



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters



SDRR Data Review User Manual

Kentucky Department of Education

Office of Assessment and Accountability

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Important Notes

On the Home Page :

- The announcements box is updated with new information as needed during roster/data review windows.
- There is information which is easily visible that indicates and links to the number and status of student changes, as well as a link to view and save information regarding the students transferred in and out of accountability.
- There is also a list of tasks to accomplish during the data review period, so that users can check them off as they are completed.
- A site for practice and training is found at <https://oaa-adc.education.ky.gov/Sandbox/>, and uses the same credentials.

On the Student Listing:

- Ability to easily navigate to an open change request for a student, and return to the student listing.
- Some data is not being collected for assessments. This includes: migrant status, ESS, gifted and talented, vocational, disability type, specific accommodations used during testing, and 504 status.
- Student information is changed directly on the student listing page – including Name, SSID, Date of Birth, Gender, Race/Ethnicity, Accountable School, Non-Participation Status, IEP, EL/LEP, Lunch Status, and Accommodations – by **double clicking** on it.
- By default, the student listing shows all students with any association to the school/district – whether tested or accountable. Users can filter to view only Tested Students, or only Accountable students.
- Both the testing school and the accountable school can make changes to demographics for a student. In case of a difference between enrollments (such as for Free/Reduced Lunch status), the accountable school will have the final say.
- Testing school and grade level cannot be changed during data review. If either field is incorrect, an e-mail may be sent to KDEAssessment@education.ky.gov with the student's name, SSID, and correct information.
- Mark students as Non-Participating by double clicking on that student's row under the Non Part column and selecting the appropriate reason, providing additional detail if needed.
- Remove an approved Non-Participation by double clicking on it and selecting [Remove Non-Participation] in the drop down list.
- Ability to choose multiple filters before applying them. Users can make multiple filter selections, and then click the button to apply them.

On the Transfers Listing:

- Ability to export students transferred in to school or district accountability, as well as students transferred out of accountability.
- District level users may export lists for district accountability, a particular school's accountability, or the district as a whole (any school or district level accountability).
- Exports are available in Excel or PDF formats.

On the Change Listing:

- Ability to filter changes by status, school, test type, etc.
- Export change listing to PDF or Excel (can also use filters before exporting).

We hope these changes are useful, and encourage users to provide feedback or suggestions to KDEAssessment@education.ky.gov.

Welcome Screen

To log in, open your web browser, and navigate to <https://oaa-adc.education.ky.gov/>. You will see this page.



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters



Home > Login Logout

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of the assessment results in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit data review requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the **Kentucky Performance Rating for Educational Progress(K-PREP), EXPLORE, PLAN, ACCESS for ELLs, ACT and other tests.**

Please use your user name and password.

DAC - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

OAA Staff and Admin - Please contact Application Admin/developer to gain access.

School Staff and Related Users - Please contact your local WAAPOC to gain access.

 Toll Free : 1-866-538-7435

Local : 1-502-564-2002

 E-mail : ketshe1pdesk@education.ky.gov

Registered Users

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.



Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

Log In

Enter your user ID and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

<p>Data from multiple schools are available to you. However, you may only access one entity at a time. Please select a school or district that is available to you from the list below, and the selected data will load automatically.</p> <div data-bbox="522 875 907 1066"><ul style="list-style-type: none"><input checked="" type="radio"/> Adair County - Data Editor<input type="radio"/> Adair County High School - Data Editor<input type="radio"/> Atherton High School - Data Editor<input type="radio"/> Jefferson County - Data Editor</div> <p data-bbox="632 1101 793 1133"><input type="button" value="Go"/> <input type="button" value="Cancel"/></p>	<div data-bbox="1509 867 1866 1019"><p>Your Location: Adair County</p><input type="button" value="Change Access Location"/></div>
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Home Page

After log in, the Home Page will appear:

Data Review Status: CLOSED Student Listing Change Listing Transfers Listing Download Go to Data Review	Rosters Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Rosters	Cohort Status: CLOSED Student Listing Change Listing Download Go to Cohort	Access Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Access	CCR Scores Status: CLOSED Student Listing Change Listing Download Go to CCR
Dropout Status: CLOSED Student Listing Change Listing Download Go to Dropout				

Welcome, Jill!

Latest announcement - 12/17/2014 3:40:00 PM by KDE Staff

Manuals and brief screencasts/training videos may be found [here](#).

Rosters are currently open for ACCESS, and loaded with students. If any students are not listed, they may be added.

Rosters are also now open for EOC. CURRENTLY ENROLLED students only need to be added IF you are requesting non-participation for them. The remaining current students will be loaded into SDRR by OAA staff in the spring, based on enrollment in EOC courses according to IC.

