

## ADMINISTRATIVE MEMO

**TO:** School Administrators  
**FROM:** Dennis Cooper, Assistant Commissioner, Office of Quality Schools  
 Leigh Ann Grant-Engle, Assistant Commissioner, Office of Data System Management  
**SUBJECT:** LS-13-002–Data Release and Appeals Process  
**DATE:** April 23, 2013

In preparation for the release of the 2013 Annual Performance Report (APR), the Department of Elementary and Secondary Education (Department) has prepared the schedule for the data release and appeals process. Please note two important data management items. First, the prior year data will be frozen as of June 28, 2013 (this includes data prior to July 1, 2012).

And second, the schedule includes an opportunity to make corrections to 2013 data and appeal test scores much earlier than in years past. This will allow districts an opportunity to review data before the release of the MSIP5 APR and will accommodate a narrower window of time between the secured release and final posting of the APR.

To help with this effort a webinar has been scheduled for May 6, 2013, from 10:00-11:30 a.m. (<http://dese.mo.gov/webinar/webinar05-06-13dsm.htm>). This webinar will be recorded and made available for review.

Department personnel anticipate the following timeline will be followed for the release of 2012-13 MAP data and the MSIP5 APR. We hope this will assist in your planning.

### DATA RELEASE

Date	Description	Mode
July 22	SY13 MAP Data	SECURE
July 29	SY13 MAP Item Benchmark Descriptions data and content standards data	SECURE
August 5 (MOSIS data as of 5:00 p.m. August 2 <sup>nd</sup> )	APR Preview	SECURE
August 19 (All data refreshed as of August 9 <sup>th</sup> 5:00 p.m.)	APR Final	SECURE
August 20	APR results to media (for advance review)	EMBARGOED Until August 23 12:01 a.m.
August 22	DESE press conference	
August 23	DESE news release publicly issued for FINAL APR	PUBLIC

**DATA CORRECTIONS and APPEALS**

<b>Date</b>	<b>Description</b>
June 28 (5:00 p.m.)	All prior year data (2008, 2009, 2010, 2011, and 2012) complete.
July 22 – August 9 (5:00 p.m.)	Student MAP Scores
July 22 – August 9 (5:00 p.m.)	July 1, 2012 - June 30, 2013 College and Career Ready Assessment Scores ACT, COMPASS, SAT, AP, IB

For additional information regarding appeal processes and forms go to:  
<http://www.dese.mo.gov/divimprove/sia/dar/appealsprocedures.html>