Please remember that the data submitted for your school are the data used for CCRPI calculations.

The third principal responsibility is the **completion of CCRPI applications.** The only CCRPI application that is solely a principal responsibility is the Data Collections application. In this **optional** pre- and post-data collection application, you provide descriptions and data related to the Innovative Practice Exceeding the Bar indicator and the Personalized School Climate Exceeding the Bar indicator. This application is completed in the secure MyGaDOE portal. Principals (as well as district staff) are notified via email by the Deputy Superintendent for Assessment and Accountability when these applications become available. Other CCRPI applications in the portal such as Assessment Matching, Summer Graduates, Non-Participation, and Cohort Withdrawal Update are district activities; however, principals are often called upon by district staff to provide data and documentation for these applications.

Principals are notified via email by the Deputy Superintendent for Assessment and Accountability as CCRPI data become available in the portal. Your fourth responsibility is to **review the data using student data files in the portal in a timely and thorough fashion**. Remember that the information contained within the CCRPI data download files is governed by FERPA regulations and should be protected as you would any other confidential student information. Calculation guides are available on the accountability website so that you can replicate the calculations. If you have questions, contact your district or your GaDOE accountability specialist.

4. How do I get access to school and student level data for my school's CCRPI?

Check with the appropriate district contact to see if you have CCRPI portal access. Generally, the Security Officer for your district enters a request for CCRPI access in the MyGaDOE portal; the GADOE Accountability Division then contacts your Superintendent for approval of this request. Upon approval, your application is processed and you receive access.

Please be aware that given the sensitive nature of student-level data available in the portal, the following apply to CCRPI portal access: a school level email address must be provided when requesting CCRPI portal access; there can only be one principal account linked to a school; and the principal is the only individual at the school level who will have access to this student-level data. Remember that the information contained within the CCRPI data download files is governed by FERPA regulations and should be protected as you would any other confidential student information.

In order to view the CCRPI data for your school, log in to the MyGaDOE portal, hover over CCRPI, and click on the CCRPI Reports Link. For the report type, choose the radio button for the school level. To download student data files, choose the Data Details tab, scroll to the file you want to view, and click Download File.

5. What is the general timeframe of CCRPI activities?

The general timeframe for CCRPI activities is defined below. Please note that some of these activities are principal activities and some are district activities. Check with your district contact for CCRPI regarding your district's processes and protocol.

- The Data Collections Application for Pre-Data for the Innovative Practice and Personalized School Climate Exceeding the Bar indicators is available to elementary, middle, and high school principals in the *fall.* The Data Collection Application for Post-Data for the Innovative Practice and Personalized School Climate Exceeding the Bar indicators is available to elementary, middle, and high school principals in *early summer.*

- The Summer Graduate Application, available in *late summer*, is a district activity, but high school principals may be called upon to provide data to the district.

- The Cohort Withdrawal Update Application, available in the *fall*, is *a* district activity, but high school principals may be called upon to provide data to the district.

- The Assessment Matching/Non-Participation Application is a *summer/fall* district activity.

- Embargoed CCRPI data are generally made available in the portal for your review shortly before the public release.

6. What should I do if I have a question about CCRPI?

You have several options if you have questions regarding CCRPI. Your first resource is the accountability webpage: accountability.gadoe.org
There you will find calculation guides for each level (elementary, middle, and high) and other documents, as well as webinars, videos, and quick links.

If you have further questions, contact the person designated as the contact for accountability/CCRPI in your district. Additionally, you can email or call your GaDOE accountability specialist. Contact information can be found on the Accountability Specialists List.

7. How can I learn more about the calculations for CCRPI?

The best place to begin is with the calculation guide for your level – elementary, middle, or high school. All of the guides are posted here: http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Accountability/Pages/For-Educators.aspx

If you want to replicate the calculations for your school using the student data download files in the secure MyGaDOE portal, you can click here to use the 2015 CCRPI Calculator. Further, you can watch the webinars and videos specific to components of the CCRPI posted here: http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Accountability/Pages/default.aspx

8. What should I do if I believe there is a calculation error on my CCRPI?

First, review the available resources posted on the accountability website related to your issue.
Then, follow your district protocol and contact either the district or your accountability specialist at the GaDOE.

9. Where does GaDOE get the data for my school's CCRPI? (What are the data sources?)

The 2015 CCRPI Data Element Quick Reference Guide is a complete spreadsheet of all sources of data by indicator and is found at http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Accountability/Pages/For-Educators.aspx

The sources of data include the following:
- Student Record
- FTE Survey
- Assessment files
- GaDOE data files

In addition, CCRPI Applications in the portal previously discussed (Assessment Matching/Non-Participation, Cohort Withdrawal Update, CCRPI Data Collections, and Summer Graduates) are utilized.

Remember that these data sources reflect the data entered at the school level; thus, ensuring accurate date is crucial. Learn more about Student Record and your district's student information system by contacting your district Student Information Systems team. Additional information is available on the Data Collections website at http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Data-Collections-and-Reporting.aspx. There you will find links to the Data Collections webinars and guidance for Student Record.

10. What is the difference between public CCRPI reports and the portal CCRPI reports?

Public reports at http://www.gadoe.org/CCRPI are available to anyone and contain no student level data. Portal reports contain data downloads with student level data and are therefore governed by FERPA rules; only principals (and appropriate district staff) have access to portal reports for that reason.

11. What can I do to improve my CCRPI score?

It is always the best practice to do what is best for students. Focusing on improving your instructional program will have the biggest impact on CCRPI as it will lead to increased achievement. Increased achievement will increase Content Mastery, other key indicators (Lexiles, Proficient/Distinguished, English Learner movement), Progress, and Achievement Gap. Providing students with opportunities to learn will increase other CCRPI indicators – Students With Disabilities served in general education environments; career exploration; pathway completion; college readiness; completion of advanced coursework; and graduation rates. Review CCRPI to understand your school's performance and identify areas to target for improved performance. Then identify resources available at district and state levels to help target support for your areas of need.

12. What are the School Climate and Financial Efficiency Star Ratings?

School Climate and Financial Efficiency Star Ratings are displayed on the CCRPI reports as informational components but carry no point value for the CCRPI score.

Each school (but not districts) receives a **School Climate Star Rating**, *which is calculated using data from the Georgia Student Health Survey 2.0, Georgia School Personnel Survey, Georgia Parent Survey, student discipline data and attendance records for students, teachers, staff and administrators. The School Climate Star Rating provides school-level data on the following components: 1) School Climate – a measure of student, teacher, and parent perceptions of a school's climate; 2) Student Discipline – a measure of student discipline using a weighted suspension rate; 3) Safe and Substance-Free Learning Environment – student discipline incidents and student survey responses on use of illegal substances and the prevalence*

of violence, bullying, and unsafe incidents within a school; and 4) <u>Attendance</u> – the average daily attendance of teachers, administrators, and staff members and the percentage of students with less than six unexcused absences. *
Source: http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/School-Climate.aspx

A school climate star rating report can be accessed by clicking on the School Climate tab.

To learn more, go to http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/School-Climate.aspx

Each district (but not schools) receives a **Financial Efficiency Star Rating** (FESR). *The FESR applies a scale of one-half star to five stars, where a rating of one-half star designates a high spending school with a low CCRPI and a rating of five stars designates a low spending school with a high CCRPI. The FESR is designed to provide information on the relationship between per pupil expenditure (PPE) and academic achievement.*
Source: http://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Documents/FESR%20Calculation%20Guide.pdf

To learn more, go to http://www.gadoe.org/finance-and-business-operations/financial-review/Pages/default.aspx