If you have run the Early Warning EOC report in Infinite Campus and have identified past students who need to be marked as non-participating, please do not add those students to SDRR at this time. Further information and direction will be available at a later date.

You can practice using SDRR on the [Sandbox](#) site, using the same credentials used to log in to SDRR.

There have been isolated reports of Internet Explorer users having difficulty using SDRR. It appears that when Compatibility View is turned on in IE (in the Tools menu), problems are occurring for some users. If you experience issues in IE, please turn off Compatibility Mode and see if that resolves it.

- For rosters ONLY - if you are unable to add a student with the correct SSID, e-mail the Enterprise Data-KSIS team at kedatarequest@education.ky.gov providing detailed information.
- If there is a question about assessment policies or procedures, please e-mail dacinfo@education.ky.gov.
- If there are SDRR log in issues, contact your district [WAAPOC](#).
- To report application errors (bugs), e-mail ketshelp@education.ky.gov or call 866.538.7435.
- For other issues not covered above, e-mail KDEAssessment@education.ky.gov.

- Please note that users will need to scroll down to the Data Review section, or click on Jump to Data Review at the top of the screen.
- The dates that data review is open are displayed in the Data Review section at the bottom of the screen.

- On the left, there is a list of tasks that should be completed during the data review window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during data review.

SDRR Tasks
<input type="checkbox"/> Review accountability for students (by test type, by grade level, or by school/district) and make corrections as needed.
<input checked="" type="checkbox"/> Use the filter on the student listing to review students who are accountable to the school/district, but were tested elsewhere.
<input checked="" type="checkbox"/> Mark students who were enrolled during the window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.
<input type="checkbox"/> Double check to be sure that information in the non-participation request matches Infinite Campus (such as foreign exchange, withdrawal date and alternate assessment). Update both SDRR and IC as needed.
<input checked="" type="checkbox"/> Mark students as Yes if they were provided accommodations during assessment. There is no need to indicate the specific accommodations received. Students must have a Yes for IEP or EL/LEP in order for accommodations to be marked.
<input type="checkbox"/> Review Data Review Change Listing in SDRR, noting any Denied or Updated changes for possible further action.
<input type="checkbox"/> Update any student changes that are marked as Updated by OAA staff, to provide the information requested.
<input type="checkbox"/> At the end of the Data Review window, export copies of the Data Review Student Listing and Data Review Change Listing, storing them securely in the district.

- There are links to go directly to the Student Listing for a particular test or all tests, as well as the Transfers Listing, Change Listing, and a link to download copies after the window ends.

<table border="1"> <thead> <tr> <th style="background-color: #c6e0b4;">Quick Links</th> </tr> </thead> <tbody> <tr> <td> Data Review Student Listing <ul style="list-style-type: none"> • All Tests • EXPLORE • PLAN </td> </tr> <tr> <td>Data Review Transfers Listing</td> </tr> <tr> <td>Data Review Change Listing</td> </tr> <tr> <td>Download - Data Review</td> </tr> </tbody> </table>	Quick Links	Data Review Student Listing <ul style="list-style-type: none"> • All Tests • EXPLORE • PLAN 	Data Review Transfers Listing	Data Review Change Listing	Download - Data Review	<p style="text-align: center;"><u>Test Types</u></p> <p style="text-align: center;">All Tests – includes both assessments ACT EXPLORE ACT PLAN</p>
Quick Links						
Data Review Student Listing <ul style="list-style-type: none"> • All Tests • EXPLORE • PLAN 						
Data Review Transfers Listing						
Data Review Change Listing						
Download - Data Review						

- There are counts for the different student change statuses. These are clickable links; users can click on the number for Updated or Denied, for example, and go directly to that subset of changes. Users can also click on the link for the Rosters Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.

Changes
 Total : 55
 New : 2
 Updated - Need Info : 0
 Denied : 0
 Closed : 0
 Approved : 53
 Pending OAA Approval : 0
[All Tests] ▼

- Total: All changes requested for school or district
- New: Changes which have not yet been processed by OAA
- Updated – Need Info: Changes which have been updated by OAA, and additional information is needed from the school/district
- Denied: Changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in the record)
- Closed: Change request was cancelled by school or district
- Approved: Changes which have been processed by OAA or were automatically approved (such as Accommodations)
- Pending OAA Approval: Changes which have been updated by school/district and are waiting for OAA action

Student Listing

- Click on All Tests on the home page, or select a specific test type to see only that subset. The student listing will appear:

Home > Data Review Student Listing Logged in as: [FieldTester] -- Logout

Data Review Student Listing
Double-click any field to edit...

Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	IEP	EL/LEP	Lunch	Accommodation
EXPL	ABBOTSON, HANNAH GRACE	11	1965621165	06/17/1998	M	Hisp: Yes Race: AS,PH,W	LOCKED	LOCKED	LOCKED	Yes	No	No	No
PLAN	ABNER, MCKENNA NICOLE	10	1963986723	06/19/1998	M	Hisp: Yes Race: AS,PH,W	LOCKED	Adair County High School	LOCKED	No	No	Free	-
EXPL	ABRELL, RAY JAMESON	08	1967533358	07/08/2000	M	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	LOCKED	No	No	No	-
EXPL	ABSHER, ANNA CANDICE	08	1965870743	03/28/2000	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Reduced	-
PLAN	ABSHER, NICOLE LAUREN	10	1965989293	01/25/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
EXPL	ADKINS, CHRISTOPHER STEVEN	08	1965488234	02/03/1999	M	Hisp: No Race: W	N/A	Adair County Middle School	ALT	Yes	No	Free	No
EXPL	AKERS, ANN MARIE	08	2124966782	11/13/1999	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	No	-
PLAN	AKERS, TERESA JONES	10	1945697579	04/10/1997	F	Hisp: No Race: W	Russell County High School	Adair County High School	-	No	No	Free	-
PLAN	AKIN, HUNTER JAMES	10	1961296828	07/08/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	No	No	No	-
PLAN	ALEXANDER, KEVIN CLARK	10	2126979896	03/26/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-
PLAN	ALEXANDER, MARIA ANGELICA	10	1947746556	08/01/1998	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-
EXPL	ALEXANDER, PAMELA JANE	08	1965685183	06/05/2000	F	Hisp: No Race: W	LOCKED	Adair County Middle School	LOCKED	No	No	Free	-
EXPL	ALEXANDER, VANESSA SUSANNE	08	1968455175	06/05/2000	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Free	-
PLAN	ALFARES, LEO RONALD	10	1966786286	06/20/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-
PLAN	ALLEY, KEEGAN JOSEPH	10	1969239830	01/30/1998	M	Hisp: No Race: W	LOCKED	Adair County High School	-	No	No	Free	-
EXPL	ALLEY, MADISON AMANDA	08	1966345084	03/27/2000	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Free	-
PLAN	ANDERS, JESSICA J	10	2126873313	12/24/1997	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	No	-
EXPL	ANTLE, LISA MARIE	08	1966598591	01/28/2000	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	No	-
EXPL	ARNOLD, TYLER JASON	08	1965874786	01/06/2000	M	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Free	-
PLAN	AUSTIN, STEPHANIE TAYLOR	10	1948526577	12/26/1997	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

- The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

- Accommodations are marked as Yes or No – there is no need to indicate the specific accommodations used on the assessment. Students should have been identified as having an IEP or PSP in IC at the time of testing (and will have to show as Yes in the IEP and/or EL/LEP column in SDRR) in order for accommodations to be marked as Yes. If there was an issue in the fall with the IEP/LEP information extracted from Infinite Campus, please note that users can edit that field during data review, and then mark the student as using accommodations if needed.
- Please note that 504 status is not being collected, nor are any accommodations related to 504 status. Students with a 504 can use the allowed accommodations during assessment, but OAA does not have to report that information.
- 504 Plan accommodations can be annotated in SDRR for your records only. It is optional, not required.
- To change the available items onscreen, double click on the relevant field on the correct student’s row, use the dropdowns or checkboxes to make changes (varies depending on the field being changed), and click the Submit button. Click the Cancel button to return to the Student Listing without making any changes to the student. Specific instructions are in each relevant section of this manual.
- Students with an open change request that has not been finalized yet will have LOCKED on that field. Users can double click on LOCKED to view, update, edit, or close the change request, and will also be able to navigate back to the Roster Student Listing.
- Once non-participation has been approved, the student will have N/A showing for accountability, as there is no accountable entity for a student who does not participate in the assessment.

Filters

1. Click on the Filters button at the bottom left.
2. You can filter the student list to view different groups as follows:
 - By accountable and/or tested
 - By first letter of last name
 - By grade level
 - By assessment/test type
3. District level users will also be able to filter by schools within their district. School level users will only see their own school.

The image shows a 'Filters' dialog box with the following components:

- Accountability:** A dropdown menu with a list of options: All Students, All Tested, All Accountable, Tested (Not Accountable), Accountable (Not Tested), and Tested & Accountable.
- Test Type:** A dropdown menu.
- District:** A dropdown menu.
- L. Name:** A dropdown menu.
- Grade:** A dropdown menu.
- School:** A dropdown menu.
- Buttons:** Apply, Clear Filter Selections, and Cancel.

