

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

TO: Traditional School District Superintendent
FROM: Kelsey Stephens, Data Manager, Office of Community Schools
RE: New Startup Community School Data Roll-Up Application
DATE: July 22, 2014

Dear Superintendent,

[State law](#) allows your district to include a new startup community school's Local Report Card data with that of the district's, regardless of whether your district authorizes it. If you wish to combine one or more new startup community schools' accountability data with the district's data, we need certain information from you.

In order to "roll up" a new startup community school's data:

- The school must be located within your school district's boundaries, and
- Your district must provide evidence that, during the 2014-2015 school year, the district either leased a building to the community school or has entered into an agreement with the community school in which the district and community school endorse each other's program.
 - A copy of the lease or agreement is the only evidence that will be accepted.
 - If your district currently sponsors the new start-up, the community school contract meets the requirement and we have a copy on file in our office.

To roll-up a new startup community school's data, please submit required information to me at Kelsey.stephens@education.ohio.gov no later than **Thursday, October 30, 2014**, including:

- The attached and signed verification form;
- For new start-ups not sponsored by your district, either a copy of the lease agreement or the agreement with the community school in which the district and community school endorse each other's program;
- For new start-ups sponsored by your district, the verification form alone is sufficient.

When considering whether to have a new startup school's academic performance data included in your district's results, be aware that the school's data will become a part of the district's permanent data record. As a result, the rolled-up data will continue to be included in district calculations employing multi-year averages even if the district elects not to include the community school's data in future years. Inclusion of community school data may increase district subgroup sizes, resulting in the district being evaluated for measures calculated on subgroups that were previously unevaluated for the district and are currently unevaluated for the community school. Finally, data included from the community school may contain results for students who do not count in the community school for the full academic year (FAY). Students who are not FAY in the community school and are not FAY in one of another district's public school buildings will be included in your district's data roll up. This may also increase your district subgroup sizes.

The attached form includes a line to enter one school name and IRN. If you will be rolling up data for multiple schools, please add them to the same area of the document.

Note that this process must be finalized in time for you to review your district's EMIS HQT reports before the close of October FY15 EMIS. No late submissions can be accepted. Additionally, it is the responsibility of the district to ensure that data from the community school are rolling up to the district appropriately.

Should you have any questions or concerns regarding this matter, please contact me by phone at 614-387-2181 or by e-mail at Kelsey.stephens@education.ohio.gov .