

EDUCATION DATA Squad

NEWSLETTER



CERTIFIED COLLECTIONS

Beginning in the 2013-2014 school year, our state began implementing certified data collections. Now in their third year, district and school staff are becoming more familiar with the processes and expectations that accompany certified collections. As we move through our third year in the Era of Certification, it is helpful to review why certified collections matter.

Certified data are critically important! One of the hallmarks of certified data is that they are used in high-stakes decisions. Whether the data are used for funding and resource allocation, determinations about school and district accountability, or to meet federal or state reporting mandates, data that are “certified” are vitally important for administrative decisions that ultimately impact schools and students.

Certified collections provide greater accuracy and consistency in the information that we report. By having specific, consistent, time-limited processes through which schools and districts thoroughly review the necessary information, all of us are working to ensure that data are as accurate and timely as possible. Because all districts must follow the same rules, we ensure equity and fairness across the state when we use the certified data for decision-making. Further, by following a standardized process within a specified timeframe, we greatly reduce the risk of introducing errors that may result from ad hoc and unstructured data collection efforts.

Certification deadlines are important. Deadlines for data certification are set according to school calendars as well as state and federal statutory requirements. For example, second-month enrollment figures, information from the Certified List of Personnel, and other key data are used to inform state aid funding calculations, which must be finalized by December 15 of each year according to state law. Also, graduation cohort appeals are used to determine whether students should be removed from a graduation cohort when calculating a school’s graduation rate, which is certified in conjunction with 2nd month enrollment. Delays in collecting any pieces of these puzzles can cause delays and inaccuracies in subsequent high-stakes decisions and reports.

The purpose of setting and holding to deadlines is not to provide additional hurdles; rather, it is to meet state and federal requirements and to ensure comparability in the data across all of our districts. You may have noticed that WVDE will occasionally announce the extension of a certification deadline. We do so in cases where a data collection application in the West Virginia Education Information System (WVEIS) has not functioned as expected or when data system users statewide have experienced extraordinary challenges in using an application. Extending the deadlines in these cases is one of the ways in which we strive to be fair and supportive for our districts and schools.

Certification processes are designed to be consistent over time. Schools’ and districts’ primary focus should be helping students achieve. By ensuring that data collection processes are as consistent and straightforward as possible, we can work toward helping the people closest to our children focus more on helping them by easing the burden of administrative requirements. Knowing what to expect each time a certified collection window opens can help us all achieve that goal.

WVDE strives to improve our processes. Although we do want to provide as much consistency and stability in our processes as we can, the WVDE team also wants to ensure that our processes and tools work for our school and district staff. We are open to making changes in applications and processes when needed.

Do you have suggestions for improving our certified collections processes or tools? Send them to the Data Governance team at zoomwv@help.k12.wv.us! We are eager to hear how we can better serve and assist you!

ZOOMWV AND ZOOMWV-E: GREAT DATA! WHAT CAN I DO WITH IT?

1. Time to do scheduling for next year? Need to know the incoming numbers for your school? Go to the ZoomWV public website to see enrollment figures by school and by grade.
2. Thinking about doing an attendance incentive but afraid your staff does not have the time to keep up with it? In ZoomWV-e, use filters to limit your selection by grade level and see which grade level has the best attendance, test scores, grades and discipline. Perhaps create Class competitions for attendance incentives. ZoomWV-e will allow you to track attendance percentage based on grade and provide graphs for the competition!
3. Anticipating how many of your staff may retire? Click on Staff number. You will see their highest degree earned and years of experience.

-Dawn Gessel
Putnam County

WELCOME JEFF!

Jeff Pitchford is a Data Governance Specialist in the Office of Research, Accountability, and Data Governance. Jeff received his Bachelor of Business Administration in Management Information Systems and a Master of Science in Technology Management at Marshall University in Huntington, West Virginia. Jeff brings over twenty years of IT experience to the West Virginia Department of Education. Previously, Jeff served Putnam County Schools as a Technology System Specialist where he maintained a one-to-one school and supported a variety of educational programs and applications. A native West Virginian, he currently lives in Eleanor, West Virginia with his two sons. He enjoys volunteering at a local homeless shelter and coaching basketball, cross country, and track.

WHAT'S YOUR DATA STORY?

With the launches of ZoomWV, ZoomWV-e, the Early Warning System, and other data tools during the past year, district and school staff have had greater access to information than ever before. How is it working out for you?

Tell us how you are using the data tools and the information in them to help your students, and you can be featured in an upcoming Data Squad Newsletter! Send your data story to zoomwv@help.k12.wv.us. And be sure to look at the article on this page entitled, *Great data! What can I do with it?* for some inspiration!

DO YOU NEED TRAINING?