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown above, there are several accountability filters:

- All Students or * – **this is the default view on the filter for data review**, and includes all students who were accountable and/or tested (for rosters, the default will be All Tested)
- All Tested – all students who were tested at this school/district, regardless of their accountability
- All Accountable – all students accountable to this school/district, regardless of their testing school
- Tested (Not Accountable) – all students who were tested at this school/district, and are accountable elsewhere
- Accountable (Not Tested) – all students who are accountable to this school/district, and were tested elsewhere
- Tested and Accountable – all students who were tested at this school/district, and are accountable to this school/district

We hope that these filters are clearer than the checkboxes used in the past, and are useful in checking student data. If filters have been applied, the export will reflect those selections.

Actions and When to Use

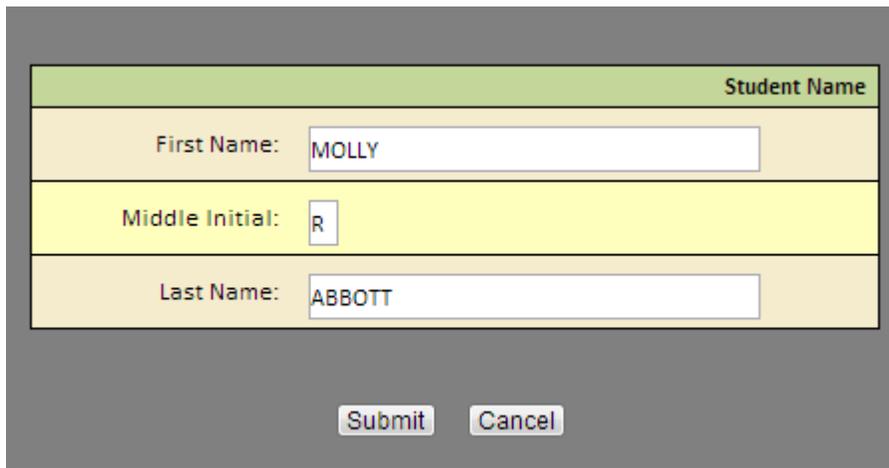
Change accountable school	<ul style="list-style-type: none"> • Student had 100 days enrollment (full academic year) at an A1 school other than the testing school in 2013-14, as of the first day of the 5 day spring summative testing • Student is enrolled in an alternative school or FMD program and is being tracked back to the A1 home school • Student is being coded to the state because he/she did not have 100 days in a single school or district, or had 100 days in a court-ordered/state agency-placed setting • Student is being coded to a district because he/she had 100 days in multiple A1 schools within the district, but did not have 100 at any single school • If additional information is needed to determine appropriate accountability, please review the last two pages of this manual, or use the online tool at http://goo.gl/yx9DTj
Mark as Non-Participating	<ul style="list-style-type: none"> • Student was actively enrolled, but did not complete the assessment for one of the allowable reasons (remember that absence is not adequate reason for non-participation to be approved) • If student was enrolled on the first day of the testing window, but withdrew or was expelled without services • Do NOT mark students as Non-Participating if they are repeating the grade or took the test last year. If students are enrolled in the testing grade, they should complete the assessment
Annotate	<ul style="list-style-type: none"> • Reminder for administrator of testing irregularity, including student work ahead or interruption of assessment for tornado or fire alarm; to denote accommodations given on the Medical Emergency Form; or for any other information that may be pertinent for this student • To indicate accommodations used for 504 Plan students (optional) • To retain a record of demographic changes made in Infinite Campus (optional) • Annotations are created automatically when a student record is added or deleted • Annotations are not used by OAA

Change Student Information

- All student information can be viewed on the Student Listing, and any of the fields can be changed by double clicking the relevant item. This includes all information being collected during data review – name, SSID, date of birth, gender, race/ethnicity, accountable entity, Non-Participation status, IEP, EL/LEP, lunch status, and accommodated status. If there was an issue in the fall with the IEP/LEP information extracted from Infinite Campus, please note that users can edit that field during data review, and then mark the student as using accommodations if needed.
- A student must be marked “Yes” in the IEP and/or EL/LEP field before the Accommodations field becomes available. Accommodations are

marked as Yes or No – there is no need to indicate the specific accommodations used by a student. Students will have to be identified as having an IEP or PSP in order to have accommodations marked as Yes. Please note that 504 status and accommodations are not being collected.

- Grade and testing school cannot be changed during data review. In the rare situation that either of these fields needs to be changed, users may send an e-mail to KDEAssessment@education.ky.gov.
- To change items onscreen, double click on the relevant field, use the drop downs or checkboxes to make changes, and click the Submit button, depending on the field being changed. Click the Cancel button to return to the Student Listing without making any changes to the student.



The screenshot shows a form titled "Student Name" with a light green header. It contains three input fields: "First Name" with the value "MOLLY", "Middle Initial" with the value "R", and "Last Name" with the value "ABBOTT". At the bottom of the form are two buttons: "Submit" and "Cancel".



