

Fife, Linda G.

From: M-DCPS Weekly Briefings <no-reply@dadeschools.net>
Sent: Friday, August 17, 2012 8:07 AM
To: Fife, Linda G.
Subject: ALL PRINCIPALS/APs: Baseline Reporting and Edusoft Processes

Briefing ID #: 12297

ALL PRINCIPALS/APs: Baseline Reporting and Edusoft Processes

Category: Required Action

Audience: All Principals/APs

Due Date: Oct 12, 2012

Meeting Date: n/a

To provide reporting timelines and processes for Baseline Assessment data entry for the Florida Bureau of School Improvement.

All Differentiated Accountability (DA) schools (Prevent, Focus, and Priority) are required to post 2012-2013 Baseline data for the School Improvement Plan (SIP) template on the Bureau of School Improvement (FLBSI) website (<http://www.flbsi.org>) by **noon on Friday, October 19, 2012**. Although non-DA schools are not required to post Baseline data, all schools are encouraged to do so in order to effectively implement a progress monitoring system.

The following processes will ensure compliance for the **Reading, Mathematics, Writing, Science, and Social Science Baselines**:

1. Complete all District Baseline testing by **Friday, September 7, 2012**;
2. Complete all Edusoft scanning and scoring by **5:00 p.m. on Friday, September 7, 2012**; and
3. Reference **Weekly Briefing #12309** for specific information regarding District Writing Baseline Assessment procedures.

Processing the data files:

- District staff will monitor Edusoft scanning and scoring to ensure data is generated in a timely manner in preparation for state reporting;
- Data files will be available at **8:00 a.m. on Friday, September 14, 2012**, at: <http://osi.dadeschools.net>; and
- The files are only viewable using **Excel 2007** or later version.

Posting data to the Florida Bureau of School Improvement:

- Print a copy of your school's **Baseline Report**, found at: <http://curriculum.dadeschools.net/schoolperformancereports.asp>;
- Log-on to the FLBSI SIP template at: <http://www.flbsi.org/SIP/Login.aspx>;
- Select the District and your school's name from the drop-down menus;
- Log-on using your school's password;
- Click "Go to My 2012-2013 School Improvement Plan Template;"
- Select "**Access the 2012-2013 Baseline**" on the next page option; and
- Populate the online Baseline template with the data from your school's **Baseline Report**
 - On the template section click "District or school assessment other than FAIR" and click the boxes for

- ALL** grade levels serviced by your school;
- Report the data exactly as it appears on your Baseline Report, including the % and (#);
 - Click the **SAVE** button at the bottom of each page; and
 - When you are finished, go to the **VIEW** option to confirm that ALL of the data has been saved.

Schools' Use of Geometry, Biology, Civics, and U.S. History Baseline Data:

- The data generated from the administration of the above mentioned assessments will be used to calculate the "**Current and Expected Levels of Performance**" on the School Improvement Plan for schools offering those courses.
- The School Performance Report "**School Improvement Plan-Current and Expected Values**" will be updated on **Friday, September 14, 2012.**
- All schools should update all data requirements prior to posting the SIP to the FLBSI website on **Friday, October 12, 2012.**

Please contact the Office of School Improvement for further assistance.

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