Did you know that WVDE staff offer training for district or school staff on various topics? We can help you understand your responsibilities for protecting students' privacy and keeping their information secure. We can help you learn to navigate and use ZoomWV or ZoomWV-e to make decisions that help students achieve. We can even help you become a Zoom expert who can offer training to other staff! Whatever you need we can help! Contact us 304-558-7881 or at zoomwv@help.k12.wv.us

WV PERCENT NEEDY REPORT

The West Virginia Department of Education (WVDE) provides public data on the socioeconomic status of children in West Virginia annually through the production of the West Virginia Percent Needy Report. This report is generated using school enrollment data and National School Breakfast and Lunch Program data collected through the West Virginia Education Information System (WVEIS). The West Virginia Percent Needy Report is the state's official public reporting of the percent of economically needy children by public school and school district which is used to determine school level Elementary and Secondary Education Act, Title I, Part A funding allocations. It is based on certified data collections made on the first day of October for each school year. Ensuring the accuracy of enrollment data is vital to the Title I school ranking process, in which individual school allocations and subsequent supplemental resources are determined. For more information about the Percent Needy Report or Title I, please contact the Office of Federal Programs at 304-558-7805.

WVDE'S INSTITUTIONAL REVIEW BOARD (IRB)

In 2011 the WVDE formally established a comprehensive Human Protections Program and pledged to comply fully with the United States Department of Health and Human Services' (HHS) Regulations for the Protection of Human Subjects as specified in Title 45 Code of Federal Regulations Part 46, Subpart A ("The Common Rule") and Subparts B - D. The WVDE also pledged to comply with the United States Department of Education's Regulations, which are codified in Title 34 CFR Part 97.

What this means is that the WVDE IRB is responsible for oversight of all research projects involving human participants undertaken by WVDE staff. Our primary goal is to ensure that research subjects are adequately informed of their rights as study participants and that their confidentiality is protected. Further, we are charged with educating investigators about the requirements to ensure the risks associated with participation in research activities, however small, are minimized.

Part of our pledge is to make sure WVDE staff (both full- and part-time), who involve people as research participants or use identifiable private information about people to conduct research within the course of their job responsibilities, complete the necessary education requirements to work with this information. Furthermore, these staff must secure approval for their research projects from the WVDE IRB before initiating the work regardless of funding source (federal, state, or other).

The WVDE IRB is not authorized to review/approve research projects for non-WVDE employees. So if RESAs, school districts, university researchers or other non-WVDE staff members wish to engage in research involving students or other people in our state, they must obtain approval for their projects from their own IRBs.

Inquiries about the WVDE IRB may be directed to Patricia Hammer (phammer@k12.wv.us; 304-558-7881).

THE TWELVE DAYS OF ZOOMWV-E

On the **FIRST** day of **ZoomWV-e**..... I will use Google Chrome to log in using my email user name and password.

On the **SECOND** day of **ZoomWV-e**..... I will look to see how many new smiling faces will be attending my school next year by visiting the ZoomWV public website and search for feeder schools and grade levels.

On the **THIRD** day of **ZoomWV-e**..... I will begin an attendance incentive program by grade level and review graphs to see the starting point.

On the **FOURTH** day of **ZoomWV-e**..... I will look at my discipline counts by type and formulate a proactive plan to combat any patterns.

On the **FIFTH** day of **ZoomWV-e**..... I will click on my staff counts to review my staff years of experience and degree level.

On the **SIXTH** day of **ZoomWV-e**..... I will click on my # of students and download data by clicking on Options and Export.

On the **SEVENTH** day of **ZoomWV-e**..... I would click on # of students, click on the head icon by a student name to view that student's entire history of grades, attendance, enrollments, test scores, discipline, GPA, attendance rate and growth percentile.

On the **EIGHTH** day of **ZoomWV-e**..... I would share the link to the page for a student who has improved by clicking on the chain link in the upper right hand corner and emailing it to the counselor.

On the **NINTH** day of **ZoomWV-e**..... I would obtain a list of the gifted, ELL or Special Ed students by turning the relevant filters to "Yes" or "No".

On the **TENTH** day of **ZoomWV-e**..... I would click on my attendance rate to see the individual students' attendance rates. Clicking on the %ATTN title would sort those students in the red category to the top of the list. This is an easy way to view who needs further review with counselors and teachers.

On the **ELEVENTH** day of **ZoomWV-e**..... I would click on my School Monitoring Report for review.

On the **TWELFTH** day of **ZoomWV-e**....., I will sit back and relax, knowing my data is just a click away.

- Dawn Gessel

CONTACT US...

E-mail: ZoomWV@help.k12.wv.us

Telephone: 304.558.7881

"WITHOUT DATA YOU'RE JUST ANOTHER PERSON WITH AN OPINION."

- W. Edwards Deming