The screenshot shows a form titled "Ethnicity" with a light green header. It contains several fields with checkboxes and a dropdown menu: "Is Hispanic" with a dropdown menu showing "No", "American Indian/Alaskan Native" with an unchecked checkbox, "Asian" with an unchecked checkbox, "Black/African American" with an unchecked checkbox, "Pacific Islander/Hawaiian" with an unchecked checkbox, and "White" with a checked checkbox. At the bottom of the form are two buttons: "Submit" and "Cancel".

Non-Participation Status

To mark a student (who was enrolled during the testing window, but did not take the assessment) as Non-Participating:

- Double click on the student's row in the Non Part column on the Student Listing.
- Use the drop down to select the appropriate reason, and complete the information requested onscreen. The information requested will vary by Non-Participation type.
- For Medical, please enter the information from the paper form signed by the doctor for this student. Please note that there should be an

acute medical situation for non-participation to be approved. A chronic condition would not qualify for non-participation. If the student receives instruction with a chronic condition, they can be assessed as well. If a student had multiple hospitalizations, the start date of the most recent should be entered on the non-participation request form. This field is not required, however, as not every student has a hospitalization history.

Non-Participation Reason for FELIX ABSTON

Test Type: KPRP

Non-Participation Type:

- **Choose an Non-Participation Type**
- Extraordinary Circumstances
- First Year EL/LEP Student
- Foreign Exchange Student
- Medical
- Student withdrawn/expelled during testing window
- [Remove Non-Participation]

No more information

Submit Cancel

If an Extraordinary Circumstances is chosen, then requester must provide a detailed reason.

Examples:

- Student placed in protective custody
- Extreme trauma to student
- Parental kidnapping
- Death of a close family member

Absence/truancy is not adequate reason for non-participation to be approved. There was a two week window for EXPLORE and PLAN testing to be completed.

- Click on Submit at the bottom.
- Keep a copy of all documentation at the district for audit purposes.
- Please note that you can also remove an existing, approved Non-Participation by selecting [Remove Non-Participation] from the dropdown list.

Change Accountable School

- Double click on the current accountable school for the student on the student listing.

Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	IEP	EL/LEP	Lunch	Accommodation
KPRP	ABBNEY, ZACHARY Y.	10	2120398751	07/10/2003	F	Hispanic: Yes Race: A1, B, W	Adair County High School	Pride Elementary School	EC	No	Yes	Reduced	Yes

- If unsure how to correctly determine accountability, please review the flow charts on the last two pages of this manual, click the “Need Help Determining Accountability?” link on the accountability change request form, or navigate to <http://goo.gl/yx9DTj> in your Internet browser.
- Please be sure to select a school if that is the accountable entity, rather than only choosing the district. Students should be marked as accountable to an A1 school unless they had multiple enrollments within a district but did not have 100 days at a single school or are accountable to the state.
- If a student is being coded to a district (rather than an A1 school), please select that district in both dropdowns. If a student is being coded to the state, please select State in the District dropdown.
- Once a district is selected, the school dropdown will populate, and will only include schools that include the grade of the student.

Accountable School for ELLA SUSANNAH ABRELL

[Need Help Determining Accountability?](#)

District: Adair County

School: •

Change Reason:

Change, including number of days enrolled at all schools attended (available at the home school, please provide details of specialized program and being tracked back to the home school)

Cancel

- Use the dropdown lists to select the appropriate district and school. Click on the arrows for each dropdown to change the district and then select the accountable A1 school. If a student should be accountable to a district, select the district name in both dropdowns. If a student should be accountable to the state, select State in the District dropdown.
- If unsure about correct accountability, review the flow charts at the end of this manual, and/or click on the link [Need Help Determining Accountability?](#)
- Provide requested information onscreen, such as number of days enrolled or details of student being tracked back to the A1 home school.

Accountable School for ELLA SUSANNAH ABRELL

[Need Help Determining Accountability?](#)

District: State

School: State

Enter Change Reason:

Please provide details to justify this accountability change, including number of days enrolled at all schools attended (available in CIITS). If student is attending a specialized program and being tracked back to the home school, please indicate...

Submit Cancel

- Click on Submit at the bottom of the form.
- The form will close, and you will see a brief flashing text notification of submission success at the top of the student listing.
- An accountability change has been requested. The accountable field on the student listing will show as LOCKED until the change request is resolved, and no new changes can be made to this field until the change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Data Review Change Listing on the Home Page.
- Any change requests which are not resolved by the end of the data review period will be denied.

Transfers

Data Review Transfers

Transfer Information For:

District -
 School -

Transfers In							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
ZACHARY Y ABBNEY	2120398751	KPRP	State	Adair County High School	srineni	8/7/2013 11:00:00 AM	EC
TAVA B ALLEN	2123581923	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-

Transfers Out							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
KAROLINE A ABBOTT	1982416058	KPRP	John Adair Intermediate School	State	FieldTester	8/7/2013 11:37:00 AM	-
BRYANT L ABNER	1960267983	AEOC	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-
BRYANT L ABNER	1960267983	KPRP	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-

- Click on the Data Review Transfers Listing link on the home page.
- A list of students transferred in and out of the school/district’s accountability will appear.
- School level users will see their own school. By default, District level users will see all students accountable to any school or to the district, as indicated by the asterisk in the school dropdown. District users may also select a particular school or district-accountable students by using the dropdown at the top.
- The list of students who have been transferred in or out can be exported to Excel or PDF by clicking on the buttons at the top and bottom of the page.

Data Review Change Listing

- Click on Data Review Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable links – if the user clicks on the number of Updated or New changes on the home page, that subset of changes will appear onscreen.

Changes	
Total :	115
New :	1
Updated :	3
Denied :	8
Closed :	6
Approved :	90
Pending OAA Approval :	7
[All Tests] ▼	

- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:

The screenshot shows the 'Filters' section of the interface. It contains four dropdown menus: 'District', 'School', 'Change Status', and 'Test Type'. The 'Change Status' dropdown is currently open, displaying a list of options: 'Closed', 'Completed', 'Denied', 'New', 'Pending', and 'Updated'. Below the dropdowns are two buttons: 'Apply Filters' and 'Cancel'.

- The asterisk (*) will include all change statuses.

- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.
- Changes can be cancelled by clicking on the red X by that student's name.
- Click on the icon in the Details column to view or update the change request for this student. Only changes that have not yet been completed may be updated.

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		ACCR	BARRAGAN, LYNNA LIZBETH	BetaTester	Adair County	IEP/LEP Accommodation	10/16/2013 2:30:00 PM	10/16/2013 2:30:23 PM	10/16/2013 2:30:00 PM
		EXPL	HARRIS, VALLEY RAE	SDRRTESTER	Adair County	Accountable School	9/11/2013 9:29:00 AM	11/5/2013 4:14:38 PM	-
		EXPL	BISHOP, JARRETT EMERSON	SDRRTESTER	Adair County	Accountable School	9/11/2013 9:23:00 AM	9/12/2013 2:59:58 PM	9/12/2013 3:00:00 PM
		EXPL	BISHOP, JARRETT EMERSON	SDRRTESTER	Adair County	Accountable School	9/11/2013 8:55:00 AM	9/12/2013 3:00:26 PM	9/12/2013 3:00:00 PM
		EXPL	BISHOP, HANFUR N	SDRRTESTER	Adair County	Accountable School	9/11/2013 8:47:00 AM	1/14/2014 1:58:42 PM	1/14/2014 1:59:00 PM
		EXPL	BENNETT, CASSANDRA GABRIELLE	FieldTester	Adair County	Accountable School	9/10/2013 9:07:00 AM	11/5/2013 11:25:38 AM	-
		EXPL	BISHOP, HANFUR N	FieldTester	Adair County	Accountable School	9/9/2013 1:36:00 PM	11/5/2013 2:34:08 PM	-
		EXPL	ALEXANDER, AMY NAHRE	FieldTester	Adair County	Accountable School	9/9/2013 11:44:00 AM	-	-
		EXPL	BARNUM, ALICIA SUE NAHRE	FieldTester	Adair County	IEP Accommodation	9/9/2013 10:00:00 AM	9/9/2013 10:00:13 AM	9/9/2013 10:00:00 AM
		EXPL	HOUSE, BRUCE SCOTT	FieldTester	Adair County	Accountable School	9/9/2013 6:49:00 AM	9/9/2013 6:50:56 AM	9/9/2013 6:51:00 AM
		EXPL	BENNETT, JESSICA FINNIE	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:14:00 AM	9/7/2013 11:16:34 AM	9/7/2013 11:17:00 AM
		EXPL	BENNETT, JESSICA FINNIE	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:14:00 AM	9/7/2013 11:16:29 AM	9/7/2013 11:16:00 AM
		PLAN	HARRIS, VALLEY RAE	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:20 AM	9/7/2013 11:16:00 AM
		EXPL	HOPKINS, SHAWN CARL PATRICK	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:12:00 AM	9/7/2013 11:16:14 AM	9/7/2013 11:16:00 AM
		EXPL	HOPKINS, SHAWN CARL PATRICK	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:07 AM	9/7/2013 11:16:00 AM
		PLAN	BELL, WENDON LADNAE	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:01 AM	9/7/2013 11:16:00 AM
		EXPL	ANDERSON, NADALIE J	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:11:00 AM	9/7/2013 11:15:56 AM	9/7/2013 11:16:00 AM

- If a change request has been denied, it will remain in the SDRR system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student.
- Users with district level access can view, update, and close changes submitted by school level users.
- Users should review Updated change requests – these are changes that cannot be approved without additional information as requested by OAA.

- To update a change when OAA has requested additional information, use the filter to select Updated changes. Click on the icon  on the left to open the change request. Type any new or requested information in the text box, as shown below, and click Submit.

Ticket Information For : ABRELL, ELIZABETH C.

NONPARTICIPATION CHANGE

Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:	<input type="radio"/> Approved <input type="radio"/> Denied <input checked="" type="radio"/> More Info
EXTRAORDINARY	-	8/8/2013 8:43:00		PENDING	
Change Reason:					

OK THANKS UPDATED BY : SRINENI UPDATED ON : 8/8/2013
 TEST UPDATED BY : FIELDTESTER UPDATED ON : 8/8/2013

Provide Approval/Denial/Request more information reason here:

Summary

Ticket # :	313	Req. Entity :	ADAIR COUNTY	Created Date :	8/8/2013 8:43:00 AM	Req. Id :	FIELDTESTER
Req. District :	ADAIR COUNTY	Updated Date :	8/8/2013 10:02:37 AM	SSID :	1962648893		

The accountable field on the student listing will show as LOCKED until an open change request is resolved, and no new changes can be made to this field until this change is finalized. If the change request needs to be updated with additional information, it can be accessed by double clicking on the LOCKED field on the Student Listing, clicking on the Updated – Need Info count on the home page, or by clicking on Data Review Change Listing on the home page.

Please note that all information requested by OAA must be updated in SDRR. Information cannot be provided by phone or e-mail. This is to ensure that there is a complete, auditable record of all student-level changes.

If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the students' accountability or non-participation status. For that reason, it is important to respond to requests for more information and review Updated changes periodically. Any change requests which are not resolved by the end of the data review period will be denied.

Export to Excel or PDF

Main Menu > Data Review Change Listing

Logged in as: [FieldTester] -- Logout

Data Review Change Listing

Student Name or SSID or Change Num

Click on one of the export buttons at the bottom left.

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		KPRP	ABBOTT, ISAAC	FieldTester	Adair County	NonParticipation	08/08/2013	08/08/2013	
		KPRP	ABUZOU, ...	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABUZOU, ...	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
		KALT	ABSTON, ...	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABSTON, ...	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABSTON, ...	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABSTON, ...	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABSTON, ...	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
		KPRP	ABRELL, ...	FieldTester	Adair County	NonParticipation	08/08/2013	08/08/2013	
		AEOC	BLACKSTONE, ...	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013
		AEOC	BLACKSTONE, ...	FieldTester	Adair County	SSID	08/07/2013	08/07/2013	08/07/2013
		AEOC	ALLEN, ...	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013
		AEOC	ALLEN, ...	FieldTester	Adair County	SSID	08/07/2013	08/07/2013	08/07/2013
		KPRP	ABBOTT, ...	FieldTester	Adair County	Accountable School	08/07/2013	08/07/2013	
		KPRP	ABBOTT, ...	FieldTester	Adair County	Accountable School	08/07/2013	08/07/2013	08/07/2013
		KPRP	ABBNEY, ...	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013

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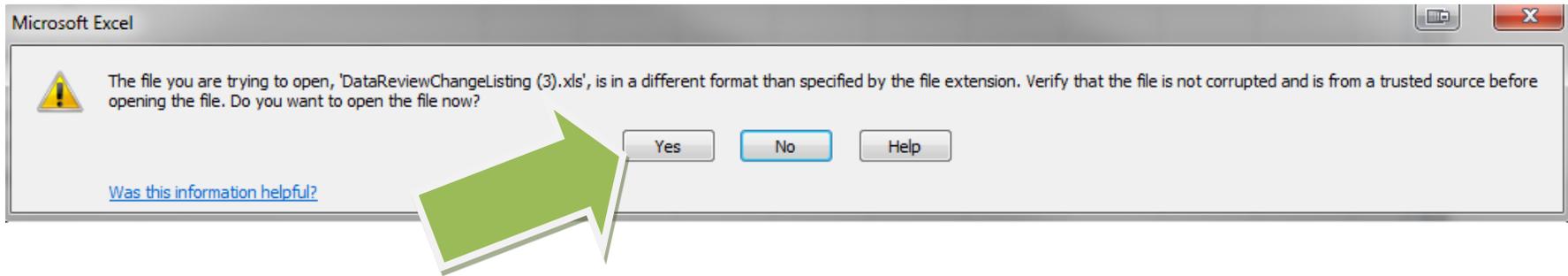
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Both the change listing (Excel or PDF formats) and the student listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

OAA is seeking input from users for improvement. Please e-mail KDEAssessment@education.ky.gov with any suggestions for improvement.

If you have Excel 2007, you will see the following message when the file is opening:

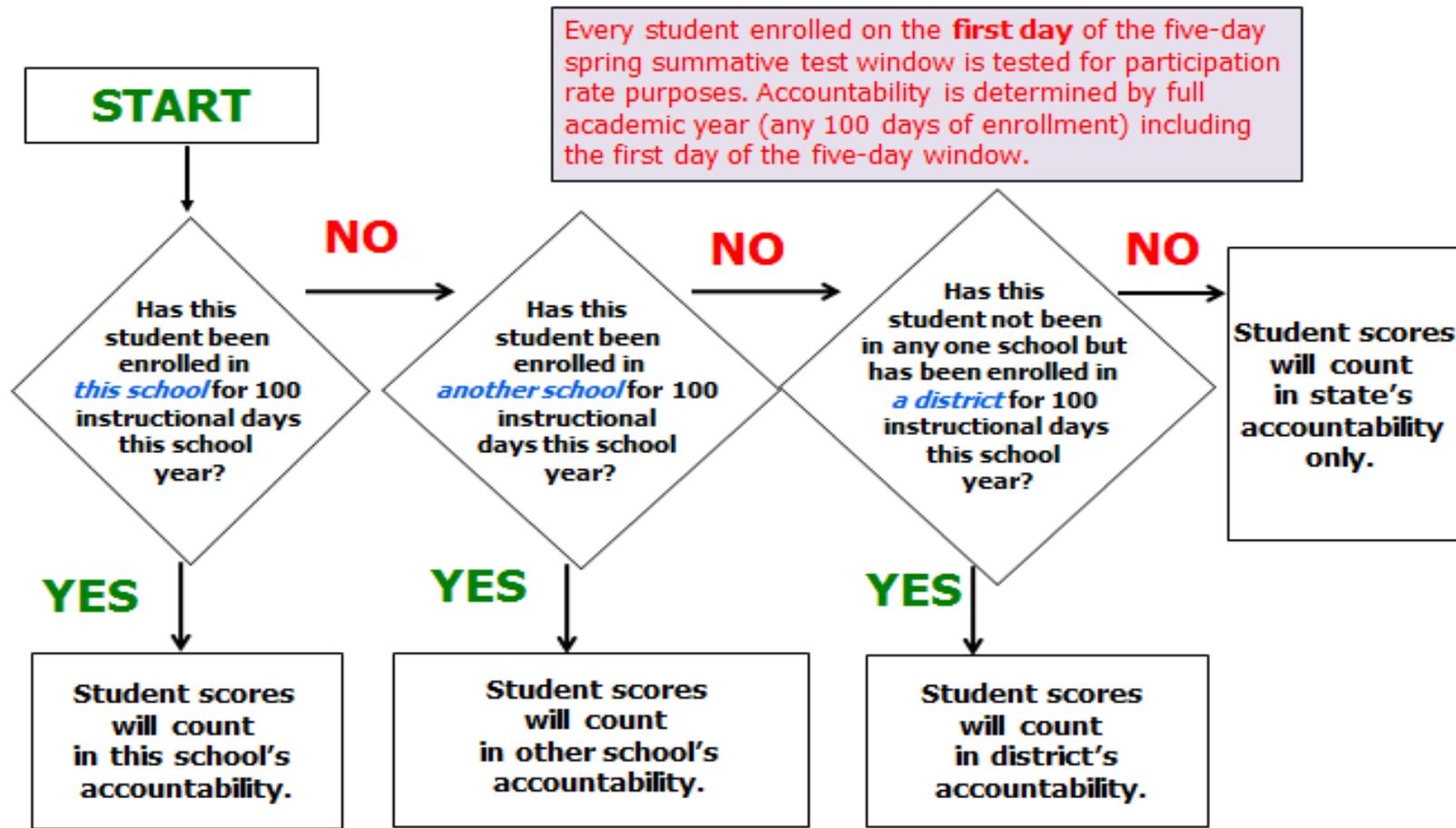


Click on Yes to open the file. If you save the file as an Excel 1997-2003 workbook, you will no longer see this message.

Determining Accountability

OAA has created an online decision tree to assist in determining correct accountability. It can be accessed at <http://goo.gl/yx9DTj>, and is also available in SDRR on the form to change accountability for a student.

Flowchart for Determining Accountability For Students in A1 Schools Kentucky Performance Rating for Educational Progress (K-PREP)



Flowchart for Determining Accountability For Students in Alternative Programs Kentucky Performance Rating for Educational Progress (K-PREP)

